



Final Year Project (FYP) Manual for the Bachelor of Information Technology Program

2024





Preface:

The Final Year Project (FYP) consists of two consecutive capstone courses across all programs within the College of Computer at the Qassim University. It is designed to bridge the gap between theoretical knowledge gained throughout the Information Technology (IT) program with practical applications in real-world scenarios. Additionally, it provides a platform for nurturing management skills, entrepreneurial thinking, and expertise in scientific and applied research methodologies.

Aligned with the Vision and Mission of the IT Program, these guidelines have been developed to assist both students and faculty in effectively managing the FYP process. They aim to ensure the successful completion of the project with the highest quality standards while achieving the intended educational and professional objectives.



TABLE OF CONTENTS

1. FYP Structure and Objectives	5
1.1. Prerequisites	6
1.2. Supporting Workshops for IT498.....	6
1.3. Marks Distribution For IT498	7
1.4. Marks Distribution For IT499	7
2. FYP Learning Outcomes	8
2.1. IT498 Course Learning Outcomes (CLOs).....	8
2.2. IT499 CLOs	8
3. Key Stakeholders and Their Roles	13
3.1. Role of the Students.....	13
3.2. Role of the Supervisor	14
3.3. Role of the Examiner	15
3.4. Role of the FYP Committee and FYP Coordinator	15
4. FYP Timeline.....	16
4.1. IT498 Completion Timeline.....	16
4.1.1. Group Formation	16
4.1.2. Project Proposal Process	16
4.1.3. Writing the Project Report	17
4.1.4. IT498 Project Discussion	17
4.2. IT499 Completion Timeline.....	18
4.2.1. Application Implementation and Testing	18
4.2.2. Writing and Completing the Project Report	18
4.2.3. Final Project Presentation.....	18
5. Graduation Project Exhibition and Contest	19
6. Conflict Resolution	19
7. Copyright and Intellectual Property Rights	19
8. Academic Integrity and Plagiarism	20
9. Graduation Project Forms and Templates	20

1. FYP STRUCTURE AND OBJECTIVES

According to the BSc IT study plan, the Final Year Project comprises two interrelated courses: IT498 (FYP Phase 1) and IT499 (FYP Phase 2). These courses are conducted over two consecutive semesters (Level 9 and 10) and collectively carry a total of 5 (2+3) credit hours.

These courses equip students with essential skills in scientific research, literature review, research methodologies, scientific writing, and other competencies necessary to complete a graduation project in the field of Information Technology. The curriculum encompasses defining the problem statement and its significance, proposing a solution, identifying requirements and performing analysis, designing the system architecture and user interface, as well as implementing and testing the proposed solution. Figure 1 shows the graduation project's development cycle.

