

STUDENT GRADUATION PROJECT MANUAL



Faculty of Administrative Sciences and Economics

Guide for BSc/BA
Graduation Project Manual

Banking and Finance Department

Academic Year

2025-2026



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Faculty and the Departments

Faculty of Administrative Sciences and Economics includes the following departments:

Accounting Department

Banking and Finance Department

Business and Management Department

International Relations and Diplomacy Department

PART 1 INTRODUCTION

1.1 Introduction

Completing a graduation project is an exciting process, even though it is demanding. Conducting the research and writing the graduation project can be a gratifying achievement, especially if you plan well in advance and develop a schedule for each of the activities involved. This guide will get you started and inform you of university and departmental policies and procedures that you should be aware of. A Bachelor's graduation project requires a full-time study (i.e. **a project of about 10 hours per week in scope**) in one academic year. To complete the graduation project within the stipulated time, you will need to work steadily and efficiently.

1.2 Objectives of Research Graduation Project

One of the important purposes of a bachelor's degree is to introduce students to original research under the supervision of a faculty member. The primary objective of a graduation project is to conduct research on a feasible topic for a reasonable period of time and test it on a particular case study. It also helps the student to properly define research questions, collect data, and analyze research findings to contribute to the general knowledge of his/her field. By the time the graduation project is completed, you will have mastered some aspects of knowledge and will be much more aware of the processes of research. In particular, you will gain experience with:

- Formulating a research question.
- Making critical use of published work, and literature review.
- Selecting and using appropriate research techniques.
- Organizing, presenting, and defending material in a clear, well-written, and well-presented manner.

In addition, you will most likely have to conduct field research, and use this experience to:

- Have a first impression of the professional world.
- Have a first contact with a company you would like to work with if it is relevant to your research.
- Develop a professional network.
- Understand better the functioning of enterprises and confront what you learnt in your lectures with reality.
- Develop critical thinking and problem-solving skill

1.3 Ethical Issues in Research

Before any student can begin data collection on any research project (e.g. individual surveys, questionnaires, interviews, and observation), approval must be obtained from the ethical committee. And where applicable, a cover letter will be issued by the department. All changes in research procedure (e.g. from one treatment procedure to another) should only be made with the approval of the supervisor.

1.3.1 Similarity Index (20%)

Similarity is permitted up to maximum 20%, excluding quotation and bibliography. Students must give proper referencing while summarizing the text or using direct quotations from all sources, including Internet sources. Use quotes when you are directly using the words of some other researcher. It is not allowed to make up or manipulate the sources. If there are conflicting views on a subject in the literature, all views must be presented, and the approach chosen must be justified.

Forms of plagiarism include:

- a) The failure to give appropriate acknowledgment (presenting somebody's findings as one's own (no reference is given).
- b) Ascribing to an author what s/he has never written.
- c) Quoting someone's work without the use of quotation marks (or the opposite, using quotation marks when it is not a quote).

Caution must be exercised while giving quotations, too much quotation will render your project plagiarized. It is important to remember that paraphrasing is not simply replacing words with their synonyms. Rather, it is writing the same idea in your own words with a proper citation.

1.3.2 Outsourcing Policy

Students are prohibited from outsourcing their graduation projects to any external sources. In other words, students who attempt to purchase or assign another individual to write their graduation project will face disciplinary action from the faculty. In such cases, the student's graduation project will be rejected, and the student will be required to restart the project with a new topic.

1.3.3 Artificial Intelligence (AI) Policy

The use of artificial intelligence (AI) to compose the graduation project is strictly prohibited. Unless used as an assisting tool for maximum up to 20% otherwise the graduation project will be rejected and subjected to misconduct, and the student will be required to restart the project

with a new topic.

