

المحترمين

المحترمات

سعادة الأخوة الزملاء رؤساء الأقسام

سعادة الأخوات الزميلات وكيالات الأقسام

السلام عليكم ورحمة الله وبركاته ،،، وبعد:

بناءً على قرار مجلس الكلية بجلسته الخامسة والعشرين للعام الجامعي ١٤٣٨/١٤٣٩هـ المعقودة بتاريخ ١٤/٨/١٤٣٩هـ (مرفق) بشأن الموافقة على مقترح وكالة الكلية للتطوير والجودة على آلية توحيد تقييم مشروع بحث التخرج للطلاب/الطالبات لجميع أقسام الكلية.

والحاقاً لتعميمنا بهذا الخصوص لسعادتكم عبر البريد الإلكتروني بتاريخ ١٤٤٠/١/٢٧هـ (٢٠١٨/١٠/٧م).

عليه تجدون برفقه الاستمارات اللازمة لتقييم أداء الطالب/الطالبة خلال مشروع بحث التخرج والمشار إليها في البند الثاني في قرار مجلس الكلية أعلاه، على أن يُعمل بهذه الآلية اعتباراً من الفصل الدراسي الحالي ١٤٣٩/١٤٤٠هـ.

شاكرين لسعادتكم تعاونكم وكريم اهتمامكم.

وتقبلوا فائق تحياتي وتقديري ،،،

وكيل كلية العلوم للتطوير والجودة

أ.د. ماجد بن صالح العقيل

- صورة مع التحية لسعادة/ عميد الكلية
- صورة مع التحية لسعادة/ وكالة الكلية
- صورة مع التحية لسعادة/ وكيل الكلية للشؤون الأكاديمية
- صورة مع التحية لسعادة/ مساعدة وكالة الكلية للشؤون الأكاديمية

مستودع
١٤٤٠هـ

جامعة الملك سعود King Saud University	
رقم القيد	٣/٢/٥٠٦٩٦
التاريخ	١٤٤٠/٠٢/٠٥
المرفقات	12
	

سعادة الأستاذ الدكتور/ وكيل الكلية للتطوير والجودة

أصحاب السعادة/ رؤساء الأقسام بالكلية

حفظهم الله

السلام عليكم ورحمة الله وبركاته

ناقش مجلس كلية العلوم بجلسته الخامسة والعشرين للعام الجامعي ١٤٣٨/١٤٣٩هـ،
المعقودة بتاريخ ١٤/٠٨/١٤٣٩هـ، مذكرة وكالة الكلية للتطوير والجودة بشأن مقترح آلية لتوحيد
تقييم مشروع بحث التخرج للطلاب/ الطالبات لجميع أقسام الكلية وذلك لضمان مبدأ العدالة
بين الطلاب/ الطالبات وتطبيقاً لمبدأ الجودة في آلية التعليم والتعلم وتقييم المخرجات

القرار:

- (١) يوافق المجلس على مقترح وكالة الكلية للتطوير والجودة بشأن آلية توحيد تقييم
مشروع بحث التخرج للطلاب/ الطالبات لجميع أقسام الكلية على أن تقسم درجات
المقرر على النحو التالي:
 - أداء الطالب/ الطالبة في المشروع طوال الفصل الدراسي (٦٠ درجة)
 - تقرير البحث المكتوب (٢٠ درجة)
 - عرض تقديمي في القسم عن البحث (١٠ درجات)
 - ملصق ورقي في القسم عن البحث (١٠ درجات)
- (٢) تقوم وكالة الكلية للتطوير والجودة بتزويد جميع الأقسام بالاستمارات اللازمة
لتقييم أداء الطالب/ الطالبة خلال مشروع بحث التخرج.
- (٣) يعمل بهذه الآلية اعتباراً من الفصل الدراسي الأول من العام الدراسي ١٤٣٩/١٤٤٠هـ.

للتكرم بالإطلاع واتخاذ اللازم،،،

وتقبلوا سعادتك وإفر التحية والتقدير،،،

عميد كلية العلوم


د. د. ناصر بن محمد الداغري

٣/١٢/١٤٣٩
١٤٣٩/٠٨/١٧

499 xxx Learning Outcomes	
	The student should be able to:
1	Recognize contemporary design, theory, and practice.
2	Define research technique suitable to the individual project of research.
3	Explain research technique specific to the individual project of research.
4	Analyze, compare and conclude the obtained results and conclusions.
5	Direct himself independently through the development and management of a project of research.
6	Demonstrate high quality communication skills in tutorials and in project outcomes: in documents, artefacts and design work in appropriate visual, verbal, material and written formats.

