

Dear students,

Please read the following instructions carefully. These instructions pertain to the 'graduation project' module.

- 1- Please use ONE email address to send/receive emails relevant to the 'graduation project' module (e.g. official university email address). If you prefer to use a Gmail/Hotmail or another email account, please make sure that your name is typed in correctly in the settings (i.e. no nick-names).
- 2- Please follow the formatting instructions available in the guide that will be sent to you. **It is very important that you read the guide as it details important instructions regarding the submission/evaluation of your projects.**
- 3- Please submit your work in time (i.e. before the deadline) as work submitted after the deadline shall incur a penalty deduction of **2 marks for each day of late submission**. To avoid penalty deductions, please take note of the following deadlines:

Submission of the topic: **On or before Thursday 13_08_2014**

Submission of the first draft: **On or before Thursday 03_04_2014**

Submission of the final draft: **On or before Thursday 08_05_2014**

- 4- We take a '**ZERO TOLERANCE**' approach to **PLAGIARISM**. Any plagiarized work will receive an **F or 0**. **To avoid plagiarism, please read the instructions provided in the guide.**
- 5- Marks will be distributed as follows:

Coursework= 30 marks

Final project= 70 marks

(Please read the attached guide for more information)

- 6- After you send a document, you will receive an email confirming the reception of your work. Once you have received a confirmation email, please **DON'T** send the document or any other email again until you receive the feedback on your document first.
- 7- Please include your name, academic number and which segment of the work you are sending (e.g. title –first draft- final draft) in the *Subject line* of each email you send.

Example:

Subject: **Title , Ahmed Ali , 123456**

Subject: **First draft , Ahmed Ali , 123456**

(As described in the guide)

8- 8- Please click on the following link to get your supervisor's name and email address (http://www.kfu.edu.sa/ar/Deans/E-LEARNING/Pages/graduation_project.aspx).

Thank you for taking the time to read the instructions. We wish you all the best with your studies and look forward to reading your works.

Best wishes,

Graduation project supervisors