

**RULES AND PROCEDURES
FOR THE COMPLETION OF THE FINAL YEAR PROJECT**

**Department of Multimedia and Graphic Arts
Cyprus University of Technology**

(Revised June 2026)

**Including: Regulation, Evaluation Forms (Type A & B), Proposal Template, Interim Report
Template, Topic Submission Form**

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Part 1: Regulation

1. Introduction

The Final Year Project (thesis) is an elective course in the 4th year of the Multimedia and Graphic Arts undergraduate programme. It is carried out mainly within the course MGA 461, which carries 12 ECTS credits.

This document provides detailed information on the purpose and intended outcomes, roles, timeline, categories, submission procedures, assessment criteria, academic integrity requirements, and all associated forms.

2. Purpose and Intended Outcomes

The Final Year Project strengthens the student's ability to manage complex projects, identify and utilise appropriate sources, apply theoretical and practical knowledge, express well-documented ideas, and present results with scientific rigour.

The student is expected to:

- Design, organise, and monitor the progress of their thesis.
- Use in combination the knowledge, techniques, and tools acquired during the programme.
- Work independently, with critical thinking and creativity.
- Present findings in written, oral, and other deliverable formats.

3. Eligibility and Academic Advice

GPA Guidance: Students with a cumulative GPA of 7.5 or below at the time of topic selection are strongly advised to consider taking elective courses instead of the thesis, in the interest of their own academic development. Elective courses may offer a more structured learning experience and contribute more effectively to overall academic performance.

The thesis remains an elective option for all students. However, students with a GPA at or below 7.5 who wish to proceed must:

- Discuss their decision with the Coordinating Professor (CP) before topic selection.
- Receive written confirmation from the CP that they have been informed of the demands and expectations of the thesis.

This is an advisory provision intended to ensure students make an informed choice that best supports their final-year development. It does not constitute a prohibition.

4. Roles of Individuals Involved

- **Student (ST):** Responsible for selecting a topic, submitting a proposal, carrying out, and presenting the thesis. Adherence to deadlines is exclusively their responsibility.
- **Supervising Professor (SP):** Guides the student throughout the project and approves all deliverables. Cannot supervise more than five (5) theses per academic year.
- **Coordinating Professor (CP):** Ensures smooth operation of the process. Manages topic allocation, organises presentations, forwards grades, and keeps records of all stages.

- **Evaluation Committee:** Consists of the SP, the CP, and a second examiner. Assesses the written work (90%) and the presentation (10%) based on the specified criteria.

5. Process and Timeline

The Final Year Project follows the sequence below:

Stage	Period	Action
Topic Negotiation (Phase A)	April–July	Students contact supervisors and agree on a topic.
Topic Proposals (Phase B)	June–July	Topics collected and approved by CP.
Topic Selection	Within 2 weeks	Completion of topic assignment from CP’s list.
Proposal Submission	End of Fall	Submission including bibliography, methodology, deliverables.
Interim Evaluation (Wk 1–3)	Spring	Progress report and coordination with SP and CP.
Research & Writing (Wk 4–12)	Spring	Completion of project and deliverables.
Final Submission (Wk 13)	Spring	Final report and files to SP and CP.
Presentation (Wk 14–15)	Exam Period	Oral defence before the Evaluation Committee.
Final Deposit	Exam Period	Deposit in CUT Library (required for grading).

Note: Late submissions are not accepted.

6. Categories of Final Year Projects

Type A — Theoretical Project

Includes theoretical/critical analysis, historical or literature review, social sciences research.

Deliverable: Written report of 6,000–8,000 words.

Type B — Practice-Based / Creative Project

Includes projects with creative outputs (e.g., game, poster, application, installation, film), practice-based research, and practice-led research. Type B recognises that creative and design practice can itself constitute a form of inquiry and knowledge production, in line with international standards in design and art education.

The written component of a Type B project serves to contextualise, critically reflect upon, and document the creative work. It is not a separate entity but an integrated part of the research process.

Deliverables: Written report of 3,000–8,000 words plus supplementary creative/digital/print materials.

The type of deliverables is determined during submission, under the responsibility of the SP.

7. Originality and Declaration of Prior Work

This section addresses the common and legitimate practice of developing a thesis from work initiated in earlier coursework. This is standard in design education internationally.

The thesis must represent a substantial and independent extension beyond any work previously submitted for course credit. Students are permitted — and in many cases encouraged — to build upon ideas, prototypes, or research initiated during their studies, provided:

- The student discloses in the Project Proposal Form any prior coursework that forms the basis of the thesis.
- The disclosure specifies what was previously submitted, for which course, and what the thesis adds or extends.
- The Supervising Professor reviews and approves the disclosure, confirming sufficient independent work.
- The approval is recorded in writing on the Project Proposal Form.