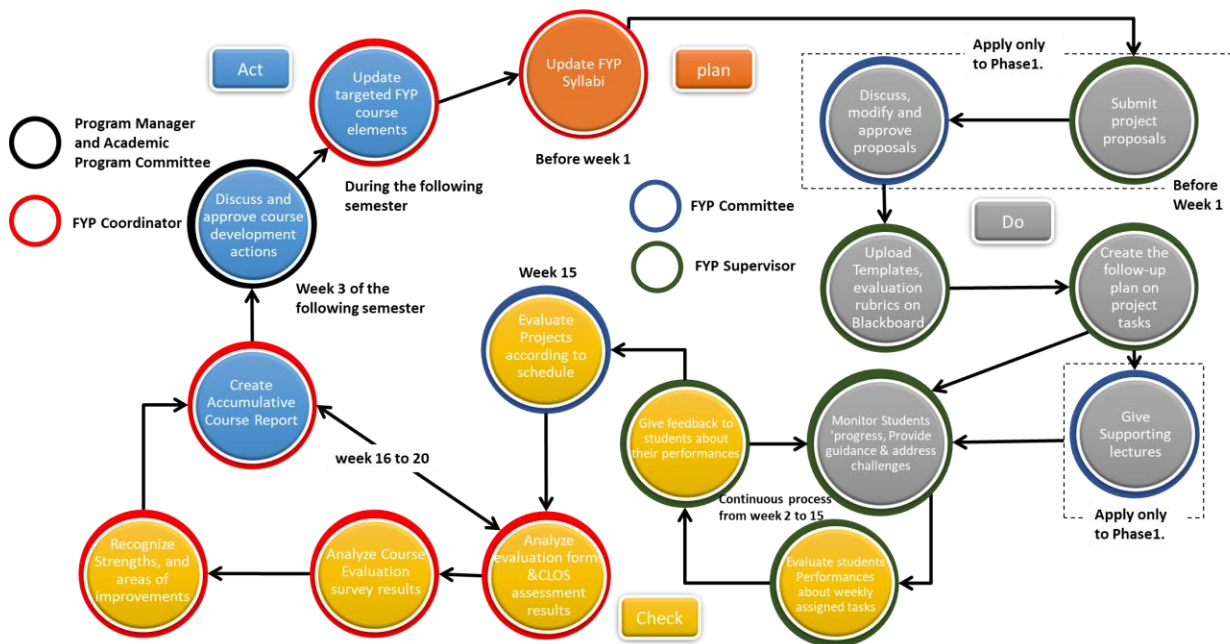


Figure 1: Final Year projects 1, 2 courses development cycle

1.1. PREREQUISITES

The students can register for the FYP courses: IT498 and IT499, after they have completed most of the major IT courses. Table 1 shows the prerequisite courses for IT498 and IT499.

TABLE 1: PREREQUISITES FOR FYP COURSES

FYP Course	Prerequisites
IT498	Students must complete 110 credit hours in order to register for IT498
IT499	IT498

1.2. SUPPORTING WORKSHOPS FOR IT498

During Phase 1 of the FYP, the program provides structured support through six dedicated workshops. These lectures cover all phases of project development, including problem formulation, project planning, conducting a thorough literature review, following the ethics, along with written and presentation skills. During the sessions, the templates for project deliverables are presented and explained to students. The workshops are spanned over six weeks and are given by different male and female faculty members. The selection of the faculty members is done by the FYP committee. Table 2 shows the list of topics for the workshops.

TABLE 2: SUPPORTING WORKSHOPS FOR IT498

Week	Title of the Workshop
3	Research Methodology and Ethical issues IT498
4	Graduation Projects & Project Report
5	Literature Review & Referencing
6	The five types of Plagiarism
7	LaTeX Training

8	Research Methodology
9	Quantitative Analysis
10	Effective Presentation Skills

1.3. MARKS DISTRIBUTION FOR IT498

The marks distribution of IT498 is provided in Table 3. Forty marks are reserved for the supporting workshops which are given by different male and female faculty members.

The selection of the faculty members is done by the FYP committee.

TABLE 3: MARKS DISTRIBUTION – IT498

	Marks
Supervisor	40
Examiner(s)	15
Assignments in workshops	40
Submission	5
Total	100

1.4. MARKS DISTRIBUTION FOR IT499

The marks distribution of IT499 is given in Table 4.

TABLE 4: MARKS DISTRIBUTION – IT498

	Marks
Supervisor	60
Examiner(s)	30
Exit Exam	5
Submission	5
Total	100

2. FYP LEARNING OUTCOMES

Upon completing the Final Year Project, the students will enhance their theoretical and practical foundation from various perspectives, including their knowledge, experience, management abilities, and communication skills. The following highlights the learning outcomes of the two FYP courses.

2.1. IT498 COURSE LEARNING OUTCOMES (CLOs)

The CLOs for IT498 are given in Table 5.

TABLE 5: COURSE LEARNING OUTCOMES (CLO) FOR IT498

Code	Course Learning Outcomes	Aligned PLO
1.0	Knowledge and Understanding	
1.1	Understand the information technology theories and fundamentals to identify ideas to perform a complete project	K1
1.2	Identify software development principles and research methodologies to enhance computing solutions, focusing on contemporary advancements and security considerations.	K2
2.0	Skills	
2.1	Show how to communicate effectively in a variety of professional contexts appropriate to their project.	S1
2.2	Synthesize the project methodology and show how to identify the computing requirements appropriate to the project idea.	S2
2.3	Apply the learned languages to implement the project codes using the appropriate languages.	S3
2.4	Implement and justify their results using a computer-aided system.	S4
3.0	Values, autonomy, and responsibility	
3.1	Participate effectively in a team to create a professional project.	V1
3.2	Initiate the idea of the project to make informed judgments in computing practice based on legal and ethical principles.	V2

2.2. IT499 CLOs

The CLOs for IT499 are given in Table 6.