1.4 Important Dates

Subject	Date	Time
Pre-Defense Evaluation	1 st to 16 th April 2026	-
Pre-Submission for Similarity Check	18 th April to 20 th April 2026	By 4:00 PM
Graduation Project Final Submission	26 th of April 2026	By 4:00 PM
Supervisor's Evaluation	27 th of April 2026	By 3:00 PM
Defense Timetable to be Set by FASE	30 th of April 2026	-
Defense Dates	3 rd to 7 th of May 2026	-

PART 2: SUBJECT AND SUPERVISOR SELECTION

2.1 Selection of Subject

Graduation project topics are proposed by supervisors, based on their areas of expertise, ongoing research, or departmental priorities. The responsibility for defining and assigning the project lies primarily with the supervisor and the department graduation project committee, ensuring alignment with the academic objectives of the department and the broader research strategy of the faculty. While students are not expected to select their own topics, they are strongly encouraged to engage actively with the subject matter, understand the research objectives, and contribute meaningfully throughout the research process. Supervisors will guide students in understanding the scope, methodology, and expected outcomes of the project.

The topic assigned will fall within the scope of the student's department, program, and research interest that designed to be both feasible and relevant. Students are encouraged to approach the topic with intellectual curiosity and to consider how it relates to their previous coursework, academic interests, and future professional goals.

Exceptionally, the single authored projects that students could not complete are accepted as a last attempt.

2.2 Supervisor's Role and Responsibility

Your supervisors can offer proper guidance on methodological and theoretical issues as well as provide encouragement and support. It is important that the supervisor and student work hand in hand and regular contact is important. The responsibilities of the supervisor are as follows:

- 1- The supervisor's responsibility is to give guidance about the nature of the research and the standard expected, about the planning of the research, literature, sources, and requisite techniques, to ensure successful research project completion.
- 2- The supervisor maintains regular contact in accordance with departmental policies and based on the arrangements with the student. The supervisor must be accessible to the student at other appropriate times when he or she needs advice.
- 3- Supervisor must give some advice on the necessary completion dates of successive stages of the work, so that the whole graduation project may be submitted within the scheduled time.
- 4- The supervisor may request written work from students and return that work with constructive criticism within a reasonable time. He/she will also ensure that the student is made aware of the inadequacy of progress, or of standards of work below what is

generally expected and suggest appropriate action.

The main role of the supervisor is to assist the student in achieving the best result for which he/she is capable.

2.3 Student's Responsibilities

- 1- Students must respond to the proposed instructions provided by the supervisors and discuss with the supervisors on receiving guidance and schedule the time for weekly meetings.
- 2- Students must respond to the arrangements proposed, advice, and instruction given by the supervisors.
- 3- Students must maintain the progress of the work in accordance with the stages agreed with the supervisor equally and provide sufficient time to him/her for comments and discussion.
- 4- The student is reminded that compliance with the graduation project regulations and the quality of his/her work is ultimately their responsibility.

If students consider that their graduation projects are not proceeding satisfactorily for reasons outside their control, or if they consider they are not establishing an effective working relationship with their supervisor(s), they should, in the first instance, consult the matter with their Head of Department.

PART 3 RESEARCH PLANNING

3.1 Introduction

Planning your research can be made easier if you break the project into smaller tasks and plan when and how each task can be completed. You may wish to develop your own target dates to help in preparing the timetable for your research and writing. **Appendix 1** contains the Research Plan Schedule based on the Academic Calendar, 2025-2026. Students are advised to refer to this schedule while drawing or making their own plan/research timetable.

3.2 General Suggested Research Process Schedule

November to December: You should contact your department, fill in the necessary forms, identify your supervisor, and complete the topic selection process. At this stage, the topic area should be defined, and the contract should be signed. Arrangements should be made between you and your supervisor for regular supervision sessions. A more specific proposal should now be developed, develop a method, finalize the sample, prepare a draft of the introduction, and complete the literature review.

January to March: Obtain data. Continue to read the topic area, complete the methodology chapter and start the data analysis.

April to May: Completion of data analysis, revise Introduction, Literature Review, Methodology chapters, write Results and Discussion chapter, and the Conclusion and Recommendation Chapter. Students who wish to be certain of graduating this year should complete their graduation projects by **the 26th of April 2026**.

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Turnitin Check

The student needs to submit his/her graduation project for pre-submission similarity from 18th20th of April. Within the time mentioned, students will have the chance to reduce the similarity index where necessary. After the final submission, the faculty will also check the similarity index of the graduation project. If it is rejected by the faculty because of plagiarism, the student will not have the chance to defend the project until all the corrections are reflected in the subsequent academic semesters (Summer or Fall).

