# Majmaah University

# Faculty of Education - Zulfi

# Mathematics Programme

# Research Project Rules & Regulations

Project Supervisor Committee 1438

These are the mechanisms and general rules to prepare a high-quality Research Projects. They put the outlines of implementing the Research Project. They are intended for use by students and teaching staff in Mathematics Departments of all Colleges of Education at Majmaah University. They provide the general framework of doing the Research Projects in Mathematics Programmes. In addition to how to make students to be response and increase their confidence towards their research projects

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**Majmaah University**

**Faculty of Education-Zulfi**

**Mathematics Programme**

**Project Research Course Rules**

**( Math 424 )**

**Project Research Course Rules  for Bachelor Degree**

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## Introduction:

These rules and regulations of Research Project in Mathematics Programme; Faculty of Education – Zulfi at Majmaah University is aim to ensure the quality, impartiality and objectivity in the implementation of Research Projects. In addition to improving the performance of the students in Faculties of Education and increasing their confidence towards their projects and its evaluation process.

Research Projects play an important role in enriching and entrenching the students' knowledge and acquiring them the important skills to conduct the research and collect data, the application of skills they have learned and using the technologies and scientific knowledge they have acquired in their previous years. Also it teach them the individual work, collective work and responsibility.

Mathematics programme in Faculty of Education - Zulfi is interested on the quality of the Research Project and increasing its level; because of this:

a. The student enroll the project in the seventh level or after pathing 108 credit hours out of 144 hours of her total study plan.

b. Increasing the additional learning hours (according to the course specification) to six hours weekly.

Since the student is the main core and the first response in implementing the project and the supervisor as the second core who response of the quality of the learning outcome. The following rules and responsibilities are needed from them:

## 1.  Rules and responsibilities:

a) Student must think and search his own Research Project from teaching staff help or contact the private and government corporations, and attended the project suggestions to the Project Committee in the programme and discuss them about its availability. Also the student can select the project from those which suggested by teaching staff in the programme.

b) Research Project is an individual work; the student must do it by herself and incase the inverse is happen the student must punished according to the university rules and regulation of cheating.

c) The work load of the supervisor of the Research Project is the study unit of the course (2 credit hours), no over load is given to him when the project is limited for the students (or some of them) more than 2 hours; also for the student it is only 2 credit hours.

## 2. Mechanism of Collecting and Determining the Research Project:

**First:** Students who enroll the Research Project must intend their suggestions to the department before the end of the second week of the term in which the enrollment occurs by filling the request taken from the department (module 01). The request is given to the Programme Head/Coordinator and then to the Project Supervisor Committee. The students can intended three suggestions at most about the Research Project they want to do.

**Second:** Project Supervisor Committee study all suggestions of the Research Project, select and approved the suitable titles according to the Programme needs and facilities.

**Third:** All suggestions of the Research Project which are selected are shown - as a first step of the Project Supervisor Committee – to the teaching staff to determine the suitable supervisor.

**Fourth:** The students are announced by the list of the selected research projects as a final list after classification according to the different fields of Mathematics through the Programme Website or the Programme board at the beginning of the third week of the term in which the enrollment of the project occur.

**Fifth:** After the acceptance of the project title the students attended to their supervisor their project suggestion in not more than 40 words including the project topic, its importance, the suggested plan to do it, and the limited time during which they will finish their project; this time must not be more than $13^{th}$ week. This suggestion held to the Programme to be accredited.

## 3. The Research Project Suggestion:

Those interested point of view were taken when making the project suggestions:

1) To cover different fields of which the student had learned in Mathematics.

2) To cover the important topics which is interested and serve the department.

3) To be in the same field of the supervisor specialization or his research field interest in Mathematics Programme to be able to evaluate correctly the student through her effort and the volume of the project.

4) To be implemented during the specified period of time (13 weeks).

**5)** Intended a real problem and its solutions or intended a new research idea.

6) The research project must not be a fulfillment project to another one which done by another student. The project idea must be a new idea for the student.

7) The number of the students in one research group is (five) at most according to the project volume. The research projects must not be more than (three projects) with the same code in the term due to the department needs of the specialization projects.

## 4. Mechanism of distributing the projects between teaching staff:

1) The Project Supervisor Committee hold up the list of the projects and the students selections in the beginning of the 3$^{rd}$ week of the term at which the students enroll.

2) The Project Supervisor Committee distribute the projects between the teaching staff according to the following considerations: the student desire, teaching staff desire, work load and administrative load of the teaching staff, so that each teaching staff supervise not more than two projects in the term.

3) Students whose projects are not accepted can select one of the announced projects due to their popular field, then tell the head of the Project Supervisor Committee in a period not more than two days from the announcement.

4) Students whose desires are not achieved by any of the announced projects can choose any of the project suggested by teaching staff inside the programme or they can share their colloquies in their projects.

## 5. The Mechanism of doing the Research Project:

1) The students must be committed by the certain times determined for the weekly meeting with the supervisor according to the programme time table for discussion and follow up the work progress of the project, lack of commitment from the weekly meeting will be an absent and treated by the absence rules and regulations of the university. Times of their additional learning hours can be determined by the agreement with the supervisor.

2) At least five students can do the same project, each one can do a certain part of the project so as to urge and training them as a research team. In this case the meeting must be coordinated as a team meeting to follow up the work progress.

3) The student must not change the research topic without the coordination with the Project Committee and have the canonical agreement for that.

4) After finishing the research project the students give their final project report to the supervisor before the end of the 15<sup>th</sup> week of project enrollment, and be attention that the volume of the project must be in range of (35 – 60 pages).

5) The project supervisor held his students' project to two Examiners of the same or semi-same the specialization of the project field to inform and examine it (module 02). After that the Examiners accept and evaluate the project. The supervisor complete the evaluation (module 03a), held the final evaluation of all students to the programme head / coordinator for accreditation (module 03b) and put it in the university academic system website for the students.

## 6. Research Project Evaluation:

Evaluation of the project research done according to standards which reflect the actual result and level of the student.

The mark of the student in the Research Project is the sum of her degree gained from her work and continuous follow up of the supervisor during the term plus the evaluation of the project as a final report attended to the supervisor (module 03a) and (module 04).

## 7. The Relation with the Supervisor:

Students must accompanying the supervisor from the topic selection till the final output of the project report. Students must be response about the attendance of all meeting that determined by the supervisor and they must held a report about what they done till the main committee if the supervisor ask. If a student has a shortage about any of the preceding points this will leads to marks discount.

## 8. Changing the Supervisor:

The student can change the supervisor after the acceptance of the Programme Council, i.e. the Council is convinced by the justifications which leads to change the supervisor.