

STUDENT GRADUATION PROJECT HANDBOOK



Faculty of Administrative Sciences and Economics

**Guide for BSc/BA
Graduation Project Handbook**

**For Accounting, Banking and Finance, Business
and Management, and International Relations and
Diplomacy Departments**

**Academic Year
2024-2025**



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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 Graduation Project supervisor. 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 Plagiarism

Plagiarism of other people's text is not permitted. 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 English with a proper citation.

1.3.2 Outsourcing Policy

Students are prohibited from outsourcing their graduation projects from any external source. In other words, students who attempt to buy or assign another individual (s) to write the graduation project for them will be punished by the faculty. In such cases, the student's graduation project will be ***rejected***. Furthermore, the student will have to start the project from scratch with a new topic.

1.3.3 Artificial Intelligence (AI) Policy

The use of AI to write the graduation project is prohibited. If the student were detected using (AI) as a research tool, their graduation project would be ***rejected***, and the student would have to start the project from scratch with a new topic.

1.4 Important Dates

Subject	Date	Time
Pre-Defense Evaluation	1 st to 27 th April 2025	-
Pre-Submission for Similarity Check	28 th April to 4 st May 2025	By 4:50 PM
Graduation Project Final Submission	5 th of May 2025	By 4:00 PM
Supervisor's Evaluation	5 th & 6 th April 2025	-
Defense Timetable to be Set by FASE	12 th May 2025	-
Defense Dates	18 th and 22 nd May 2025	-

-

PART 2

SUBJECT AND SUPERVISOR SELECTION

2.1 Selection of Subject

Finding the graduation project topic is not the duty or responsibility of the supervisor, but rather it is the responsibility of the student, with the guidance of the supervisor. However, the supervisor must approve the topic proposed by the student. The topic must be in the scope area of the student's department/program. To define your field of interest, go back to previous lectures, final papers you already wrote, and projects you already conducted, or even go back to your personal readings, professional or travel experiences; anything that may really interest you over the past three years at the university.

You can ask yourself:

- What did I like the most during my study years?
- What made me puzzle during one of my readings?
- What would I like to understand better?
- Which topic questioned one of my assumptions that I would like to cross-check?
- Which theoretical approach would I like to test over the practical reality of the Kurdistan Region and Iraq?
- What is the aim of my graduation project? What do I want to do with it?

Above all, a graduation project topic should be interesting. Remember that you will be working on a graduation project topic for at least an academic year, so try to choose a topic that will sustain your interest for that period. You should feel that your research is important and worthwhile and contributes to your learning. This will help you to sustain your motivation throughout the research process. Your chosen topic should be:

- **Achievable in terms of research methods:** Your topic needs to be feasible with respect to both the availability of data and the availability of tools for analysis. Some research projects and research methods are beyond the capabilities of students because of technical, cost or time requirements. It is important that the method chosen is appropriate in terms of the aims of the research.
- **Achievable in a reasonable time:** The project should be capable of being completed in one year. The Graduation Project in FASE is the equivalent of two courses or two semesters of work. Try to discipline yourself to spend as much time on it as if you were

having three-hour lectures per week. Define three hours for it in your timetable and stick to it. Every researcher faces a time when he/she feels overloaded with information, the key is to classify your information into categories and do not lose your objective.

The graduation project should have minimum words of **8000–10000** for acceptance. It is not the quantity that matters, but the quality of your research, demonstration, and conclusion.

- **An area for professional development:** Your graduation project may often be only the beginning of research on a topic. You may be able to make your graduation project a stepping stone in your career, by selecting a topic that provides development in areas in which you hope to work.
- **A contribution to knowledge:** A graduation project does not have to be entirely original: it is possible to replicate an earlier study. However, it should be based on a significant problem, research question, or hypothesis. Your work should relate to, explain, solve, or add proof to the question, problem, or hypothesis. The results of your research should increase the knowledge of that particular field of inquiry.

Knowledge can be increased by: -

- New or improved evidence
- New or improved methodology
- New or improved analysis
- New or improved concepts or theories
- Any combination of the above

In addition, there are limited published studies on the Kurdistan Region, which makes it a very interesting case study due to its specific geographical, economic, and political features. If you publish your graduation project, you will contribute a great deal to the existing body of knowledge and help prospective researchers in the region and beyond. This means that you are part of a much bigger picture, promoting and informing researchers on the reality of the Kurdistan Region and Iraq.