3.3 Literature Review

To identify readings in the area, conduct a search on the internet for paper literature in the library and ask your supervisor for key references. Your supervisor may be able to supply you with relevant articles or books or to guide you in the right direction.

In terms of literature review, make sure that the articles you select must have a scientific value. The easiest way to make sure of the scientific validity of an article is to stick to articles published by universities, research institutions, government agencies, and other recognized sources. You must question the legitimacy and background of the author, while using the references for your graduation project. One sign of reliability is that the text has been published by a well-known publisher. This means that the text has undergone a review process. In scientific journals, articles are usually reviewed, but in newspapers and magazines, the reader should evaluate the reliability of the text by the author's reputation and expertise.

It is also advisable to print out or save the resources found on the internet, since web pages may be updated or taken offline. In case of quoting or referencing an online article, the date of accessing the article must be mentioned. **(see Appendix 9 for a guide on APA Referencing).**

PART 4: RESEARCH IMPLEMENTATION

1.5 Final Draft of Graduation Project

- **Language**

Your writing style influences the reader's impression of your work. Your writing must be comprehensible, clear, and understandable to the reader. Do not use very long sentences which make them vague and ambiguous. Be careful with personal pronouns, use formal English, academic vocabulary and avoid jargons. Do not use contracted forms (don't, isn't). Avoid using exclamation marks(!). The length of paragraphs should be reasonable (approximately 9 to 10 lines). Start a new paragraph each time you start with a new idea/opinion/topic.

- **Tense**

Most sections of a research report should be written in the past tense because they describe events that occurred in the past. The present tense is appropriate in the Introduction, Result, and Discussion sections. Occasionally, the future tense is used to discuss proposed future research. Be careful to change all the future tenses when finalizing your project. For example, the use of "will" while submitting your proposal should be replaced with past tense a pone the final submission of your project.

- **Voice**

Active voice is always preferable to passive voice. Follow one spelling and grammar variant, either British or American English (e.g. do not write 'Organization' in one place and then 'Organisation' in other places).

- **Typing**

For the font style and typing regulations, please refer to the checklist in **Appendix 5**.

- **Page Numbers**

The pages of the graduation project should be numbered at the **bottom**, in **the middle**. The **cover page should not be numbered**. The numbering of the following preliminary pages (acknowledgments, list of tables, list of figures, abbreviations (acronyms), abstract, and table of content) should be in **Roman numbers (I,II,III,..)**. Numbering in Latin numbers (1,2,,3,..) should start with the introduction.

- **Word Count**

From the introduction to conclusion (without references and appendices) the word count must

be within the range of **(8000–10000)** word restriction. The abstract is preferred not to exceed 300 words. The abstract should not to exceed 300 words.

- **Tables and Illustrations**

All tables and figures should be entitled and numbered. Follow the same style throughout the whole graduation project. The table number should involve the chapter number, dot, and table number, e.g. 2.1 (= the first table in chapter 2). Do not Italicize the caption. If a table is copied from another place, it must be cited properly (the source of the table must be written under the table).

- **Printing out and Binding**

The graduation project must be submitted to the supervisor on the final submission deadline in softcopy (PDF and Word) format, in case of corrections then a student needs to submit one hard copy of the corrected graduation project to the department.

PART 5: EVALUATION AND ACCEPTANCE OF THE GRADUATION PROJECT

5.1 Group Graduation Project Guidelines

5.1.1 For the Supervisor Evaluation

The supervisor has the right to accept or reject the written materials or one of the group members. The supervisor will evaluate each and every student from the group separately. Each student will be marked on their individual merits and may get varying marks based on:

- 1-Whether the student meets the attendance requirement.
- 2-How much they contribute to the project.

5.1.2 For Defense Marking

The defense committee members will evaluate each and every student separately and each student should do a presentation for 15 minutes and 20 minutes for questions and discussions.

- Each Student must prepare and present his own presentation on the graduation project.
- Evaluation of a student will be based on the quality of the written work, the presentation, clarity, and ability to answer questions.
- A student may fail if either their written work or presentation does not meet the required standards.

