



Dhofar University
College of
Engineering

Guideline for Final Year Project

Academic Year: 2023-2024

Introduction:

This guideline is developed to clarify the process and mechanisms for proposing, organizing, and supervising Final Year Projects (FYPs) at the College of Engineering. The process starts with the call for project proposals and continues until the final presentation, discussion, and collection of students' feedback regarding their learning experience during the FYP. The process normally starts at the end of each semester and continues until the end of the following semester.

Step 1: Calling for Proposals

The first step consists of calling for Final Year Project proposals by the Chairperson of the department. After receiving the proposals, the Chairperson calls for a department-level meeting to discuss them. The Department Academic Council reviews and approves the proposals based on their novelty, clarity, objectives, feasibility, and the time required to complete the project.

If any proposal requires improvement, faculty members may revise and resubmit it for further discussion and approval. The approved projects are announced and posted before the start of the following semester.

Step 2: Selection of Projects by Students

The approved projects are posted within the department, and students enrolled in the FYP I course are required to complete and submit a project selection form before the end of the first week of the semester.

Each FYP group normally consists of three or four students. The students are required to provide their details and CGPAs in the selection form. In addition, each group must rank the proposed projects according to their preferences.

After collecting the selection forms, the Department Academic Council analyzes the students' preferences. Based on the students' choices and the average CGPA of each group, projects are assigned accordingly. The Chairperson informs both students and faculty members about the assigned projects within two days after the meeting.

Step 3: Meeting Between Students and Supervisor

During the second week of the semester, students shall meet their assigned supervisor to obtain detailed information about the project and discuss the proposed timeline and roadmap for project completion.

During the first meeting, students are required to complete the undertaking form and any additional required forms. The supervisor explains the course syllabus, project requirements, and evaluation criteria to the students. The project evaluation methods and rubrics shall be clearly communicated during this meeting.

The FYP group and the supervisor shall also agree on a suitable schedule for regular weekly meetings to monitor project progress. Details of these meetings, including discussions and progress updates, shall be documented in progress reports and submitted to the Project Evaluation Committee at the end of the semester.

Step 4: Assessment and Evaluation of FYP

During Week 13, students are required to submit their Final Year Project reports to the Chairperson of the department. Students must also attach the undertaking forms and progress reports with the submitted report.

The Chairperson calls for a Department Academic Council meeting to prepare and announce the schedule for the examination of Final Year Projects I and II during Week 14 of the semester. The Chairperson ensures that both students and staff are informed about the duration allocated for the presentation and question-and-answer session.

The evaluation forms and rubrics shall be communicated to students at the beginning of the semester. The time allocated for the presentation and discussion of FYP I is 30 minutes, while the allocated time for FYP II is one hour.

At the end of the presentation and discussion session, the Evaluation Committee is required to complete the evaluation forms based on the approved rubrics and students' performance. The grades shall then be submitted to the Chairperson and the College Academic Council for review and approval.

Approved on: 14-05-2024

Approved by: Academic Council of the College of Engineering
