

Engineering Bachelor Thesis Regulations

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1. Objective

According to the GUC study regulations for the faculties of Engineering, students enrolled in the 8th semester of their studies are expected to work on preparing a Bachelor thesis as part of their Bachelor program. The objectives of the Bachelor program have been derived from the general so-called *Dublin Objectives for Bachelor programs*.

Students who have completed a Bachelor program should be able to:

- Show that they have knowledge of the most recent developments in their academic field;
- use their knowledge and insights (including methodological skills) to address practical issues in their field;
- give a well-balanced assessment of their own work from an academic angle, from a practical side and from an ethical perspective;
- communicate (both orally and in writing) their ideas and insights to a diverse public audience;
- Work independently.

2. Eligibility

In order to ensure a successful and useful thesis as well as productive collaboration between the students and the lecturers, the following conditions must be satisfied by the students who intend to pursue a Bachelor thesis:

2.1 Bachelor Thesis at GUC

Bachelor topics offered by the faculty;

1. The student should not have more than two missing courses after the sixth term in the core courses.
2. The student should not have more than two missing courses in the humanity courses, which include among others German (DE 101, 202, 303, 404) and Introduction to Management (MNGT601).
3. The student should have passed the Research Paper Writing course (RPW401) by the end of seventh term.
4. The student should not be under probation, i.e. the student should have a GPA of 3.7 or better.

2.2 Bachelor Thesis outside the GUC (Abroad)

Students willing to work on their thesis abroad;

1. GPA not more than 2.5 (German grading scale)
2. Completion of German level 4
3. Completion of Research Paper Writing (RPW)
4. No disciplinary actions

Requests by students not eligible for doing a B.Sc. abroad will not be accepted and hence the students will be assigned to a topic at the GUC.

GUC is not held responsible for any financial support for the students who plan to write their B.Sc. thesis outside the GUC. Students are held responsible for all financial payments and legal procedures including the Visa procedure and accommodation.

3. Study Duration

The bachelor thesis is the final part of the Bachelor program. The duration of the Bachelor thesis should not exceed three months starting from the registration date .This could be translated into 12 weeks/420 hours/35 hours per week.

For force majeure, the time to work on the thesis may be extended one time for a period up to three months. The application must be submitted two weeks before the deadline for thesis submission. Independently, extensions for the time to work on the thesis may be granted several times and for more than three months in the case of illness. It is necessary to submit an application along with a qualified medical certificate. A thesis marked as “not sufficient” may be repeated once within a year and with a new topic.

A Bachelor thesis can **ONLY** be performed during the winter or spring semesters in the academic year. This is determined according to the student’s academic status with respect to their specific graduation plan.

Delayed students who can be taking courses in parallel with the Bachelor thesis during a semester –only if student is registered in GUC Cairo thesis;

- Students can register in a maximum of 2 core courses in parallel with the Bachelor Thesis registration.
- In addition students can be registered in one German course level and/or one humanity course (e.g. Introduction to Management).

The Bachelor thesis is considered a full load semester, therefore adding any course to the bachelor thesis semester will be subject to extra hours additional fees (Please check the tuition fees policy)

4. Selection Process

4.1 Bachelor Thesis at GUC

The priority for assigning students to the selected topics will be according to the cumulative GPA. Hence, the assignment of the student to a topic will be done in general in more than one round to resolve conflicts. A round consists of the following steps:

- The student selects all topics with different preferences from a list available online under <http://student.guc.edu.eg>. Please refer to the deans and your professors to help you with your selection and check the corresponding website of your faculty for detailed description of the topics.
- The student fills out and submits the form electronically. The form is available online under <http://student.guc.edu.eg>
- The assignment will be done automatically according to the cumulative GPA and the preferences indicated by the student.
- Once this assignment has been determined, the system sends out a notice to each student either with the topic or with a new deadline for an additional round.
- Only the students who received a notice with a new deadline are allowed and have to participate in the next round of selection.

- Once the assignment is done, the students have to sign and return an official Thesis Acceptance Form to the Student Affairs Office.

4.2 Bachelor Thesis outside the GUC (Abroad)

Students in bachelor's programs are able to arrange to write their degree thesis at one of the universities or research institutions abroad. Writing your thesis abroad allows you to gain insight into a field of specialization while developing your intercultural experience and competence.

When planning a thesis semester abroad, you have two options:

Bachelor theses at one of our partner universities:

- Some topics might be offered as non-sponsored by the GUC.
- Announcements and applications will be done through the GUC Students Affairs office.
- Final selection will be based on GPA and acceptance of the German supervisor.

