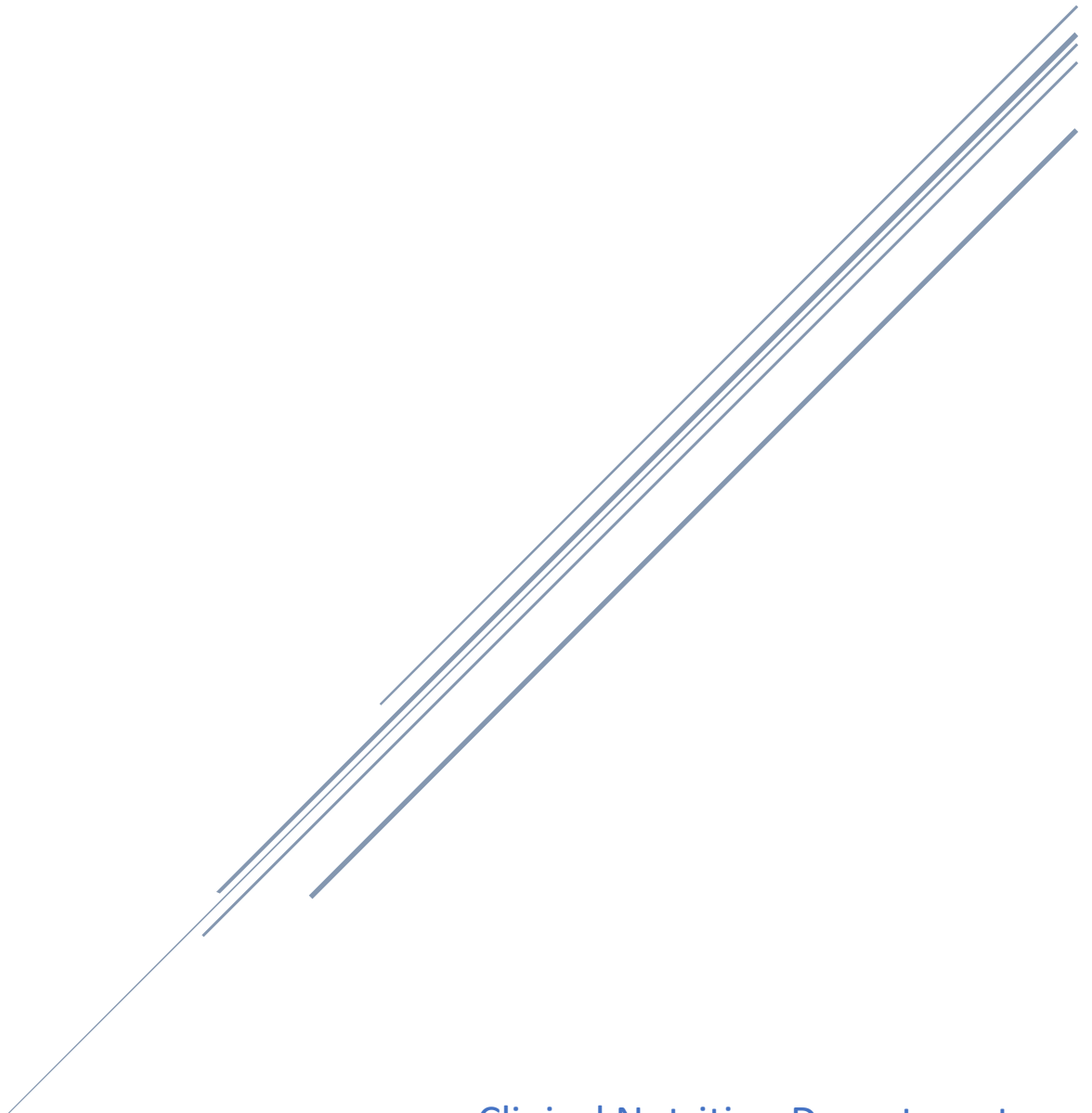


GRADUATION PROJECT GUIDELINES



Clinical Nutrition Department
Committee of Research and Postgraduate studies

1- Project Stages

Group Formation

This process should take place before the semester begins. Students should inquire about group size for the graduation projects prior to the semester they are required to register project. Students are responsible for grouping themselves into groups of the specified size. Typically, a group can have a maximum of **6** students.

Supervisors areas of research

It is advisable that students who wish to propose an idea and undertake their own idea for the project should consult the list of research interests of available staff. This will provide a higher chance of accepting a student-initiated proposal. **Appendix A** shows a list of department staff and their corresponding fields of research.

Project Ideas

Ideas for projects can either be proposed by a supervisor or a group of students. If students would like to propose a project idea, a project idea proposal form, as shown in **Appendix B1** should be submitted at the 2nd semester of third year. Supervisors may propose their ideas by filling a project-description form, as shown in **Appendix B2**. Project descriptions should be sent to the *research committee* prior to the beginning of the term. All student-initiated proposals and supervisor project descriptions should be submitted to the committee by the first day of the new semester.