Failure to disclose prior work that substantively overlaps with the thesis constitutes academic misconduct.

8. Code of Ethics, AI Use, and Inclusive Language

The Final Year Project must follow academic ethics: respect for scientific truth, human dignity, intellectual property, and personal data. Plagiarism and appropriation are prohibited.

AI Use

- Students may use generative AI tools (e.g., ChatGPT, DALL·E, Copilot, Midjourney, Grammarly, DeepL) in the developmental process of their work — for example, to explore ideas, generate drafts, translate, proofread, or produce reference images. AI is treated as one tool among many, not a replacement for the student's own thinking.
- Students must keep a record of how they use AI throughout the project: which tools, for what purpose, and how the output was reviewed, modified, or incorporated.
- Students may not submit AI-generated content as if it were their own original work. All submitted materials must reflect the student's own intellectual contribution. The student retains full responsibility for accuracy, originality, and academic integrity.
- If AI tools are used, this must be declared in the AI Use Appendix in the form of a report, with representative examples of input/output and the student's modifications.
- Students are encouraged to think critically about when AI enhances their work and when their own exploration, experimentation, and reflection are more valuable.
- Failure to declare AI use, or submitting AI-generated content as one's own work, constitutes academic misconduct and may lead to annulment of the project.
- If in doubt, consult the Supervisor before proceeding.
- CUT guidance on AI: <https://libguides.cut.ac.cy/c.php?g=726988&p=5303884>

Example of AI Use Declaration (included as an appendix and/or additional report)

- I declare the following use of AI tools during the completion of this project:

- Tool(s) used: [e.g., ChatGPT-4, DALL·E 3, Grammarly, DeepL]
- Purpose of use: [e.g., exploring initial ideas, generating reference images, proofreading, translating sources, generating code snippets]
- How AI output was used: [e.g., “Used ChatGPT to generate a first draft of the literature review structure, which I then substantially rewrote and expanded with my own analysis.”]
- Representative examples: [include 1–2 sample prompts and outputs as evidence]
- I confirm that all AI-generated outputs were personally reviewed, evaluated, and modified by me, and that I take full responsibility for the content of this thesis.

Report Language

The final report must be submitted in Greek. Requests to submit in English must be justified and approved by the Department through the Supervisor.

Inclusive Language

All Final Year Projects must use inclusive language, respecting diversity of gender, identity, cultural background, and roles. A guide is available from CUT.

9. Evaluation

The Evaluation Committee (SP, CP, Second Examiner) assesses projects as follows:

- 90% written report and deliverables (using the Type A or Type B evaluation form)
- 10% presentation and defence

All three evaluators score independently. The final grade is the average of the two closest marks among the three evaluators.

Possible Outcomes

- **Successful Completion (grade 5–10):** Completed with no or minor changes (submitted within 1 week, no effect on grade).
- **Incomplete (up to 5/10):** Rejected temporarily. Resubmission within 1 month. Max grade: 5/10.
- **Full Rejection (0–4.5):** Student must change topic and supervisor, retaking MGA 461 or alternative electives.

10. Intellectual Property

Copyright of the Final Year Project belongs to the student.

11. Submission and Final Deposit

- **(a) Final submission:** Final PDF to SP and CP with all deliverables as appendices.
- **(b) Library deposit:** Electronic submission to ΚΤΙΣΙΣ. Full text publicly available only if graded 8.5 or higher.

Completion of both steps is a prerequisite for grade recording.

Part 2: Evaluation Forms

Evaluation Form — Type A (Theoretical Project)

Written report of 6,000–8,000 words. One form per evaluator. Score each criterion 0–10.

Student: _____ Evaluator: _____

Criterion	Score (0–10)
RESEARCH / METHODOLOGICAL DESIGN (90%)	
Clear articulation of the research topic (research statement / motivation)	
Description of problem and objectives; relation to research field	
Literature review and identification of gaps	
Formulation of research questions / motivation / objectives	
Clarity of research methodology, tools, and procedures	
Presentation of results and correctness of analysis	
Discussion of results in connection with literature	
Synthesis, argumentation, and originality	
Language, structure, length, referencing (APA), inclusive language	
Subtotal: Research (/90)	
ORAL PRESENTATION & DEFENCE (10%)	
Oral presentation, communication, response to questions	
Subtotal: Presentation (/10)	
TOTAL GRADE	/100

Signature: _____ Date: _____

Evaluation Form — Type B (Practice-Based / Creative Project)

Written report (3,000–8,000 words) plus creative deliverables. One form per evaluator. Score each criterion 0–10.

