

**AMERICAN UNIVERSITY OF BEIRUT
FACULTY OF ARTS AND SCIENCES
DEPARTMENT OF EDUCATION**

Steps and Forms Needed for Completing the MA Thesis or Project

1. Students take a comprehensive examination after the completion of most of the course requirements for the masters. To take the comprehensive examination students need to register for EDUC 395A. the graduate comprehensive exam process, policies, and rubric are available at <http://staff.aub.edu.lb/~webdep/students.htm>
2. Students register for the thesis or project the first time after they secure the approval of the FAS Graduate Committee for a thesis topic, thesis abstract, an advisor, and a thesis committee. Attached is the required form.
3. After the approval of the FAS Graduate Committee, students develop a proposal and defend it with the thesis committee or project readers. A form, along with the approved proposal attached, should be filled out and submitted to the Department. Attached is the required form.
4. Students complete the thesis or project and defend it with the thesis committee or project readers. Attached is the required form.
5. Students fill an *Institutional Review Form* for protection of human subjects (available from <http://staff.aub.edu.lb/~webmedic/IRB.htm>) before conducting their study

Important Notes:

1. Students have a maximum of four years to complete all MA requirements.
2. Registration:
 - a. Students have a maximum of four semesters to complete their theses or projects.
 - b. Students initially register for EDUC 399 (Thesis) or EDUC 389 (Project) listed under their thesis or project advisor's name. Following the first semester, students register for the thesis (EDUC 399A) or project (EDUC 398) listed under their thesis or project advisor's name, then, if needed, they register in EDUC 399B (thesis) or EDUC 398 (project) in the semester after that, then, if needed, in EDUC 399C (thesis) or EDUC 398 (project) in the semester after that. **All these are successive semesters.**
3. Regulations and deadlines are available in the “Graduate Studies” and the “Faculty of Arts and Sciences” sections of the Graduate University Catalogue. *Please refer to them for important information.*
4. *As per the University Catalogue “Students are responsible for reading the information in the university catalogue. Failure to read and comply with faculty and university regulations will not exempt students from whatever penalties they may incur.” And “Students are responsible for checking their post office boxes and e-mail regularly for official announcements and information.”*



AMERICAN UNIVERSITY OF BEIRUT

Faculty of Arts and Sciences

Department of _____

Project Proposal

Student Name : Student ID :
Address/Box : Phone No. :
Date Submitted: Email :

I. Title:

II. Examining Committee

First Reader:
Rank Signature

Second Reader:
Rank Signature
(if from outside AUB, please attach CV)

III. Chairperson's Approval

Name: Signature

IV. Project Proposal

[Here goes your abstract and reference list]



AMERICAN UNIVERSITY OF BEIRUT

Faculty of Arts and Sciences

Department of _____

Thesis Proposal

Student Name : Student ID :
Address/Box : Phone No. :
Date Submitted: Email :

I. Title:

II. Examining Committee (professorial rank only*)

Advisor:
Rank : Signature

Member:
Rank : