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# STUDENT GRADUATE PROGRAM HANDBOOK

*Dear Graduate Student,*

*The purpose of this student handbook is to provide you with essential information about graduate studies at Haigazian University, starting with, but not limited to, program requirements, rules and regulations, relationship with advisor, and ending with steps of thesis writing. We like to consider this manual as a guide that helps you to take ownership of your graduate journey as you plan and organize your academic experiences in a way that meets your learning profile and needs. Accordingly, you are responsible for knowing, comprehending, and harnessing the information in this handbook.*

## **1. Mission of HU**

Haigazian University aspires to be the institution of choice for students of diverse backgrounds seeking a personalized, quality academic experience that prepares them to serve in their respective communities and society at large.

## **2. Vision for Graduate Studies**

Inspired by the Armenian Evangelical heritage and following the American liberal arts educational model Haigazian University's mission is to promote academic excellence, values, ethics, leadership, heritage and tradition.

### ***Academic Excellence***

The University promotes academic excellence and prepares its graduates to face 21st century challenges in a global context.

The University provides quality, personalized education for students. The curriculum incorporates critical thinking as well as knowledge and skills in the use of information technology, encouraging research and life-long learning.

### ***Values, Ethics & Leadership***

The University creates an environment of trust, respect, and non-discrimination. It encourages cultural and religious diversity and promotes respect for the individual. Personal integrity and ethical conduct are integral values in all domains of its endeavors.

Haigazian University emphasizes leadership development to its students in their fields, and in the broader communities that they serve.

### ***Heritage and Tradition***

As a Lebanese institution, University's mission is informed by a variety of enriching traditions. With its roots in the Armenian Evangelical heritage, which promotes a harmony of faith and learning, and with its Armenian Diaspora experience, which testifies to resilience and progress, the University strives to disseminate and promote knowledge about Armenian civilization and heritage. The life of the University reflects the rich, cosmopolitan,

and pluralistic society of Lebanon. It promotes dialogue, harmony, and integration among all sectors of the Lebanese community.

### 3. Graduate Majors at HU

Haigazian University offers the following graduate programs in two faculties: Business Administration & Economics, and Social & Behavioral Sciences.

#### Faculty of Business Administration & Economics (FBAE)

- General MBA
- MBA in Accounting
- MBA in Finance
- MBA in Human Resources Management
- MBA in Management
- MBA in Marketing

#### Faculty of Social & Behavioral Sciences (SBS)

- MA in General Psychology
- MA in Psychology; Emphasis Clinical
- MA in Psychology; Emphasis Counseling
- MA in Psychology; Emphasis Industrial/Organizational
- MA in Psychology; Emphasis Marketing and Advertising
- MA in Education; Emphasis Administration & Supervision
- MA in Education; Emphasis Special Education

### 4. Admission Criteria

In order to pursue a graduate degree, students must be formally admitted by the appropriate graduate department. Each graduate program has specific admission requirements, which are set by the academic department, and mentioned below:

- A Bachelor's degree or its equivalent from an accredited institution of higher learning.
- A cumulative average of 80 or higher at the undergraduate level in the courses of the same major that will be pursued in the Master's Program. Note that psychology applicants, who do not have an undergraduate degree in psychology, must accumulate a minimum of, at least, 30 credits in undergraduate Psychology courses (including statistics and research design) and score an average of 80, before being admitted to the graduate program. Similarly, education applicants, who do not have an undergraduate degree in education, must first earn a TD (teaching diploma) and score an average of 80, before being admitted to the graduate program. And note that business applicants, who do not have an undergraduate degree in business, must complete prerequisite/core courses, before being admitted to the graduate program. On this see the next section on **special towards MBA**.
- A minimum score of 550 in the Institutional TOEFL or its equivalent (79 in iBT or 6 in IELTS), and the GMAT for the MBA program.
- A minimum score of 600 in the Institutional TOEFL or its equivalent (100 in iBT or 7 in IELTS) and the GRE for the MA program.
- An interview of the applicant by the SBS faculty (only for the MA program)

## 5. Student Categories

**Regular Students** are Graduate students who follow the MA or MBA programs from the beginning. Another category of students is the **special towards MBA students**. The special towards MBA students are applicants to the MBA Program who fulfill the admissions requirements but hold an undergraduate degree other than in Business Administration and hence, are admitted under this category to complete prerequisite/core courses of the Program before taking graduate courses. A special towards MBA student is not allowed to fail an undergraduate course. A special towards MBA student is promoted to the Graduate Program if he/she:

- Has obtained an average of 80 in the prerequisite courses.
- Has not failed a course.
- Has not repeated more than one course.

A special towards MBA student who fulfills these requirements should petition for change of status by submitting the Change of Status form to the Registrar's Office.

## 6. Competencies and Attitudes needed at the Graduate School

**Academic Skills:** Students are expected to work regularly on developing their reading, researching, critical thinking, writing skills, and a minimum level of technological awareness. Certain students who need additional guidance with writing academic papers can resort to the Writing Center where they can be helped in such skills. That said, however, it is important to note that the main academic responsibility rests on the graduate student, who is expected to enrich his/her academic knowledge and skills throughout the academic journey

**Self-Discipline:** Based on the above, graduate students are regarded as responsible and independent learners by their teachers at the graduate school. Teachers expect their students to monitor their own learning (metacognition), learn how to be autonomous in their studying and research as well as apply efficient and effective time management. In short, self-discipline is a skill that should be worked hard on from the first day of graduate school. In addition to being accountable for meeting academic deadlines, graduate students should also respect the university's rules, regulations and all significant bureaucratic deadlines.

**Boundaries:** It is important for students to respect the established boundaries between themselves and others in the academic environment. Channels and types of communication could be different from one professor to the other and that by itself has to be taken into consideration by the student. Students with feelings of entitlement should reconsider such a behavior because it will not be tolerated by the faculty. As much as some professors like to guide and mentor their students, this does not mean that students have the right to ignore the set rules and mode of behavior between themselves and their professors.

**Academic Honesty:** The academic honesty policy of *Haigazian University* states the following:

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:

- All test, term papers, oral and written assignments, and recitations are to be the work of the student presenting the material.

- 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.
- Deliberately supplying material 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 dishonesty. The Dean may place on probation, suspend, or expel any student who violates the academic honesty policy (**Haigazian University Catalog**)

## 7. Student Rights/Responsibilities

**Freedom of Access:** Haigazian University is open to applicants qualified according to the published admission policies and standards. Upon enrollment each student has access to all HU services and facilities to which he/she is entitled. Access may be denied to those who are not HU students.

**Classroom Rights and Privileges:** Instructors are expected to encourage open discussion and inquiry. Students may take reasoned exception to information offered in any course and should make judgments on matters through informed opinion. Protection against Improper Disclosure Students’ views, political associations, and beliefs which are confided to instructors, advisors, and counselors during the performance of their duties are confidential.

**Privacy Rights:** No one outside HU may have access to, nor will HU disclose, any information from a student’s educational or health record without the written consent of the student. Exceptions are HU personnel, officials of other institutions in which the student seeks to enroll, persons or organizations providing the student’s financial aid, accrediting agencies carrying out their accreditation functions, persons in compliance with a judicial order, and persons in an emergency seeking to protect the health or safety of the student or other persons. Within the HU community, only members acting in the student’s educational interest, individually or collectively, are allowed access to student educational records. These members include personnel from the offices of the President, the Dean, the Chief Financial Officer, the Registrar, Financial Aid, Admissions, and Academic Advising, as well as academic personnel within the limitations of their need to know.

**Responsibilities:** It is the responsibility of the student to be familiar with the information presented in the HU catalog and to know and observe all policies and procedures related to the program he/she is pursuing. Regulations will not be waived nor exceptions granted even if a student pleads ignorance of policies or procedures. Although academic advisors will assist students in every way possible, the responsibility for following all policies and meeting all requirements and deadlines rests with the student. A student is expected to satisfy the requirements of the catalog in effect at the time he/she is admitted and begins course work in a degree program. However, a student may elect to graduate under the catalog in force at the time of his/her graduation, provided the departmental chair approves (**Haigazian University Catalog**) and the student complies with all requirements of the latest catalog.