TABLE 6: COURSE LEARNING OUTCOMES (CLO) FOR IT499

Code	Course Learning Outcomes	Aligned PLO
1.0	Knowledge and Understanding	
1.1	Understand the information technology theories and fundamentals to identify and analyze their idea to finalized the graduation project II successfully.	K1
1.2	Identify a computing solution using software development principles and research methodologies, integrating modern advancements.	K2
2.0	Skills	
2.1	Show how to communicate effectively in a variety of professional contexts appropriate to their project.	S1
2.2	Analyze complex problems and apply principles of computing and other information technology disciplines to identify solutions.	S2
2.3	Design, implement and evaluate a computing-based solution to meet a specific set of computing requirements in the context of an information technology major	S3
2.4	Use complex and specialized high-precision devices in practical activities related to information technology	S4
3.0	Values, autonomy, and responsibility	
3.1	Participate effectively in a team to create a professional project.	V1
3.2	Initiate professional responsibilities and make informed judgments in computing practice based on legal and ethical principles	V2

The course learning outcomes (CLOs) of Final Year Project courses are essential for evaluating the Program Learning Outcomes (PLOs) of the Information Technology (IT) program. By aligning specific CLOs with broader PLOs, instructors can effectively assess how well students meet the program's objectives. This alignment offers clear evidence of students' knowledge, skills, and values, ensuring they are well-equipped to tackle professional challenges in the field of Information Technology. The detailed information about the IT PLOs and the CLO-PLO mapping process can be found at the following link. Table 7 shows the mapping between the Grade Rubrics covering different

Student Outcomes (SOs) and the CLOs for IT498. Table 8 provides the same mapping for IT499.

TABLE 7: MAPPING BETWEEN GRADE RUBRICS COVERING STUDENT OUTCOMES AND COURSE LEARNING OUTCOMES FOR IT498

Grade Rubrics	SO	CLO
Report complies with college template	2	Synthesize the project methodology and show how to identify the computing requirements appropriate to the project idea. (S2)
Technical and writing errors	6	Understand the information technology theories and fundamentals to identify ideas to perform a complete project (K1) Apply the learned languages to implement the project codes using the appropriate languages. (S4)
Scientific contents of the report	1	Identify software development principles and research methodologies to enhance computing solutions, focusing on contemporary advancements and security considerations. (K2) Apply the learned languages to implement the project codes using the appropriate languages. (S3) Apply the learned languages to implement the project codes using the appropriate languages. (S4)
Analyze a problem, and identify and define the computing requirements appropriate to its solution.	1	Participate effectively in a team to create a professional project. (V1)
Work effectively in teams to accomplish a common goal	5	Participate effectively in a team to create a professional project. (V1)
Communicate effectively with a range of audiences for the purpose of supporting and serving the community and the surrounding	3	Participate effectively in a team to create a professional project.

environment.		(V1) Initiate the idea of the project to make informed judgments in computing practice based on legal and ethical principles. (V2)
Use current techniques, skills, and tools necessary for computing practice.	4	Initiate the idea of the project to make informed judgments in computing practice based on legal and ethical principles. (V2)
Identify and analyze user needs	6	Understand the information technology theories and fundamentals to identify ideas to perform a complete project (K1) Apply the learned languages to implement the project codes using the appropriate languages. (S4)
Creation of an effective project plan.	5	Show how to communicate effectively in a variety of professional contexts appropriate to their project. (S1)
Understanding of best practices and standards and their application	2	Participate effectively in a team to create a professional project. (V1)

TABLE 8: MAPPING BETWEEN GRADE RUBRICS COVERING STUDENT OUTCOMES AND COURSE LEARNING OUTCOMES FOR IT499

Grade Rubrics	SO	CLO
Report Complies with College Template	2	Analyze complex problems and apply principles of computing and other information technology disciplines to identify solutions. (S2)
Technical and Writing Errors	6	Understand the information technology theories and fundamentals to identify and analyze their idea to finalized the graduation project II successfully. (K1) Design, implement and evaluate a computing-based solution to meet a specific set of computing requirements in the context of an information technology major

