

HAIGAZIAN UNIVERSITY



Graduate Handbook

Guide to the preparation of a Master's Thesis

Beirut
2012

Approved by the HU Cabinet on August 22, 2012.

TABLE OF CONTENTS

Graduate Studies Committee	2
I. Guide to the preparation of Master’s theses	3
Introduction	3
II. Comprehensive Examination	4
Masters of Arts.....	4
Scheduling	4
III. Graduate Thesis Procedures: Initiation, Preparation and Submission	5
1. Selecting Thesis Advisor, Topic and Formation of Thesis Committee	5
Role of the Thesis Committee’s Chair	6
Role of the Thesis Committee Members.....	6
2. Approval of thesis proposal.	7
Preparing a Thesis Proposal	7
3. Submission of the thesis.....	8
4. Scheduling the Thesis Defense	8
General Formatting Guidelines.....	10
Pagination	11
Title Page.....	12
Signature Page-Appendix 4.....	12
Copyright Page-Appendix 5.....	12
Dedications	12
Table of Contents.....	12
List of Tables.....	13
List of Abbreviations, Acronyms	13
Main Text	13
Bibliography (list of References)	14
Appendices	14
5. Submission of the final thesis	14
Regulations	16
Authorship of Theses	16
Academic Honesty	16

GRADUATE STUDIES COMMITTEE

Purpose & Functions of the Graduate Studies Committee (GSC)

The membership shall consist of the Deans, the Registrar and a faculty member from each of the graduate programs appointed by the respective Dean. The Committee elects its own chair and secretary.

In relation to the Graduate program, the Committee shall have supervisory responsibility. It approves the curriculum and recommends new courses, academic policies and changes to the Curriculum Committee for approval and then to the Faculty Assembly. In relation to the students, and based on the recommendation of the respective departments, the Committee admits the candidates to the program, supervises their progress and comprehensive exams, and approves the thesis committee of each candidate and the list of graduates. The main functions of the Graduate Studies Committee are:

- ✓ Formulate and recommend to the Faculties academic policies affecting graduate matters such as academic standards, degree requirements, and admission policies.
- ✓ Evaluate proposals and recommendations of faculty members, departments, and university committees for their effect on the whole graduate program.
- ✓ Hear appeals from the departments relative to disciplinary Issues.
- ✓ Recommend to the president the names of graduate students eligible for academic scholarships and graduate assistantships.
- ✓ Present to the president an annual report of the activities of the committee prior to the close of the academic year.

I. Guide to the preparation of Master's theses

It is strongly recommended that thesis advisors and graduate students become thoroughly familiar with the contents of this guide before the preparation of the thesis. It is worth noting that Departments have different requirements when it comes to style and formatting guidelines for all master's theses. For example, different departments may use specific style manuals or sets of instructions for footnotes, end notes, lists of references, and other discipline-specific materials. Therefore, it is important for students to check with their respective departments to ascertain their specific requirements. In all matters, however, university-wide approved policies and procedures shall not be contradicted by those of the individual department.

If a question occurs that is not addressed in this guide, students are advised to consult their thesis committee.

Introduction

A thesis is the original product of a systematic research study of an important issue or problem. It begins with a survey of existing and latest literature review on the issue being studied, states the importance of the research being undertaken, and the theory of the thesis and the derived hypotheses. It then, describes the methods used in collecting and analyzing the data, and finally it offers a conclusion and recommendations. The thesis will not be accepted until an oral defense has taken place proving that original thinking and critical analysis have been used.

All the rules and regulations pertaining to the preparation and presentation of the thesis shall be governed by the procedures included in this document. It is the responsibility of the students to get acquainted, to understand and meet the standards for theses preparation stated in this guide.

The joint goal of students, faculty, staff and administrators at Haigazian University is to produce original and high quality theses in terms of content, presentation and finished product in a professional, efficient and equitable way.

II. Comprehensive Examination

Masters of Arts

The Masters of Arts studies program requires a comprehensive examination (**not applicable for MBA**). The first part includes the completion of the courses required by the university as shown in the catalogue. After the completion of the courses the research phase starts.