Project Approval

There are two institutional review board (IRB) committees the supervisor can apply for depending on the research topic.

The Ministry of Health, which will give you an opportunity to collect data from the hospital. However, their approval might take a month or so to acquire. Accordingly, your supervisor might ask you to pass an exam and provides him/her with your CV.

The Collage of Applied Medical Since Ethical Committee, which will give you an opportunity to apply for a research that involve collecting data from the university, schools, or Hajj and Umrah studies etc. The collage approval might takes 2-4 weeks to acquire.

Project Announcement

Once proposals are approved by the committee, they are announced to students. This usually takes place by the beginning of week 2-4 weeks. All projects are listed with their descriptions and supervisors. Students have a chance to discuss with the supervisors the projects proposed. This enables them to make a decision when preparing the projects preference list.

Project Progress

Students in semester 1 of their project will start on executing project tasks in accordance with the project plan by week 3-5. Students in semester 2 will start on executing project tasks in accordance with the project plan by week 1. Upon the completion of the project tasks, the group should prepare a presentation and poster in semester 2 (usually in the 13th week) and submit a written project.

Written Project

The committee should announce dates and times of the examination schedule during semester 2 at least 1 week prior to the examination. The project should be written in article form. The abstract should be between 200-250 words. The word count of the whole article shouldn't exceed 5000 words. Checklist for the written project is provided in **Appendix C**.

A templet will be provided in the programmer's web page

<https://uqu.edu.sa/dcn/75083>

The written project should be submitted on the assigned date by 6 PM to the following Email:

dcn@uqu.edu.sa

Poster

The committee should announce dates and times of the examination schedule during semester 2 at least 1 week prior to the examination. A templet will be provided to you from the committee. **All posters should be in portrait format and size: A0 (1189 mm high and 841 mm wide).**

LETTERING The poster should be easily readable at a distance of two meters.

Use upper and lower case for general content, as the use of all-capital text is difficult to read.

Include the title of your presentation at the top of the poster.

All students' name, the supervisor/s, and the department should also be displayed on the poster.

HEADINGS 60 point font size is recommended for headings.

CONTENT 32 font size single spaced is recommended.

The text should be concise and easy to read.

Avoid using a mixture of type/font styles, you can choose one of these font styles:

- Helvetica.
- Trajan. ...
- Garamond. ...
- Futura. ...
- Bodoni. ...
- Bickham Script Pro. ...
- Frutiger. ...

Title is short and draws interest

Word count of about 300 to 800 words

Text is clear and to the point

Use of bullets, numbering, and headlines make it easy to read If needed

Effective use of graphics, color and fonts

Consistent and clean layout

Includes acknowledgments, your name and institutional affiliation Font size will be as the following

A templet will be provided in the programmer's web page

<https://ugu.edu.sa/dcn/75083>

Presentation

The committee should announce dates and times of the examination schedule for semester 2, at least 1 week prior to the examination.

A visual presentation is required using PowerPoint and could contain slides with multimedia. The final presentation should highlight the basic content including the project goal, activities and results.

- Project title and team names
- Presentation outline (aims, objectives ext.....)
- Conclusion and future work that could be done on the project

The presentation should address the following questions:

- Did the final project achieve the intended results or not and if not why?
- What difficulties arose during the course of the project and how did you resolve them?

General guidelines for final presentation

- Please do not read from the screen.
- Be sufficiently familiar with your presentation to speak fluently
- Provide an introduction that grabs the attention of the audience
- Do not block your audience's view of the screen.
- Test your presentation early in the process to ensure its legibility.
- Make certain that your voice is audible from the back of the room.
- Make eye contact the audience during your presentation. Be relaxed, smile and speak naturally.
- Make sure that the project advisor has final presentation files at least a day in advance.
- Practice the complete presentation with the audiovisuals, more than once.
- Please arrive in sufficient time to copy your presentation to the computer and test it before the session begins.
- Make sure to include the list of references in the last slide. Please use Harvard style referencing. You can Use EndNote the program is available to download from the university website <https://uqu.edu.sa/lib/919> .
-

A templet will be provided in the programmer's web page

<https://uqu.edu.sa/dcn/75083>

Course Ground rules

The following department rules will be applied:

- The deadline for submitting a hard copy of the project report is **one week** before the presentation.
- If student does not submit the report on time, a **25% of** the report grade will be deducted for every day delay.
- If no report is submitted 24 hours before the presentation, a grade F will be given to the whole project.