Contacting universities abroad by students independently:

If the university where you would like to write your thesis is not one of GUC partner institutions, you can still arrange to spend a semester there via directly contacting the institution to see if they can accept you. This option is the most time-consuming for you as a student, as you will need to organize all aspects of the stay yourself. Once the student receives an approval from the university abroad to conduct the Bachelor thesis there, the following should be done:

- Application form should be picked up from the students affairs office
- Application form should be filled in neatly (computerized) and signed by the students, legal guardian, GUC internal supervisor, and faculty dean.
- An invitation letter from the host university should be submitted with the application form. It should include name of external supervisor, title of the thesis, brief description of the topic, and the expected period of the thesis.
- The application form and the invitation letter should be submitted to Students Affairs office.

5. Thesis

5.1 Thesis Structure

Upon completion of the research work, the student has to submit either a product or a prototype representing the practical application of the research as well as a soft and hard copy of the thesis document. The thesis has to be written in English.

The thesis describes the cause, research question, approach and results of the research conducted. This has to be done in a clear, structured and scientific manner. This includes:

- A clear introduction in which the cause and research questions are presented;
- A clear conclusion, based solely on the used principles and derived results;
- A clear line is shown between problem statement approach methods and the derived results;

- A motivation of the followed approach;
- An adequate description of the followed approach;
- An honest, clear and concise description of the derived results, if necessary using tables;
- A discussion of the results;
- The usage of relevant and recent literature;
- The correct usage of references;
- The adequate usage of the literature for the reasoning in the thesis.

There are thesis templates (in M.S. Word and Latex) available from the GUC website that students have to use as an aid in formatting their theses.

5.2 Thesis Registration

All students have to sign and submit the Thesis Registration Form to the Students Affairs Office latest by the date announced.

5.3 Thesis Supervision

Regardless of the location where the Bachelor thesis will be performed, students will be assigned a thesis supervisor from within the GUC (a PhD holder who is familiar with the thesis research area).

5.4 Thesis Submission

All students are required to submit three bound hardcopies of their theses to the library at the end of the examination. All thesis submissions must be accompanied by the **Thesis Submission Form**.

All students are required to submit an electronic copy in PDF format of their thesis at the end of the examination.

See the **Bachelor Thesis Schedule** document for more details.

5.5 Thesis Submission Procedure

All students are required to complete the following steps to ensure successful submission of their theses.

1. Upload the thesis soft copy using the GUC Administration System.
2. Confirm that the hard copy of the Bachelor thesis is an identical copy of the soft copy uploaded.
3. Print and sign the Bachelor Thesis Submission statement.
4. Submit **three** hard copies of the thesis and the submission statement to the library.
5. Collect a receipt for the Bachelor thesis submission from the library.

See the **Bachelor Thesis Submission** document for more details.

6. Assessment

The assessment of the Bachelor thesis consists of three parts:

- The progress performed during the three months of work.
- The technical content of the thesis; the thesis has to be written in English (see Section 4.1).
- The final colloquium: this consists of a 40-minutes presentation of the research conducted along with the results achieved followed by a discussion.

The assessment will be done by the internal GUC supervisor, taking into account the additional academic assessment of a reviewer. The grade will be given on a scale from 0.7 to 5 (German grading scale). The Bachelor thesis can only be successfully completed after receiving a grade better than 3.3.

Students who will miss two sessions (without an approved excuse) from the weekly meetings will be warned and notified officially. Students who will miss four sessions (without an approved excuse) will be dropped from the Bachelor thesis and the thesis will be graded with 5.0 (fail).

To be able to take part in the final colloquium presentation, students should obtain at least 50% of the 40 marks for the work done throughout the project's period. The thesis must be repeated either immediately or after finalizing the courses of the ninth and tenth terms. The student cannot graduate if the bachelor thesis is graded with 5.0 (fail).

7. Integrity Policy

The GUC imposes academic integrity on all its members. Academic dishonesty, in any form, is ultimately destructive to the values of the GUC. Any documentation of the thesis research and results as well as any other document submitted by the student must respect the principles of academic integrity.

Breaches of academic integrity include practices such as *plagiarism, cheating and falsification* (which include the creation of fictitious data for use in the thesis). If a breach of academic integrity is discovered in the research or thesis proposal, whether in draft or final form, the outcome is inevitably severe. All sorts of academic dishonesty will not be tolerated. The consequences thereof will be decided by an academic committee appointed specifically. In case of hard evidence of academic dishonesty, the committee has the authority to impose penalties as grave as expulsion from the university. Therefore, theses at the time of submission should be accompanied by a signed declaration from the student that the material presented for examination is his/her own work and has not been submitted for any other award.

Students have to fully acknowledge the work of others by providing appropriate references in their theses and declaring the contributions of co-workers. Students do not take credit that is not earned.