Comprehensive Examinations

The purpose of the Comprehensive Examination is to assess the extent that students have developed strong analytical, problem-solving and critical thinking abilities as well as the required breadth and in-depth knowledge of the discipline. The Comprehensive Examination may be taken when the student has:

- completed 24 credits including Research Method course.
- maintained 80% average or above.

Scheduling

Students have to register for the comprehensive examination, like any other course, during course registration at the beginning of the semester.

In scheduling written comprehensive examination, the Department concerned suggests that the Major Professor/Advisor allow the comprehensive examination committee members at least one week to write their questions, set guidelines and evaluate within ten days the student's answers using a comprehensive evaluation rubric. The results will be posted on the portal.

If, due to student failure in the first attempt, the Comprehensive Examination Committee recommends a second examination which **is usually scheduled for the following semester** in which the first Comprehensive Examination was taken. If the student fails the exam a second time, the student will be automatically dropped from the program.

After completion of courses and comprehensive examination (where applicable) the following is the chronology of the thesis preparation stage:

- 1- Selection Thesis Advisor, Topic and Formation of Thesis Committee.**
- 2- Approval of thesis proposal.**
- 3- Submission of thesis.**
- 4- Scheduling of oral defense.**
- 5- Submission of final thesis.**

III. Graduate Thesis Procedures: Initiation, Preparation and Submission

1. Selecting Thesis Advisor, Topic and Formation of Thesis Committee

Once the student has completed the graduate departmental requirements then he/she must select and agree with a Thesis advisor (a faculty member at Haigazian University) and follow the procedures.

Students may select their thesis advisor for a variety of reasons:

- their areas of expertise,
- the types of research they do,
- their availability
- or simply because the student feels that they work well together.

The role of the thesis advisor is to work closely with the student where the advisor guides the student in developing research question, provides assistance when needed, supervises the gathering of thesis data, and provides feedback on student's writing and the organization of thesis, within the reasonable time frame agreed upon.

Once a student decides on a thesis topic and with the help of his/her advisor, the student selects two other faculty members to be the readers, who provide a rich input on the written product of the thesis (Master's Thesis Committee). Masters theses' Committees therefore, consist of a minimum of **two faculty** members who teach at the Graduate level.

After the committee has been established, a completed Request for Thesis Committee form (*Appendix 1*) should be submitted to the Graduate Studies Committee.

Role of the Thesis Committee's Chair

The Thesis Committee Chair (also called Thesis Advisor) has the leading role in guiding the student in a thesis, from its inception to acceptance by the university, and assumes a special mentoring role to help the student excel. The Committee's Chair is the student's primary mentor. His/her role is to:

- assist the student in his/her research by redirecting, limiting or expanding portions of the research when it is deemed appropriate;
- inform the student of all major deadlines and milestones in the process,
- make sure that the student adheres to all University policies related to the completion of a thesis;
- regularly schedule committee meetings so that committee members stay informed of the student's progress;
- read and evaluate all drafts;
- ensure that the final draft is ready for a defense with agreement from the committee;
- schedule the defense;
- chair the defense;
- follow-up to make sure that the student incorporates all revisions, corrections, and suggestions resulting from the defense;
- verify that the final copy submitted is formatted correctly according to the guidelines and is free of factual errors.
- assure that Theses are of high quality and will reflect positively on the department. Thus, the Thesis Committee Chair is especially alert to assure that the student has the proper preparation in terms of coursework and research skills to pursue the proposed research and scholarship.

Role of the Thesis Committee Members

Once faculty members agree to serve on a candidate's committee, the Committee Members are expected to:

- provide ideas or suggest additional or new options of research
- attend all scheduled committee meetings
- stay informed of the student's progress and the suggestions made by other committee members
- approve, recommend modification, or disapprove the thesis proposal
- read and evaluate preliminary drafts as necessary;
- read and evaluate the final draft;
- participate in the defense;
- assist the Chair in ensuring that the submitted manuscript is formatted correctly according to the guidelines and is free of factual errors.
- review all submissions by the candidate in a timely fashion
- offer appropriate constructive responses
- perform duties and assessments as needed.

2. Approval of Thesis Proposal.

Preparing a Thesis Proposal

Before beginning the Thesis a student is expected to complete a proposal that clearly specifies what the thesis will involve and defend it. The student will submit the thesis proposal to the Graduate Studies Committee with a completed Thesis Proposal form (*Appendix 2*) as required by Faculty or Program- to the chairperson of the department, signed by the thesis advisor and all the members of the thesis committee. A proposal should include the following:

- ✓ Title page
- ✓ Introduction to the problem
- ✓ A statement of the problem, along with any hypotheses under consideration;
- ✓ Justification of the research project
- ✓ Brief review of Previous Research
- ✓ Approach/methods
- ✓ Implications/Significance of research
- ✓ List of references
- ✓ Work plan including time table

Title page

It should contain a short, descriptive title of the proposed thesis project (should be fairly self-explanatory), author, institution, department and research advisor.

Introduction to the Problem

This section sets the context for the proposed thesis and must capture the reader's interest. It should explain the background of the study starting from a broad picture narrowing in on the research question. It should review what is known about the research topic (previous research) as far as it is relevant to the thesis and cite relevant references.

A statement of the problem, along with any hypotheses under consideration

This statement can take the form of a hypothesis, research question, project statement, or goal statement. It should justify the research topic, capture the essence of the intended project and also help to put boundaries around it.

Approach/methods

This section should contain an overall description of the approach, materials, and procedures used. Need to include a brief description of type of research (qualitative/quantitative), instruments used, rationale for type of data collection, method of data analysis, any ethical constraints /issues.

It should detail the limitations, assumptions and range of validity. Citations should be limited to data sources and more complete descriptions of procedures.

Work plan including time table

This should include a detailed description of what the student plans to do until completion of the thesis.

It should list the stages of the thesis in a table format and indicate deadlines set for completing each stage of the thesis, including any work already completed.

Implications/Significance of Research

What new knowledge will the proposed thesis produce that is not already known?

Why is it worth knowing, what are the major implications?

List of references

The student must cite **all** ideas, concepts, text, data that are not his/her **own**. If a statement is made it should be checked up with data and a reference. All work will be professionally checked for plagiarism. All references cited in the text must be listed. Each department decides how references are listed.

Once modifications are approved, the committee signs the Thesis Proposal Approval form (*Appendix 3*) and a copy of the form is filed with the Graduate Studies Committee. The student may then proceed with research.

As work begins on the research proposal, the thesis advisor will provide guidance and critical assessment, but the student is ultimately responsible for the proposal's development.

3. Submission of the Thesis

From thesis proposal approval and on, the work will involve the student, the thesis advisor and the Thesis Committee. When the work is read and approved by the thesis advisor and the thesis committee, the following step is scheduling the Thesis Defense (*Appendix 4*). The final draft of the thesis shall be submitted to each member of the thesis committee in soft copy at least three weeks before the date of the thesis defense. The thesis defense shall be announced at least **two weeks** in advance.

4. Scheduling the Thesis Defense

The thesis defense is administered by the thesis committee, and it must be carried out no later than **January 10 or May 30** for students who wish to graduate at the end of the **Fall** or the **Spring** semesters, respectively.

The thesis advisor will also send an invitation at **least two weeks** prior to the defense date, to:

- Graduate studies committee,
- Faculty members interested in the topic (minimally all faculty in the department),
- President
- The department chair
- Other graduate students in the department or program
- Outside guests as agreed upon with the advisor

The invitation will include the abstract of the thesis so as to inform the attendees of the topic, the key issues, and significant findings, title, time and place.

Generally, the student will present the thesis (20 minutes) and respond to questions from the thesis committee members and audience (30 minutes). Immediately following the thesis defense, the thesis committee will convene and make a decision. The thesis advisor will then report in writing (*Appendix 5*) to the Graduate Studies Committee whether the student was awarded a "pass", pass with additional work or a "fail." If the thesis committee requires from the student additional work to be done, the work should be submitted within 10 days in a bound and signed form.