أولاً: أداء الطالب (اليومي) في المشروع طوال الفصل الدراسي (المشرف)

Evaluation Criterion	Unsatisfactory (0-4)	Marginally Satisfactory (5-6)	Good (7-8)	Excellent (9-10)	Team Score
Attendance 20%	Can Never be found	Occasionally in assigned area (s)	Usually in assigned area (s)	Always in assigned area (s)	
Appearance 5%	Appearance unclean and unprofessional	Somewhat meets dress code	Meets dress code	Look professional and neat	
Ability to follow instruction 10%	Cannot follow the simplest of Instructions	Rarely able to follow instructions, no much help in department	Can usually follow basic instructions with guidance	Always able to follow instructions	
Quality of the work 15%	Quality of work often failed to meet our expectations	Quality of work sometimes failed to meet our expectations	Quality of work meet our expectations	Quality of work frequently exceeded our expectations	
Motivation 10%	Poor motivation, will not perform tasks without direct order	Fair motivation, sometimes requires assigned tasks	Well-motivated, perform tasks with little encouragement	Highly motivated, wants to perform every task possible	
Reaction to criticism 10%	Very defensive with criticism, makes no effort correct mistakes	Sometimes defensive with criticism, correct mistakes occasionally	Usually accepts criticism well and tries to correct mistakes	Consistently accepts criticism well and tries to correct mistakes	
Group/Partner Team work 10%	Completely unwilling or unable to work with other people	Some difficulty adjusting personality to work with others	Usually helps, works well with most people	Always willing to help anyone in need, easy to work with	
Leadership 5%	Passive in respect to goal setting, initiating tasks and resolving problems	Was supportive but displayed little initiative in moving the team towards its goals	Showed initiative in helping the team solve problems and achieve its goals	Was a positive force in looking ahead and supporting other team members to achieve its goals	
Safety 15%	Proper safety precautions are consistently used	Proper safety precautions are generally used	Proper safety precautions are often missed	Proper safety precautions are consistently missed	

Evaluation Criterion	Unsatisfactory (0-4)	Marginally Satisfactory (5-6)	Good (7-8)	Excellent (9-10)	Team Score
Summary and Content 5%	The summary is missing or exists but lacks a lot of relevant information about the work.	The summary is like an introduction to the report. It lacks some of the important information about the work. The content is will presented.	The summary is just reflect the report parts and include the necessary information such as motivation, problem statement, deliverables.. The content is complete.	The summary is professional and creates curiosity in the reader to go further in the report. The content is well organized.	
Introduction and scientific background 10%	The introduction provides incorrect statement of the problem.	The introduction contains scientific background about the work.	The introduction contains enough scientific background about the work, the scope of the project; organization of the report.	The introduction contains complete scientific background about the work, the scope of the project, organization of the report. It also includes concluding remarks about the content presented in the report	
Problem Statement and Objectives 10%	The problem is roughly stated. The proposed solution and objectives are not identified.	The problem is stated. The proposed solution is identified. The objectives are presented but not measurable.	The problem is clearly stated. The proposed solution is clearly identified. Objectives are identified with some of them are not measurable.	The problem is clearly stated. The proposed solution and measurable objectives are clearly identified.	
Experimental Procedure 25%	Important parts of the description of the experimental/theoretical systems and procedures are missing. Diagrams and figures are missing.	Overall description of most parts of the experimental/theoretical systems and procedures are indicated with some diagrams and figures are missing.	Adequate description of all parts of the experimental/theoretical systems and procedures are indicated with diagrams and figures.	Full description of all parts of the experimental/theoretical systems and procedures are clearly indicated with all related diagrams and figures.	
Results, Conclusion and Suggested work 30%	Lack of presenting results. No conclusion neither suggested work are provided.	Obtained results are partially presented and discussed with missing analysis and suggested future work.	Obtained results are clearly presented, discussed and analyzed. Brief conclusion and suggested work are included.	Obtained results are clearly presented, evaluated, discussed and analyzed. Agreement between the obtained results and other's results are discussed and justified. A conclusion and suggested work based on the analysis are included.	
Language 10%	The language is bad in order to understand the report idea. Text is full of errors and typing mistakes.	Problematic language, sometimes making it difficult to understand the whole report clearly. Frequent errors and typing mistakes are observed.	Good language is used in the report with rare difficulties. Some errors or typing mistakes observed.	Strong language is adopted in writing the report. errors or typing mistakes observed in the report.	
Organization and Appearance of the Report 10%	The report has many major mistakes related to the format. Many sections, tables and figures are missing. A list of references is not provided.	The report has some deficiencies with the format. Some of the standards sections and figures are missing. A list of references is present with incomplete citations and incorrect reference numbers.	The report is bound and has an acceptable format. Most of the standards sections of a report are included. Captioned figures and tables are present. A list of references exist with adequate citations in the text.	The report has a professional KSU format with a consistent style and appropriate page numbers. All standards sections of a report are exist. The needed supplementary details are included as appendices. Captioned clear figures and tables are present. A suitable list of references is provided with correct citations in the text and figures.	