5.1.3 Resubmission policy when a student fails

If a group or an individual student fails during a normal semester (e.g., Spring Semester), they are entitled to resubmit the same graduation project once (during the summer session only), after making the necessary corrections.

If the student fails again with the same project title, they must select a new graduation project title.

5.2 Graduation Project Evaluation

After the student presented his/her graduation project, the committee will determine the marks of the student. The entire graduation project marking process usually takes approximately one month from the day the graduation project is submitted to the department to when the final grades are announced.

5.3 Publication and Authorship

Following the approval of the graduation project, the student may pursue publication in an academic journal, typically in collaboration with the supervisor. Given the supervisor's contributions to the research and its overall quality, they are generally acknowledged as a co-author and may serve as the corresponding author. Authorship must be determined through mutual agreement between the student and the supervisor. Should either party wish to publish the work independently, prior written consent must be obtained from the other.

APPENDICES

Appendix 1: Research Plan Schedule sample based on Academic Calendar

Sep-25							Oct-25							Nov-25							Dec-25						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6				1	2	3	4							1		1	2	3	4	5	6
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
														30													
Jan-26							Feb-26							Mar-26							Apr-26						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7				1	2	3	4
4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14	5	6	7	8	9	10	11
11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21	12	13	14	15	16	17	18
18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28	19	20	21	22	23	24	25
25	26	27	28	29	30	31	29	30						29	30	31					26	27	28	29	30		
May-26							Jun-26							Jul-26							Aug-26						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2		1	2	3	4	5	6				1	2	3	4							1
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29
31																					30	31					
	First Meeting, Contract Signing and Topic approval							Pre-defense							Final Submission							Defense date					
	Supervisor's Evaluation							Literature Review							Data Collection and Data Analysis							Revision of the Graduation Project					
	Final Examinations							Research Methodology							Pre-submission for Similarity Check												

Appendix 2: Graduation Project Committee Approval Letter on Research Area



**TISHK INTERNATIONAL UNIVERSITY
FACULTY OF ADMINISTRATIVE SCIENCES AND ECONOMICS
GRADUATION PROJECT RESEARCH AREA FORM**

Completion of a graduation project requires title and research area selection. A list of available research areas is included at the end of this form, from which you should choose at least three.

Information on the responsibilities of supervisors and students can be found in the Graduation Project Manual.

Note: The Microsoft online form is available for the Graduation Project research areas selection.

Write the group information below. Please ensure you read this information before filling out this form.

No.	Full Name	ID
1		
2		
3		

I agree in advance that once I join a group, I do not have the right to change my group partners to another group.

Our preferences for Bachelor's Graduation Project Proposed Research areas are ranked below:

No.	Research Area ranked
1	
2	
3	

I have read and understood the information in the Graduation Project Manual on the responsibilities of students and supervisors. I accept full responsibility for the successful completion of my graduation project research.

Signature and Date

Signature and Date

Signature and Date

Appendix 3: Areas of Research

Student preference will be taken into consideration; however, Graduation Project Committee will decide on supervisor selection.

Banking and Finance Department: Area of Research

Financial Inclusion; Barriers to Bank Account Ownership; SDG 1 (No Poverty); SDG 10 (Reduced Inequalities); small Business Ownership; SDG 8 (Decent Work and Economics Growth); Fintech Awareness and Adoption; SDG 4 (Quality Education); Poverty Reduction in Kurdistan; SDG 13 (Climate Action); SDG 9 (Industry, Innovation and Infrastructure); Women's Financial Decision Making; SDG 5 (Gender Equality); SDG 2 (Zero Hunger); SDG 6 (Clean Water and Sanitation); Green Finance as a tool of Sustainability; Adoption of IFRS; Artificial Intelligence in Accounting; Sustainability Reporting and Performance; Carbon Accounting and Climate Change; AI Adoption and Accounting Practices; ERP Integration and Financial Reporting Quality; Cloud Accounting Systems; ESG Investment and Corporate Performance; ESG Investment.
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Appendix 4: Contract sample between Undergraduate Student and Supervisor



Faculty of Administrative Sciences and Economics

AGREEMENT BETWEEN UNDERGRADUATE STUDENT AND SUPERVISOR

Full name of student: _____

Student number: _____

Faculty: _____

Department: _____

Weekly Meeting Schedule: _____ (Specify Day and Time)