If the committee awards a "fail," the Graduate Studies Committee will make the final decision regarding the student's continuation in the graduate program.

General Formatting Guidelines

The following paragraphs state Haigazian University format requirements, which all Theses must follow.

NOTE: All other aspects of format not explicitly specified as university format requirements are the responsibility of the department, which shall maintain such requirements in up-to-date written form at a sufficiently detailed level, and make them readily available.

Paper

The original of the thesis is printed on (A4), 20 or 24 pound weight, 100 percent cotton copy, plain white paper. Erasable papers are not acceptable. The full binding margin of 40 mm must be allowed on the *left* side of odd pages and the *right* side of even pages. Other margins must be 25mm minimum.

Margins

A margin is a blank space surrounding the text and extending to the paper's edges, in which nothing appears, not even page numerals.

The left, top, and bottom margins measure 3 cm and the right margin 2.5 cm

1½ line spacing is advised, but at least double line spacing should be used for text that contains many subscripts and superscripts. Quotations may be indented.

Typeface

The thesis uses one side of the paper only, double-spaced, with a 12 point size typeface of letter-quality black printing only. A legible typeface must be used.

Use italic (script) print only for foreign words, book and journal titles, and special emphasis. Students may use type of somewhat larger sizes for chapter headings, but do not use sizes larger than 14 point. Error correction by a cement-over process (opaque liquid and others) or any similar method is not acceptable.

Different type faces can only be used within tables, figures, and appendices.

Tables and Figures

Tables and figures are placed as close as possible to the first reference to them in the main text or may be placed in appropriate appendices at the end of the thesis. Departments will provide specific guidelines about placement.

Tables are comprised of data, such as statistical information, which are typed in column and row format.

The word “figure” includes the word “illustration,” so that those theses that combine various forms of graphics would list all of them together in a single “list of figures.”

Type figure numbers and captions at least two lines below the figure. Illustrative materials such as graphs, charts, diagrams, plans, maps, and photographs, are referred to as figures. Tables and figures are numbered uniquely, consecutively, and in separate sequences, and conform to department guidelines.

Figures contained on large size paper are to be folded to the A4 page size and follow thesis margin requirements.

Notes

Placement of notes, footnotes, etc. is determined by individual department guidelines, and is consistent within the thesis.

- Place footnotes, if used, at the bottom of the appropriate page, at the end of each chapter, or at the end of the document. Refer to the style manual you have chosen. Notes are usually single-spaced. If you group your notes at the end of each chapter, begin them on the first page following the text of that chapter. Also begin the first page in each note section with the heading “Endnotes to Chapter ___” or “Notes to Chapter ___.”
- Footnotes should be inserted at the foot of the relevant page in single line spacing. Smaller type may be used, if available. A line should be ruled between footnotes and the text. Footnotes should be numbered consecutively throughout the thesis.

Pagination

- Page numeration is indicated with lower-case roman numerals (iii, iv, etc.) for the front matter and a sequence of Arabic numerals (1, 2, etc.) continuing through the text, bibliography/references, and any appendices.
- Pages should be numbered consecutively and the position of page numbers (candidate’s choice or as advised by the thesis advisor) should be consistent throughout.
- Do not type a number on the title page or signatory page. Page numbers must be 2 cm from the right end of the paper on the first line of every page.
- Preliminary pages, except the approval page and title page, are numbered using lower case Roman numerals (ii, iv, etc.). All preliminary pages, except the approval page, are counted in pagination. After the preliminary pages, all other pages of the thesis or project report are numbered using standard Arabic numerals and are counted in pagination.

Arrangement of the Thesis Parts

The main text is preceded by preliminary pages arranged in the following order: thesis approval (signature) page, title page, copyright page, acknowledgements (if any), abstract, table of contents, list of tables (if any), list of figures (if any), and list of illustrations (if any). The approval and title pages follow approved university format. The abstract summarizes the purpose and scope of the study, the principal findings and their significance. The main text is divided into chapters. When present endnotes, glossary, list of references, appendices, and index follow the main text, and in that order. Each preliminary page, chapter in the main text, the start of endnotes, references and appendices, begins on a new page.