ثالثاً : العرض التقديمي

Evaluation Criterion	Unsatisfactory (0-4)	Marginally Satisfactory (5-6)	Good (7-8)	Excellent (9-10)	Team Score
Presentation of the Project					
Significance/Purpose: Student clearly and concisely explained the significance or purpose of the project to a generalist audience. 15%	Even with follow-up, significance/purpose is unclear.	Moderate further explanation/follow-up needed.	Minimal further explanation/follow-up needed.	Significance/Purpose is clearly presented for a generalist audience	
Methodology/Process: Student explained what methods or processes he used, as well as why he used them, to conduct the project. 15%	Even with follow-up, method/process is unclear	Moderate use of jargon necessitates questions to clarify.	Minimal jargon and clear response to few follow-up questions	Jargon-free; few follow-up questions needed	
Results/Findings: Student clearly presented his results and findings and connect them to the stated Problem Statement and Objectives. 20%	Student(s) is unable to articulate connections even with follow-up questions.	Connections articulated only with follow-up.	Appropriately articulated with minimal follow-up required.	Connections are clearly articulated.	
Quality of the Project					
Nonverbal Skills: Student demonstrated strong nonverbal communication skills, such as professional demeanor, eye-contact, gestures and movement. 15%	Nonverbal behaviors (Avoids eye contact, arms crossed, chewing gum, etc.) disengage rather than engage audience.	could improve on eye contact, gestures/movement, and/or attention to nonverbal cues.	only minimal discomfort or nervousness exhibited.	No need for improvement with nonverbal presentation skills.	
Verbal/Oral Presentation: Student demonstrated strong verbal skills: he articulate clearly and slowly with little to no stumbling, mumbling, rambling, or unnecessary articulations such as "um" or "so". 15%	Issues with articulations, ramblings, etc. detract from the verbal/oral presentation.	good basic verbal skills but some habits/practices distract from understanding.	strong verbal skills with only minor issues such as habitual "um" or "so" articulations.	No need for improvement with verbal/oral presentation skills.	
Skills Responses to Judges: Student welcomed comments or questions and provide appropriate and thoughtful responses, even if the response is to share that a comment/question is beyond the scope of the project. 20%	Issues with articulations, ramblings, etc. detract from the verbal/oral presentation.	good basic verbal skills but some habits/practices distract from understanding.	strong verbal skills with only minor issues such as habitual "um" or "so" articulations.	No need for improvement with verbal/oral presentation skills.	

Evaluation Criterion	Unsatisfactory (0-4)	Marginally Satisfactory (5-6)	Good (7-8)	Excellent (9-10)	Team Score
Significance/Purpose: Student clearly and concisely explains the significance or purpose of the project to a generalist audience. 15%	Even with follow-up, significance/purpose is unclear.	Moderate further explanation/follow-up needed.	Minimal further explanation/follow-up needed.	Significance/Purpose is clearly presented for a generalist audience	
Methodology/Process: Student explains what methods or processes they used, as well as why they used them, to conduct the project. 15%	Even with follow-up, method/process is unclear.	Moderate use of jargon necessitates questions to clarify.	Minimal jargon and clear response to few follow-up questions.	Jargon-free; few follow-up questions needed	
Results/Findings: Student clearly presents their results and findings and connects them to the stated significance or purpose of the project. 20%	Student(s) is unable to articulate connections even with follow-up questions.	Connections articulated only with follow-up.	Appropriately articulated with minimal follow-up required.	Connections are clearly articulated.	
Coherence/Organization: the poster is well-organized, easy to read, free of mistakes, and makes good use of font, color and visuals. 15%	Not clearly organized, contains visible mistakes, and is difficult to read.	Organization, proofreading, use of font, color, or visuals need enhancement.	Organized with only minimal mistakes. Font, color, and visuals contribute to readability.	The poster is of near-professional quality in its organization and coherence.	
Content: Poster content is purposeful and understandable to an informed generalist. 15%	Content detracts from rather than enhancing understanding of the project.	Needs considerable explanation.	Needs limited additional explanation.	Content is purposeful and easily understood by an informed generalist.	
Contribution: The poster contributes meaningfully to the student report or presentation of the project. 20%	The poster does not add value, or seems unrelated to the report or presentation.	The poster's contribution to the report or presentation is minimal, or somewhat confusing.	Overall, the poster adds value to the report or presentation and helps in understanding the project.	The poster is a meaningful and well-integrated part of the report or presentation.	

A template for Assessment of student performance in Research Project
during 14.... /14....