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.
- 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.
- 5- The supervisor is not held responsible for the outcome of the research project.

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, 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 down 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, 2024-2025. Students are advised to refer to this schedule while drawing or making their own plan/research timetable.

3.2 General Suggested Research Process Schedule

October to December: You should contact your department, fill up the necessary forms, identify your supervisor, and complete the topic selection process. By 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 27th of April 2025**.

The final date for graduation project submission is the 5th of May 2025 until 4:00PM.

Plagiarism Check

The student needs to submit his/her graduation project for pre-submission similarity from 27th April to 1st May. Within the mentioned time, 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 term (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 are selecting 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 has to 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 and 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. 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 may be appropriate in the Introduction, Result, and Discussion sections. Occasionally, the future tense may be used to discuss proposed future research.

- **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 4**.

- **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 **second sub-cover pages**, acknowledgments, list of tables, figures, abbreviations (acronyms), abstract, and content should be in **Roman numbers**. Numbering in Latin numbers 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.

- **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 Italianize 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 printed copy of the graduation project must be submitted with a spiral binding. Three copies should be submitted to the related department. The graduation project must be submitted both in hard copy and electronically in PDF format.

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 10 minutes and 20 minutes for discussions and questions.

- Each Student must prepare and present his own presentation on the graduation project.
- Each Student will be marked on their performance in the graduation project presentation.
- A graduation project may fail based on the written material or its presentation by the individual students.

If the group or one student in the group fails (in a normal semester i.e. Spring Semester), he/she has the right to submit the same graduation project again (only once, in summer school) after doing the necessary corrections. If the student fails again with the same title, he/she must take 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 of Graduation Project

After approving the graduation project, the student, with the help of his/her supervisor can publish the project in an academic journal. Normally, journal publication would be done in collaboration with the supervisor, whose input should have contributed to the quality of the research, and who is usually recognized as a corresponding author.

APPENDICES

Appendix 1: Research Plan Schedule sample based on Academic Calendar

 Tishk International University Research Plan Schedule (2024 - 2025)																											
September 2024							October 2024							November 2024							December 2024						
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	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31											
22	23	24	25	26	27	28	29	30	31																		
29	30																										
January 2025							February 2025							March 2025							April 2025						
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							1							1			1	2	3	4	5
5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31								
19	20	21	22	23	24	25	26	27	28	29	30	31															
26	27	28	29	30	31																						
May 2025							June 2025							July 2025							August 2025						
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	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							
18	19	20	21	22	23	24	25	26	27	28	29	30	31														
25	26	27	28	29	30	31																					
		First meeting and contract signing							Pre-defense							Final submission						Defense date					
		Research proposal / midterm exams							Topic approval							Data collection						Data analysis					
		Final exams							Commencement of chapter one, two. Etc..							Pre-submission for similarity check						Revision of the graduation project					

Appendix 2: Graduation Project Committee Approval Letter on Subject



**TISHK INTERNATIONAL UNIVERSITY
FACULTY OF ADMINISTRATIVE SCIENCES AND ECONOMICS
GRADUATION PROJECT RESEARCH AREA AND TOPIC SELECTION 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 Handbook.

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

Please ensure you read this information before filling up this form.

STUDENT NAME: _____ STUDENT NO: _____

PHONE NO: _____ EMAIL ADDRESS: _____

DATE: ____/____/____ STUDENT SIGNATURE: _____

TYPE OF RESEARCH: Individual Group

IF YOU HAVE CHOSEN TO WORK AS A GROUP, ADD YOUR GROUP PARTNER (S) INFORMATION:

- | | | |
|---|---------------------|--------------------------|
| 1 | STUDENT NAME: _____ | STUDENT NO: _____ |
| | PHONE NO: _____ | STUDENT SIGNATURE: _____ |
| 2 | STUDENT NAME: _____ | STUDENT NO: _____ |
| | PHONE NO: _____ | STUDENT SIGNATURE: _____ |

I agree in advance that if I join a group then I do not have the right to change my group partners to another group or to individual type of research.

My/Our preferences for Bachelor's Graduation Project Proposed Titles and Research areas are ranked below:

	PROPOSED TITLES:	RESEARCH AREAS: specify
1st		
2nd		RESEARCH AREAS: specify
2nd		RESEARCH AREAS: specify

I have read & understood the information in the Graduation Project Handbook on the responsibilities of students and supervisors. I undertake all responsibility to complete the graduation project research.

