

AL YAMAMAH UNIVERSITY
DIRECTORATE OF POSTGRADUATE STUDIES

EMBA – DYNAMIC PROJECT (ELECTIVE IV)

**KEY WORKING
GUIDELINES FOR
FACULTY AND
STUDENTS**

2016

The roles and responsibilities of the supervisors, the respective departments and students are clearly stated in the sections below. The performance of students will be regularly reviewed and reflected upon by means of progress reports. Students should be prepared to discuss performance matters at progress meetings.

1. Student Responsibility

- ✓ Eligible students must enroll themselves in the Dynamic Project Course the during the semester when they first enroll in the three elective in-class courses.
- ✓ Student must normally complete at least two of the three electives before they start to plan their Dynamic Project with their faculty supervisor.
- ✓ Students shall submit two (2) hard copies of their Dynamic Projects (one to the PGS Directorate and one to the faculty supervisor) upon completion of the final assessment and corrections made to the satisfaction of the supervisor.
- ✓ After the completion of the Dynamic Project, the supervisor should submit a written report to PGS Director assuring the completion of the all the Dynamic Project requirements and the grade for each student.
- ✓ The students shall be reminded that they have the sole responsibility for their project, during the duration of the project, and should note that they are responsible for their work and that the role of the supervisor is to provide guidance and advice. The student's roles shall include the following:
- ✓ Agree with the supervisor on the type of guidelines and form of comments found most helpful.
- ✓ Agree with the supervisor a suitable topic for the Dynamic Project Report and to proceed to work on the topic.
- ✓ Discuss with the supervisor the type of guidance and comment he or she finds most helpful and agree on a schedule of meetings and to attend such meetings, along with all members of the Dynamic Project team to ensure that all of the work is shared equally by each of the team members.
- ✓ Produce written work in accordance with the schedule agreed upon with the supervisor in order to allow time for comments and discussion before proceeding

to the next stage of the project.

- ✓ Take initiative in raising problems or difficulties, however elementary they may seem.
- ✓ Discuss with the supervisor the preparation of the project and decide, taking into account of the advice from the supervisor, when the report is ready for submission.
- ✓ Submit the Dynamic Project Report by the scheduled deadline as stipulated in the regulations, or the written request for an extension before the deadline (as noted in these regulations).
- ✓ Type the project on A4 paper with font size 12 in Times New Roman and double spaced. The number of pages shall be a minimum of 10 and no maximum restriction is required. (This excludes appendixes and other attachments).
- ✓ Number and justify all pages.
- ✓ Use English language effectively and present information clearly, precisely, logically and unambiguously.
- ✓ The student has no right to select or change the supervisor once assigned without a written statement to the PGS Director outlining the reasons for the dissatisfaction.

2. Important Deadlines

- ✓ The Dynamic Project proposal should be submitted, discussed and approved by the faculty supervisor within fifteen days of the official start of the Dynamic Project.
- ✓ Submission of the final written Dynamic Project reports should be within 30 days of the approval of the Dynamic Project proposal by the faculty supervisor.
- ✓ An extension of up to two weeks may be granted, upon written petition, and approval both by the faculty supervisor and the Director of PostGraduate Studies. This application for extension shall be submitted to supervisor before the day of the official deadline. In applying for an extension for a deadline, a student(s) shall,

first, indicate her/his progress in the completion of the project; and secondly, outline the circumstances that prevented her/him from completing her/his work as scheduled.

3. Language Requirements

The full Dynamic Project Report must be written in English with an abstract of as maximum as 500 words.

4. Format of the Research Report

The format of the Dynamic Project will be determined by the faculty supervisor and the student team. It may take the form of a financial report, marketing report, project report, or research project, and either in a statistical format or essay format, with references, depending upon the nature of the PGD discipline, i.e. Finance, Project Management, Marketing, Leadership, etc. *The Dynamic Project should integrate the content knowledge presented in the three in-class courses, along with any related information students generate during the preparation of their Dynamic Project Report.*

5. Student Failure to meet the Research Project Requirements:

If it is found that a project's student(s) is not serious in his/her efforts to fulfill the requirements as indicated and assigned by her/his supervisor, a warning to the student will be officially issued by PGS Directorate (after he is informed of the situation by the faculty supervisor). If the student receives a second warning for failing to fulfill his/her obligations, the faculty supervisor will assign her/him an F Grade in the project.

6. Plagiarism

Student should be aware that with regard to assignments and other academic work, plagiarism will not be accepted. In learning we build upon the ideas of others. When we do not acknowledge the source of these ideas and treat them as own, or when we copy the thoughts or words of others, we engage in plagiarism. This is dishonest conduct, and is similar to stealing. Thus, it is important that students develop appropriate research and referencing skills. Plagiarism, the stealing of ideas from another, may take a number of forms, for example:

- ☐ Copying, in whole or in part, from printed or other sources without acknowledgement.
- ☐ Paraphrasing material (stating something in different words) without acknowledging the source.

- ☐ Not acknowledging the source of ideas, even when they are put in your own words.
- ☐ Copying materials from internet sites or other electronic media without acknowledgement.
- ☐ Copying audio-visual or computer materials without acknowledgement.
- ☐ Reproducing lecture notes without acknowledgment.
- ☐ Directly quoting another's work without acknowledgement.
- ☐ Submitting work written in whole or in part by another (other than in permitted circumstances such as a group assignment).
- ☐ Submitting individual work that has been undertaken collaboratively with others (unless such collaboration has been authorized).
- ☐ Submitting statistical information or other facts reported by another without due acknowledgement.
- ☐ Taking phrases or terms from some source and placing them in your own work without acknowledgement.
- ☐ Self-plagiarism' - submitting work that has already been submitted in another course or institution.
- ☐ Using unpublished materials.
- ☐ Copying from another student's work.
- ☐ Summarizing another person's work without appropriate referencing.
- ☐ Cutting and pasting from sources without acknowledgement.

