**A.1)** The *Graduation Project* (GP) has as its objective «to allow the last year’s students the chance to use, prove and to strengthen the knowledge acquired along the Program in an interdisciplinary project. This opportunity is materialized by a project development, reconciling theory and practice, and under the supervision of a professor and with the evaluation of a Board of Examiners (Jury), composed by at least three professors of the Program»

**A.2)** A *Student* can choose a Project topic from the list of topics announced by the Department (faculty members), or a student can suggest a topic on his/her own initiative. In either case, before talking with a faculty member (potential *Supervisor*) regarding project’s topic, a student has to consider preparing a list of his/her expectations and interests together with questions to be asked to potential supervisor.

**A.3)** Once a student and a faculty member made a bargain concerning Graduation Project’s topic, student has to register officially to GP course (to the group set aside for the faculty member that automatically becomes a supervisor of the student).

**A.4)** Within *first 3 weeks* of semester student (individually and/or with a help of his/her supervisor) has to prepare a *Written Project’s Proposal* (3 to 4 pages) that covers

1. The title of the project, the names and the number of GP team members (if more than one student will do the work), the name of supervisor,
2. Objectives of the project,
3. Brief description of what should be done in the project,
4. Description of methods to be use in solving the problem,
5. Timetable (coordinated with the supervisor) for completion of the project in a whole and segments of the project.
6. A list of software, hardware (incl. special components and facilities) required to complete project’s work.

**A.5)** During the *4th week* of the semester all Project Proposals are submitted by supervisors to the Department Chair (Vice-Chairman).

**A.6)** Once the proposal is submitted, student and his/her supervisor have to discuss and to agree on the schedule of regular meeting, at which process of student(s), problems, etc. has to be discussed shortly. We suggest arranging such meetings once in 2 weeks; however, supervisor is free to press for weekly meetings with students enrolled to the project work. *Meetings* have to be *productive* (!) – supervisor should be able to understand what is done by student(s) since the last meeting, and student should have an opportunity to ask questions and to get pieces of advice and recommendations from the supervisor.

For each meeting student has to prepare a *one-page note* (to be handed over to supervisor during the meeting) that provides answers to the following questions:

- what have I achieved since the last meeting?
- what do I plan to achieve before the next meeting?
- what difficulties am I having? what help do I need?

**A.7)** During the *week that follows Midterm exam week* a *Progress Report* (2-3 pages) must be submitted to supervisor. Mainly, this report must show clearly how much progress has been done and state any variation from the project proposal that now seems necessary.
A.8) Taking into consideration the fact that Graduation Project lasts in the course of 1 academic year (2 semesters), at the end of the first semester student must submit an **Interim Report** that summarizes semester work; a Board of Examiners (Jury) composed by, at least, 3 (three) professors (assigned by the Chairman or Vice-Chairman) will examine the Report and pronounce its judgment in the form of **U** (Unsatisfactory) or **S** (Satisfactory) grade.

A.9) If a student gets U grade at the end of the first (Project) semester, and it is assumed that he/she will graduate in the following semester, we as a Curriculum Committee accept that he/she may take both CMPE-403 and CMPE-404 in the same (last) semester under the stipulation that student’s final Project’s grade will NOT exceed **C**. Such strong requirement is introduced by the Curriculum Committee knowingly with the purpose of cutting down the number of those cases when students try to shorten deliberately the duration of GP execution *without* good reasons.

A.10) Second semester of the Graduation Project is shaped up in the image and likeness of the first semester (see above-stated items A.6 and A.7) – at the end of the second semester student must submit the **Final Report** and to make an oral presentation.

A.11) In case of changing the supervisor during (or at the end of) the first semester, the student must repeat first semester under the supervision of a new faculty member under foregoing conditions (see items A.4-A.10).