## 8. Requirements of the MBA Degree Journey

**Course Work. Degree Requirements:** The curriculum consists of two parts, prerequisite/core courses and professional/core courses. The prerequisite/core courses are defined by the course requirements listed below, and their completion is a prerequisite to enter the professional/core courses.

Note that all or part of the prerequisite/core courses may be satisfied by a student's prior work at the undergraduate level. The professional/core courses consist of 39 credit hours of advanced course work that substantially extends and applies knowledge developed in the prerequisite/core courses (24 cr.), which are the following:

- Finance
- Financial Accounting
- Management
- Managerial Accounting
- Marketing
- Microeconomic Theory
- Operations Research
- Quantitative Methods

**Thesis.** The thesis must reflect the student's skills and efficacy in conducting independent research, reporting it, and defending the research and findings to a thesis committee and the public. The thesis must be a contribution to the field. The thesis is to be written in English. It should follow the scientific research report format of the latest edition of the **APA**. Please see the last section of this handbook, (**section 25- Steps of the Thesis Journey**), for detailed information regarding the writing of the thesis.

**List of Required Business Courses.** See below the courses of the different MBA graduate programs.

**General MBA (39 cr.)**

Professional /Core Courses

(30 cr.)

BAD 301 Research

Methodology

BAD 306 Financial Analysis  
and Management

BAD 315 Economic Analysis of the Firm

BAD 316 Statistical Methods for Business  
Decisions

BAD 318 Marketing Policy

BAD 325 Managerial and Cost Accounting  
Analysis

BAD 346 Quantitative Models for Business  
Decisions

BAD 351 Human Resource Management

BAD 358 Strategic Management

BAD 375 Management Information Systems

Electives (6 cr.) Any 2 electives in the

Department BAD 399 Thesis (3 cr.)

**MBA in Accounting (39 cr.)**

Professional /Core Courses

(36 cr.) BAD 301 Research

Methodology

BAD 306 Financial Analysis  
and Management

BAD 315 Economic Analysis  
of the Firm  
BAD 316 Statistical Methods for Business  
Decisions  
BAD 318 Marketing Policy  
BAD 325 Managerial and Cost Accounting  
Analysis  
BAD 326 Intermediate Accounting  
BAD 327 Advanced Accounting  
BAD 328 Advanced Auditing Topics  
BAD 329 Seminar in Tax Research  
BAD 346 Quantitative Models for Business Decisions  
BAD 358 Strategic Management  
BAD 399 Thesis (3 cr.)

**MBA in Finance** (39 cr.) Professional  
/Core Courses (36 cr.)

BAD 301 Research Methodology  
BAD 306 Financial Analysis and Management  
BAD 307 Investment Analysis  
BAD 308 International Finance  
BAD 309 Options, Futures and Other Derivatives  
BAD 310 Corporate Finance  
BAD 315 Economic Analysis of the Firm  
BAD 316 Statistical Methods for Business Decisions  
BAD 318 Marketing Policy  
BAD 325 Managerial and Cost Accounting Analysis  
BAD 346 Quantitative Models for Business Decisions  
BAD 358 Strategic Management  
BAD 399 Thesis (3 cr.)

**MBA in Human Resources Management** (39 cr.) Professional/Core Courses (36 cr.)

BAD 301 Research Methodology  
BAD 306 Financial Analysis and Management  
BAD 315 Economic Analysis of the Firm  
BAD 316 Statistical Methods for Business Decisions  
BAD 318 Marketing Policy  
BAD 325 Managerial and Cost Accounting Analysis  
BAD 351 Human Resource Management  
BAD 352 Organization Theory  
BAD 356 Communication and Negotiation in Employee Relations  
BAD 357 HR Development and Training  
BAD 358 Strategic Management  
BAD 359 International Human Resources Management  
BAD 399 Thesis (3 cr.)

**MBA in Management** (39 cr.)

Professional /Core courses (36 cr.)  
BAD 301 Research Methodology  
BAD 306 Financial Analysis and Management

BAD 315 Economic Analysis of the Firm  
BAD 316 Statistical Methods for Business Decisions  
BAD 318 Marketing Policy  
BAD 325 Managerial and Cost Accounting Analysis  
BAD 346 Quantitative Models for Business Decisions  
BAD 351 Human Resource Management  
BAD 352 Organization Theory  
BAD 354 Leadership  
BAD 355 Creative and Innovative  
Management  
BAD 358 Strategic Management  
BAD 399 Thesis (3 cr.)

**MBA in Marketing** (39 cr.)

Professional /Core Courses  
(36 cr.) BAD 301 Research  
Methodology  
BAD 306 Financial Analysis and  
Management  
BAD 315 Economic Analysis of the Firm  
BAD 316 Statistical Methods for Business  
Decisions  
BAD 318 Marketing Policy  
BAD 319 Marketing  
Research  
BAD 320 Consumer  
Behavior  
BAD 321 Advertising and Promotion  
Management  
BAD 322 International Marketing  
BAD 325 Managerial and Cost Accounting  
Analysis  
BAD 346 Quantitative Models for Business  
Decisions  
BAD 358 Strategic Management  
BAD 399 Thesis (3 cr.)

## 9. Requirements of the Psychology Master's Degree Journey

**Course Work.** A minimum of 33 graduate credit hours is required to earn a Master's degree in psychology. Six of the 33 credits will be devoted to the thesis (PSY 399 A and B) for all the psychology emphases and six credits to the practicum courses (PSY 334 A and B; PSY 328 A and B) but only for the clinical and counseling majors. Please see below for the list of courses.

**Comprehensive Examination.** After a student has completed at least 21 credits of graduate course requirements including a research methodology course, he/she must sit for an evaluation of knowledge in the field, its methodology, and its relation to other areas. The comprehensive examination will also test the student's skill in organizing and presenting material irrespective of the field of study. The grade for the comprehensive exam is given as Pass (P) or Fail (F). It is not included in the general average. If a student fails the exam, he/she will be given one chance to retake

the exam within a period of two to four months of the first examination. If a student fails a second time, he/she will be dropped from the graduate program. The comprehensive exam will be given twice a year, in the first week of the spring semester and during the summer semester. Although the exam is 0 credits, still the students have to register for it during regular registration periods.

**Supervised Practicum.** Only clinical and counseling students are expected to finish practicum 1 and 2 after their first academic year. Practicum placement for graduate psychology students is an important step in their careers. It is an opportunity to (1) put what they have learned in the classroom into practice, and (2) sharpen their clinical skills.

At Haigazian University, the practicum is a one-year course, the goal of which is to offer students supervised practical experience in a clinical setting. The practicum course is also referred to as Training in Therapy I (PSY 344A) and Training in Therapy II (PSY 344B) for the clinical majors, and Counseling Supervised Practicum I (PSY 328A) and Counseling Supervised Practicum II (PSY 328) for the counseling majors. Both groups of students may register for the practicum after they have taken PSY 322 (Theories & Procedures of Psychological Counseling) and either PSY 325 (Psychopathology I) for the clinical majors or PSY 326 (Psychopathology II) for the counseling majors. Recommended but not mandatory for the clinical majors is PSY 329 (Group Dynamics) and similarly PSY 321 (Guidance and School Counseling for Children and Youth) for the counseling majors.

The practicum course always starts in the Fall term and should be completed by the end of the Spring term of the same year. Because the Graduate Program in Clinical and Counseling Psychology at Haigazian University are accredited by the Lebanese government, all students seeking licensure to practice in Lebanon are required to complete a total number of 400 hours of training, as per the Lebanese Law 8/2017 (Article 5), divided as follows: 100 hours of Observation and 300 hours of supervised Intervention.

The choice of training sites is of crucial importance to ensure high quality training for our students. This is why Haigazian University has signed agreements with a number of mental health training organizations and centers that offer the type and quality of services which enable students to gain expertise and confidence in their clinical skills.

It is very important that students carefully balance their coursework, practicum training and thesis work to ensure that they are making good progress toward their graduation with a Master's Degree in Clinical Psychology.

