

جامعة أم القرى
UMM AL-QURA UNIVERSITY



Procedures for Research Projects

Computer and Network Engineering Department



Prepared by the Graduate Studies Committee (GSC):

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Introduction and Overview

The MS program in Computer Engineering is offered by the Computer Engineering and Network department for both male and female students. A typical study plan consists of 6 terms.

One requirement of the MS program in Computer Engineering is the successful completion of a research project. The research project requirement is satisfied by taking CE6097 over two terms. It can only be registered after completing at least 50% of the coursework credits. Typically, it is registered in the 5th term of the program.

Recommended Timeline

Term	Actions
3	The student should start deciding on a topic by consulting department's faculty.
4	The student should obtain a verbal consent from a faculty member to supervise their research project. The student should submit a "research project registration" form to the GSC for approval. (See form in Appendix A) The department will register students in CE6097 after the approval.
5	Students should submit a progress report on their progress to their advisor by the end of the term. The advisor must submit "research project progress report" form to GSC. (See form in Appendix B)
6	Student should submit the final project report by the end of the term to the advisor for evaluation and approval. The advisor must submit "research project completion" form to GSC. (See form in Appendix C)



Detailed Procedures for Course Registration

- By the beginning of every term, GSC sends an email to encourage CNE faculty members to submit a form showing their desire to supervise students on their research project (CE6097). GSC also encourages them to provide brief paragraphs describing their current and active research projects that students can join during their CE6097 course.
 - The number of students for each faculty member will be limited and determined by GSC according to a fair assignment policy of the students for all faculty members who are willing to act as advisors for a research project. The policy is approved by the department's council.
 - The GSC maintains a list of eligible faculty members for advising MS students. Eligibility depends on the academic rank (assistant professor and above), the number of their current supervised students, and the evolution of their previous successful projects.
- After getting all the responses of all faculty members, GSC sends an email to students to inform them about the available faculty members and their research interests to supervise their research projects in CE6097.
- During their third term, students should start discussing the registration of CE6097 with potential faculty members whose research projects align with their research interests. Students should then decide on a topic and a research plan with a faculty member. The research plan must have a clear scope and deliverables to ensure the successful execution of the project.
- By the 4th term, the student should obtain verbal consent from a faculty member to supervise their research project. Also, the



student should submit a “research project registration” form to the GSC. (See form in Appendix A)

- GSC reviews submitted research plans to ensure that they are clear and executable over two terms.
- By the end of every term, GSC creates a list of students with committee-approved registrations. The list is submitted to the department for final approval in the department’s council, which allows them to register for CE6097 to the students in the following term.

Details Procedures for Course Completion

- Students should submit a progress report to their advisor by the end of the term in which they registered CE6097, typically by the end of their fifth term. The progress report should show what has been done and what remains to be done in the following term.
 - The advisor must submit the progress report alongside his/her evaluation and comments on the progress of the student to GSC. The required information is submitted using the “research project progress report”. (See form in Appendix B)
- Student should submit the final project report to their advisor by the end of the following term that they registered CE6097, typically, by the end of their sixth term.
 - The advisor must evaluate and approve the final report.
 - After that, the advisor forms an evaluation committee consisting of at least three faculty members, including the advisor. The advisor then shares the final report with the committee to get their evaluation and comments.
 - The advisor must give the student a grade for the course after taking into consideration the work of the student,



the progress report of the previous term, the final report, and the evaluation of the evaluation committee.

- The advisor must submit the “research project completion” form to GSC. (See form in Appendix C)



Appendix A (The online version to be provided)

Research Project Registration

Academic Year to Register the Course:

Term to Register the Course:

Student Name:

Student ID:

Number of Completed Course Hours:

Number of Registered Course Hours this Term:

Academic Transcript:

Advisor Name:

Project Title:

Project Proposal (PDF File Upload):

☐ I acknowledge that I discussed this project with the faculty member that I stated his name above and I got his/her verbal consent.



Appendix B (The online version to be provided)

Research Project Progress Report

Academic year:

Term:

Advisor Name:

Student Name:

Student ID:

Project Title:

Project Progress Report (PDF File Upload):

Evaluation of the Project Progress Report (out of 100):

Evaluation of the Overall Progress of the Student (out of 100):

Criteria of Evaluation:

Comments on the Progress of the Student and Reasoning for the Given Evaluation:



Appendix C (The online version to be provided)

Research Project Final Report

Academic year:

Term:

Advisor Name:

Student Name:

Student ID:

Project Title:

Project Final Report (PDF File Upload):

Advisor's Brief Description of the Research Project of the Student and his/her Progress:

Evaluation of the Project Progress Report (out of 100):

Evaluation of the Overall Progress in the previous term (out of 100):

Evaluation of the Project Final Report (out of 100):

Name of the 1st evaluation committee member:

Score recommended by the 1st member (out of 100):



Name of the 2nd evaluation committee member:

Score recommended by the 2nd member (out of 100):

Final Grade of the Course:

Criteria of Evaluation and Grading:

Comments on the Progress of the Student and Reasoning for the Given Grade:

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