



2026

GRADUATION PROJECT GUIDELINES

AL-AHLYIYA AMMAN UNIVERSITY
FACULTY OF INFORMATION TECHNOLOGY



Welcome to Our Handbook

The Graduation Project represents a pivotal milestone in the academic journey of students within the Faculty of Information Technology. It serves as a capstone experience that integrates theoretical knowledge, practical skills, and professional competencies acquired throughout the study program. Through this project, students are expected to demonstrate their ability to analyze complex problems, design and implement effective computing solutions, and communicate their outcomes in a structured and professional manner.

This handbook has been developed to provide a clear, structured, and comprehensive framework governing all aspects of the graduation project process. It defines the academic, administrative, and technical procedures that must be followed to ensure consistency, fairness, and quality across all projects. The guidelines outlined herein aim to support students, supervisors, and committees in achieving a smooth and efficient project lifecycle—from initial registration and group formation to final submission, evaluation, and archiving.

The document emphasizes adherence to academic standards, continuous supervision, and systematic evaluation. It also promotes collaborative work, interdisciplinary engagement, and alignment with industry practices, reflecting the Faculty’s commitment to producing graduates who are well-prepared for professional and research environments.

By following these guidelines, students are expected to manage their projects effectively, meet all required milestones, and produce high-quality outcomes that reflect both academic rigor and practical relevance. The Faculty strongly encourages all stakeholders to carefully review and adhere to this handbook to ensure the successful completion of graduation projects in accordance with institutional regulations and quality assurance standards.

DESIGN... DEVELOP... DELIVER... GRADUATE...



**Al-Ahliyya Amman
University**
Empowering Minds, Inspiring Futures



IDEA

Every great project starts with an idea.



TEAMWORK

Together we share ideas, support, and grow.



DEVELOPMENT

We design, build, and innovate.



IMPLEMENTATION

Turning plans into real-world solutions.



SUCCESS

Our project, our achievement.



FUTURE

Ready to create a better tomorrow.

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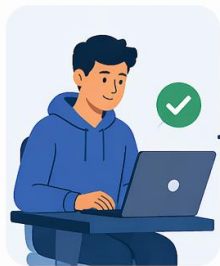
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1. Graduation Project Lifecycle Phases

1.1. Registration and Formation Phase

The initial stage focuses on eligibility and the formal establishment of project groups.



Step 1: Eligibility Requirement

Students are strictly prohibited from registering for the graduation project course until they have successfully completed 90 credit hours of their study plan.



Step 2: Student Rosters

Committee publishes lists of registered students to facilitate communication and group formation.



Step 3: Orientation Session

Attendance at the orientation meeting held at the beginning of the semester is mandatory for all students to receive technical and procedural instructions.



Step 4: Supervisor Assignment

The Committee issues a final list detailing student group and their assigned academic supervisors.



Step 5: Project Registration Form (F13-01-001)

Upon agreeing on a concept with the supervisor, groups must submit Form F13-01-001, which includes the project title, description, primary objectives, and required software/hardware resources.

1.2. Implementation and Supervision Phase

This phase ensures continuous academic oversight and technical progress.

Step 01 : Weekly Meetings

Supervisors must conduct a weekly meeting with each group (minimum of one hour) to monitor progress and provide guidance.



Step 02 : Supervision Log (F13-01-002)

All meetings and implementation stages must be documented according to the operational plan using Form F13-01-002.

SUPERVISION LOG F13-01-002

Project Title: _____ Group No.: _____
 Group No.: _____ Supervisor: _____

Meeting No.	Date	Duration (Hours)	Topics Discussed / Work Done	Decisions & Recommendations	Next Steps	Supervisor Signature
1	10/03/2025	1	Project overview Requirements review	Clarify requirements	Start analysis	<i>ln</i>
2	17/03/2025	1	Analysis progress Database design	Approve ER diagram	Start implementation	<i>ln</i>
3	24/03/2025	1	Implementation progress	Follow coding standards	Develop modules	<i>ln</i>
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Step 03 : Readiness Assessment (F13-01-003)

At the conclusion of the semester, the supervisor submits a project status report to the Committee to determine the team's eligibility for the final defense.