**Restrictions:** Students who are already working and/or volunteering in mental health organizations cannot complete their Practicum requirements in those same organizations.

**Thesis.** The thesis must reflect the student's skills and efficacy in conducting independent research, reporting it, and defending the research and findings to a thesis committee and the public. The thesis must be a contribution to the field. The thesis is to be written in English. It should follow the scientific research report format of the latest edition of the APA. It should be noted that students cannot register for PSY 399A (first thesis course) unless they have successfully passed their comprehensive exam. Please see the last section of this handbook, (**section 25- Steps of the Thesis Journey**), for detailed information regarding the writing of the thesis.

**List of Psychology Required Courses.** See below the courses of the different emphases in psychology.

### **M. A. in General Psychology**

Core Courses (30 cr.)

PSY 301 Advanced Research Techniques and

Statistics PSY 302 Tests and Measurements

PSY 308 Personality and Culture

PSY 312 Topics in Biological and Health

Psychology PSY 315 Learning and Cognition

PSY 320 Advanced Social

Psychology

PSY 321 Guidance and School

Counseling PSY 399 Thesis 6 cr.

One course from Human Development 3 cr.

Graduate Electives (3 cr.) To be approved by the advisor.

### **M. A. in Psychology - Emphasis Clinical Psychology**

Core Courses (30 cr.)

PSY 301 Advanced Research Techniques and Statistics

PSY 322 Theories & Procedures of Psychological Counseling

PSY 325 Psychopathology I

PSY 326 Psychopathology II

PSY 329 Group Dynamics

PSY 332 Clinical Assessment

PSY 344A Training in Therapy I

PSY 344B Training in Therapy II

PSY 399 Thesis 6 cr.

Graduate Electives (3 cr.) To be approved by the advisor.

### **M.A. in Psychology - Emphasis Counseling**

Core Courses (30 cr.)

PSY 301 Advanced Research Techniques and Statistics

PSY 319 Career Counseling & Development

PSY 321 Guidance & School Counseling

PSY 322 Theories & Procedures of Psychological Counseling

PSY 326 Psychopathology II

PSY 328A Counseling Supervised Practicum I

PSY 328B Counseling Supervised Practicum II

PSY 332 Clinical Assessment

PSY 399 Thesis 6 cr.

Graduate Electives (3 cr.) To be approved by the advisor

### **M.A. in Psychology - Emphasis Industrial/Organizational Psychology**

Core Courses (27 cr.)

PSY 301 Advanced Research Techniques and Statistics

PSY 302 Tests and Measurements

PSY 350 Industrial-Organizational Psychology

PSY 352 Research Techniques in Applied Psychology

PSY 354 Human Factors Engineering

PSY 355 Personnel Assessment and Selection

PSY 360 Topics in Organizational Psychology

PSY 399 Thesis 6 cr.

Graduate Electives (6 cr.) To be approved by the advisor.

### **M. A. in Psychology - Emphasis Marketing and Advertising Psychology**

Core Courses (27 cr.)

PSY 301 Advanced Research Techniques and Statistics

PSY 302 Tests and Measurements

PSY 365 Consumer Behavior

PSY 368 Marketing Research and Strategies

PSY 370 Advertising Principles and Applications

PSY 372 Mass Communication

PSY 324 Special Topics

PSY 399 Thesis 6 cr.

Graduate Electives (6 cr.) To be approved by the advisor.

## **10. Requirements of the Education Master's Degree Journey**

**Course Work.** A minimum of 33 graduate credit hours is required to earn a Master's degree in education.

Six of the 33 credits will be devoted to the thesis (EDU 399 A and B) for all the education emphases and three credits to the practicum course (EDU 335) but only for the special education track. Please see below the list of courses.

**Comprehensive Examination.** After a student has completed at least 21 credits of graduate course requirements including a research methodology course, he/she must sit for an evaluation of knowledge in the field, its methodology, and its relation to other areas. The comprehensive examination will also test the student's skill in organizing and presenting material irrespective of the field of study. The grade for the comprehensive exam is given as Pass (P) or Fail (F). It is not included in the general average. If a student fails the exam, he/she will be given one chance to retake the exam within a period of two to four months of the first examination. If a student fails a second time, he/she will be dropped from the graduate program. The comprehensive exam will be given twice a year, in the first week of the spring semester and during the summer semester. Although the exam is 0 credits, still the students have to register for it during regular registration periods.

**Supervised Practicum.** Only the special education students are expected to finish one practicum course (EDU 335) towards the end of their course work. The consent of the advisor as to when to register for the practicum is a must.

**Thesis.** The thesis must reflect the student's skills and efficacy in conducting independent research, reporting it, and defending the research and findings to a thesis committee and the public. The thesis must be a contribution to the field. The thesis is to be written in English. It should follow the scientific research report format of the latest edition of the APA. It should be noted that students cannot register for EDU 399A (first thesis course) unless they have successfully passed their comprehensive exam. Please see the last section of this handbook, (**section 25- Steps of the Thesis Journey**), for detailed information regarding the writing of the thesis.

**List of Required Education Courses.** See below the courses of the different emphases in education.

### **M. A. in Education - Emphasis Educational Administration and Supervision**

Core Requirements (27 cr.)

EDU 301 Research Methods in  
 Education EDU 302 Tests and  
 Measurements  
 EDU 304 Philosophy of Education  
 EDU 305 Theory and Design of  
 Curriculum EDU 308 Educational  
 Administration  
 EDU 312 Sociology of  
 Education or  
 EDU 323 Educational Policy Formulation  
 EDU 316 Personnel Management in Educational  
 Institutions or  
 EDU 327 School Finance  
 and Law EDU 399 Thesis 6  
 cr.  
 Electives in Education or Psychology (6 cr.) To be approved by the advisor

### **M.A. in Education-Emphasis Special**

#### **Education**

Core

Requirements

(33 credits)

EDU 301 Research Methods in  
 Education EDU 302 Tests &  
 Measurements  
 EDU 321 Guidance & School Counseling for Children &  
 Youth EDU 324 Special Topics  
 EDU 330 Education & Psychology for the  
 Exceptional Child EDU 331 Working with Families  
 with Special Needs  
 EDU 332 Assessing Children with Special  
 Needs  
 EDU 333 Programming for Children with Special  
 Needs EDU 335 Special Education Supervised  
 Practicum  
 EDU 399 Thesis (6 credits)

### **11. Transfer of Graduate Credits**

Transfer of graduate courses taken at another recognized institution is possible under the following conditions:

- The course must have been taken within the last four years at an accredited university or college.
- A grade of 80 or above for courses to be transferred.
- The course must be equivalent to a course requirement for the student's degree program at Haigazian University.
- A maximum of 6 transferred credits may count towards graduation.
- Only courses which are accepted for transfer into a degree program are added to the student's Haigazian University transcript.

- Courses will be transferred on condition that prior to taking these courses at another university, the TOEFL requirement of Haigazian University was met.
- A graduate course taken for the fulfillment of an undergraduate degree shall not count towards the requirements of the graduate degree.

## 12. Examinations and Grading

The grading policy for graduate students is based on the assumption that the minimum grade for *acceptable and satisfactory performance* in graduate studies is 80. Haigazian University operates on a semester basis. First semester final examinations are given in December, and second final semester examinations are given in May. Class attendance is mandatory in order to receive academic credit. Grades are calculated numerically. The minimum grade is 55, the passing grade is 70 and the average that the student should maintain is 80. If a student receives a grade in the 70's in more than one course or fails more than one course, he/she might be dropped from the graduate program.

**I:** Incomplete: Given in cases of illness or other circumstances beyond the student's control which have prevented the student from completing the requirements for the course. The student should present valid reason to the instructor before the grades for the semester are reported or not more than ten days after the date of the final examination. In such cases, the remaining work in the course must be completed within six weeks of the beginning of the next semester. Students may petition the Admissions and Academic Standing Committee for an extension of the time limit. **Note:** Students may not enroll in a course with a prerequisite course in which they have the grade of I unless they achieve a passing grade during the change of schedule period.