Appendix 3: Areas of Research

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

Below is the list of Research Areas for Business and Management Department	
Human Resources Mgmt., Marketing, Social media marketing, E-commerce, Promotion and advertisement, Operations and Production, Management information Systems, Customer service, Purchasing, Sales Mgmt, Production Mgmt, Change Mgmt, Time Mgmt, Quality Mgmt, Communication Mngt, Waste Mgmt. resources Mgmt, International Business, Strategic Mgmt, Corporate Social responsibility, Crisis Mgmt, Public Administration, Branding, Organizational Culture, Performance Mgmt and appraisal, Conflict Mgmt, Leadership, Entrepreneurship, Business Ethics, Mirco-Small-Medium Entreprises, Business Law, Career Mgmt, Work-life Balance, Emotional Intelligence, Project Mgmt, Supply Chain Mgmt, Organizational diversity, Economics, Green Economy, Sharing economy, tarrifs Investment, and taxes, Corruption, Jobs, and unemployment, Economic Development, AI in Management, Internet of things (IOT), Big Data Analytics, Cyber Security Management, Blockchain.	
Below is the list of Research Areas for Accounting	
Financial Accounting, Managerial Accounting, Taxation, Auditing, Fraud and Risk Management, Financial Performance, Financial reporting, Dividend policies, Stock Markets, Corporation, Incorporation, Human Resource Accounting, Human Auditing, Income Tax, Corporation tax, Financial Statement Analysis, Comparative statement analysis, Cash flow statement, Statement of Retained earnings effect, Bank Reconciliation Statement, Fraud Vs Error in Accounting, GAAP, IFRS	
Below is the list of Research Areas for Finance and Banking	
Banking, Financial reporting, Finance Management, International Finance, Dividend Policies, Stock Markets, Share Pricing Policies, Corporation, Incorporation, Income Tax, Corporation tax, Financial Statement Analysis, Comparative Statement Analysis, Digital Banking, Electronic Banking, Corporate Governance, Sustainability Finance, Financial Services, Asset Management, Entrepreneur Finance, Public Finance, Risk Management, Self-Insurance, Islamic finance, Banking Regulations, International Trade and Finance, Board Gender Diversity.	
Below is the list of Research Areas for International Relations and Diplomacy	
Main Areas	Sub-Areas
Political Thought and Political Ideologies	Kurdish Politics, History, Nationalism, KRG Relations, Kurdish Society
International Organizations	Middle East Politics, Iraqi Politics and History, Syrian Conflict and Turkish Politics
Diplomacy	the EU Politics
Foreign Policy	US Foreign Policy
International Politics/Relations	Migration and Humanitarian Studies
International Security	Russian Foreign Policy
Political Economy	Arab Politics and Society
International Law	Terrorism
Civil Society and Democracy	Genocide
Ethnic conflict and Conflict Resolution	Politics in the Asian Continent (India, China, Korean Peninsula)
International Negotiation and Mediation	Latin American Politics
Global Governance	African Politics and Relations
Political History	Politics in the Arab Peninsula
National Identity Politics	Women and Children Rights
Human Rights	Nuclear Arms Race and Conflict
Politics and Media	
Religion and Politics	
Political Parties	
Comparative Politics	
Minority Rights	

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 Handbook 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 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 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:

- Ensure that you are familiar with the University's requirements.
- Meet regularly/weekly with supervisor to assess progress.
- Complete the graduation project within the specified period.
- Submit their chapters and related materials in a timely manner.
- 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.
- Submit on time a graduation project of an appropriate standard.
- 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 12th of May 2025.
- 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.*

Weekly Meetings and Feedback

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

Appendix 5: Graduation Project Submission Checklist

Faculty of Administrative Sciences and Economics
Graduation Project Submission Checklist
2024-2025

