

General Requirements for Graduation Project (1) Report (XX49X)

(1) REPORT STRUCTURE

- **Front Part:**

1. Official cover page (University Logo, University, College, Department, project title, student names/IDs, supervisor, Examiners, course code, semester/academic year).
2. Examiners Committee Formation page
3. Supervisors Committee Page
4. English Abstract (250–30 words) + Keywords.
5. Arabic abstract (250–300 words) + keywords.
6. Acknowledgements.
7. Declaration of originality and academic integrity (standard wording; signatures as required).
8. Table of contents.
9. Lists of Figures
10. List of Tables
11. List of abbreviations/symbols (if any).

- **Body Part:**

Chapter Cover	Chapter Content
Chapter One: Introduction	Overview/Background – Problem definition and statement - The reason for choosing the project - Project aims and objectives – Project Vision - Project characterization, historical and theoretical background – Project program (Mind map)- Methodology – Report structure.
Chapter Two: Case Study Analysis	Overview - Two detailed case studies with comparative analysis – Conclusion/Summary/Synthesis
Chapter Three: Standards and Guidelines	Overview - Site analysis - Program distribution - adjacency/circulation diagrams - standards application – Conclusion/Summary/Synthesis
Chapter Four: Site Analysis and Conceptual Design	Overview - Preliminary design concept - zoning and circulation - sketches - integration of sustainability - heritage, and smart building principles – Conclusion/Summary/Synthesis
Chapter Five Cover: Conclusion and Recommendations	Main findings - Preliminary design concept, philosophy, Project program, zoning and circulation, sketches,

	integration of sustainability, heritage, and smart building principles – Recommendations
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• **Back Part:**

1. Reference Cover + Reference list: formatted in APA 7th style.
2. Appendices Cover + Appendices (if applicable): Consent forms, Research Ethics approvals, supplementary tables/figures, code spec sheets, additional calculations and documents.

(2) GENERAL REQUIREMENTS FOR WRITING, PRINTING, AND BINDING

(2.1) Paper Size, Layout, and Margins

1. Paper size: A4 (210 × 297 mm).
2. Page orientation: Portrait for the main text; Landscape may be used only for wide tables/figures and must be rotated so the page number remains in the same position as portrait pages.
3. Page Margins: Top 2.5 cm, Bottom 2.5 cm, Left 3 cm, and Right 2 cm.
4. Paragraph alignment: Justified
5. Print on one side of each sheet for copies submitted to the examination committee before the defense and after the defense and corrections.

(2.2) Typeface and headings

1. English text: **Times New Roman, 12 pt** for body text; **14 pt** for headings according to the hierarchy (Heading 1 > Heading 2 > Heading 3).
2. Captions for figures and tables: **10 pt**; equation symbols consistent with the main text font.
3. Table body text: **Times New Roman 10 pt** (regular). Use 10 pt, bold for the header row; keep table content single-spaced.

(2.3) Line Spacing and Paragraph Spacing

1. Main text line spacing: 1.5
2. Add spacing before/after headings to ensure clear readability
3. Do not indent the first paragraph of any section/paragraph.

(2.4) Page Numbering

1. Number pages continuously throughout the report.
2. Page numbers are placed in the footer using the same font as the body text in **12 pt**.
3. Front part (e.g., abstract, acknowledgements, table of contents) may be numbered in Roman numerals (I, II, III, IV...); the main text begins with Arabic numerals (1, 2, 3...).

(2.5) Figures, Tables, and Equations

1. Number tables, figures, drawings, and photographs sequentially within each chapter (e.g., Figure 2.1, Table 2.1). The number consists of the chapter number followed by the item's order in that chapter, and numbering restarts from 1 in each chapter.

*Examples: **Table 1.1** = first table in Chapter 1; **Table 2.1** = first table in Chapter 2.*

2. Place figure captions below figures and table captions above tables.

3. You must state the source in table and figure captions, stating whether it is adopted or adapted. If the authors have added annotations, note this clearly in the caption.
4. Number equations by chapter (e.g., 3.1) and define all symbols on first use.

(2.6) Abbreviations, Acronyms, and Symbols (First-Use Rule)

Define full terms on first use, followed by the abbreviation/symbol (e.g., Universal Thermal Climate Index (UTCI)); then use the shortened form thereafter in the report.

(2.7) In-text Citation and Reference List (APA 7th):

Author–year in-text citations (e.g., Author, Year). Please use Mendeley Reference Manager to manage your references and ensure consistency (<https://www.mendeley.com/download-reference-manager/windows>).

(2.8) Binding

Before defense copy:

1. Binding type: Plastic or metallic spiral binding
2. Cover color: Front cover must be transparent (clear), and the Back cover must be colored.



After defense copy (Final Hard copy):

1. Binding type: Hard cover (case binding).
2. Cover color: **Approved color for the department**, the program's formally approved color.
3. Lettering on the official cover: **hot-stamped (e.g., gold)** in a readable font/size, and it includes the following information (University Logo, University, College, Department, project title, student names/IDs, supervisor, Examiners, course code, semester/academic year).



(2.9) Electronic Submission

1. Final digital version: Word & PDF identical to the printed copy.
2. All linked media (fonts, images) must be embedded; ensure accessibility of figures/tables in Word & PDF.

Notes:

1. A pre-defense copy must be delivered to all examiners **at least five (5) days before** the scheduled examination date.
2. After the defense, the student must resolve all examiners' comments and then submit the final hardcover copy (formally approved purple hard cover) once corrections are approved.
3. **Mandatory:** Each group must submit **two (2) identical final hardcover copies** of the approved report: one (1) copy to the department Library (for archiving) and one (1) copy to the project supervisor.
4. **Optional:** Personal hardcover copy: Beside the group copies, each student may keep a personal hardcover copy, identical to the approved final version.

Best Wishes,
Senior Design Committee