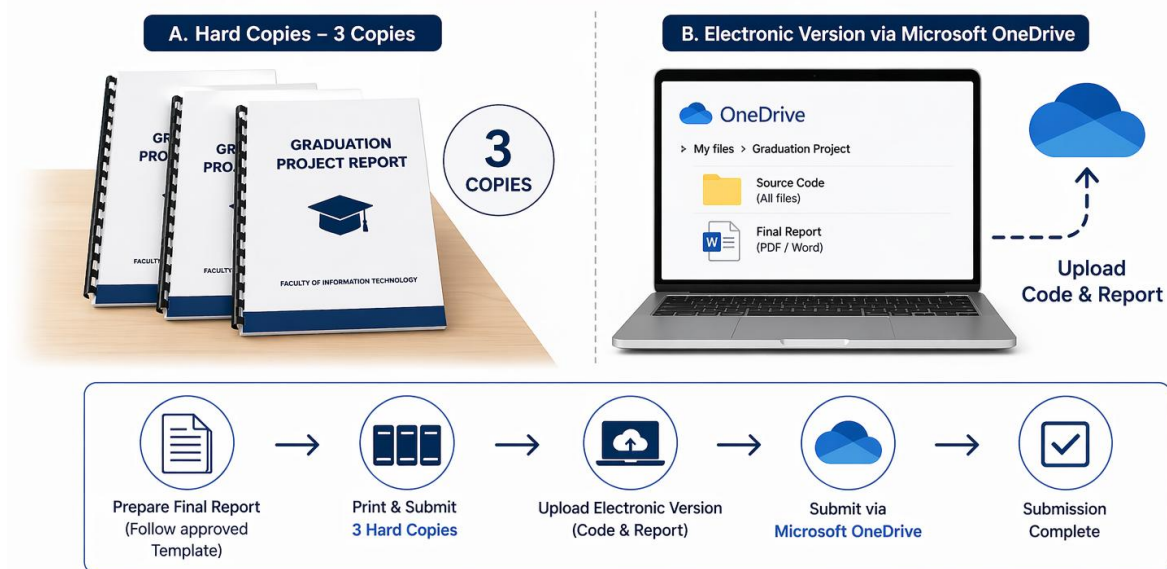


1.3 Submission and Evaluation Phase

The final phase involves the delivery of project outcomes and formal assessment.

Step 01 : Final Deliverables (Week 15)

Students are required to submit three hard copies of the final report (following the approved Graduation Project Template) and an electronic version (code and report) via Microsoft OneDrive.