		(S3) Use complex and specialized high-precision devices in practical activities related to information technology (S4)
Scientific Contents of The Report	1	Identify a computing solution using software development principles and research methodologies, integrating modern advancements. (K2) Use complex and specialized high-precision devices in practical activities related to information technology (S4)
Design, Implement, and Evaluate a Computer-Based Systems, Processes, Components, or Programs to Meet Desired Needs.	1	Participate effectively in a team to create a professional project. (V1)
Work Effectively in Teams to Accomplish a Common Goal Creation of an Effective Project Plan.	5	Participate effectively in a team to create a professional project. (V1)
Communicate Effectively with a Range of Audiences for The Purpose of Supporting and Serving the Community and The Surrounding Environment.	3	Participate effectively in a team to create a professional project. (V1) Initiate professional responsibilities and make informed judgments in computing practice based on legal and ethical principles (V2)
Use Current Techniques, Skills, and Tools Necessary for Computing Practice.	4	Initiate professional responsibilities and make informed judgments in computing practice based on legal and ethical principles (V2)
Identify and Analyze User Needs	6	Understand the information technology theories and fundamentals to identify and analyze their idea to finalized the graduation project II successfully. (K1) Use complex and specialized high-precision devices in practical activities related to

		information technology (S4)
Creation of an effective project plan.	5	Show how to communicate effectively in a variety of professional contexts appropriate to their project. (S1)
Understanding of Best Practices and Standards and Their Application	2	Participate effectively in a team to create a professional project. (V1)

3. KEY STAKEHOLDERS AND THEIR ROLES

The primary stakeholders of the Final Year Project include students, supervisors, IT498/IT499 course coordinator, examiners, and the FYP committee.

3.1. ROLE OF THE STUDENTS

Students are central stakeholders who are actively involved throughout the duration of the Final Year Project, taking primary responsibility for its progress and successful completion. Typically, project teams consist of four students under the guidance of a supervisor. The FYP is designed to foster student autonomy and instill a strong sense of responsibility. As such, students are expected to show full dedication. The quality of the FYP outcomes directly reflects their commitment and academic capabilities. The key responsibilities assigned to students include:

- Adhering to the department's guidelines for the project process and documentation
- Upholding academic integrity throughout the project
- Selecting a group leader to manage the team and defining the roles and responsibilities of each member, ensuring all students are familiar with every aspect of the project, even those outside their specific responsibilities
- Regularly updating the supervisor on project progress and any challenges encountered
- Collaboratively planning the project timeline with the supervisor

- Actively attending and participating in weekly meetings with the supervisor
- Seeking the supervisor's guidance on both scientific and technical matters
- Submitting all required forms, reports, and documents within the specified deadlines
- Participating in various events related to the FYPs
- Reporting any special issues to the supervisor or FYP course coordinator, who will then escalate the matter to the FYP committee and the Head of the Department, if necessary

3.2. ROLE OF THE SUPERVISOR

All PhD holder faculty members in the IT department are eligible to supervise Final Year Projects (FYP) within their area of expertise. The supervisors play a vital role in guiding students throughout the course of their projects. The responsibilities of the supervisor include:

- Conducting weekly meetings with students to monitor their progress and completing meeting forms
- Discussing the project scope, objectives, and timeline with the students
- Reviewing and providing feedback on the report as needed, without being responsible for major editing of the report or code
- Finding the similarity of the students' report and ensuring that it is having less than 20% match with different sources
- Identifying students' weaknesses and assisting them in overcoming these challenges over the course of the project
- Responding to requests from FYP course coordinators
- Familiarizing themselves with the FYP guidelines and ensuring that students adhere to them
- Reporting instances of dishonesty by students to the FYP coordinator
- Evaluating each student individually based on their contributions to the project

- Collaborating with FYP course coordinators and the FYP committee to communicate with students and address various requirements, such as surveys or nominations for competitions
- Arranging the final defense in consultation with the examiner and the students

3.3. ROLE OF THE EXAMINER

Examiners are faculty members responsible for evaluating students' FYPs. Typically, examiners are assigned projects based on their areas of interest. The examiners are chosen by the FYP committee and the final list is approved by the HoD. Once assigned to a project, examiners are expected to:

- Thoroughly review the project report
- Evaluate both the code and the report in detail
- Offer constructive feedback and critique the work to enhance its quality

3.4. ROLE OF THE FYP COMMITTEE AND FYP COORDINATOR

The FYP Committee is tasked with coordinating and managing FYP activities within the department. It is composed of faculty members appointed by the department head, with the committee head responsible for overseeing the committee's operations.