2- Roles and Responsibilities

Student

Students are responsible for the following:

- Thoroughly reviewing the Graduation Projects Handbook
- Undertaking the project implementation with guidance, in a manner, which develops their own intellectual independence.
- Complying with any professional, ethical issues associated with the project.
- Filling the consent form (**Appendix D**)
- Planning and completing the graduation project within the expected time period.
- Be committed to the project.
- Agreeing with the supervisor on a regular schedule of meetings (3 hours per week)
- Providing evidence of the progress being made, including submission of any required reports.
- Informing the head of the committee if you have any problems with the supervision process.
- Becoming familiar with and abiding by University, and Department regulations.
- Developing a project and submitting it to the supervisor.
- Completing all requirements of the project.
- Meeting all established deadlines.
- Completing and documenting all research and required written work in the proper format.
- Using principles of research and writing that avoid plagiarism.
- Presenting a demo of the project before the project examination committee.

Supervisor

Supervisors are responsible for the following:

- Assisting the students in understanding the requirements of the Graduation Project.
- Providing regular feedback on project progress. Feedback can be oral or in written form.
- Assessing the progress of each student in the group.
- Providing guidance and advice on project issues.

- The supervisor should be aware of the roles and responsibilities of each member of the project team from the beginning. It is the responsibility of the supervisor to ensure that all students are doing their part of the work, if some are not doing the required tasks, it should be reflected upon their year work marks.
- Reviewing the project proposal and making sure it adheres to the department standards.
- Supervising and advising students throughout the process and evaluating project progress.
- Keeping a record of the teams' progress and individual grade (hard copy+ soft copy)
- Notifying your supervisor if there are any problems with the group, with a single student, with regards to change of scope, team problems, or individual cases.
- Providing expertise or referring the student to others for expertise in the project knowledge area.
- Attending the group's oral presentation of the project to the project examination committee.
- Submitting the evaluation sheet to the head of the committee.

The clinical nutrition postgraduate and scientific research committee

The committee is responsible for:

- Providing a list of ongoing projects by the first semester of the 3rd year.
- Accept students' suggestions and idea of research.
- Formulating the schemes of students' assignment to different projects
- Guiding the assessment tools of the students
- Organizing the final presentation of the students. The time allotted for Graduation Project is two semesters.
- Attending and evaluating the presentation of the examined project.
- Providing comments and recommendations to the project group.
- Asking appropriate questions based on the group's preparation in relation to the project and the oral presentation.
- Submitting the final evaluation of the presentation to the coordinator

3- Assessment

Research paper (writing up) – 50% of total grade

Supervisors are responsible for evaluating the student work based on the criteria listed in **Appendix E**.

The overall assessment includes:

- Teamwork
 - Consistently worked together as a well-coordinated team; divided work among team members; team members pulled their own share.
- Communication/ leadership
 - Project leader was assigned; effectiveness of her role was clearly evident by the level of communication and coordination with each other and with the supervisor.
- Project Execution Skills
 - Management, Planning, Requirements Analysis, and Design.

The co-supervisor must periodically provide input to the supervisor regarding the activities of each student in the project group, which shall be taken into account in his evaluation.

Oral presentation (30%):

Examination Committee are responsible for evaluating the student oral presentation based on the criteria listed in **Appendix E**. Two committee members evaluate the presentation individually and an average of all examiners evaluations are computed to reach the final assigned score.

Poster (10%):

Posters will be evaluated based on the criteria listed in **Appendix E**. Poster, paper and presentation are in English

Journal Club (10%):

Journal club will be assessed by research project lecturer (if there are two or more lecturers, the average grade will be recorded) based on the criteria listed in **Appendix E**.

4- Intellectual property

Project Publications (for supervisors only)

Project publications include any work related or as a result of the graduation project and published in a:

- National conference, symposium, or journal.
- International conference, symposium, or journal.
- Local, national, or international competitions.

All publications resulting from the project should be affiliated with:

Department of Clinical Nutrition

College of applied Medical Sciences

Umm Al-Qura University

Plagiarism

WordNet defines plagiarism as “a piece of writing that has been copied from someone else and is presented as being your own work.” [Wordnet, 2015].

Ref: "Wordnet," 21 02 2015. [Online]. Available: <http://wordnetweb.princeton.edu/perl/webwn>. [Accessed 21 02 2015].

According to the collage regulation, 30% similarity is the accepted similarity percentage. . If you exceed 30%, this will lead to plagiarism penalty.

Penalty for Plagiarism

Usually this involves receiving lower grades or an “F” grade for the project.