**IP:** In Progress: Given to students who are not able to complete their MBA or MA thesis.

**F:** Fail: Given to students who fail non-numerically graded courses.

**IF:** Incomplete Fail: Given to students who have an I grade and fail to complete the work within the time limit.

**P:** Pass: Given to students who fulfill all requirements of non-numerically graded courses.

**W:** Withdraw: Given to students withdrawing from a course.

**XF:** Not Complete: Given to a student who stops attending a course without properly withdrawing from it; whose absences exceed the number specified by the instructor of the course; who misses the final exam without notification, and by the Administration for reasons other than absence. A student who has an excessive number of absences in a particular course must be sure to withdraw from that course before the withdrawal deadline or he/she will receive an XF.

**NP:** Pass / No Pass: Adopted in emergency situations and due to major academic disruption. A grade of Pass means that the student has successfully completed the course and has earned the corresponding credits. A grade of No Pass means that the student has not completed the course successfully therefore has not earned credit for it. Pass and No Pass grades do not enter in the calculation of the student's averages.

### **13. Time Limitation for Degree Completion**

All requirements for the Master's degree in Education and Psychology are to be completed within five years of the first semester of registration as a graduate student at HU. Appeals for extension of time limitation must be made in writing to the Graduate Program Committee.

All requirements for the Master's degree in the Faculty of Business Administration are to be completed within seven years of the first semester of registration as a graduate student at HU. Appeals for extension of time limitations must be made in writing to the Graduate Program Committee.

### **14. Probation**

Academic Probation carries a serious warning to the graduate student that his/her scholastic record is unsatisfactory, and continued failure to improve this record will result in academic disqualification. The Dean may also impose restrictions on a student's program of study.

A student is placed on academic probation for one or a combination of the following:

- The student was admitted to the graduate program on probation.
- The student fails a graduate course.
- The student fails to maintain a cumulative average of a minimum of 80 after completing 6 credits.

Removal of probation is determined by the Graduate Program Committee once the student has completed 6 credits of graduate work and obtained a cumulative average of 80 or more. After reaching the cumulative average of 80, the graduate student must maintain that average as a minimum until he/she completes the degree program.

### **15. Academic Disqualification**

Academic disqualification is determined by the Graduate Program Committee. A student may be dropped from graduate work (M.A. program) for any one of the following:

- The student fails to remove probation as specified above.
- The student receives a grade in the 70's in more than one course or fails more than one course.
- The student fails the comprehensive exam twice.
- The student fails the thesis defense twice.
- The department considers the student's work inadequate, irrespective of grades obtained.

The effective date of the academic disqualification will be recorded on the transcript. If this status is removed, the date of reinstatement will also be recorded. Extenuating circumstances may be reviewed by the Dean or by the Graduate Program Committee.

### **16. Level of Courses**

Graduate level courses are courses that are numbered 300 and above. Graduate students must maintain a minimum cumulative average of 80. Undergraduate prerequisite courses are courses that are

numbered 200 to 299, taken to make up for deficiencies in a student's academic background in the intended field of study. These courses do not carry graduate credit. The minimum passing grade in these prerequisite courses is usually 75, unless otherwise specified by the Business or SBS graduate admission committees.

### **17. Repeating Courses**

The following rules apply for MA/MBA students:

- A student is allowed to repeat only one course in which he/she has obtained a failing grade or has withdrawn from.
- A student is allowed to repeat a course only once.
- A Student may be allowed to repeat a course in which he/she has a grade between 70 and 79 only by the approval of the department. This is allowed if the student completes course requirements with an average below 80.
- A Student is allowed to repeat a course only once including "W".

A special towards MBA student is allowed to repeat only one undergraduate course with a grade between 60 and 69.

### **18. Withdrawing from Courses validity**

A special towards MBA student is allowed to withdraw from a course, while a graduate student is allowed to withdraw from a course only by petition explaining and supporting her/his case. The Graduate Committee at the concerned Faculty will review the petition and approves or declines it based on the rightfulness of the student's case and HU's policies and regulations. The Graduate Committee's decision will be communicated via email to both the student and the student's academic department office

### **19. Change of Major**

A student is allowed to change his/her major only once by the approval of the Chair or the Dean of the Faculty.

### **20. Leave of Absence**

A student who finds it necessary to interrupt his/her studies at Haigazian University may apply to the Registrar for a leave of absence. After obtaining a leave of absence, a student may be absent from Haigazian University for two semesters. Students whose leave of absence exceeds two semesters are considered automatically withdrawn from the University. To return to the University, students are required to readmit by filling the Readmission Form and paying the readmission fee. A leave of absence is granted for financial, medical or personal reasons. A leave of absence will not be granted to those whose purpose is to transfer to another institution. To return to the University, students need to reactivate their files by filling the Reactivation Form for Returning Students. Returning students may register during the registration period for current students or during the drop and add period, after reactivating their files.

### **21. Graduate Assistantship**

Graduate Assistantships are provided on a very selective basis (based on merit) to full time graduate students. Graduate assistants are expected to work at their respective Department and need to maintain a cumulative average of 85 for the continuation of the assistantship. Thesis expenses are not included.

Graduate Assistants can either receive a 100% assistantship (all tuition is paid in full) in which they have to work for a total of 20 hours a week for their prospective departments or a 50% assistantship (50% of their tuition is paid) in which they are expected to work for 10 hours a week. Students who feel they qualify for a graduate assistantship should visit the Financial Aid Office, part of Admissions, to fill out the appropriate application. It should be noted that these students will be interviewed by the prospective faculty in their departments to decide whether they qualify for the GA-ship.

## **22. Financial Aid**

Students can also apply for financial aid based on need. For more inquiries about the whole process as well as filling out the needed application, students are advised to make an appointment with the Financial Aid officer (part of Admissions) in the Heritage building. Students are advised to regularly check deadlines for submitting such applications.

Financial assistance is usually provided to students who qualify on the basis of academic achievement and demonstrated need. Financial aid is granted annually to regular full-time students. A new application must be submitted each year to the Financial Aid Committee. The total financial aid award cannot exceed the student's total education expenses as determined by Haigazian University. Recipients of financial aid must remain in good academic standing and maintain normal progress. This implies that a student who is on academic or disciplinary probation will not receive financial aid for the following year. Financial aid recipients are not generally allowed to withdraw from courses. If, for exceptional reasons, they are permitted to withdraw, the full tuition of that specific course must be paid, when repeated. The same policy holds for a student who fails in a course. The total amount of financial aid granted is limited to the total number of credits for the originally declared major. If there is a need to change major, up to an additional 12 credits will be included. The work program requires that students receiving financial aid from the University be assigned duties in laboratories, libraries, offices, or other University related positions, for several hours each week. The number of hours assigned to each student is proportional to the amount of financial aid granted to the student by the University. Most of the aid offered is based on financial need. However, some scholarships recognize academic achievement without taking financial need into consideration. All documents related to financial aid renewal for returning students for the Fall Semester must be submitted to the Financial Aid Office by April 30 and for the Spring Semester by November 30. Returning students can expect to receive a response to their applications by June 30 and new students by May 15. Applications for financial aid received after the designated date will be considered late and will be served only as the remaining funds allow.

## **23. Student Services**

Haigazian University provides its graduate students with a number of valuable services:

### **Library Services**

The Haigazian University Libraries consist of the Barsumian Library and the Derian Armeneological Library. The mission of both libraries is to attempt to satisfy the scholarly aspirations, objectives and general inquisitiveness of students, faculty, staff, and other patrons. The Barsumian Library aims at supporting and supplementing the general curriculum of the university, while the Derian Armeneological Library assists students, authors, editors, publishers and intellectuals by providing relevant sources for their researches of Armenian interests.

In addition to books, the libraries hold a collection of Videos, CDs, DVDs, Cassettes, Maps, Clippings and Pamphlets, Slides, Microfilms, and many others. Moreover, the libraries cater millions of peer reviewed articles and books through various databases, specially acquired to facilitate the patrons' academic studies.