Date:

Date:

Student's signature

Supervisor's signature

Faculty of Administrative Sciences and Economics**“AGREEMENT BETWEEN UNDERGRADUATE STUDENT AND SUPERVISOR”**

Accounting, Banking and Finance, Business and Management, International Relations and Diplomacy programs require original research and a written graduation project that is defended at a final oral examination. The Graduation Project Manual can be found in each department's website. The content of this contract has been written to assist undergraduate students and faculty supervisors by identifying the best practices in undergraduate supervision. Our aim is that a clear understanding of responsibilities and expectations by all participants in the supervisory process will reduce potential problems and optimize the experience. The success is the shared responsibility of student and supervisor. It depends on both student and supervisor communicating well, being tolerant and understanding, and each holding the other to high standards. Faculty of Administrative Sciences and Economics plays a vital role in providing clarity and consistency of expectations, upholding academic standards, administering the program fairly and effectively, and intervening wherever necessary to help resolve problems. This Guideline is intended to help all participants fulfil their roles and to ensure that the supervision of undergraduate students at the Tishk International University is of the highest quality.

Overall Roles and Responsibilities:**Supervisor's Roles:**

It is the responsibility of supervisor to:

- Advise and guide the student on his/her graduation project framework and format.
- Recommend resources for literature review (library facilities, online journals, etc.).
- Advise students to attend any additional classes, if necessary, to enhance their research skills.
- Recommend and guide the student on research methods, tools, and resources.
- Review and comment on draft chapters.
- Review and comment on research data.

- Review the whole graduation project.
- Advise students on the readiness of graduation project for submission.
- Advise students on graduation project submission and examination process.
- Make every effort to ensure that student's learning and research environment is adequately supported with guidance in choosing appropriate course work, providing suitable resources and workspace.
- Ensure that student's research has an appropriate hypothesis/question and achievable goals, using the Graduation Project Guidelines as a framework.
- Establish a professional working relationship to guide student in approach to research.
- Meet regularly/weekly with student to provide guidance, assess progress and assist student in the goal of completing the project on time.
- Provide appropriate mentorship and guidance.

Students' Roles:

It is the responsibility of the students to:

- Meet with the Supervisor at least once a week for 30–60 minutes to discuss progress and challenges.
- Complete and submit the graduation project within the specified period.
- Make timely progress towards completion of the project and spend the required number of hours carrying out research activities.
- Be available to complete the work assigned.
- Comply with all relevant requirements with respect to intellectual property.
- Maintain regular contact with the supervisor and take the initiative in agreeing with the supervisor a mutually acceptable schedule for formal supervisor meetings.
- Reflect on and respond to feedback and guidance provided by the supervisor at formal supervisory meetings.
- Prepare and keep an agreed written record of each formal supervisory meeting.
- Comply with the University's requirements for formal progress reviews.
- Provide the supervisory team with a complete final draft of the graduation project by 26th of April 2026.
- Ensure that the graduation project complies with all relevant regulations, including those on word length, format, and binding, as specified in the final submission checklist.

Final Note

- * Students are reminded that the compliance with the graduation project regulations and the quality of their work is ultimately their responsibility. The role of the supervisor is to assist students to achieve the best results of which they are capable.*
- * If students feel their graduation projects are not progressing well due to external factors or a lack of effective working relationships with their supervisor(s), they should first consult with their Head of Department.*

Attendance Log

No.	Date	Time	Comment	Student Signature
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Monthly Progress Report (By Supervisor)

Department:

Date:

Student Name/s:

Semester/Month:

**Discussed
Points/Observation:**

**Tasks to
be done
for the
next
month:**

Supervisor Evaluation	January Week 4	<input type="checkbox"/> Satisfactory	March Week 4	<input type="checkbox"/> Satisfactory
		<input type="checkbox"/> Unsatisfactory		<input type="checkbox"/> Unsatisfactory

Student Signature:

--

Supervisor(s) Signature

--

Appendix 5: Graduation Project Submission Checklist

Faculty of Administrative Sciences and Economics
Graduation Project Submission Checklist

Full name of student/s:	
Student number:	
Department:	

