

# **Final Year Project (FYP) Governance Policy – V 1.2**

## **University of South Asia**

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### **1. Policy Overview**

#### **1.1 Definition of Final Year Project (FYP)**

The Final Year Project (FYP) is a capstone academic requirement that serves as the culmination of students' academic learning and skill development in his/her respective field of study. The FYP provides students the opportunity to apply theoretical knowledge, develop research and practical competencies, and contribute meaningfully to their academic or professional fields. Depending on departmental requirements, the FYP may take the form of a capstone project, thesis, product development, or applied research.

#### **1.2 Policy Objective and Scope**

This policy aims to provide structured guidelines and quality standards for the governance of Final Year Projects, to ensure consistency, fairness, and transparency across all academic departments. The policy defines roles, responsibilities and expectations for students, supervisors, external examiners, and FYP committees. It applies to all undergraduate programs at the University of South Asia that require an FYP, thesis or equivalent capstone work.

### **2. Eligibility Criteria**

Students must meet the following criteria to register for the FYP:

- I. A minimum CGPA of 2.0 to ensure that he/she has the academic foundation and capacity to successfully complete the project.
- II. Completion of at least 90 credit hours of coursework, including all foundational and core courses for 4 year degree program.
- III. Completion of at least 150 credit hours of coursework, including all foundational and core courses for 5 year degree program.
- IV. Successful completion of all prerequisite courses and/or any other specific courses defined by the department, deemed necessary for conducting FYP.
- V. Formal approval from the department or academic advisor.

### **3. Registration and Enrollment**

- I. Students must complete the FYP registration process of the department, followed by payment of a non-refundable and non-transferable FYP fee, as prescribed by the University from time to time.
- II. The Accounts Office will issue a fee voucher only after registration approval by the department.
- III. If students fail to complete the FYP in the allotted semester and during extension period granted by the department (if any), they must re-register the following semester and pay a re-registration fee, subject to University policy.

### **4. Program FYP Committee**

Each department will establish a Program FYP Committee, responsible for overseeing the overall progress of FYP, ensuring academic rigor and quality standards. The committee will consist of 3 to 5 senior faculty members from all specializations within the department to ensure diverse and comprehensive evaluation of student projects. Departments offering more than five specializations may increase the number of committee members to accommodate all areas of expertise. The head of department will issue the notification of FYP committee listing the appointed members. The committee will:

- I. Evaluate and approve project proposals, ensuring each project aligns with academic standards and resources available at the department.
- II. Assign suitable internal supervisors possessing necessary expertise to guide the students based on the nature of their FYP project.
- III. Monitor project milestones and progress by conducting bi-monthly reviews of ongoing projects. Progress reports from students will be evaluated, and supervisors will provide updates on guidance given.
- IV. Provide a detailed timeline of evaluations at the beginning of the semester, that will occur in three phases: proposal approval, mid-project progress, and final evaluation.
- V. Assess the research methodology, observations and outcomes of student work presented during evaluations. Feedback will be documented and shared with both the student and supervisor to ensure continuous improvement.
- VI. Recommend in consultation with the Head of Department a list of potential external examiners having relevant field expertise and reputation to evaluate final presentation and reports of student projects.
- VII. Ensure alignment of all FYPs with HEC guidelines and relevant accreditation councils standards.
- VIII. Resolve conflicts between students and faculty by timely addressing the issues related to FYP process and submission.

- IX. Maintain documentation on progress and outcomes of FYPs for University records in compliance with HEC or accreditation standards
- X. Submit improvement recommendations to IQAE, based on feedback from faculty, external examiners and students.

## **5. FYP Supervision**

FYPs will be supervised by full-time faculty members with relevant research or professional expertise. The internal supervisor will be responsible for project guidance, progress monitoring, and preliminary evaluation based on departmental criteria. Evaluation weightage of FYP will be determined in accordance with accreditation requirements and best practices, combining internal and external assessments.

