

Submission of project reports

Policy number/version		5.1.4.1/V01
Section		ASSESSMENT AND INTEGRITY
Type		Academic policy
Date of creation		September 2017
Date of last revision		May 2019
Date of approval of current version		9 September 2019
Post/section with responsibility for implementation and monitoring		Board of Studies
Approved by		University Council
Policy review	Latest review by	Head of Institutional Effectiveness
	Latest review date	January 2022
	Review outcome	No changes
	Next review date	September 2022
Cross reference/related documents:		1.0 Policies and procedures manual 5.0 Student handbook 5.1.3 Assessment (Masters) 5.3.1 Academic honesty and integrity 5.2.1 Assessment regulations doctoral degrees

1.0 Rationale and principles which this policy seeks to uphold

- 1.1 The University wishes to set regulations on submission of Project Reports and clarify the processes and procedures related.

2.0 Scope

- 2.1 Applies to project tracks within Master's Degree programmes.

3.0 Policy

Submission

- 3.1 Students are required to submit a softcopy of the Project Report:
- 3.1.1 The front page should be labelled "MARKING COPY" and contain the student ID number. A sample cover-page is included as Appendix B.
 - 3.1.2 The submission is made by Blackboard, and by email to the Student Administrator, copying the Project Report Supervisor.
 - 3.1.3 The emailed submission also includes a declaration of authorship signed by the student. This is available as Appendix A.
 - 3.1.4 The Student Administration will issue a receipt of submission via email to the student.

Grading

- 3.2 Grading commences subject to email confirmation by the first examiner to the Head of Programme, Project Report Coordinator and Student Administration that no plagiarism has been detected.
- 3.3 The Project Report Coordinator receives the soft copy from the Student Administration and then assigns a second examiner.
- 3.4 Grading by first examiner is independent of the second examiner.

Grading outcomes

- 3.5 **Pass:** Project Report is accepted with no changes required
- 3.6 **Pass with Minor Changes:** Small revisions should be made within two weeks of the meeting of the Board of Examiners. They are normally small errors or issues with presentation and not of a substantive nature to impact the mark awarded. Changes are subject to the approval of the first examiner.
- 3.7 **Conditional Pass Subject to Major Changes:** Substantive revisions must be made within four weeks of the meeting of the Board of Examiners. They are of a nature to bring the work to a passing standard. Changes must be approved by both examiners and where appropriate, the External Examiner. A grade first awarded will be conditional and may change after the revisions have been made.
- 3.8 **Retake Project Report:** The Project Report is failed and the student given one opportunity to make a new attempt at a Project Report, wherein the second Project Report must be a new project and not based on the previous attempt. Both attempts at the Project Report module will be recorded on the transcript. Students will have the normal period of time (4 or 8 months) to retake the Project Report module.

Final submission

- 3.9 Once the first examiner/both examiners have approved any minor or major changes, a Student Project Report Receipt is completed by the student and signed by the Project Report Supervisor (Appendix C).
- 3.10 The student also completes a Project Report Release Form (Appendix D) to be bound into the hard copy of the final version of the Project Report between the title page and the contents page. The form covers permission for access, photocopying and quotation.
- 3.11 The student submits a soft copy of the final version and one copy of the bound hard copy to the University Library.
- 3.12 The soft copy is sent to library@buid.ac.ae, labelled 'Final Submission, and including the student ID number. The soft copy will be uploaded onto the University repository of Project Reports and theses.
- 3.13 The hard copy is delivered to the library together with the Project Report Receipt.

- 3.14 The hard copy must conform to the University Style Guidelines (Appendix E) and the standard front page (Appendix F).
- 3.15 An abstract is required both in English and Arabic and must be approved by the Project Report Supervisor.

Appendix A: Declaration of Authorship



STUDENT PROJECT REPORT RECEIPT

Programme	<input type="text"/>	Submission Date	<input type="text"/>
Student ID	<input type="text"/>	Supervisor Name	<input type="text"/>

DECLARATION

I confirm that I have read and understood the University Policy on Academic Honesty and that the work contained in the attached Project Report is my own work. Any assistance, of any type, has been acknowledged in my bibliography.