Dear Student, check your graduation project and mark **(Done)** to confirm that the graduation project is meeting the requirement:

Requirements		Done	Comment
<u>Below are, formatting, and technical guidelines that must be applied to the Graduation Project</u>			
1	Chapters start on a new page.	<input type="checkbox"/>	1
2	The word count, from the introduction to the conclusion, excluding references and appendices, ranges between 8,000 and 10,000 words.	<input type="checkbox"/>	2
3	The body text of each chapter is in 12-point Times New Roman font.	<input type="checkbox"/>	3
4	Chapter titles are 14-point Times New Roman, capitalized and bold, while subtitles are 12-point Times New Roman in sentence case	<input type="checkbox"/>	4
5	Line spacing is (1.5).	<input type="checkbox"/>	5
6	The cover page is updated and not numbered.	<input type="checkbox"/>	6
7	After the cover, preliminary pages, such as the acknowledgment, list of tables, and list of figures, should be numbered with Roman numerals until the introduction.	<input type="checkbox"/>	7
8	Latin numerals begin with the introduction and continue through the last page of the references	<input type="checkbox"/>	8
9	APA Reference style version (APA 6th/7th edition) is used for citations and references.	<input type="checkbox"/>	9
10	A list of references is available and in alphabetical order.	<input type="checkbox"/>	10
11	Latest CV is attached with a recent photograph.	<input type="checkbox"/>	11
12	Relevant appendices, such as questionnaires, interview questions, and secondary data, are attached.	<input type="checkbox"/>	12
<u>Title and topic considerations</u>			
13	The title clearly indicates the topic and variables of the study.	<input type="checkbox"/>	13
14	The title is within the field of the department & supervisor	<input type="checkbox"/>	14
15	No acronyms are used in the title (e.g. TAM, HRM, MENA, ROR, SME...)	<input type="checkbox"/>	15
<u>It is preferred for the chapter outlines to meet the proposed outlines in the Graduation Project Handbook (appendix 7)</u>			
16	The abstract is in line with the instructions in the handbook	<input type="checkbox"/>	16
17	Keywords are available	<input type="checkbox"/>	17
18	Chapter One: Introduction	<input type="checkbox"/>	18

Requirements		Done	Comment
19	Chapter Two: Literature Review	<input type="checkbox"/>	19
19.1	Availability of recent references (preferability last 10 years).	<input type="checkbox"/>	19.1
20	Chapter Three: Methodology	<input type="checkbox"/>	20
20.1	Primary or Secondary data have been analyzed using appropriate methods.	<input type="checkbox"/>	20.1
20.2	The methodology section cites the original source of any questionnaires, secondary data, or interview questions.	<input type="checkbox"/>	20.2
21	Chapter Four: Data Presentation, Analysis and Interpretation	<input type="checkbox"/>	21
22	Chapter Five: Implications, Conclusion, and Recommendation.	<input type="checkbox"/>	22

I have carefully read and followed the guidelines mentioned in the Graduation Project Handbook	<input type="checkbox"/>
--	--------------------------

Note: Make sure that the submitted graduation project is matching with the checklist to increase your chances of being accepted.

Date:

Supervisor's Approval & Signature

Student's Signature

Appendix 6: Graduation Project / Seminar / Defense Evaluation Criteria

Tishk International University
Faculty of Administrative
Sciences & Economics



BACHELOR'S THESIS AND SEMINAR/ DEFENSE EVALUATION FORM

Level	Focus	Assessment	
Group Evaluation	The final product & overall teamwork	Panel	50%
Individual Evaluation	Personal contributions & learning	Supervisor	50%