Title Page

- *(Centered)* Title of thesis
- *then* ‘Thesis submitted in accordance with the requirements of Haigazian University for the degree of Master in Arts or Master in Business Administration (or other degree as appropriate) by *full forenames and surname.*’
- *then (centered)* Date (month and year) with suitable line spacing.
- The title should be in capital letters 5 cm from the top. The name as author must be the legal name.
- The title of the degree and the name of the University should be spelled correctly.
- The date on the title page must be the month and year of graduation (not the date of thesis defense).

Signature Page-Appendix 6

Copyright Page-Appendix 7

Dedications

- Short statements of dedication (e.g., thanks to one’s thesis advisor, to other professors, to people who have given support) may appear on a separate page right after the abstract. The page may have an appropriate heading in the style used for headings (e.g., “DEDICATION”), or such heading may be absent.

Abstract

- The abstract follows the committee signature page and has the heading “Abstract”

It must be double spaced. The abstract is a brief summary of the thesis proposal; its length should not exceed ~200 words. It should present a brief introduction to the issue, make the key statement of the thesis, give a summary of how to address the issue and include a possible implication of the work, if successfully completed.

Table of Contents

- The table of contents is essentially a topic outline of the thesis. It is compiled by listing the headings in the thesis.
- The table of contents must show chapter headings and page numbers. All separate sections of the thesis, such as bibliography, lists of abbreviations, list of tables, figures/illustrations, etc. supporting papers, etc., must also be identified on the contents page.

List of Tables

- The heading should appear at the top of the page and is usually bold and centered.
- The wording of the entries matches exactly the wording of the table captions in the text.
- Table captions are placed directly above the tables. They immediately follow the table number, and are single spaced.

List of Figures

- The heading should appear at the top of the page and is usually bold and centered.
- The wording of the entries matches exactly the wording of the figure captions in the text.
- Each figure in the text will have a number and caption (title and, if appropriate, brief explanatory information).
- Figures must be numbered in separate sequences according to the order they appear in the thesis (consecutively throughout beginning with 1). A decimal system by chapters can be an alternative: the first table in chapter 2, for example, would be Figure 2.1, the second Figure 2.2.
- Place figure numbers and captions at least two lines below the figure.

List of Abbreviations, Acronyms

Main Text

The main text usually includes an introductory chapter, a literature review of previous work in the field of research, the specific problems/hypotheses to be investigated, a complete discussion of the methodology used, analysis of the results and their significance, and a summary/recommendation.

Each of these major divisions, usually called a chapter, should begin on a new page.

Headings and Subheadings

Individual department guidelines are followed. Regardless of specific style, headings and subheadings of chapters and sections are constructed and presented in a consistent manner within a thesis. Major headings appear centered in all capitals and begin 2 inches (app. 3.5 cm) from the top of the page.

Diagrams, maps, illustrations and supporting material

This description can be with the general formatting guidelines section

Diagrams, maps and illustrations should be placed as near to the relevant text as possible. If it is necessary to place illustrations in a separate volume, the binding must match that of the text.

Photographs must be prints of good quality and adequate size. Identical and permanent prints of any monochrome or color photographs used must be securely mounted in each copy of the thesis.

Published papers submitted in support of the thesis should be sewn in by the bookbinder as an appendix.

Essential material that cannot be sewn in (large charts, tapes, floppy disks, CDs, microfiches, etc.) must be placed securely in a pocket attached to the inside back cover of each copy by the bookbinder. Before submitting material that cannot be read without special facilities, candidates must satisfy themselves and their supervisors (*a*) that it is essential to include such material and (*b*) that the Examiners have ready access to such facilities.

Bibliography (list of References)

For reference citation format, a thesis follows the guidelines specified by the student's individual department and must be consistent within the thesis.