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"/>	
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"/>	
3	The body text of each chapter is in 12-point Times New Roman font.	<input type="checkbox"/>	
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"/>	
5	Line spacing is (1.5).	<input type="checkbox"/>	
6	The cover page is updated and not numbered.	<input type="checkbox"/>	
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"/>	
8	Latin numerals begin with the introduction and continue through the last page of the references	<input type="checkbox"/>	
9	APA Reference style version (6) is used for citations and references.	<input type="checkbox"/>	
10	A list of references is available and in alphabetical order.	<input type="checkbox"/>	
11	C.V is available with a picture and is up to date.	<input type="checkbox"/>	
12	Relevant appendices, such as questionnaires, interview questions, and secondary data, are attached.	<input type="checkbox"/>	
<u>Title and topic considerations</u>			
13	The title clearly indicates the topic and variables of the study.	<input type="checkbox"/>	
14	The title is within the field of the department & supervisor	<input type="checkbox"/>	
15	No acronyms are used in the title (e.g. TAM, HRM, MENA, ROR, SME...)	<input type="checkbox"/>	
<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"/>	
17	Keywords are available	<input type="checkbox"/>	
18	Chapter One: Introduction	<input type="checkbox"/>	

Student's Graduation Project Handbook		FASE	Tishk International	
Requirements		Done	Comment	
19	Chapter Two: Literature Review	<input type="checkbox"/>		
19.1	Availability of recent references (preferability last 10 years).	<input type="checkbox"/>		
20	Chapter Three: Methodology	<input type="checkbox"/>		
20.1	Primary or Secondary data have been analyzed using appropriate methods.	<input type="checkbox"/>		
20.2	The methodology section cites the original source of any questionnaires, secondary data, or interview questions.	<input type="checkbox"/>		
21	Chapter Four: Findings	<input type="checkbox"/>		
22	Chapter five Implications, conclusion, and recommendation.	<input type="checkbox"/>		

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 Approval

Student 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

--

<i>Target of evaluation</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
Subject/topic and goals					
Methodology					
Analysis and interpretation					
Conclusions and meeting the goals					
Structure					
References					
Language and appearance					
Presentation					

Graduation Project Evaluation and Grading Criteria

Topic and goals. The definition and scope of topic. Research questions/hypotheses. Setting the goals. Choosing an appropriate method (in case of an experimental work).

- 1: The scope of the graduation project either too narrow or wide or it is off the
 - topic.
- 2: The goals of the graduation project have been set unclearly, they are
 - unclear, or they have been misunderstood by the author.
- 3: The goals of the graduation project are clear but not
 - appropriate

Methodology. The type of research. Methods of sampling. Methods of data collection (Quantitative research). Survey or interview instruments.

- 1: The methodology is explained as one paragraph.
- 2: The methodology is put separately as a chapter in the graduation project.
- 3: The methodology is explained without subheadings.
- 4: The methodology is clearly explained with subheadings.
- 5: All subheading is well explained and having citations for the methods adopted.

Analysis and interpretation. The usage of the statistical test. Usage of statistical techniques. Microsoft Excel usage, SPSS package usage.

- 1: Statistical information available in the graduation project.
- 2: Any computer software used for analysis like MS Excel, MATLAB, SPSS etc.
- 3: Statistical test like mean, median, mode etc. used.
- 4: Statically explained frequency and charts presented.
- 5: Statistical test like t test, paired t test, correlation, regression and other tests used.

Conclusions and meeting the goals. Argumentation. Finding answers to research questions. Timing. Independent work.

- 1: It is difficult to follow/verify the conclusions made in the graduation project and it is not possible to repeat the experiments made due to poor reporting.
- 2: The conclusions are scant, superficial, or even incorrect. The goals and results are potentially contradictory.
- 3: Answers to research questions remain (partially) open. The contribution of the instructor has been significant, and the graduation project was not finished within the given time.
- 4: The conclusions of the work are drawn from the references in a justifiable manner and the research questions are answered in a satisfactory way. The graduation project was completed by the given deadline.
- 5: The results of the graduation project are reflected with respect to references and their reliability and generality are assessed profoundly. The conclusions of the graduation project are apt and critical and they

Structure

- 1: The graduation project is not well-structured.
- 2: The content has not been divided into natural units (sections, paragraphs, etc) or their order does not support appropriate discussion and analysis.
- 3: There are too many cross references within the graduation project. Terms and concepts are being used before they have been properly defined.
- 4: The work has been structured well and there are no major deficiencies in its structure.
- 5: The graduation project has a very clear structure which supports well the discussion and analysis of subject matter. The text proceeds in a natural order and the graduation project has a clear plot. Cross references are made only in well-justified cases.