Project (Group Grade): 50% Panel

Chapter	Evaluation Focus	1	2	3	4	5	Suggested Weight (%)
Introduction	Clarity of objectives- Problem definition						10%
Literature Review / Background.	Coverage of relevant work- Understanding of context and theory - Details/Discussion about variable 1 3% - Details/Discussion about variable 2 3% - Discussion of related literature.3% - Theory application 3% - Research Gap 3%						15%
Methodology / System Design	Appropriateness and clarity of - Design 3% - Data Collection Process & Instruments 3% - Population and Sampling Techniques 3% - Data Analysis Techniques 3% - Hypotheses 3%						15%
Analysis/interpretation	Technical execution- Innovation- Practical work						20%
Conclusion & Recommendations	Summary of findings- Relevance of conclusions- Realistic future work						15%
References	Proper citation- Supporting documents- Professional formatting						10%
Final Presentation (Oral)	Communication- Defense quality- Visuals and delivery - Time Management 3% - Understanding of subject matter 3% - Structure & organization 3% - Delivery & communication 3% - Question handling 3%						15%
		Total					100%
1= Poor	2= Fair	3= Average	4= Good	5= Excellent			

Individual (Personal Grade): 50% (Based on Supervisor)

Individual Aspect	Description	1	2	3	4	5	Weight (%)
Contribution	Quality and amount of actual work contributed						25%
Pre-defense	With the head of the scientific committee						25%
Attendance	Taking responsibility, proposing ideas, and helping others.						15%
Communication & Collaboration	Working effectively within the team						15%
Learning Progress	Technical and personal development						20%
		Total					100%
1= Poor	2= Fair	3= Average		4= Good		5= Excellent	

Final Grade

Student	Project (50%)	Individual (50%)	Final Grade
A	40	25	65
B			
C			
D			

Appendix 7: Sample Graduation Project /Format

A COMPARATIVE CASE STUDY ON THE FIVE DISCIPLINES OF A LEARNING ORGANIZATION

**A RESEARCH PROJECT SUBMITTED TO THE FACULTY OF ADMINISTRATIVE
SCIENCES AND ECONOMICS
TISHK INTERNATIONAL UNIVERSITY
Group Research Project**

By

STUDENT NUMBER: 131500001

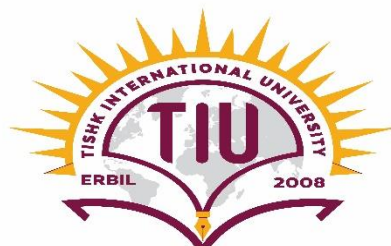
STUDENT NAME

STUDENT NUMBER: 131500002

STUDENT NAME

**IN PARTIAL FULFILLMENT OF THE REQUIREMENTS
FOR THE DEGREE OF BACHELOR OF SCIENCE IN
BANKING AND FINANCE DEPARTMENT**

May 2026



APPROVAL

Approval of the Faculty of Economics and Administrative Sciences

Mr. Karwan Sherwani
Dean of the Faculty

I certify that this graduation project satisfies all the requirements as a graduation project for the degree of BSc.

(First Name, Last Name)
Head of the Department

This is to certify that we have read this graduation project and that in our opinion it is fully adequate, in scope and quality, as a graduation project for the degree of BSc.

(First Name, Last Name)
Supervisor Name

Examining Committee Members

Signature

DECLARATION

I hereby declare that all the information in this document has been obtained and presented in accordance with the academic rules and ethical conduct. I also declare that I have sincerely followed the rules and conduct as required. I assure that I have fully cited and referenced all the material and results that are not original to this work.

Graduation Project Word Count

Name, Last name: _____

Signature : _____

Appendix 8: SAMPLE DRAFT GRADUATION PROJECT STRUCTURE

TABLE OF CONTENTS

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CHAPTER ONE: INTRODUCTION

1.1 Background of the Study.....	
1.2 Statement of the Problem.....	
1.3 Research Objectives.....	
1.4 Research Questions.....	
1.5 Significance of the Study.....	
1.6 Scope and Limitation of the Study.....	

CHAPTER TWO: LITERATURE REVIEW

2.1 Details/Discussion about variable 1.....	
2.2 Details/Discussion about variable 2.....	
2.3 Conceptual definition of the constructs independent and dependent variables.....	
2.4 Discussion about the relation between the variables	
2.5 Review of Related Literature.....	
2.6 Research Gap.....	

CHAPTER THREE: METHODOLOGY

3.1 Research Design.....	
3.2 Data Collection Process	
3.3 Research Instruments.....	
3.4 Operational definition of the constructs independent and dependent variables.....	
3.5 Population and Sampling Techniques.....	
3.6 Data Analysis Techniques.....	
3.7 Research Framework.....	
3.8 Statement of Hypotheses (If there is any).....	