The Barsumian Library contains around 46,500 volumes, including 4,900 volumes of bound periodicals. The library's online catalog, WorldCat Discovery, serves as a gateway for locating both physical and digital materials. This comprehensive platform allows users to search across the entire collection—including books, peer-reviewed articles, and specialized databases—from a single interface. The online catalog can be accessed through this link: <https://haigazian.on.worldcat.org/discovery>.

The library offers complimentary interlibrary loan services through renowned universities, allowing users to borrow books or acquire articles not found in the library collection.

### **Opening**

#### **hours:**

- Derian Armeneological Library: Monday - Friday: 8:00 a.m. to 5:00 p.m.
- Barsumian Library: Monday – Friday: 8:00 a.m. to 5:00 p.m.
- Summer: Both Libraries: Monday - Friday: 7:30 a.m. to 1:30 p.m.

### **Student Life**

The Student Life Department aspires to assist students to develop emotionally, socially, have balanced growth, study well, and optimize their student days. The Student Life Department is the nerve center of student well-being, the beehive of student Co-curricular activities, and the coordination center of all on- and off campus student activities.

### **English Support: Writing Center**

The Haigazian University Writing Center, located on the 5<sup>th</sup> floor of the Heritage Building, offers the HU faculty and students free writing support in English through one-on-one sessions with professional tutors. The Center also serves the academic community across the curriculum by designing and giving presentations that help create efficient thinkers, readers, and writers of English. To know more about who we are, and what we do, you can watch the following video: <https://www.youtube.com/watch?v=4ZT0G1TCeXU>

### **Counseling Services**

The Counseling Center at Haigazian University is located on the second floor (room 201) of the College Building. The main task of this center is to facilitate students' educational, social and personal development through the offering of a variety of counseling services to individual students and groups. The counselor can help students in areas of decision-making, problem solution, crisis intervention, college adjustment and many others. More specifically, the counselor can discuss future careers, major-related issues, academic concerns, time management problems, personal matters, relational concerns, and educational as well as other important concerns. All the counseling services are offered in a nonjudgmental and strictly confidential environment. None of the information shared during the counseling or consultation sessions is shared with any other individual.

### **Health Insurance**

HU students are covered 24/7 against accident-related/physical mishaps. This insurance policy is registered on every student's University ID card. For troubleshooting students may contact the

Student Life Office or dial the number printed on the back of the ID card. In case of any minor physical injuries on campus, students can find First Aid kits in the following locations:

- Dormitory (in the lobby)
- Mehagian Bldg.: 1<sup>st</sup> floor corridor, outside the faculty secretary's office
- Mugar Bldg.: Ground floor, right next to the hand punch machine
- Mehagian Bldg.: 7<sup>th</sup> floor, Physics lab (room 702)
- College Bldg.: 1<sup>st</sup> floor, in the corridor leading to the CCE office
- Heritage Bldg.; 3<sup>rd</sup> floor in the hall
- Security post next to Heritage Building

## 24. Commencement Ceremony

Haigazian University holds a commencement ceremony each year. A candidate for graduation qualifies to participate in the commencement ceremony upon successful completion of all degree and program requirements.

## 25. Steps of the Thesis Journey

### Purpose of Writing a Thesis

The purpose of a graduate thesis is to provide the student with the opportunity to develop and demonstrate deep knowledge and research capability as an independent learner seeking a Master's degree in Social and Behavioral Sciences or Business Administration.

### Choosing a Topic

**Fundamental Considerations.** The thesis is expected to have a topic chosen from within the specific field and respective department specialty. Each academic department at HU defines its scheme and scope for MA thesis-related research, and students are expected to respect those in their topic selection; however, topics may be chosen from outside the departmental scheme and scope provided that a special authorization from the Dean is granted. The university encourages diversity in approach, and fosters research that originates from local contextual issues, and/or paradigmatic trends in social sciences and business and economics. In case of a quantitative thesis for an MBA, the thesis should make specific use of quantitative techniques, and present scientific evidence. However, all students (MA in psychology/education and MBA) can make use of various types of quantitative, qualitative, and mixed research designs. A thesis that details a survey review of the literature on a given important theoretical or empirical theme may be accepted in social sciences but needs the approval of the graduate committee.

**Useful Tips.** Finding your thesis topic is not an easy task, since you are expected to find something interesting, relevant within your disciplinary field, and relatively innovative. Sometimes, this may be harder than writing the thesis itself. Here are some general tips that may help: (a) Consider diverse sources for your thesis topic e.g. University courses, local issues, professional journals in your field, dissertations, current theories, conferences & seminars, agencies/professional organizations that conduct research, leading scholars in your interest areas, your current job setting (b) Make sure to identify a topic you are genuinely interested in or passionate about (c) Discuss your interest with and seek advice of HU versed faculty members, concerned professionals, as well as trusted and

knowledgeable classmates and (d) Use your class assignments to develop your interests; in other words try to use your graduate courses assignments wisely to develop your understanding and appreciation of those topics that ring a bell for you.

**Replication Studies.** One strategy in pursuing a thesis topic is to replicate a previous study, which means repeating a study's procedure and observing if the prior findings repeat in similar conditions. Knowledge build ups incrementally through studies that build on each other over time, and replication adds clarity to and advances the credibility and generalizability of research findings. With the permission of their advisors, MA students are allowed to replicate studies while making sure that pertinent ethical standards are closely respected. Students may opt to conduct *direct replication* (repetition of an experimental procedure to the exact degree as possible) or *conceptual replication* (repeating the original study using different methods).

### **Selection of Thesis Committee Members**

Once the student has determined her interest on a topic and selected the general purpose of the thesis, the **first step** is to discuss the subject matter with the Dean (for MBA students) and with the graduate academic advisor (with the SBS students), who will advise on the appropriate name for the thesis advisor, with the consent of the student.

The **second step** for the **SBS MA** students is to approach the chosen thesis advisor, provide more information to the advisor on the research design, and decide upon the names of the two readers. So the thesis committee will eventually consist of three members: The main advisor and 2 readers. From then on, the student needs to keep the two readers knowledgeable about the progress of the thesis based on a well-defined scheme set with the advisor.

The **second step** for the **MBA** students is to approach the chosen thesis advisor, provide more information to the advisor on the research design, and decide upon the name of the second reader. From then on, the student needs to keep both readers (first and second) knowledgeable about the progress of the thesis. The thesis Committee will eventually consist of the two readers, and the Dean of the FBAD.

It is important to note that for both MA and MBA students, the thesis committee is formed of at least one member drawn from the HU faculty or the faculty of a recognized higher education institution. A professional expert in the field may be a committee member especially if the thesis topic has a complex practical intent. Thus, HU encourages the inclusion on each thesis committee of an expert in the student's field from outside HU. The outside examiner has a vote in the committee's proceedings. Exceptions to the above policies must be applied for in writing to the respective Deans (Business and Arts and Sciences).

### **The Steps of the Thesis Proposal**

The purpose of writing a thesis proposal is to work out a plan for your thesis and to get it approved by your readers.

A thesis proposal prepared by the student, with the help and accord of the thesis advisor (for SBS students) or first reader (for MBA students), must then be submitted for approval to the two readers (for SBS students) and second reader (for MBA students).

The student and the thesis advisor (for SBS Students) or first reader (for MBA students) (also both are called the chair of the thesis committee) will determine jointly when the proposal is ready to

be defended. All committee members must agree to a time, date, and location for the meeting, held within one month of receipt of the proposal document. The document, deemed to be defensible by the thesis Committee members, must be received by them, at least, two weeks in advance of the meeting. At this point, the student should be **ready to orally defend** the proposal.

It is important to note that there may be circumstances that require a change in the membership of the thesis committee subsequent to approval of the thesis proposal. The student is responsible for facilitating the change. The committee change must be approved by the Dean of the faculty.

The outcome of the oral defense can be any one of the following three: accept, reject, or conditional accept, i.e. with required modifications. If accepted, The *Thesis Proposal Approval Form - Appendix 3*, must be signed by the Dean and all Committee members. If subsequent significant modifications (i.e., major changes are needed), and conditional accept is voted for, all committee members must be informed and indicate their approval. Exceptions to the above policies must be approved by the respective Deans.