For more information on plagiarism, please visit: <http://www.plagiarism.org>

Helpful Tips for Article Searching:

1- لمعرفة المجالات الموجودة في قاعدة بيانات سكوبس SCOPUS الدخول إلى هذا الرابط
<https://www.scopus.com/home.uri>

2- لمعرفة المجالات الموجودة في قاعدة بيانات كلاريفيت Clarivate Analytics الدخول إلى هذا الرابط
<http://mjl.clarivate.com>

3- رابط موقع المجالات الوهمية:
<https://predatoryjournals.com>

4- كيف تتأكد من إن الرقم التسلسلي المعياري الدولي للمجلة العلمية ISSN هو حقيقي وليس وهمي.
رابط الموقع : <https://portal.issn.org>

5. موقع Journal Selector المتخصص بإيجاد المجلة المناسبة للنشر وهذا الموقع يسمح بالبحث عن المجلة المناسبة للنشر ويعطي مجموعة خيارات للبحث هي الموضوع، نوع التقييم، الوصول المفتوح، سرعة المجلة في التقييم والنشر، وأمور أخرى. رابط الموقع:

<http://cofactorscience.com/journal-selector...>

6. كيفية إيجاد المجلة المناسبة لنشر بحثك ضمن مؤسسة السفير ودار نشر سيرينغر Elsevier and Springer
رابط مؤسسة السفير العالمية:

<https://journalfinder.elsevier.com/>

رابط دار سيرينغر:

<https://journalsuggester.springer.com/>

7. كيف تجد المجلة المناسبة لنشر بحثك في مجلة تناسب تخصصك ولجميع المجالات العالمية من خلال الرابطين أدناه:

1. JANE Biosemantics

<http://jane.biosemantics.org/>

2. Edanz Journal Selector

<https://www.edanzediting.com/journal-selector>

8. تطبيق معرف فهرسة المجلة العلمية Journal Indexing Identifier

تطبيق مميز لأجهزة الأندرويد يستخدم للتأكد من كون المجلة العلمية صحيحة أو وهمية عن طريق إدخال الرقم التسلسلي المعياري الدولي للمجلة ISSN وسوف يقوم التطبيق بعرض كل مايتعلق بالمجلة العلمية.

رابط تحميل التطبيق:

<https://play.google.com/store/apps/details...>

9. أهم دور النشر التي تحتوي على مجلات ذات معامل تأثير ومجانبة النشر

1. دار النشر الألمانية Springer

<https://www.springeropen.com/journals...>

3. دار النشر الهولندية Elsevier صاحبة موقع Scencedirect

<https://www.sciencedirect.com/browse/journals-and-books>

4. دار النشر البريطانية Francis & Taylor

<https://www.tandfonline.com/...>

5. دار النشر الأمريكية Wiley

<https://onlinelibrary.wiley.com/action/showPublications>

6. دار النشر البريطانية Nature

<https://www.nature.com/siteindex...>

10

رابط التأكد من كون المجلة في سكوباس أم لا:

<https://www.scimagojr.com/journalrank.php>

<https://www.scopus.com/sources>

Appendix A: Staff Research Interest

الاهتمامات البحثية لأعضاء هيئة التدريس بقسم التغذية العلاجية

| الاهتمامات البحثية | الإيميل | الدرجة العلمية | الاسم |
|---|--|----------------|------------------------------|
| Effect of vitamin D in health and chronic diseases Nutrition in Hajj and Umrah | ahqadhi@uqu.edu.sa | أستاذ مساعد | د/الأء حاتم حسن قاضي |
| Applied field nutrition on animal models, Human nutrition, Nutritional survey, Nutritional assessment, Body composition, Malnutrition, Bone health assessment, Therapeutic nutrition, and Community nutrition. Nutrition in Hajj and Umrah | eaheader@uqu.edu.sa | أستاذ | أ.د/إسلام أحمد محمود حيدر |
| Nutritional assessment/ Diet and Nutrition clinical research/ minerals in enteral nutrition and renal disease Nutrition in Hajj and Umrah | ssmohamed@uqu.edu.sa | أستاذ مشارك | د/سماء سعيد السعداء محمد |
| Vitamins and minerals in human nutrition Nutrition in Hajj and Umrah | fsazzeh@uqu.edu.sa | أستاذ | أ.د/فراس سلطان ابراهيم العزة |
| Relationship between some nutrients or herbs on liver cancer Relationship between some nutrients or herbs on some diseases (liver cirrhosis, lipidemia, diabetes, Effect of some supplementation on food properties. Nutrition in hajj and umrah | aarezq@uqu.edu.sa | أستاذ مشارك | أ.د/عمرو عبد المرضى محمد |
| Malnutrition incidence for inpatients and outpatients in Hospitals Nutrition in hajj and umrah | ehbkr@uqu.edu.sa | أستاذ مشارك | د/السيد حامد علي بكر |
| Osteoporosis; obesity in children; diet quality and chronic diseases Nutrition in Hajj and Umrah | hmbukhari@uqu.edu.sa | أستاذ مساعد | د/حسان مظهر يحي بخاري |
| Metabolic syndrome Metabolic regulation in particular lipid metabolism Effect of exercise on metabolic regulations and sport nutrition Obesity management Sleep deprivation effect on diet and obesity Cardiovascular diseases and diet Nutrition in Hajj and Umrah | kjghafouri@uqu.edu.sa | أستاذ مساعد | د/ خلود جميل غفوري |