References. The quality and number of references and literature and the way they are exploited.

Citation practices.

- 1: The references have been used only superficially, they are incorrectly referred to, or the graduation project is too closely tied to its references (containing lots of direct quotes).
- 2: There are problems with citation practice and the list of references requires corrections.
- 3: The literature used in the graduation project has little scientific value, has been hastily selected, or is scant.
- 4: Most references carry high scientific relevance, have been appropriately selected, and their number is appropriate. The author is able to incorporate references to her own text in a natural way. There are no major problems as regards citation practice and the list of references.
- 5: The references have been appropriately and critically selected and they are high-level scientific (peer-reviewed)

Language and appearance.

- 1: The level of abstraction varies inappropriately in the graduation project and the text meanders through irrelevant issues.
- 2: There are lots of mistakes with grammar and/or spelling which decreases the readability of the graduation project.
- 3: graduation project is having a few mistakes with grammar and/or spelling but is understandable.
- 4: The graduation project reads well, and it has a careful overall appearance.
- 5: The graduation project has been polished and finalized with care. The presentation and language are impeccable.

Seminar presentation. Opening. Structure. Command of the topic. Enthusiasm. Understand ability.

Voice control. Contact with audience. Illustration. Slides. Timing.

- 1: The speaker does not command the topic. The presentation does not follow a natural plot or concentrates on irrelevant issues.
- 2: Exceeding the time limit or not covering important things suggest that the presentation has not been trained in advance.
- 3: The main ideas and results of the graduation project are conveyed well and are presented on a suitable level of abstraction.
- 4: The presentation is very convincing and suggests that the speaker has in-depth knowledge of the topic.
- 5: The presenter participated actively with suitable clarification for the all the questions during discussion.

Appendix 7: Sample Graduation Project /Format

A COMPARATIVE CASE STUDY ON

THE FIVE DISCIPLINES OF A LEARNING ORGANIZATION

A THESIS SUBMITTED TO THE FACULTY OF ADMINISTRATIVE SCIENCES AND
ECONOMICS

TISHK INTERNATIONAL UNIVERSITY

INDIVIDUAL THESIS

By

STUDENT NUMBER: 1303000001

STUDENT NAME

IN PARTIAL FULFILLMENT OF THE REQUIREMENTS
FOR THE DEGREE OF BACHELOR OF SCIENCE IN
BUSINESS AND MANAGEMENT DEPARTMENT

May 2025



PAGE 1

Approval of the Faculty of Economics and Administrative Sciences

Mr. Karwan Sherwani
Dean of the Faculty

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

Prof. Dr. Ghousia Khatoon
Head of the Department

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

Dr. Abubakar Karaye
Supervisor Name

Examining Committee Members

_____	_____
_____	_____
_____	_____

PAGE 2

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**

DEDICATION.....	iii
ACKNOWLEDGMENTS.....	iv
ABSTRACT.....	v
LIST OF TABLES.....	ix

CHAPTER ONE: INTRODUCTION

Background of the Study.....	
Statement of the Problem.....	
Research Objectives.....	
Research Questions.....	
Significance of the Study.....	
Scope and Limitation of the Study.....	

CHAPTER TWO: LITERATURE REVIEW

Review of Related Theory.....	
Details/Discussion about variable 1.....	
Details/Discussion about variable 2.....	
Discussion about the relation between the variable	
Review of Related Literature.....	
Research Gap.....	

CHAPTER THREE: METHODOLOGY

Research Framework.....	
Research Design.....	
Data Collection	
Research Instruments.....	
Sampling Techniques.....	
Data Analysis Techniques.....	
Hypotheses Development.....	

CHAPTER FOUR: RESULTS AND FINDINGS

Reliability Analysis.....

Descriptive Statistics.....

Correlation and/or Regression Analysis.....

Discussion of Findings.....

CHAPTER FIVE: CONCLUSIONS AND RECOMMEDATIONS

Summary of Major Findings.....

Implication of the Findings.....

Conclusion.....

Recommendation and Future research.....

REFERENCES

APPENDICES.....

CURRICULUM VITAE.....

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 7th Edition Reference List Examples

Book

Sapolsky, R. M. (2017). *Behave: The biology of humans at our best and worst*. Penge 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_15d277587e4b02a5a5d57b59e

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.

The reference above was sourced from Emerald Publishing Limited



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