## **6. Student Support System**

- I. Every student will be assigned a secondary mentor in addition to the primary supervisor to ensure comprehensive guidance.
- II. The Department will conduct pre-FYP workshops focusing on research methodologies, project management, and presentation skills.
- III. A dedicated FYP support desk will be available for students to seek help with technical and academic challenges.

## **7. Internal Supervisor Workload**

- I. Each supervisor may manage up to 5 FYPs per semester without regular teaching load reduction. This will ensure smooth execution of teaching responsibilities along with adequate time and attention for student FYPs
- II. For supervision of 6 to 8 FYPs, the department may consider reduction of one course. No faculty member will be assigned more than 10 FYPs.
- III. The FYP Committee will assess workload distribution at the start of each semester to ensure balanced supervision.
- IV. In cases of supervisor overload, additional faculty members may be assigned to co-supervise or support the existing supervisors.

## **8. External Examiner**

- I. External examiners must be subject matter experts from outside the University having academia, research, or industry, having experience of research or project evaluation.

- II. External examiners will be appointed before final evaluation and provided with all necessary documentation, including student's final project report, presentation slides, and other required material.
- III. They will evaluate FYP presentations, reports, and conduct vivas. Their assessment will be independent of supervisor's assessment to ensure fairness and impartiality.
- IV. Reports and grades of assessment may be submitted on same day or within 3 working days, which will be reviewed by the FYP committee.
- V. Further, the external examiner will provide a comprehensive report of overall evaluation experience and recommendations for improvement in the process to FYP committee.

## **9. Transparent Evaluation Criteria:**

- I. A standardized rubric will be used for assessing FYPs, covering aspects such as innovation, methodology, presentation, and documentation quality.
- II. Both internal and external examiners will use the same rubric to ensure fairness.
- III. After final evaluations, students will receive a detailed feedback report, from highlighting strengths and areas for improvement.

## **10. Grievance Redressal**

- I. Students can report grievances related to FYP supervision or evaluation to the FYP Committee.
- II. Complaints will be acknowledged by FYP committee within 48 hours and resolved within 15 working days.
- III. If unresolved within 15 days, complaints may be escalated to the Dean's Office. The final decision rests with the Vice Chancellor to ensure fairness and transparency.

## **11. Financial Aid Provisions**

- I. Students from economically disadvantaged backgrounds can apply for a waiver of the FYP registration fee.
- II. Merit-based scholarships will be available for high-quality FYPs that demonstrate innovation or community impact.
- III. For projects requiring significant material costs, students can apply for funding assistance through the department.

## **12. Intellectual Property (IP) Rights**

- I. Students retain IP ownership unless projects are funded by University or external partners or collaborative. In such cases,
- II. For industry-collaborative projects, a Memorandum of Understanding (MoU) will be signed specifying joint ownership percentages and licensing terms through a formal agreement.
- III. Students are encouraged to secure their IP through copyrights, trademarks or patent registrations for innovative projects with University support.
- IV. Confidentiality agreements may be required if project involves gathering of sensitive information or proprietary data.
- V. Disputes regarding IP rights will be addressed through FYP committee.

## **13. Honorarium and Remunerations**

- I. Internal supervisors shall receive an additional honorarium of Rs.3000/- per FYP for supervision of up to 5 FYPs.
- II. For supervision of 6 to 8 FYPs, the department may consider reduction of one course with no further honorarium in addition to one previously allocated for 5 FYPs.
- III. Under extreme circumstances, for supervision of 8 to 10 FYPs, by internal supervisor, an additional remuneration of Rs. 3,000 per additional FYP is applicable.
- IV. External examiners shall receive an honorarium of Rs. 5,000 for evaluating up to 3 FYPs and Rs. 10,000 for more than 3 FYPs or full-day sessions.
- V. The remuneration amount may be revised upward by the Vice Chancellor in future to accommodate for inflation or Rupee devaluation.
- VI. All payments are contingent on quality assurance checks, timely submission of FYP results and Vice Chancellor's approval.