| | | | |
|---|--|-------------|----------------------------------|
| <p>The effect of functional foods on mental and physical well-being, women's productivity and reproductive health, and immunity. Nutrition in Hajj and Umrah. Weight management.</p> <p>The effect of nutrition education and counseling on dietary behavior.</p> | wehassani@uqu.edu.sa | أستاذ مساعد | د/ ولاء بنت عصام الحساني |
| <p>Food hygiene and safety , Food borne diseases& Effect of some food components on diseases Nutrition in Hajj and Umrah</p> | mamadbouly@uqu.edu.sa | أستاذ مساعد | د/محمد عبد المنعم المدبولي |
| <p>Dietary modifications and fortifications for different foods// antimicrobial agents Nutrition in Hajj and Umrah Herbes used to improve immunity _</p> | drnjeem@uqu.edu.sa | أستاذ مساعد | د/دعاء رافت عبد العزيز نجم |
| <p>Relationship between some nutrients or herbs on liver cancer Relationship between some nutrients or herbs on some diseases (liver cirrhosis, lipidemia, diabetes. Effect of some supplementation on food properties Nutrition in Hajj and Umrah</p> | afgazar@uqu.edu.sa | أستاذ مساعد | د/أمل فوزي محمود الجزار |
| <p>Acute, chronic and infectious disease management with herbal and food Nutrition in Hajj and Umrah</p> | ramustafa@uqu.edu.sa | أستاذ مساعد | د/ريهام عبد الخالق عبده مصطفى |
| <p>Food additives, food coloring agent, Heavy metal residues and their health hazards Nutrition in Hajj and Umrah</p> | sezahran@uqu.edu.sa | أستاذ مساعد | د/سهام السيد القطب زهران |
| | aahafiz@uqu.edu.sa | أستاذ مساعد | د/ أمين حافظ |
| <p>Molecular biology– Neuroendocrinology – Nutrients-genes X Nutrition/epigenetics & psychopathology in children Intergenerational Inheritance of Depression in Offspring</p> | Rayamani@uqu.edu.sa | أستاذ مساعد | د/ريما عبد الرحمان الياماني |
| <p>Vitamin D assessment and its relation to health and disease The relationship between Omega 3 fatty acids and disease Cardiovascular disease and diet Lipids profile and health Nutrition in Hajj and Umrah</p> | wfazhar@uqu.edu.sa | أستاذ مساعد | د/ وداد فواد أزهر |

| | | | |
|--|--|-------------|----------------------|
| | aamourai@uqu.edu.sa | أستاذ مساعد | د/ اريج المورعي |
| The Power of Hypoproteic Nutrition in End-stage Renal Failure Teenagers Understanding and Influence of Media Content on their Diet and Health- Related Behaviour Health Education Clinical Nutrition Research Nutrition in Hajj and Umrah | tifadul@uqu.edu.sa | محاضر | أ/ تغريد إبراهيم فضل |
| Vitamin D and Health Obesity, Insulin Resistance, and Metabolic Syndrome Sport Nutrition Nutrition in Hajj and Umrah | asjazar@uqu.edu.sa | محاضر | أ/ عبدالاله سامي جزر |
| Nutrition education Intervention programs based on health belief model theory Community nutrition | Sstaiabah@uqu.edu.sa | معيد | أ/ سماح سالم طيبه |
| Maternity and infants outcomes related to exclusive breastfeeding or not: a one year follow-up study Nutrition in Hajj and Umrah | mtjoharji@uqu.edu.sa | محاضر | أ/ منية توفيق جوهرجي |
| Vitamins and minerals research, Applied nutrition on animal models Nutrition in Hajj and Umrah | hywazzan@uqu.edu.sa | محاضر | أ/ حنين يوسف وزان |
| Sport, dieting and exercise Nutrition Molecular and nutrigenomics Nutrition ,Obesity in Childhood ,Enteral and Parenteral nutrition | ahhebshi@uqu.edu.sa | معيد | أ/ أبرار حمزه الحبشي |
| The relationship between nutrient supplement and disease like cancer Effects of Nutrition education on risk of some diseases Community Nutrition Pediatric studies | eajefrei@uqu.edu.sa . | معيد | أ/ امتنان علي جفري |
| Sport nutrition Nutrition in Hajj and Umrah Food analysis | amgassas@uqu.edu.sa . | معيد | أ/ عبد العزيز قصاص |
| Obesity ,Osteoporosis Vitamin D and health Coffee consumption and health The effect of food quality on women's hormones Community nutrition, Sports and Nutrition | nfkhattabi@uqu.edu.sa | محاضر | أ/ نوف فالح الخطابي |

| | | | |
|---|--|-------|----------------------------|
| Obesity Prevention, Vitamin D and pregnancy Folic acid and birth defects, Coffee consumption and health | ahfelemban@uqu.edu.sa | محاضر | أ/لاء حسنين فلمبان |
| Nutrition in Hajj and Umrah | aahasanin@uqu.edu.sa | معيد | أ/ عبير عبدالله حسنين |
| Clinical Nutrition research | nmnoorwali@uqu.edu.sa | معيد | أ/نفيسة محمد طاهر نور ولي |
| Obesity . Metabolically Healthy Obesity . Metabolic Syndrome . Microbiota Nutrition in Hajj and Umrah | sadamanhoury@uqu.edu.sa | محاضر | أ/ سماح عبد اللطيف دمنهوري |