CHAPTER FOUR: RESULTS AND FINDINGS

4.1 Reliability Analysis.....	
4.2 Descriptive Statistics.....	
4.3 Correlation and/or Regression Analysis.....	
4.4 Discussion of Findings.....	

CHAPTER FIVE: CONCLUSIONS AND RECOMMENDATIONS

5.1 Summary of Major Findings.....	
5.2 Implication of the Findings.....	
5.3 Conclusion.....	
5.4 Recommendation and Future research.....	

REFERENCES**APPENDICES.....**

Appendix 9: APA Manual 6th Edition

Along your research journey, you need to add your citations and references, and do not delay them for the last moment where you would not have time to arrange them correctly and appropriately. It is advisable, to have all the citations within the word process, under (References) by choosing the right style (APA), then at the end you need to add the bibliography by a single click. Occasionally and frequently, especially at the end you need to update the list of the bibliography by a right click. Hence, the Microsoft Word will do the list correctly and effortlessly for you.

9.1 In-text References

-For multiple names, “and” should be used in the running text; “&” should be used inside parenthesis

- e.g. Ford and Scaife (2019) suggest ...
- e.g. This suggests (Ford & Scaife, 2019).

-For references with two authors, cite both names at every citation in the text

- e.g. (Mathers & Scaife, 2019, p.34).

-For references with three or more authors, cite only the surname of the first author followed by et al.

- Citation: (Darling et al., 2019)

-When referencing multiple works by a single author, follow this format:

- (Smith, 2015a, 2015b, 2018)

-All parenthetical citations should be in alphabetical order as per the reference list.

-Any directly quoted text should have a page number in the reference

- e.g. ‘Morley describes this as “criminal negligence” (2011, p.9)’

9.2 Reference List

-Please ensure that all listed references are cited, and all cited references are listed.

-All authors’ names should be written as “Surname”, “Initials” (i.e. Scaife, A.).

-Provide names and initials for up to and including 20 authors. When there are 2 to 19 authors, use “&” before the final author name.

- e.g Author, A. A., Author, B. B., & Author, C. C.

- When there are 21 or more authors, include the first 19 authors' names, insert an ellipsis (but no "&"), and then add the final author's name.
- Do not include personal communications, such as letters, memoranda, and informal electronic communications, in the reference list. These should be in-text references only.
- Website names are now included as well as the webpage title.
- The location of the publisher (i.e., city, country/state code) is no longer required.
- You no longer need to give the platform, format, or device (e.g., Kindle) for ebooks, but you do need give the publisher.
- You no longer need to write "Retrieved from" before a URL unless when the content is designed to change over time and the page number is not archived.
- DOIs are formatted the same as URLs. You do not need to write "DOI."
- If necessary for your graduation project, it is perfectly acceptable to include explanatory footnotes and end-notes. You can specify this on the Editorial and Production form.

9.3 APA 6th Edition Reference List Examples

Book

Sapolsky, R. M. (2017). *Behave: The biology of humans at our best and worst*. Penguin Books

Journal Article

Grady, J. S., Her, M., Moreno, G., Perez, C., & Yelinek, J. (2019). Emotions in storybooks: A comparison of storybooks that represent ethnic and racial groups in the United States. *Psychology of Popular Media Culture*, 8(3), 207–217.
<https://doi.org/10.1037/ppm0000185>

Book chapter

Aron, L., Botella, M., & Lubart, T. (2019). Culinary arts: Talent and their development. In R. F. Subotnik, P. Olszewski-Kubilius, & F. C. Worrell (Eds.), *The psychology of high performance: Developing human potential into domain-specific talent* (pp. 345–359). American Psychological Association.
<https://doi.org/10.1037/0000120-016>

Webpage

Bologna, C. (2019, October 31). *Why some people with anxiety love watching horror movies*. HuffPost.

https://www.huffpost.com/entry/anxiety-love-watching-horror-movies_1_5d277587e4b02a5a5d57b59e

Note: if there is no individual author, use the group author (organization), e.g. British Broadcasting Corporation. If neither is available, move the title to the author position, before a full stop and the date of publication.

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