The committee functions under the administrative oversight of the college-level Graduation Project Committee, which plays a key role in supervising and supporting department-level committees. This hierarchical structure ensures that department committees receive adequate support, adhere to college-wide standards, and effectively guide students in successfully completing their FYPs.

The responsibilities of the committee include the following:

- Review and update the department's FYP procedures and guidelines, ensuring alignment with the two FYP courses. Any changes to guidelines, procedures, or forms must receive approval from the quality committee
- Approve FYP ideas to ensure they meet departmental standards

- Address and resolve conflicts between students and supervisors
- Approve supervisors' requests for modifications to FYP objectives
- Nominate projects for participation in local, national, and international events
- Approve the schedules and the examiners for FYP examinations
- Streamline FYP processes by publishing lists of deliverables and tasks along with their respective deadlines
- Approve topics for FYPs
- Act as the primary point of contact for resolving disputes related to FYPs

4. FYP TIMELINE

As outlined earlier, the FYP spans two semesters, with several stages in each semester. This section provides an overview of these stages, their timelines, deliverables, and the responsible parties.

4.1. IT498 COMPLETION TIMELINE

The first phase of the FYP is divided into four primary stages: group formation, project proposal process, document preparation, and discussion and evaluation.

4.1.1. GROUP FORMATION

Students are responsible for forming their own groups. If any students are unable to find a suitable group, the FYP committee will assist by assigning them to other groups based on shared interests in the approved FYP ideas. Each group should comprise of two to four students. The department may determine the appropriate number of students in each group in exceptional cases.

4.1.2. PROJECT PROPOSAL PROCESS

The project proposal process consists of four steps: project assignment, approval of the proposal, writing the project report, and the FYP discussion.

1. Project Assignment:

There are two approaches for assigning FYP proposals to student groups:

- **Student-Initiated Approach:** Students are encouraged to present their project ideas to faculty members to identify a potential supervisor. Once a supervisor is selected, they collaborate with the students to develop a proposal based on the project's outlined scope.
- **Supervisor-Initiated Approach:** Faculty members propose project ideas without assigning them to specific groups. All proposed ideas are made available to IT498 students, allowing them to choose a project that aligns with their interests. Each proposal must follow the prescribed format.

2. Approval of the Proposal:

The committee assesses each proposal based on predefined criteria established by the program committee. Following the evaluation, proposals are either approved, rejected, or returned for revisions as necessary.

4.1.3. WRITING THE PROJECT REPORT

In this phase, students focus on developing the FYP report, which includes several critical components. The introduction provides a concise overview of the project's purpose and objectives, setting the foundation for the project report. Next, the background section explores the contextual framework, presenting relevant theories and prior research to establish a solid foundation. The data collection and analysis section follows, detailing the methodologies used and the insights obtained, reflecting a systematic research approach. Finally, the application design section outlines the proposed solution, including the conceptual framework and technical specifications. Together, these elements create a comprehensive document that highlights the students' academic knowledge and practical skills.

4.1.4. IT498 PROJECT DISCUSSION

At the end of each semester, Graduation Project discussions are held, lasting approximately 30–40 minutes. The discussion schedule is shared with students, supervisors, and examiners in advance. Prior to the discussions, students must submit their project report and presentation to the supervisors which are then sent to the

examiners. The evaluations are conducted by supervisors and examiners, based on the quality of the project report, the students' oral communication skills during the presentation, and their overall performance in meeting all deliverables throughout the semester.

4.2. IT499 COMPLETION TIMELINE

IT499 is automatically registered for students, provided they have successfully completed IT498. This phase involves several key stages that are essential for completing the graduation project in entirety. These stages are designed to showcase the students' ability to apply their academic knowledge to address real-world challenges.