The reject decision is taken when serious shortcomings in the content of the thesis proposal are present but can be resolved with major revision. In such a case, the MA candidate will be given one and only one non extendable 2-month period to address and respond all concerns raised by her/his thesis committee, and to make other changes to improve the proposal. The revised proposal will be re-examined in its entirety, and a final accept/reject judgment will be communicated to the candidate.

### **The different Segments of the Thesis Proposal Document**

First of all, it should be noted that the **most recent** version of the American Psychological Manual should be used when writing the thesis. The student is **responsible** for all the appropriate formatting of her thesis. The thesis proposal document must be organized as follows:

**Introduction** (that is usually written after finalizing the proposal) it has the “map” for the whole document. It includes:

- An opening section
- Background to the study (what triggered choosing this topic)
- The research problem (what is the issue that requires investigation?)
- Rationale of the study (why do you need to conduct this study?)
- The research aims, objectives and research questions
- The significance of the study (why is it important and who can benefit from it?)
- The limitations of the study
- Structural outline of the thesis (what chapters will follow)

**Literature Review** (student can choose between a full review of literature and an initial review). The purpose is for the student to know what others have written about the topic and how they view it. In case the student opts for a full review, then this will be considered the second chapter of the thesis.

**Theoretical framework and hypotheses development** (for quantitative thesis). Based on the review of literature, students have to discuss the variables chosen, define them, and operationalize them and come up with their different hypotheses.

**Proposed Method** (how do you intend to collect and analyze your data?). Students need to mention Procedures (sampling techniques, choice of participants, tools used) and Measures (depending on study techniques), stimuli (in case of experimental design).

**Ethical considerations** should be explained.

## References

**Timeline** (This section should outline when various stages of the project will be completed)

**Note:** Acknowledged sources for different types of methodologies (quantitative and qualitative) are the following:

- Creswell, J. W., & Poth, C. N. (2016). *Qualitative inquiry and research design: Choosing among five approaches*. Sage publications.
- Creswell, J. W., & Creswell, J. D. (2017). *Research design: Qualitative, quantitative, and mixed methods approach*. Sage publications.
- Charmaz, K. (2006). *Constructing grounded theory: A practical guide through qualitative analysis*. Sage publications.
- Krueger, R. A. (2014). *Focus groups: A practical guide for applied research*. Sage publications.
- Ary, D., Jacobs, L. C., Irvine, C. K. S., & Walker, D. (2018). *Introduction to research in education*. Cengage Learning.
- Johnson, R. B., & Christensen, L. (2019). *Educational research: Quantitative, qualitative, and mixed approaches*. Sage publications.
- East Tennessee State University (n.d.). *Electronic theses and dissertations*. <https://dc.etsu.edu/etd/>
- Iowa State University (n.d.). *Digital repository*. <https://lib.dr.iastate.edu/>
- Open Access Theses and Dissertations (n.d.). <https://oatd.org/>
- Georgia State University (n.d.). *Theses and Dissertations*. <https://scholarworks.gsu.edu/theses/>
- EBSCO Open Dissertations (2021). <https://biblioboard.com/opendissertations/>
- OhioLINK(n.d.). *Electronic theses and dissertations*. [https://etd.ohiolink.edu/apexprod/rws\\_olink/r/1501/1](https://etd.ohiolink.edu/apexprod/rws_olink/r/1501/1)
- The Burnett Honors College (n.d.). *Thesis proposal examples*. <https://honors.ucf.edu/thesis-proposal-examples-2/>
- Monash University (n.d.). *Faculty of education theses*. <https://bridges.monash.edu/edutheses>

## Ethics Committee Submission

Once the MA/MBA students have successfully completed their proposal defense, they are expected to fill out the needed forms that are requested by the joined Ethics Committee of their respective departments. They cannot begin their collection of data before they are given clearance by the committee. The thesis advisor will provide the students with the needed documents and the steps to contact the Ethics Committee.

## Collection of Data

The collection of data part includes the pilot study as well as the actual study. In case of quantitative analysis, checking for the reliability of the scales and other instruments is important. In case there is a need to translate the scales, then they have to be translated, back translated and validated (construct

validity). Means of collecting data, such as, online or otherwise, have to be approved during the proposal oral defense.

### **Preliminary Words on Thesis Writing**

The student needs to demonstrate a pronounced ability to plan a research activity with a strong motivation.

#### ***The topic***

The most challenging part of the thesis is to choose an interesting topic to you, and possibly to your faculty, and advisors. It should not be restricted to one single hypothesis, and it should not be too general to obscure the intellectual effort.

Try to benefit from the expertise of the department, and its faculty. Do not be surprised if your advisors have daunting critiques and comments. This should serve to improve the quality of the thesis. Thesis characterization between quantitative and qualitative approaches to research is accepted. Diversity is supported.

#### ***Purpose***

The purpose of the thesis should be clearly defined.

A thesis should have a clear purpose. It should show that you have mastered the topic, covered the most recent bibliography, and that you can rely on yourself to present the extant knowledge and structure this knowledge effectively to produce a step forward in the accumulation of ideas whether theoretical or practical.

#### ***Literature***

The thesis should provide an awareness and understanding of important current work in the field. The activity that takes most of the time devoted to a thesis is the reading part. Try to read as lengthily as possible, and to rely on ideas not only from the specific subject area, but also from other multidisciplinary sources. The literature review should be comprehensive, well summarized and reported, and suitably communicated.

#### ***Writing***

You are expected to be able to complete a written description of the work in the form of a well-written, properly organized thesis. In order to achieve that, it is important that you make your writing as clear as possible to ensure that the reader can clearly understand the content.

Writing a thesis takes time, and cannot be done fast. However, if you start in advance, if you are well organized, widely researched, and if you have saved reference and extensive notes from your survey of the literature, the difficulty will ease.

In certain cases, editing services might be needed for strengthening the English language and improve the overall presentation. When necessary, consult Haigazian University Writing Center which offers free, one-on-one sessions with professional tutors to help students improve their English writing skills. You can make an appointment to work on any type of writing, at any stage of the thesis writing process organizing ideas through polishing a final draft.

Writing a thesis is not a simple endeavor, and is usually stressful. Do not neglect your mental health and social habits. Dedicate time on leisurely activities, have good sleep, and pursue a balanced diet.

#### ***Publication***

Ultimately the thesis could be peer-reviewed for academic dissemination and publication.

## ***Ethics***

Throughout the journey of the thesis academic honesty and integrity are musts. Academic integrity should be always considered to be the main purpose, and involves Plagiarism.

## **Whole Thesis Defense Steps**

A thesis is deemed completed when the student defends the thesis via an oral presentation and submits the thesis document (assuming that the document meets HU's guidelines for thesis preparation and submission).

HU's academic calendar specifies deadlines for the whole thesis oral exam that define whether a student may graduate in a given semester.

All committee members must agree to a time, date, and location for the meeting. The document must be received by the committee members at least two weeks in advance of the meeting. However, there must be a six-month maximum period between the time the proposal has been approved and the thesis oral exam.

At least one voting member of the committee and the student must be physically in the same location for the defense. Members who cannot be physically present will attend the formal meeting via videoconference or teleconference. Exceptions to the requirement to have a committee member present with the student can be considered by petition to the Dean of the student's school.

To foster the tradition of public defenses, the event will be publicly announced by the Registrar. The announcement of the oral defense must be e-mailed to all faculty members at HU. The announcement must be made at least a week before the scheduled defense.

The thesis document must be approved by all voting members of the committee. The content, organization, and length of the document are to be approved by the committee. Revisions to the document after the oral may be required before final approval. This process will be managed with the goal of meeting the submission deadline. However, the requirements for change may not allow this goal to be met.