Appendix B1: Project Idea Proposal Form

Project Idea Proposal Form

Section 1: *(To be filled by the student)*

Date:

Project Title: (Is informative without being too long (maximum 15 words))

Aim: The aim of a study describes what you expect to achieve upon completing your research.

Objectives: The objectives detail how you are going to achieve your aim.

Introduction/background:

- Introduces your topic & concisely provides context
- Explains importance of the work: rationale & major objectives
- Synthesizes previously published work that is relevant to your research
- Presents previous work (published and unpublished) done in your laboratory, if relevant
- Documents all work properly with parenthetical citations that correspond to your References section

Writing advice:

- Use precise, accurate language
- Organize information logically; use subheadings when necessary
- Begin paragraphs with key ideas (topic sentences)
- Break sentences into readable “chunks”; put lists and long complicated ideas at the ends of sentences

Methodology:

- Gives complete information about organisms studied
- Describes apparatus, tools, sampling devices, etc.
- Describes composition, sources of chemical substances, growth media, etc.
- Describes procedures in enough detail to allow evaluation and replication

Writing advice:

- Organize information logically; use subheadings when necessary

Ethical consideration:

Explain how the ethical approval will be obtained.

Conclusion:

Include proposed solution

References:

- Lists all references cited
- We use Harvard referencing style in the Department

Student/s Name/s:

Section 2: *(To be filled by the head of the committee)*

Date Received:

Status:

- **Approved**
 - Assigned Supervisor: _____
- **Approved if the following comments are considered**
 - _____
- **Rejected, and reasons for rejection**
 - _____

Head of the committee

(Signature/Date)

Appendix B2: Project Description Form

Project Description Form

Section 1: *(To be filled by the supervisor)*

Date:

Project Title: (Is informative without being too long (maximum 15 words))

Abstract:

- Covers key points
- Is specific
- Is concise
- Can stand alone

Aim: The aim of a study describes what you expect to achieve upon completing your research.

Objectives: The objectives detail how you are going to achieve your aim.

Introduction/background:

- Introduces your topic & concisely provides context
- Explains importance of the work: rationale & major objectives
- Synthesizes previously published work that is relevant to your research
- Presents previous work (published and unpublished) done in your laboratory, if relevant
- Documents all work properly with parenthetical citations that correspond to your References section

Writing advice:

- Use precise, accurate language
- Organize information logically; use subheadings when necessary
- Begin paragraphs with key ideas (topic sentences)
- Break sentences into readable “chunks”; put lists and long complicated ideas at the ends of sentences

Methodology:

- Gives complete information about organisms studied
- Describes apparatus, tools, sampling devices, etc.
- Describes composition, sources of chemical substances, growth media, etc.
- Describes procedures in enough detail to allow evaluation and replication

Writing advice:

- Organize information logically; use subheadings when necessary

Ethical consideration:

Explain how the ethical approval will be obtained.

Conclusion:

Include proposed solution

References:

- Lists all references cited
- We use Harvard referencing style in the Department

Supervisor's Name:

Section 2: *(To be filled by the head of the committee)*

Date Received:

Status:

- **Approved**
 - Assigned Supervisor: _____
- **Approved if the following comments are considered**
 - _____
- **Rejected, and reasons for rejection**
 - _____

Head of the committee

(Signature/Date)

Appendix C: Checklist for student in the Clinical Nutrition Department at UQU

This checklist is intended to help our student evaluate a provisional project along with any advice they have received from their project supervisor.

| Section of paper | Notes |
|--|-------|
| <p>Title</p> <ul style="list-style-type: none"> ○ Is informative without being too long (maximum 15 words) | |
| <p>Abstract</p> <ul style="list-style-type: none"> ○ Covers key points ○ Is specific ○ Is concise ○ Can stand alone | |
| <p>Introduction</p> <ul style="list-style-type: none"> ○ Introduces your topic & concisely provides context ○ Explains importance of the work: rationale & major objectives ○ Synthesizes previously published work that is relevant to your research ○ Presents previous work (published and unpublished) done in your laboratory, if relevant ○ Documents all work properly with parenthetical citations that correspond to your References section <p><i>Writing advice:</i></p> <ul style="list-style-type: none"> ○ Use precise, accurate language ○ Organize information logically; use subheadings when necessary ○ Begin paragraphs with key ideas (topic sentences) ○ Break sentences into readable “chunks”; put lists and long complicated ideas at the ends of sentences | |
| <p>Materials & methods</p> <ul style="list-style-type: none"> ○ Gives complete information about organisms studied ○ Describes apparatus, tools, sampling devices, etc. ○ Describes composition, sources of chemical substances, growth media, etc. ○ Describes procedures in enough detail to allow evaluation and replication <p><i>Writing advice:</i></p> <ul style="list-style-type: none"> ○ Organize information logically; use subheadings when necessary | |