4.2.1. APPLICATION IMPLEMENTATION AND TESTING

In this stage, students develop the proposed solution outlined in IT498, utilizing their technical skills to build software or implement solutions based on the nature of their project. Once the application is developed, it undergoes comprehensive testing to ensure it performs as intended. Various testing methods, such as black-box and white-box testing, unit testing, integration testing, and user acceptance testing, are conducted. The outcomes of these tests are thoroughly documented and analyzed to identify and resolve any issues.

4.2.2. WRITING AND COMPLETING THE PROJECT REPORT

Alongside implementation and testing, students continue refining the documentation of their project. This includes updating the project plan, detailing the implementation process, and recording any modifications made to the original design based on testing outcomes. There can be occasional cases of updating the literature review.

4.2.3. FINAL PROJECT PRESENTATION

Students present their project to their supervisor and examiners, highlighting the problem they addressed, their proposed solution, the implementation process, testing results, and the overall impact of their work. This presentation provides students with an opportunity

to demonstrate their expertise, skills, and the significance of their contributions. Different questions are asked by the examiners and the responses are evaluated.

5. GRADUATION PROJECT EXHIBITION AND CONTEST

At the end of each academic year, an exhibition is organized for the students undergoing Phase 2 (IT499), providing students with a platform to showcase their projects through well-designed posters (the poster template is provided in [Section 9](#)). This event offers an opportunity for students to present their research, methodologies, findings, and practical applications to their peers and esteemed faculty members. In addition to fostering intellectual exchange, the exhibition includes a competition where participants can vie for monetary awards. This competitive element not only celebrates academic achievements but also incentivizes excellence, encouraging a spirit of innovation and collaboration among students. The annual showcase is a testament to the hard work of graduating students, contributing to a sense of pride and camaraderie within the academic community.

6. CONFLICT RESOLUTION

In the event of a dispute or an issue, students are encouraged to seek guidance from their supervisor or course coordinator. These parties, in turn, consult with the department head and the FYP Committee to find a mutually agreeable solution that ensures the successful completion of the graduation project.

7. COPYRIGHT AND INTELLECTUAL PROPERTY RIGHTS

Upon completing the graduation project, students must submit all deliverables and outputs, including software, hardware, project data, source code, and detailed instructions (e.g., README or how-to documentation), to their supervisors. According to the operational rules for intellectual property policies at the university, the institution holds the copyright and intellectual property rights to all student work. Any tangible or intangible benefits derived from the projects, such as publications, patents, or financial proceeds, must be distributed among the students, their supervisor, and the university.

This distribution should align with the department's policies and comply with the university's intellectual property regulations.

8. ACADEMIC INTEGRITY AND PLAGIARISM

Academic integrity embodies the commitment to pursuing and presenting learning and scholarship in an honest, transparent, and respectful manner, emphasizing personal responsibility, originality, and proper attribution. Plagiarism, a specific violation of academic integrity, occurs when someone presents another person's work, words, ideas, or thoughts as their own.

Plagiarism includes, but is not limited to, copying content or using ideas from articles, books, unpublished papers, or online sources without proper citation or failing to enclose quoted material in quotation marks. It also involves paraphrasing too closely to the original source, often by simply substituting synonyms without adequate rephrasing.

Any instances of academic integrity violations or plagiarism will be addressed by the Supervisor and the FYP Committee and reported to the College Graduation Project Committee, which will determine the appropriate course of action.

9. GRADUATION PROJECT FORMS AND TEMPLATES

All required FYP forms, templates, and Blackboard packages are officially communicated and made accessible to both supervisors and students. This structured approach ensures that comprehensive documentation is available to support efficient communication, coordination, and project management. Throughout the semester, the FYP committee conducts regular check-ins to ensure that all groups and supervisors maintain consistent contact and that the progress and execution of projects are proceeding smoothly.

IT498 Report Template		IT499 Report Template	
-----------------------------	---	-----------------------------	---

IT498 Presentation Template		IT499 Presentation Template	
IT498 Course Specifications		IT499 Course Specifications	
Supervisor Evaluation Form for IT498		Examiner Evaluation Form for IT498	
Supervisor Evaluation Form for IT499		Examiner Evaluation Form for IT499	
Poster Template			