The final version of the thesis document, one as a hard copy and the other copied onto a CD must be submitted to the library by the student following the guidelines for electronic submission. In addition to that, an e-copy of the thesis has to be submitted to the student's department. The *Thesis Defense Result Form – Appendix 5*, which is submitted to the Registrar, must be signed by the Dean and all Committee members. It is the responsibility of the student to obtain the signatures (see *Appendix 6 – Signature Page*) of the Thesis Committee Chairperson and the 2 Thesis Committee Members and to ensure that they are included in the thesis in the correct order (see *Appendix 9 – Sample of First Pages of Theses*).

## **Defense Procedure**

### ***Opening of the Defense***

The thesis defense, usually open to the wider public, shall begin with a formal welcome by the chair of the thesis committee. The chair is responsible for initiating the session, outlining the sequence of the proceedings, introducing the members of the defense committee, and welcoming all attendees. The chair also ensures that the defense proceeds in accordance with established university guidelines.

### ***Candidate's Presentation***

Following the opening remarks, the candidate will deliver an oral presentation of the thesis. The presentation, typically supported by PowerPoint, should normally not exceed thirty (30) minutes, unless otherwise specified by the relevant academic department.

The presentation should clearly summarize the purpose of the research, methodology, principal findings, and key contributions of the thesis.

### ***Questioning and Discussion***

Upon completion of the presentation, the defense will proceed to the questioning period, which is designed to facilitate an academic discussion of the thesis and its findings.

The questioning process is moderated by the chair of the thesis committee and is generally conducted in rounds. During the first round, each member of the thesis committee will normally ask questions, provide comments, and engage in discussion with the candidate.

Additional rounds of questioning may be conducted if further clarification or discussion is required. The duration and number of rounds are determined by the chair in consultation with the thesis committee.

Where appropriate, the chair may also allocate time at the conclusion of the committee's questions to allow questions from attendees who are not members of the thesis committee.

Although there is no fixed duration for thesis defenses, they typically last up to two (2) hours, depending on the scope of the discussion.

### ***Committee Deliberation and Decision***

Following the completion of the questioning period, the candidate and all attendees will be asked to leave the room to allow the thesis committee to conduct a private deliberation.

The committee's decision will be based on both the quality of the written thesis and the candidate's ability to defend the research. The final decision shall be determined by a majority vote of the thesis committee members.

### **Communication of the Decision**

Once the committee has reached a decision, the chair will invite the candidate back into the room and formally communicate the outcome of the thesis defense.



## Appendix 1

### Nomination of Thesis Committee Form

**Send to:** Graduate Studies Committee

**From:** Full Name- student ID number- Degree

**Tentative thesis title:**

The student and department nominate the following persons to serve as the Master's thesis committee:

Name (first, last)	Department	Academic Rank
1.		
2.		
3.		

Signature of department Chair/Dean

**REGULATIONS GOVERNING THE NOMINATION OF MASTER'S THESIS COMMITTEES** are stated in the Guidelines.



## Appendix 2

### Thesis Proposal Form

**Office Use Only**

Thesis Proposal Number:

Date received:

Response of the Graduate Studies Committee:

### 1. Investigator Information

Name of thesis writer	
Student ID	
Contact Phone number	
Contact E-Mail	
Department	
Type of Research	
Thesis Advisor	
Thesis Committee Member 1	
Thesis Committee Member 2	

### 2. Thesis Information

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

Approach/methods

Implications of research

List of references

Work plan including time table



## Appendix 3

### Thesis Proposal Approval Form

Student Full Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

The title of the proposed thesis is:

\_\_\_\_\_

The graduate candidate's Thesis Committee, as signed below, agrees that the proposal is satisfactory and should proceed as written.

#### Thesis Committee:

\_\_\_\_\_

Chair

\_\_\_\_\_

Date

\_\_\_\_\_

Committee Member

\_\_\_\_\_

Date

\_\_\_\_\_

Committee Member

\_\_\_\_\_

Date

\_\_\_\_\_

Committee Member

\_\_\_\_\_

Date

\_\_\_\_\_

Department Chair

\_\_\_\_\_

Date

cc. Copy to student  
cc. Copy to Advisor



## Appendix 4

### Invitation to Thesis Defense Form

*The Faculty of \_\_\_\_\_, \_\_\_\_\_ Division, cordially invites to attend a thesis defense entitled:*

**Title of the thesis**

Master in \_\_\_\_\_

Student Name: \_\_\_\_\_

Advisor: \_\_\_\_\_

Committee members: \_\_\_\_\_  
\_\_\_\_\_

Date:

Time:

Place:

All are welcome to attend



## Appendix 5

### Thesis Defense Result Form

**To:** Registrar's Office

**From:** Thesis Committee Advisor

**Name of Student:**

**ID of Student:**

**Title of Thesis:**

**Thesis Defense**

The above student has done the defense on \_\_\_\_\_ and was evaluated as

Pass: \_\_\_\_\_

Fail: \_\_\_\_\_

Conditional Pass: \_\_\_\_\_

Thesis Committee Chair:

Date:

Committee Member:

Date:

Committee Member:

Date:

Committee Member:

Date:

Department Chair:

Date:

This is to certify that the candidate has satisfied the requirements and has completed the recommended amendments by the thesis committee.

Advisor:

Date:

Signature of Dean of Faculty:

\* This form must be sent to the Registrar's office to have a Pass for the thesis on the transcript.



## Appendix 6

### Signature Page Form

A Thesis  
Entitled

By  
Student name

is accepted by the Graduate Thesis Committee as satisfying the thesis requirements for the degree  
Master of Arts/Business Administration.

Date \_\_\_\_\_

Signature of Thesis Committee Chairperson

Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Thesis Committee Member

Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Thesis Committee Member

Haigazian University

Month and Year of Graduation



## Appendix 7

### Thesis Release Form

I, ----- (Name of Student),

authorize Haigazian University to supply copies of my thesis to libraries or individuals upon request.

do not authorize Haigazian University to supply copies of my thesis to libraries or individuals for a period of two years starting with the date of the thesis defense.



## Appendix 8

### Sample of First Pages of Theses

HAIGAZIAN UNIVERSITY

Title of Thesis .....

.....

Name of Student

A Thesis submitted to the Faculty of -----in partial fulfillment of the requirements for the Master of ----- at Haigazian University.

Beirut - Lebanon  
Month year

Thesis Release Form

I, Name of Student,

authorize Haigazian University to supply copies of my thesis to libraries or individuals upon request.

do not authorize Haigazian University to supply copies of my thesis to libraries or individuals for a period of two years starting with the date of the thesis defense.

Signature

Date



A Thesis  
Entitled

Thesis title -----  
-----

By name of student

is accepted by the Graduate Thesis Committee as satisfying the thesis requirements for  
the degree Master of -----

Date \_\_\_\_\_  
Chairperson

Signature of Thesis Committee

\_\_\_\_\_

Date \_\_\_\_\_  
Member

Signature of Thesis Committee

\_\_\_\_\_

Date \_\_\_\_\_  
Member

Signature of Thesis Committee

\_\_\_\_\_

Haigazian University  
Month year

*DEDICATION (optional)*

## **ACKNOWLEDGMENTS (optional)**

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Table 3. Name of .....

## **4. List of Figures**

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## 5. Abstract

*Keywords:*



## Appendix 9

### Ethics Form: Participant Consent

Project title goes here

Please read the following statements and place a check mark in the boxes adjacent to them.

- I have volunteered to participate in this research project conducted for purposes of study. My participation is voluntary and does not involve payment of any kind.
- I agree to participate / allow my son/daughter to participate in this research project conducted for purposes of study. My decision is voluntary and does not involve payment of any kind (if there is payment or incentive please state here).
- I know that I can choose to withdraw from participation any time without any penalties or consequences whatsoever. I also hold the right to decline to respond to any question(s) that I may feel uncomfortable with.
- My participation involves an interview of approximately (nn) minutes, or answering a questionnaire / taking a test for approximately (nn) minutes. The interview may involve note-taking or audio-recording. I understand that my unwillingness to be audio-recorded / tape-recorded implies my withdrawal from participation. (I will be given a transcription of the audio-recording / tape-recording for possible rectification).
- I have been assured that the researcher will maintain my identity confidential.
- I have been assured that the information from this interview / survey will be used for the purpose of academic study only / publication / educational use.
- I have received the assurance that this research study has been duly reviewed and approved by the Haigazian University ethics committee.
- I agree that the data gathered be kept in a secure location under the care of the study investigators for a period of 10 years.
- I have been assured that I can access my data (if identified) at any time.
- I have read, listened and fully understand the explanation given to me. All my questions have been satisfactorily answered.
- I, therefore, choose to voluntarily participate in this research study.
- I have received a copy of this consent form co-signed by the researcher.

