AIN SHAMS UNIVERSITY
FACULTY OF ENGINEERING

Department of …….. or Program of ……
2nd Year, Mechanical Engineering

Spring 2020	**Course Code:** *MDP 252*	**Deadline:** *3 June @4 pm*

Guidelines to prepare the Final Assignment

تعليمات هامة:

- غير مسموح بالتشابه بين الابحاث المقدمة من الطلاب
- ضرورة مراعاة الامانة العلمية والدقة في عرض المراجع التي تم الاستعانة بها
- ضرورة الالتزام بالقواعد المنصوص عليها المرتبطة بشكل وعدد الصفحات المنصوص عليها بورقة الامتحان
- يتم تجميع ملفات الاجابة في ملف واحد في صورة PDF ويتم رفعه على صفحة المادة المخصصة على منصة LMS
- ضرورة الالتزام بحجم الملفات المطلوب رفعها وفقا لما هو منصوص عليه بمنصة LMS

Preparation of the Assignment

This Spring 2020 Semester, the assessment of most of the students is changed from a regular exam to a research / project assignment which is presented to students and marked as Pass / Fail.

This assignment can take ONE of the following forms:
   a) Research Paper, could be itemized to cover different parts of the course.
   b) Design / Research Project
   c) Survey / Review Paper

The instructions of the assignment should use this template.

Proposed guidelines of the research paper/project

1. The research or project topic and the statement must be clear and easy to understand. It has to be strongly related to the course content.
2. The objectives and deliverables must be stated explicitly.
3. Course ILOs to be incorporated. Should cover ILOs covering almost all topics.
4. Scoring guide "rubric" must be provided as a guideline for the student to follow and for the instructor to perform grading.
5. Research material must be available for students through LMS or publicly on the internet.
6. The required research or project:
   - Could cover analytical skills
   - Could cover experimental skills using simulation
   - Could cover design skills
   - Could cover research skills
   - Could be in parts with different formats
   - Better to specify points on different parts of the research or project

The Instructor should specify the following information to students:

1. Is group submission allowed (maximum 5)? If group submission is allowed, it should be specified if every student will upload the same report or it is enough with the same report.
2. Recommended number of pages or number of words (Recommended to be less than or equal 15 pages).
3. Maximum file size to be uploaded is 10 MB.
4. Formats of the uploaded file. Preferred to be one file PDF including all components of the report. If other formats are allowed, example for drawings, this should be specified.

5. The deadline should be clearly visible on top of the page.
6. For design project: instructor may specify number of drawing sheets, scale and size of drawings, submission format, detailed views needed and evaluation criteria.
7. For research report: instructor may define the needed headings required in the report; for example, abstract, introduction, references, ….
8. A presentation video can be submitted with the report to present what has been done. The instructor has to specify if this is needed.
9. A cover page will be released that <u>SHOULD</u> be used by all students. It will be released shortly.

Plagiarism Check

- If a report/paper is submitted by a group of students, the role of each participant must be emphasized in the document.
- The report will go through a plagiarism check. Reports which show 25% or more similarity will be regarded as failed. Reports will be checked against internet databases and other internal papers from other students inside the university.
- All references should be clearly mentioned.
- The student SHOULD sign the following Plagiarism Statement:
  "I certify that this assignment / report is my own work, based on my personal study and/or research and that I have acknowledged all material and sources used in its preparation, whether they are books, articles, reports, lecture notes, and any other kind of document, electronic or personal communication. I also certify that this assignment / report has not been previously been submitted for assessment for another course. I certify that I have not copied in part or whole or otherwise plagiarized the work of other students and / or persons."

Research Instructions and File Submission

In order to accommodate the new regulations in a Corona Term, the following changes will happen to the IMS, SIS and LMS:

1. A new parallel term will be created: Spring2020_Corona.
2. New course committees will be copied from the Spring2020 Term to this new one. The students who are eligible to submit research with Pass / Fail will be moved to these courses.
3. The Instructor will see two courses on IMS:
   - The regular course in the regular Term. This will only contain the students who will take the exams after the university re-opens for students.
   - The new course in the new Term marked Corona. This will only contain the students who will present the research as Pass / Fail.
4. The Instructor will see two courses on LMS:
   - The regular course in the regular Term. This is the regular course where all the course material is available.
   - The new course in the new Term marked Corona. This is the course where ONLY the Research Assignment will be created, and where the students will submit their assignment.
     For instructions to create assignment on Moodle:

https://portal.eng.asu.edu.eg/download?sid=pOC8Z7a2qaH3KGZUNdU%2BzD%2BZpxVhW%2ByYayuIUuIoYf8%3D

5. Students who will submit the research as Pass / Fail will see two courses on LMS:
    - The regular course in the regular Term. This is the regular course where all the course material is available.
    - The new course in the new Term marked Corona. This is the course where the research will be uploaded.
6. Students who will take the exam when the university re-opens and are ineligible to submit research will see only one course on LMS.
7. On SIS, each student will see if he will take an exam or submit a research based on the published eligibility criteria.
8. The instructor will then put the mark in the new created special course in Spring2020_Corona, the same way it was done in Fall 2019 Semester, but without the barcode.

The report will be given a mark out of the course maximum marks. The system will calculate if this student is pass or fail depending on the Bylaws [50% for 2003 and 60% for 2007, 2013 and 2018].

Guideline settings to create the assignment in moodle:
Under the "Submission types", check both "Online Text" and "File Submissions" to allow any sort of submission.
1. Under "Submission settings", set "Require students to click the submit button" to "Yes."
2. In case of group delivery ,
    - Be informed that on LMS, the students in every single course can be manually divided into several groups according to your criterion or automatically by the website after giving the number of groups and/or the number of students in each group.
    - After creating the groups, you may need to go to the assignment option "Group submission settings" in order to tweak these group submission settings.
3. Under "Grade ,"
    - Make sure the grade type is "point" and set "Maximum grade" to that of the course total marks.
    - Set "Use marking workflow" to "Yes" in order to make sure the grades are released to all the students at the same time.
    - Set "Blind marking" to "Yes."

The eligible students will be determined by Student Affairs and will automatically be assigned to the research assignment as per the details later in this guidelines document.

END of Instructions, Good Luck