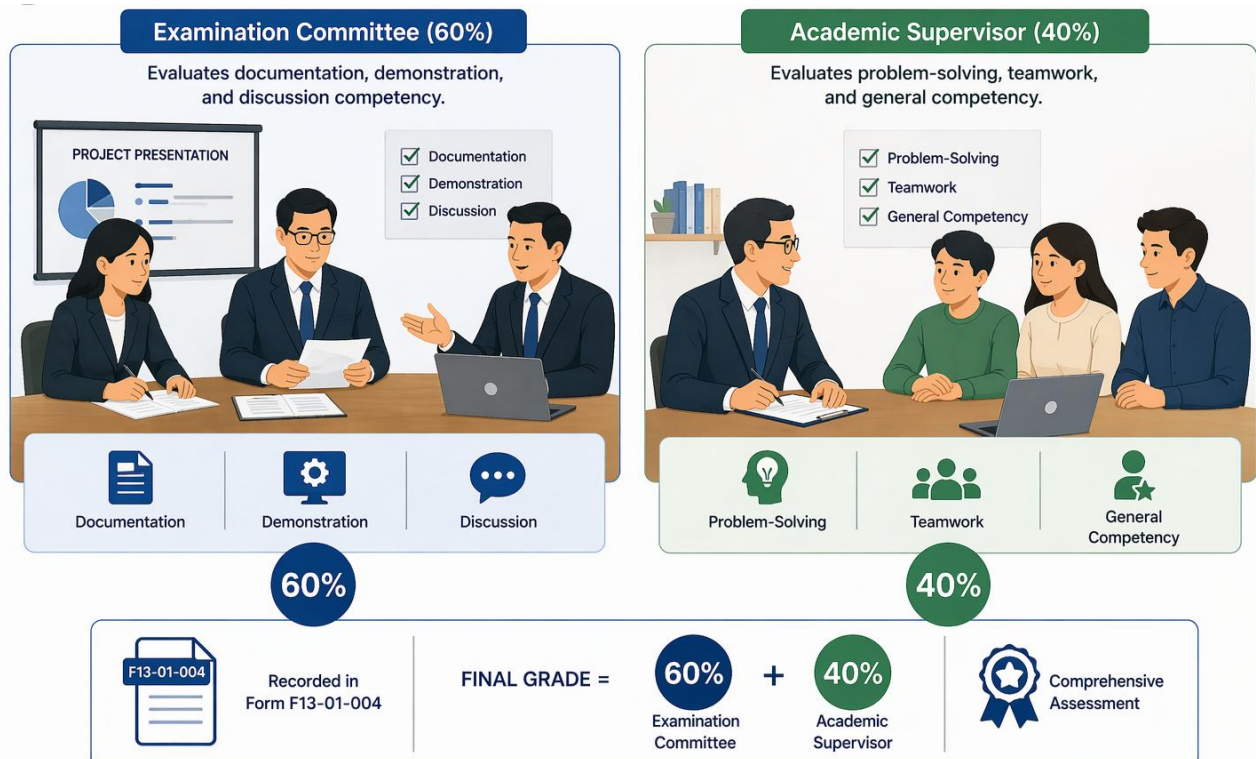
Step 02: Defense Committee

Projects are presented before a three-member faculty committee, including the supervisor.



Step 03: Grading Distribution (Form F13-01-004)

- o Examination Committee (60%): Evaluates documentation, demonstration, and discussion competency.
- o Academic Supervisor (40%): Evaluates problem-solving, teamwork, and general competency.

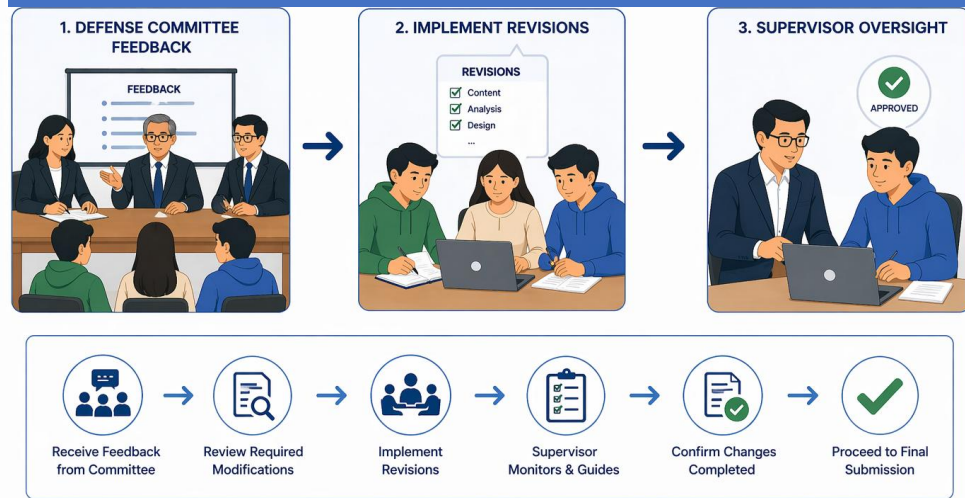


1.4 Final Documentation and Archiving Phase

Following the defense, final administrative steps must be completed.