7. Project Supervisor's Responsibilities

Project supervision can be rewarding, and also frustrating, but, used correctly, it can also produce results well in excess of the amount of staff time invested in it. At a time

when faculty time is stretched, projects supervision can be an extremely efficient way of keeping up to date in your current field or developing knowledge in a new area.

Only faculty with PhD degree who has expertise and research experience in the relevant field of the student's project should be appointed as a Dynamic Project supervisor. Supervisors shall take broad interest in the progress of their students during the period of the project, and highlight any academic or personal problems that arise in order that corrective action/help can be arranged.

The following shall, in brief, constitute the responsibilities of the supervisor:

- A. Report to the Director of PGS all relevant information, updates, and progress of the projects.
- B. Provide advice and guidance to student team members, either in face-to-face meetings, online, via skype, via conference calls, etc. for the project duration.
- C. Arrange meeting (1st meeting) with the students. At this meeting, information exchange is necessary and the supervisor and the student(s) shall exchange, e-mail addresses (or they will be provided by the Postgraduate Studies Department), agree on meeting dates/times, and discuss briefly any other issues that may be pertinent to the process.
- D. Give guidance about the nature of project, and expectations on the part of the supervisor, and the standards expected, about the planning of the Dynamic Project Report, the relevant literature and sources, and about requisite techniques (and a reminder about the problem of plagiarism).
- E. Advise the student(s) on the choice of a suitable topic in the relevant discipline of study.
- F. Arrange regular meetings with the student(s) and set aside adequate time to discuss progress and future work. These meeting and/or review sessions should be covered in 30 contact hours.
- G. Give detailed advice on the necessary completion dates of successive stages of the work in order to ensure that the project report is submitted within the time allowed as stipulated in the regulations.
- H. Request from the student written work as appropriate and return such work with constructive comments in a reasonable time.
- I. Warn the student of inadequate progress or of standards of work below what is generally expected.
- J. Discuss work accomplished with the student and to revise the project objectives as the work proceeds in the light of progress made and other external factors (such as unexpected discoveries and newly published findings of other researchers).
- K. Invite feedback from the students on their supervision.
- L. Be accessible to students at other appropriate times when they may need advice

on issues pertaining to their Dynamic Project Reports.

- M. Inform students of when you will be away for any extended period of time so they may plan accordingly.
- N. Give detailed advice on the necessary completion dates of successive stages of the work so that the whole project may be submitted within the scheduled time.

Appendices: Relevant Forms

The following forms shall be made available to all student researchers and supervisors.

APPENDIX 1: FORMAT OF THE RESEARCH REPORT

- **Title Page:**

The title page should include:

- ✓ The university name and logo.
- ✓ the title of the report
- ✓ the name(s) of the faculty supervisor
- ✓ names of the student on the team and their YU ID number.

- **Declaration Form:**

As per appendix 2.

- **Acknowledgment**

- **Table of Contents:**

The table of contents lists the information contained in the report in the order in which it will be found. All major topics of interest should be listed.

- **Executive Summary:**

The executive summary/abstract should be a one-page overview of the information contained in the report. It should give the reader an easy reference, in a very brief form, to the important information contained in the report and explained in more detail in the body of the report.

1. **Introduction:**

The introduction should include a brief overview of the problem/issue being addressed and the background information needed for the reader to understand the work being done and the reasoning behind it.

2. **Objective of the Research Project:**

After reading the introduction, the reader should know exactly what the report is about, why the project was conducted.

3. **Importance of the research project:**

- How this report adds to the knowledge that the reader may have about the topic (theoretical and practical significance of the study).
- What is the problem and what are the questions that this research project will answer?

4. Research Project Methodology and Hypotheses:

- The work should specify the methodologies that will be used by the students to address the topic and to answer the research questions such as time-series analysis, cross-sectional analysis, regression analysis, descriptive analysis, etc.
- Students should show and explain what are the hypotheses or hypothesis that they are going to test throughout their work to answer the research questions and, hence to achieve the research project objectives.

5. Literature Review:

Students should read and summarize all the important previous studies and works related to the research project being searched.

6. Body of the Report:

This is the main section of the report and should include whatever research, discussions, findings, etc. that the project has developed.

7. Conclusions, Implications and Recommendations:

Conclusions are broad generalizations that focus on addressing the questions for which the project was conducted. Implications for business managers and policy-makers should be addressed. Recommendations are your choices for strategies or tactics based on the conclusions that you have drawn. Do not draw any conclusions or make any recommendations that your research cannot clearly support.

8. References:

- This section should be a listing of all existing information sources used in the project. It is important to allow the reader to see all of the sources used and enable the reader to further explore those sources to verify the information presented.
- A specific scientific style of referencing should be followed such as Harvard Style, Vancouver Style, etc.
- Only what is cited or quoted in the text of the research project work should be

referenced.

9. Appendices:

This section should include all supporting information from the research project that was not included in the body of the report. You should include surveys, complex statistical calculations, certain detailed tables and other such information in an appendix.

APPENDIX 2: Ownership DECLARATION FORM

I (we) hereby solemnly declare on my (our) oath that the work presented in this Dynamic Project has been carried out by me (us) alone without any form of illicit assistance, cheating, or plagiarism. All sources used have been fully quoted.

#	Name	Signature	Date
1.			
2.			
3.			