| | |
|--|--|
| <p>Results</p> <ul style="list-style-type: none"> ○ Summarizes data, emphasizing important patterns ○ Supports generalizations with explanations, statistics, etc. ○ Includes figures and tables as necessary to document experiments, placed appropriately within the text ○ Avoids drawing conclusions ○ Focuses on your own work; gives credit to any collaborators <p><i>Writing advice:</i></p> <ul style="list-style-type: none"> ○ Use words & numbers correctly & precisely ○ | |
| <p>Discussion</p> <ul style="list-style-type: none"> ○ Interprets results, supporting conclusions with evidence; explains why experiments succeeded or failed ○ Draws relationships to others' work ○ Examines significance; explains how the work contributes to a broader understanding of the topic ○ In concluding, briefly summarizes what was done, what was discovered, and why findings are important; suggests possible directions for future work <p><i>Writing advice:</i></p> <ul style="list-style-type: none"> ○ Focus on important conclusions; omit unimportant conclusions ○ Organize information logically – can use subheadings for key findings ○ Convey confidence ○ | |
| <p>Acknowledgments (if needed)</p> | |
| <p>References</p> <ul style="list-style-type: none"> ○ Lists all references cited <p>We use Harvard referencing style in the Department</p> | |
| <p>Arabic Abstract</p> <p>Arabic abstract should be a mirror translation for English abstract</p> | |



كلية العلوم
الطبية التطبيقية
Faculty of Applied
Medical Sciences



Appendix D: Consent Form

Clinical Nutrition Department

Participants consent form

Participant Identification Number for this trial:

Title of Project:

Name of Researcher(s):

Note: The statements below are examples. Keep only those relevant to your research project and add any missing project specific details. Statements in Bold are recommended for all consent forms

CONSENT FORM

Please initial box

I confirm that I have read and understood the Participant Information Sheet
version Date/...../.....

I have had the opportunity to think about the information and ask questions,
and understand the answers I have been given.

I understand that my participation is voluntary and that I am free to withdraw
at any time, without giving any reason, without my legal rights being affected.

I confirm that I agree to the way my data will be collected and processed and
that data will be stored for up to 10 years in University archiving facilities in
accordance with relevant Data Protection policies and regulations.

I understand that all data and information I provide will be kept confidential
and will be seen only by study researchers and regulators whose job it is to
check the work of researchers.

I agree that my name, contact details and data described in the information sheet will be conditional and will be kept for the purposes of this research project.

I understand that if I withdraw from the study, my data collected up to that point will be retained and used for the remainder of the study.

I agree to take part in the study.

Other optional statements related to qualitative study design:

I agree to my interview/focus group being audio-recorded.

I understand that the recorded interview/focus group will be transcribed word by word and the transcription stored for up to 10 years in University archiving facilities in accordance with Data Protection policies and regulations.

I understand that my information and things that I say in an interview or focus group may be quoted in reports and articles that are published about the study, but my name or anything else that could tell people who I am will not be revealed.

I agree to be contacted by the research team in around weeks'/ months' time about taking part in another interview.

I agree for the data I provide to be anonymously archived in the university data archive or other approved archiving facilities, and that other researchers can have access to this data only if they have scientific and ethical approval, and agree to preserve the confidentiality of this information as set out in this form.

I agree that should significant concerns regarding my mental or physical health arise during my participation in the study that a member of an appropriate clinical team will be immediately informed.

I understand that any criminal acts which come to light as a result of my participation in this study may have to be reported appropriately to the relevant authorities by the research team.

Other optional statements related to project collecting biological samples: chose if applicable:

I understand and agree with how my collected samples will be processed and handled for purposes of this study.

I agree to a sample of my being stored for a period of years /indefinitely at **FAMS** facility/facilities.

I agree to my sample being made available for future medical research as set out in the Participant Information Sheet.

I agree to the genetic analysis and extraction of DNA from my X sample (if applicable).

