

# Guidance for ITEC599-Term Project

## What is Term Project?

1. Term project should include identification of problem, formulation of hypothesis, search and review of literature, exposure to recent advances, data collection, critical analysis, interpretation of results and drawing conclusions.
2. Term project report should provide a literature review of the related area and explain the nature of the problem to be investigated. It should provide a clear summary of the project background, relevance and main contributions.

## Supervisor Appointment and Project Proposal

1. Find a supervisor and fill the [Project Supervisor Co-Supervisor Appointment Form](#). This form is used to represent the agreement between the supervisor and student to work together on ITEC599-Term Project. The deadline for submitting the form is determined by the last day for add/drop of the academic semester.
2. Agree on a project topic with your supervisor, fill the [Master's Project Proposal Form](#), submit it to the Departmental Graduate Committee and wait for the approval of your project topic. The deadline for submitting the form is determined by the last day for add/drop of the academic semester. Once your topic is approved, you can start your term project studies.

## Project Report

1. A project report must be written according to the [report format](#).
2. The length of the report should be between 60 and 100 pages, excluding the cover page, approval page, abstract, dedication, acknowledgement, table of contents, list of tables, list of figures, list of abbreviations and appendix.
3. Turnitin plagiarism test result must be obtained before submitting the report to the jury members.
4. Test result must be less than 20% where each similarity index cannot exceed 5%.
5. Turnitin plagiarism test result page must be attached as the last page of the project report before submission.
6. The deadline for submitting the report is 2 weeks before the last day for submitting the letter grades of the academic semester.
7. 3 copies of the report must be submitted to 3 jury members, 1 week before the project defense date.
8. Reports submitted after the deadline will not be accepted. Students who submit their reports after the deadline receives PP (Project Progressing) letter grade. In this case, student should register ITEC599-Term Project in the next following semester to continue and complete the project.

### **Project Defense (Presentation)**

1. Project defense is done against 3 jury members consists of Information Technology Master's Program academic staff.
2. Supervisor determines the names of the jury members and fill the [Jury Report for the Project Defense Form](#) accordingly.
3. Jury members take one of the following decisions after the defense of the student:
  - Approved: The Jury judges that the candidate has satisfactorily completed the Term Project work.
  - Approved upon alteration: The Jury judges that the candidate should resubmit the Term Project to the jury members with the required alterations, within not more than two weeks.
  - Rejected: The Jury judges that the candidate has not satisfactorily completed the Term Project work.

### **After Defense**

1. If the project study is "approved" by the jury members or if the jury decision is "approved upon alteration" and student makes the necessary corrections on time, then hard-covered project reports must be prepared by the student to collect the signatures for the approval page.
2. 3 copies of the hard-covered reports must be prepared where 1 copy is be submitted to the student, 1 copy to the supervisor and 1 copy goes to the departmental library.
3. Each copy of the hard-covered reports must contain a CD containing the soft copy of the report, attached to the last page of the report.
4. If the project study is rejected by the jury members or if the jury decision is "approved upon alteration" and student cannot make the necessary corrections on time, then the project study must be repeated.