Student Name:

Student Number:

Project Title:

***Course Code:**

Type of assessment: Formative

Assessment strategy: Observation, group activities, written work

Evaluation Criterion	Proportions of the assessment Marks	Supervisor Marks
Attendance	12	
Appearance	3	
Ability to follow instruction	6	
Quality of the work	9	
Motivation	6	
Reaction to criticism	6	
Group/Partner Team work	6	
Leadership	3	
Safety	9	
Total	60 Marks	

*Course code means code of course 499 or 497

Names of student Supervisor:

Signature:

**A template for Assessment of Student Report of Research Project during
14.... /14....**

Student Name:

Student Number:

Project Title:

***Course Code:**

Type of assessment: Summative

Assessment strategy: Reviewing

Evaluation Criterion	Proportions of the assessment Marks	Assessment Committee Marks
Summary and Content	1	
Introduction and scientific background	2	
Problem Statement and Objectives	2	
Experimental Procedure	5	
Results, Conclusion and Suggested work	6	
Language	2	
Organization and Appearance of the Report	2	
Total	20 Marks	

*Course code means code of course 499 or 497

Assessment Team:

Signature:

- 1.
- 2.
- 3.
- 4.

A template for Assessment of Student Presentation of Research Project
during 14.... /14....

Student Name:

Student Number:

Project Title:

***Course Code:**

Type of assessment: Summative

Assessment strategy: Observation, discussion

Evaluation Criterion	Proportions of the assessment Marks	Assessment Committee Marks
Significance/Purpose	1.5	
Methodology/Process	1.5	
Results/Findings	2	
Nonverbal Skills:.	1.5	
Verbal/Oral Presentation:	1.5	
Skills Responses to Judges:	2	
Total	10 Marks	

*Course code means code of course 499 or 497

Assessment Team:

Signature:

- 1.
- 2.
- 3.
- 4.

**A template for Assessment of Student Poster of Research Project during
14.... /14....**

Student Name:

Student Number:

Project Title:

***Course Code:**

Type of assessment: Summative

Assessment strategy: Observation, Discussion

Evaluation Criterion	Proportions of the assessment Marks	Assessment Committee Marks
Significance/Purpose:	1.5	
Methodology/Process	1.5	
Results/Findings:	2	
Coherence/Organization:	1.5	
Content:	1.5	
Contribution:.	2	
Total	10 Marks	

*Course code means code of course 499 or 497

Assessment Team:

Signature:

- 1.
- 2.
- 3.
- 4.

GENERAL GUIDELINES ON PROJECT FORMAT, APPEARANCE AND ORGANIZATION

I. Format & Appearance

Language: Project may be written in Arabic or English. Abstract must be in both Arabic and English.

Paper Size: Final copy of the Project must be printed on International Standard A4 size paper (8.27" x 11.69")

Paper Type: Paper should be white, easy to read and reproduce (at least 75 g).

Page Spacing: Should be printed on one side of paper (not back to back)

Line Spacing: The text should be in one-and-a-half (1.5) line spacing in Arabic or English.

Margins: At least 3.5 cm on the binding edge, 1.5cm on the opposite edge and 2cm each at the top and bottom.

Font Size

- **For Main Text:** 12 (Font size of 10 may be used for references, appendixes, charts, drawing, graphs, captions, footnotes, examples and table).

- **For Heading:** Level 1:16 bold, level 2: 14 bold, level 3:12 bold

Font Type: Traditional Arabic (Times New Roman for English)

Page Numbering:

- Page numbers not required on: Title page - Approval sheet – Declaration- Acknowledgment and Dedication page.
- Preliminary pages (Table of Contents, List of Tables, List of Figures etc) should be numbered in lower case Roman numerals (i, ii, iii, etc.). The first numbered page (i) must be the Table of Contents.
- Main body of the thesis must be numbered consecutively in the bottom center of the page, no less than 15 mm from the edge of the page. This include pages containing illustrations, tables, bibliography, and appendixes.

Submission of Finally Approved Copies:

Three copies are required to be submitted to the department.

Length of Project: Not more than 60 pages (or not more than 10000 words).

N.B. : Each Student Should Work on an independent Unique Project Without Sharing The Title With Another Student.

Organization of Project

1. Preliminary Part pages

- 1.1 Title page
- 1.2 Approval Sheet
- 1.3 Declaration
- 1.4 Acknowledgement
- 1.5 Dedication Page
- 1.6 Contents
- 1.7 List of Tables
- 1.8 List of Figures
- 1.9 List of Abbreviation
- 1.10 Abstract (Arabic and English)

2. Main Text Chapters

- 2.1 Introduction
- 2.2 Review of the Literature
- 2.3 Research Methodology
- 2.4 Results and discussion
- 2.5 Conclusions

3. End Matter

- 3.1 References