Name of participant

Date

Signature

Name of Person taking consent
(if different from researcher)

Date

Signature

Researcher

Date

Signature

(1 copy for participant; 1 copy for researcher)

Appendix E : evaluation Forms

Supervisor Assessment Form

| Project title | | | | | | | | | | | |
|---------------------|---------------------------------|---|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--|
| Supervisor | | | | | | | | | | | |
| Evaluation criteria | | Marks | Student "Name" | Student "Name" | Student "Name" | Student "Name" | Student "Name" | Student "Name" | Student "Name" | Student "Name" | |
| Research paper 50 % | Introduction and methodology | Article choices and collection | 3 | | | | | | | | |
| | | Clarity of the aim | 3 | | | | | | | | |
| | | Understanding and applying the used techniques | 3 | | | | | | | | |
| | | Understanding the statistical test | 3 | | | | | | | | |
| | | Meeting the deadlines for tasks | 3 | | | | | | | | |
| | | Ability to interpret the results | 3 | | | | | | | | |
| | Result, discussion & formatting | Ability to link the findings to literature | 3 | | | | | | | | |
| | | cohesion and coherence | 3 | | | | | | | | |
| | | Following format | 2 | | | | | | | | |
| | | Using correct referencing | 3 | | | | | | | | |
| | | Team spirit, leadership and creativity during data collection | 4 | | | | | | | | |
| | | Final submission with corrections | 10 | | | | | | | | |
| | | Turnitin (≤30) | 2 | | | | | | | | |
| | | Attendance | 5 | | | | | | | | |
| | Total | 50 | | | | | | | | | |

Name:.....

Signature:.....

Date.....

Journal Club Assessment Form

| | | | Evaluation criteria | Grades | Student "Name" | Student "Name" | Student "Name" | Student "Name" | Student "Name" | Student "Name" | Student "Name" | Student "Name" |
|-------------------------|--------------------------|-------------------------------|--|-----------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| Journal club 10% | Knowledge | Evaluated as group | Picked an appropriately challenging article. | 1 | | | | | | | | |
| | | | Exhibited a clear understanding of the background material | 1 | | | | | | | | |
| | | | Understood the experimental methods | 1 | | | | | | | | |
| | | | Made appropriate independent criticisms of the article | 1 | | | | | | | | |
| | | | The slides were clear and well organized | 1 | | | | | | | | |
| | interpersonal and | Evaluated individually | Display good subject knowledge | 1 | | | | | | | | |
| | | | Ability to Answer Questions from the Audience | 2 | | | | | | | | |
| | | | Presentation Delivery | 1 | | | | | | | | |
| | | | Clear communication to the audience | 1 | | | | | | | | |
| | Total | | | 10 | | | | | | | | |

Name:.....

Signature:.....

Date.....

Oral Presentation Assessment Form

| Project title | | | | | | | | | | | |
|------------------------------|-------------------------------|---|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Supervisor | | | | | | | | | | | |
| Evaluation criteria | | Grades | Student "Name" | Student "Name" | Student "Name" | Student "Name" | Student "Name" | Student "Name" | Student "Name" | Student "Name" | Student "Name" |
| Oral Presentation 30% | Evaluated as group | well-structured, correct, complete and clear presentation of the research | 3 | | | | | | | | |
| | | Appropriate use of media | 3 | | | | | | | | |
| | | Understanding the details of the project and the implications of the result | 3 | | | | | | | | |
| | | Summarize major points of talk | 3 | | | | | | | | |
| | | Providing a take away message | 3 | | | | | | | | |
| | Individually evaluated | Professional and confident | 3 | | | | | | | | |
| | | Engaged with audience | 3 | | | | | | | | |
| | | Clear voice with good pace | 3 | | | | | | | | |
| | | Command of language/avoiding jargon | 3 | | | | | | | | |
| | | Response to questions | 3 | | | | | | | | |
| Total | | 30 | | | | | | | | | |

Name:.....

Signature:.....

Date.....

Poster Presentation Assessment Form

| | | | Project title | | | | | | | | | |
|-------------------|--------------------------|-------------------------------|--|-----------|-----|---------|---------|---------|---------|---------|---------|---------|
| | | | Supervisor | | | | | | | | | |
| | | | Evaluation criteria | Marks | No1 | Student | Student | Student | Student | Student | Student | Student |
| Poster 10% | Content | Evaluated as group | Emphasizes key points (appropriate title, headings, choice of visuals, layout) | 1 | | | | | | | | |
| | | | Summarizes scope of investigation | 1 | | | | | | | | |
| | | | Quality of content (background, methodology, findings, etc.) | 1 | | | | | | | | |
| | | | Accuracy and completeness of explanations | 1 | | | | | | | | |
| | | | Amount of detail is appropriate (not too detailed, not too superficial) | 1 | | | | | | | | |
| | | | Summarize major points of talk | 1 | | | | | | | | |
| | Oral presentation | Evaluated individually | Introduced the study and provided a clear context | 1 | | | | | | | | |
| | | | Clear communication to the audience | 1 | | | | | | | | |
| | | | Examples or details where needed | 1 | | | | | | | | |
| | | | Timing of the talk (not too slow or fast, not too short or too long) | 1 | | | | | | | | |
| | | | Total | 10 | | | | | | | | |

Name:.....

Signature:.....

Date:.....