I also understand that the university may use plagiarism detection software on any submitted work, whether plagiarism is suspected or not.

I do hereby consent/ do not consent (delete as applicable) that my work is submitted into the plagiarism detection software to check the originality of my work.

Signature

Date

Appendix B: Cover Page for the Marking Copy

FOR MARKING



A Study on Reducing Heat Gains through the use of Bio-Climatic Facades

By

Student ID number _____

Project Report submitted in partial fulfilment of the requirements for the degree of MSc
Sustainable Design of the Built Environment

Faculty of Engineering & IT

Project Report Supervisor
Professor Bassam Abu-Hijleh

April-200_

Appendix C: Student Project Report Receipt

PART A (to be completed by student)

Changes recommended by Supervisor have been made Yes No Not applicable

English and Arabic abstracts added Yes No

Spine and front cover printed in standard format Yes No

Project Report Release form completed and attached Yes No

Soft copy submitted to library Yes No

Signature

Date

PART B (to be completed by Supervisor)

The Project Report is approved for submission to the library Yes No

Supervisor Signature

Date

PART C (For Library use only)

Student ID:

Date of submission:

Received by:

Signature:

Official Stamp:

Appendix D: Project Report Release Form

Student Name	Student ID	Programme	Date

Title

I warrant that the content of this Project Report is the direct result of my own work and that any use made in it of published or unpublished copyright material falls within the limits permitted by international copyright conventions.

I understand that one copy of my Project Report will be deposited in the University Library for permanent retention.

I hereby agree that the material mentioned above for which I am author and copyright holder may be copied and distributed by The British University in Dubai for the purposes of research, private study or education and that The British University in Dubai may recover from purchasers the costs incurred in such copying and distribution, where appropriate.

Electronic Submission Copyright Statement

Please choose one of the following two licenses and check appropriate box.

I grant The British University in Dubai the non-exclusive right to reproduce and/or distribute my Project Report worldwide including the users of the repository, in any format or medium, for non-commercial, research, educational and related academic purposes only.

Public access to my Project Report in the Repository shall become effective:
 Immediately 24 months after my submission
 12 months after my submission 48 months after my submission

I grant The British University in Dubai the non-exclusive right to reproduce and/or distribute my Project Report to students, faculty, staff and walk-in users of BUID Library, in any format or medium, for non-commercial, research, educational and related academic purposes only.

Signature

Appendix E: University Style Guidelines

Initial submission for marking/ final submission

- A4
- 12 point font, preferably Arial or Times New Roman
- recommend 4cm binding margin, plus other margins of at least 3 cm
- 1.5 line spacing
- single-sided printing
- with pagination
- chapters to start on fresh page
- all diagrams, illustrations, etc. to be clearly labeled

Suggested Contents

- Title page to include
 - title
 - student's full name **as it appear on the degree certificate**
 - the qualification for which the Project Report is submitted
 - university name and Faculty
 - date of submission in month and year
 - the name of Project Report supervisor (optional)
- Project Report Release form
- English abstract (no more than 200 words)
- Arabic abstract
- dedication (optional)
- acknowledgements (optional)
- contents listing
 - table of contents
 - list of illustration (if required)
 - list of tables (if required)
- list of definitions and/or abbreviations (if required)
- text or Project Report
- end pages
 - list of references / bibliography
 - appendices (if required)

Note: Pages appearing before the Table of Contents do not have a page number and are not listed in the Table of Contents.

Appendix F: Project Report Front Cover



A Study on Reducing Heat Gains through the use of Bio-Climatic Facades

دراسة حول لحد من زيادة حرارة من خلال استخدام واجهات بيو المناخية

By

Student Name _____

Student ID number _____

Project Report submitted in partial fulfilment of the requirements for the degree of MSc
Sustainable Design of the Built Environment

Faculty of Engineering & Information Technology

Project Report Supervisor
Professor Bassam Abu-Hijleh

April-200_