## **14. Policy Update Mechanism:**

- I. The FYP policy will be reviewed annually by the Institutional Quality Assurance and Enhancement (IQAE) office.
- II. The IQAE will gather feedback from faculty, students, and external examiners to inform updates.
- III. Proposed changes will be discussed by the FYP Committee and approved by the Academic Council before implementation.

## **15. Final Year Project Display (Degree Show)**

Each department must organize a Final Year Project Display (Degree Show) scheduled within one month of final exams of respective regular semester for every graduating batch.

### **15.1. Display Organizing Committee**

A dedicated organizing committee, chaired by the Head of Department, will oversee planning, budgeting, logistics, and invitations for the Degree Show.

The committee shall comprise:

- I. The Head of Department (Chairperson)
- II. The Program FYP Committee Chairperson (if HOD is the FYP Committee Chairperson then he/she will nominate any other member from the same committee).
- III. Up to 3 senior faculty members nominated by the HOD representing different specializations within the department (if any).
- IV. Representative from Industry Linkages Office.
- V. Student representative from the graduating batch.

### **Roles and Responsibilities of the Committee**

- I. Selecting suitable dates for the FYP display, coordinating with university administration for booking on-campus venue, subject to the NOC requirement form the local authorities (if any) or securing external locations if necessary. Further, ensure that venue meets all logistics requirements such as space, lighting, and technical infrastructure.
- II. Manage relationships and ensure smooth collaboration, If the FYP display is held in partnership with corporate entities or external venues.
- III. Prepare a budget proposal for the display, outlining costs related to venue setup, equipment, marketing, awards, and hospitality at least one-month in advance and submit the budget to the Accounts department through Registrar Office.
- IV. Establish clear deadlines and guidelines for students to submit their projects for display.
- V. Identify and invite key stakeholders including industry representatives, alumni, government officials, and potential employers to attend the display, fostering networking and collaboration opportunities for students.
- VI. Develops and implement a comprehensive marketing plan to promote the event via social media, University websites, local media, and direct invitations, aiming to maximize attendance and visibility.
- VII. Oversees the setup, registration of visitors, crowd management, and ensure the event runs smoothly according to schedule.
- VIII. Track all employment, internship, or collaboration opportunities that arise from the display and facilitates connections between students and interested parties.
- IX. Collect feedback from students, faculty, visitors, and industry guests to evaluate the FYP display's success and identify areas for improvement.

- X. Prepare a detailed report summarizing attendance, feedback, challenges, and recommendations. This report will be submitted to the Board of Faculty, Vice Chancellor and relevant departments.

## **16. University Support**

The university will support departments with venues, funding from FYP fees, security, marketing, and promotional content. Public sharing of student work requires prior written consent.

- I. Departments shall submit budget proposals and expense reports in accordance with the requirements set by the Accounts Office. The Accounts Office will prioritize the timely processing and release of funds to prevent any delays that could impact event preparation. Payments will primarily be made from the fees collected from the respective students. Any additional expenses incurred by departments must be managed through sponsorships or grants. Departments are required to report the collection and utilization of such external funds to the Accounts Office for transparency and proper record-keeping.
- II. The Administration Department will provide appropriate on-campus venues such as auditoriums, exhibition halls, or open spaces along with security and necessary facilities like electricity, internet connectivity, seating, and lighting. They will also coordinate with IT departments to ensure smooth setup, maintenance, and technical support during the exhibitions.
- III. The university's Marketing Department will assist departments by creating and distributing marketing materials such as flyers, banners, brochures, and press releases.
- IV. Marketing Department will manage social media campaigns, including posts on official University channels and the website, to promote the FYP display and attract industry guests and public visitors.
- V. The Creative Department will arrange professional photography and videography services to document the event and highlight student work for promotional and archival purposes. These materials will be made available for future use as well in university publications, social media, and future marketing efforts.
- VI. The University may organize workshops and training sessions for faculty and students on topics such as project presentation skills, exhibition setup, and networking techniques to enhance the quality and impact of the FYP displays.