Student: _____ Evaluator: _____

Deliverables: _____

Criterion	Score (0–10)
A. RESEARCH / WRITTEN COMPONENT (45%)	
Clear articulation of research/design topic (statement / motivation)	
Description of problem and objectives; relation to field	
Literature/precedent review and identification of gaps	
Research questions / design motivation / objectives	
Clarity of methodology (research and/or design approach)	
Presentation of results / process documentation	
Discussion and critical reflection connecting theory to practice	
Integration of theory and practice — how effectively the written component contextualises the creative work	
Language, structure, referencing, inclusive language	
Subtotal: Written Component (/45)	
B. CREATIVE / PRACTICE-BASED DELIVERABLES (45%)	
Achievement of design objective in relation to target audience	
Conceptual approach (rationale / concept)	
Design methodology and process	
Appropriateness to the problem	
Usability / effective communication	
Technical execution (accuracy, functionality, quality)	
Originality / innovation / creativity	
Aesthetics / visual quality	
Completeness and level of finish of deliverable(s)	
Subtotal: Creative Deliverables (/45)	
C. ORAL PRESENTATION & DEFENCE (10%)	
Oral presentation, communication, response to questions	
Subtotal: Presentation (/10)	
TOTAL GRADE	/100

Signature: _____ Date: _____

Part 3: Templates

A. Project Proposal Form

Completed by the student and submitted to the Supervisor and Coordinator by the end of the Fall semester.

Student name: _____ Student ID: _____

Thesis title: _____

Type of thesis: ☐ Type A (Theoretical) ☐ Type B (Practice-Based / Creative)

Supervising Professor: _____

Abstract / Project Description (100–150 words)

For Type A: describe the research problem, theoretical framework, and expected analytical approach. For Type B: describe the creative/design objectives, the relationship between the written and practical components, and the intended deliverables.

Sections /Chapters

1. Research Problem

2. Research Questions & Objectives

Type A: formulation of research questions. Type B: what the practical work seeks to investigate.

3. Context & Literature Review / Critical Review

Type A: theoretical framework, literature review. Type B: critical analysis of comparable works.

4. Proposed Methodology / Approach

Type A: research methodology. Type B: design approach, artistic choices, technologies, and their rationale.

5. Proposed Data Collection / Practice Procedure

Type A: data collection instruments and procedures. Type B: development and testing plan; proposed deliverables beyond the written report.

6. Proposed Data Analysis

Type A: data analysis methods. Type B: critical analysis of work in relation to research questions.

7. Expected Results / Expected Contribution to Knowledge

Work & Time Management

Division into work packages, scheduling (Gantt chart recommended), risk assessment, available resources, stakeholders.

Declaration of Prior Work

Required. If the thesis builds on work previously submitted for a course, provide details below.

Does this thesis build on prior coursework? ☐ No ☐ Yes

If yes:

Course(s): _____ Semester: _____

Description of prior work: _____

What the thesis adds/extends: _____

Supervisor approval: ☐ Confirmed — the thesis scope represents sufficient independent work.

Ethics Issues and AI Use Declaration

References

Student signature: _____ Date: _____

Supervisor signature: _____ Date: _____

B. Interim Progress Report

Submitted in Weeks 1–3 of the Spring Semester (MGA 461).

Student name: _____

Thesis title: _____

Progress Summary

Description of work carried out, completed activities, and initial findings. Are you on track relative to your plan/gantt chart?

Problems / Challenges

Next Steps

Supervisor's Comments

Student signature: _____ Date: _____

Supervisor signature: _____ Date: _____

C. Topic Submission Form (for Professors)

Supervising Professor	
Thesis Title	
Thematic Area	Multimedia / Graphic Arts / Both
Type of Research	Theoretical / Applied / Practice-based
Short description (~100 words)	
Deliverables (beyond written report)	
Additional Information	e.g., prerequisite courses, equipment, required skills

D. Sample Structure of Final Year Project

Basic Structure

- Cover Page (title, full name, date, Department)

- Abstract in Greek and English (100–150 words)
- Table of Contents
- 1. Introduction / Research Problem
- 2. Research Questions & Objectives
- 3. Context & Literature Review
- 4. Methodology / Approach (Type A: research methodology; Type B: design approach and rationale)
- 5. Data Collection (Type A) / Practice Procedure (Type B: creative process and development)
- 6. Data Analysis (Type A) / Critical Reflection on Creative Work (Type B)
- 7. Results / Contribution to Knowledge
- 8. Conclusions & Implications
- Ethics Issues and AI Use Declaration
- References (APA or other approved system)
- Appendices (questionnaires, code, screenshots, AI use examples, deliverable documentation)

A writing guide and template are available from the University Library: <https://libguides.cut.ac.cy/etds>