Appendices

Material that goes into the appendix:

1. Material considered important that it supplements the content of the paper but could be too distracting (such as samples of a survey used, any other special documents, etc.)
2. Material that is very detailed (“raw” research data, quoted material too long for the text, procedural explanations), may be placed into an appendix or appendices.
 - If only one appendix: label it Appendix
 - If more than one appendix: label each one with a capital letter (Appendix A, Appendix B, etc.) in the order in which it is mentioned in the main text
 - Each appendix must have a title and begin on a separate page
 - The heading (e.g., Appendix A) and the title appear on the same line, separated by a colon or period.
 - The heading should be bold and centered.
 - The appendix material begins four single-spaced lines below the heading.

5. Submission of the final Thesis

Number of Copies of thesis to Be Submitted

Three hard copies of each thesis must be submitted to the University Thesis Advisor. One copy will be placed in the Library (along with a soft copy on a CD), two copies will be given to the thesis committee members and the soft copy (pdf file) will be placed in the Department.

Restrictions on access to thesis

An author may impose restrictions on access to theses and copying annually for up to five years, if the Chairman of Department endorses the author's statement that such restriction is necessary for good reasons, e.g. preparation for publication or a patent application. This will not prevent the publication of the Abstract. Permanent restriction is not permitted.

Typing, printing and copying

Type must be uniform and clear in all copies, for both text and illustrations. The minimum height for capital letters is 2 mm and the minimum x-height (height of lower-case 'x') 1.5 mm. A personal computer with a printer of good quality (e.g. laser or inkjet) must be used to produce the first copy. Good, permanent photocopies on plain paper are acceptable for the second and third copies. Copies made by chemical means, which may fade, are not acceptable. The copier must be checked before use to ensure that it does not produce extraneous marks on the copies.

Permanent binding

The thesis to be bound in book form in a strong cloth of any suitable color (green, black, red). Paper weight 80-100g. Maximum thickness 250g. If of greater thickness, two or more volumes per copy will be required. The binding of all volumes must be identical. The thesis should be bound in such a way that it can be opened fully for ease of microfilming.

Lettering on permanent bindings to be in gold. *Front cover*: title of thesis. *Spine*: Top: degree. Middle: surname and initials. Bottom: year of submission.

Further Advice

A range of materials and related bibliographies that offer advice on the preparation of theses, methods of bibliographical reference can be found on Haigazian University web-site at www.Haigazian.edu.lb/gradschool/tools.

SUMMING UP

Page order in the Thesis
Flyleaf (blank sheet for hard copy paper copies only)
Title Page
Approval Page
Abstract Page
Preface (optional)
Dedication (optional)
Acknowledgements (optional)
Table of Contents
List of Tables
List of Figures
List of Charts, Illustrations, Photographs, Symbols, etc.
Main Text -Always starts on page 1
Bibliography (References or Works Cited)
Appendices
Flyleaf (blank sheet for hard copy paper copies only)

Regulations

Authorship of Theses

It is university policy that a thesis may be authored by one and only one student (i.e, a thesis may not be authored jointly by more than one person). All work will be professionally checked for plagiarism.

Academic Honesty

Plagiarism is the passing on the ideas of others without acknowledgment or change. It involves taking of personal credit for work done by others or citing literature without mentioning the source, the author and the year. Even when the information is completely paraphrased, one still needs to acknowledge the original source. Since plagiarism is an ethical academic offence, any evidence of it shall entail a failing grade and eventual dismissal from the university.

Each student is responsible for performing academic tasks in such a way that honesty is not in question. Unless an exception is specifically defined by an instructor, students are expected to maintain the following standards of integrity.

1. All tests, term papers, oral and written assignments, and recitations are to be the work of the student presenting the material. Purchasing research reports, inventing or fabricating data for research are all forms of plagiarism.
2. Any use of wording, ideas, or findings of other persons, writers, or researchers, requires the explicit citation of the source; use of the exact wording requires a “quotation” format.
3. Deliberately supplying materials to a student for purposes of plagiarism is also culpable.

A faculty member who has proof that academic honesty has been violated may take appropriate disciplinary action, including not granting credit for the course. If a faculty member has reason to suspect academic dishonesty but is unable to prove it, he/she may require additional and/or revised work from the student. A faculty member shall bring to the attention of the Dean all violations of academic honesty. The Graduate Studies Committee may place on probation, suspend, or expel any student who violates the academic honesty policy.