Participant consent

Date: \_\_\_\_\_  
Name: \_\_\_\_\_  
Signature: \_\_\_\_\_

Investigator

Date: \_\_\_\_\_  
Name: \_\_\_\_\_  
Signature: \_\_\_\_\_



## Appendix 10

### Ethics Form: Participant Information letter

Dear Ms./Mr.

I am [name], a student / Instructor / lecturer / Assistant Professor / Associate Professor at Haigazian University from the Department of Social and Behavioral Sciences. I am currently carrying out a research study titled ..... advised by.....

You are being asked to take part in this study since ..... (briefly mention why the participant is approached).

Kindly read the below information to decide whether you would like to participate in this research study.

#### **Purpose of the Research Project**

This research study aims at..... (make sure you include a statement on the societal validity or significance of your study) This study will contribute towards the partial fulfillment of my academic study requirements at Haigazian University.

#### **What will I be asked to do?**

- If you choose to participate in this research study, you will be asked to fill in a questionnaire/ sit for a test/ be interviewed – state whatever activity the participant will engage in. Your participation will involve an interview of approximately (nn) minutes / completing a survey that entails statements that you will have to rate based on agreement, a demographic form and [state other tasks] for approximately (nn) minutes. The interview may involve note-taking or audio-recording. If you are not unwilling to be audio-recorded in an interview you are free not to participate.

Participation in this project is voluntary (if there is any form of compensation, please state here). You are free to withdraw anytime without having to give any reason for your withdrawal.

#### **What are my rights?**

- Participation in this study is completely voluntary, anonymous and confidential. Your name or any other identifying information will not be asked (if identifying information will be gathered, state who will have access to them, whether they will be disclosed to third parties and how you will ensure the privacy and welfare of participants).

- Data you provide along with data from all participants in the present research will be stored in aggregate in a password protected folder / locked cabinet on the personal computer / in the office of the [principle investigator name]. The data will be analysed and reported in aggregate. Only the principle investigators of this study will have access to the compiled data which will be stored for a period of 10 years post data. During this time, you have the right to inspect the data.
- You have the right to withdraw your consent or discontinue participation at any time for any reason. Your decision to refuse participation or withdraw will not involve any penalty or loss of benefits to which you are entitled. Discontinuing participation in no way affects your relationship with Haigazian University.
- This research study has been reviewed and has received clearance from the Haigazian University ethics committee (state the name of the advisor for the time being). If you have any further concerns about your rights as a research participant, please, do not hesitate to contact place the name and contact of the advisor if thesis student.

**What are the risks and benefits of participation?**

- Participation in this study does not involve any physical risk or emotional risk to you beyond the risks of daily life (evaluate the risk and benefit ratio by referring to the APA ethics guidelines, if participant is at risk of fatigue, boredom or any other adverse events make sure you state them here).
- You will receive no direct benefits from participating in this research; however your participation does help researchers better understand ..... (if there are benefits for participation state them here).

**Contact information**

If you have any questions or concerns about the research you may contact:

Place the full contact information of the all PI-s and Co-PIs. If a research assistant will be handling the study, provide his/her name and full contact as well. If you are a student, your full contact information as well as that of your supervisor needs to appear here.

Name, title  
 Affiliation(s)  
 Telephone  
 Email



## Appendix 11

### Ethics Form: Research Proposal Submission Form

<b>Study title</b>	
<b>Principal investigator(s):</b> <i>Name, title, institution, contact information (email and phone number)</i>	

#### Summary

Give a summary of the proposed study (1000-1500 words). Make sure you give sufficient information on the data collection procedures (interview, manipulations, stimuli, questionnaires, deception...).

Background:

Research questions:

Study design:

Procedure and Materials:

Calculation and *argumentation* of effect and sample size: (please try to use appropriate software (e.g. G\*Power) for the calculation of sample sizes). In case of qualitative studies, provide a reasoning of the sample size, as related to for example data saturation.

Proposed statistical analyses:

Scientific and societal significance:

#### Participants

1. Please check the relevant study population:

Students

General population without complaints

General population with specific "complaints", i.e. stress, anxiety, depression...

Patients, specify \_\_\_\_\_

Other, Specify \_\_\_\_\_

2. Do you use patients or persons from the general population with specific "complaints"? Please indicate below why it is necessary to execute your study in this study population.

N/A

\_\_\_\_\_

3. Age category of the study population:

<12 yrs

12-17 yrs

≥ 18 yrs

4. Are the proposed participants able to give informed consent?

Yes

No, If "No" please answer the below question

If no, who will provide consent on their behalf and how will you ensure their rights as a participant?

\_\_\_\_\_

5. Is your study population younger than 18 years of age? Please give a reason for the inclusion of this young research population in your study.

N/A

\_\_\_\_\_

6. Organization where the recruitment of participants will take place:

Haigazian University

Other, specify \_\_\_\_\_ (make sure you provide a copy of permission for data collection from other institutions)

NA. specify \_\_\_\_\_

7. Reward for participation (per experiment/survey/interview...)

None

Reimbursement of travel expenses

Financial reward, i.e. ....LBP/hours

in kind, specify \_\_\_\_\_

8. Describe in detail the expected burden of the experiment/assessment/interview occasions for the study participants with respect to time, mental and physical burden:

\_\_\_\_\_

9. Describe potential negative consequences / risks of participation for the study participants:

N/A because

.....  
\_\_\_\_\_

10. Will you be using deception? If yes justify why deception will be used and why alternate methods are not applicable.

\_\_\_\_\_

11. Describe measures that have been taken to protect the study participant (e.g. debriefing, etc.):

N/A because

.....

**Information, data archiving and privacy**

1. When applicable, are there terms/conditions set by the funding organization with respect to information, privacy and reporting?  
Yes, i.e.

.....  
No

N/A

2. Method of recruitment of participants (multiple options may be checked):

Advertisement

Conversation with medical doctor/psychiatrist/psychologist/social worker/Educator/School Principal

Voluntary application, specify \_\_\_\_\_

Other, specify \_\_\_\_\_

3. How much time is given to eligible participants/parents/caretakers/guardians to decide about participation after the participant has received the participant information letter?

4a. Does this study deviate from the following concerning information giving and privacy?

- 1. participants are informed about the nature of the study in writing and in advance
- 2. participants are asked to give written informed consent by means of a consent form
- 3. In case of experiments participants are debriefed afterwards (in writing and orally) about the goals of the study and reason for potential misleading elements during the experiment

regarding research data:

- 4. data are processed in a coded fashion (and anonymous) and stored confidentially
- 5. a participant may always look into their own data (except when a study is completely anonymous, then there is no link between personal information and study data)
- 6. all data must be available for inspection for all investigators involved in the project

No

yes, this study deviates with respect to rule(s):

1 2 3 4 5 6 (multiple options possible)

4b. If the study deviates from the above stated rules on one or more points, please describe how the study deviates from the standard rules per deviation:

4c. The study deviates from the above stated rules on one or more points, please describe the reasons for deviation from the standard rules

**DATA USE & PUBLICATION**

1. What do the researchers plan to use the obtained data for (you may check multiple answers)?

scientific publication(s) in peer reviewed journal

Student term paper project

educational purposes only

Report for external organization

Report for own organization

pilot data *only* to substantiate grant applications

other, specify \_\_\_\_\_

**Additional information**

Please use this space to add information that is important to your project but was not asked about in the form.

**Sending the proposal to the HU ethics committee**

The committee would like to receive the following documents in addition to this research proposal (if applicable):

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Participant information letter (precedes participation)

Informed consent form / assent form (if applicable)

Written debriefing

Written consent of external (outside university) institution to recruit participants

**References**