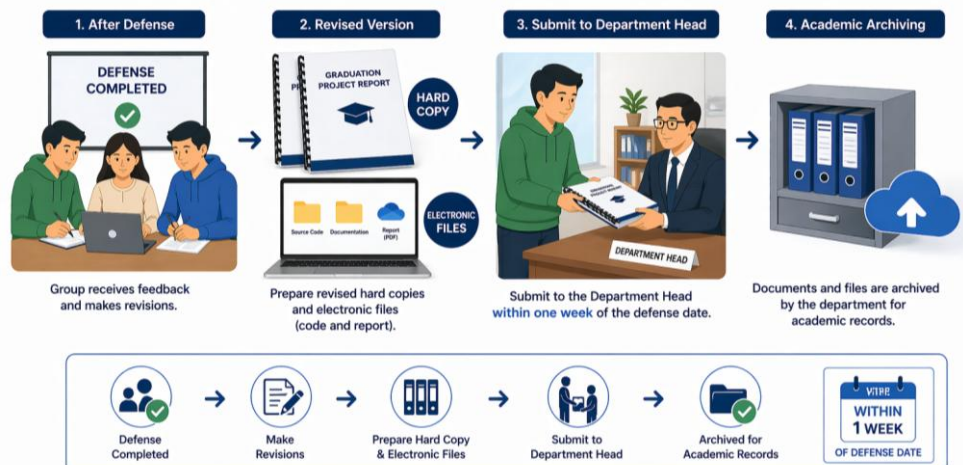
Post-Defense Revisions:

The supervisor oversees the implementation of any modifications requested by the defense committee.












Final Submission:

Groups must submit the revised version (hard copy and electronic software files) to the Department Head within one week of the defense date for academic archiving.



2. Graduation Project Timeline and Milestone Structure

WEEK	PHASE / TASK	ACTION REQUIRED	ASSOCIATED FORM
WEEK 1	1  Registration & Formation	Publication of student lists and group formation.	–
WEEK 2	2  Orientation	Mandatory attendance at the Projects Committee briefing.	–
WEEK 3	3  Supervision & Concept	Assignment of supervisors and agreement on project idea.	–
	3  Project Registration	Submission of project details (Title, Goals, Resources).	F13-01-001
WEEKS 4 - 13	 Implementation	Weekly supervision meetings (minimum 1 hour).	F13-01-002
WEEK 14	14  Readiness Report	Supervisor's final assessment for defense eligibility.	F13-01-003
WEEK 15	15  Final Deliverables	Submission of 3 hard copies and OneDrive upload.	TEMPLATE
WEEK 16	16  Final Defense	Presentation and assessment (60/40 grade split).	F13-01-004
POST-DEFENSE	 Archiving	Submission of revised versions within one week.	–

3. FAQs

1. Can a student register for the project before completing 90 credit hours?

No. Successful completion of 90 credit hours is a mandatory prerequisite.

2. Is interdisciplinary collaboration permitted?

Yes. Students from Computer Science, Artificial Intelligence, Cybersecurity, and Software Engineering are encouraged to form joint groups.

3. What are the group size requirements?

Groups must consist of a minimum of two (2) students and a maximum of four (4) students to ensure equitable task distribution and effective teamwork

4. Can a project topic be changed after registration?

Yes, but only with the approval of the academic supervisor and the Projects Committee, and within the early stages of the semester.

5. What happens if a student does not attend the orientation session?

Attendance is mandatory. Failure to attend may delay project registration or lead to administrative penalties as determined by the Committee.

6. How often should students meet their supervisor?

Students must attend at least one weekly meeting (minimum one hour) with their supervisor throughout the implementation phase.

7. What happens if a group fails to meet project deadlines?

Delays may affect the project evaluation and could result in postponement of the final defense or grade penalties.

8. Can a student work individually on a graduation project?

No. Projects must be completed in groups of **2 to 4 students** to ensure collaboration and teamwork development.

9. What are the required deliverables for the final submission?

Students must submit:

- Three hard copies of the final report
 - An electronic version (report + source code) via Microsoft OneDrive
-

10. What criteria are used for project evaluation?

Evaluation is based on:

- Documentation quality
 - System demonstration
 - Technical discussion
 - Problem-solving ability
 - Teamwork and overall performance
-

11. What happens if the project is not approved for defense?

The group must continue working on the project and address the issues identified by the supervisor before being reconsidered for defense.

12. Are external (industry-based) projects allowed?

Yes, provided they meet academic standards and are approved by the supervisor and the Projects Committee.

13. Is plagiarism allowed in the graduation project?

No. All submitted work must be original. Any form of plagiarism will result in disciplinary action according to university regulations.

14. Can students use pre-developed systems or online code?

Students may use external resources for learning purposes, but the final project must demonstrate original contribution and proper citation of sources.

15. What is required after the final defense?

Students must:

- Implement all required revisions
 - Submit the final approved version within **one week**
 - Ensure proper archiving with the department
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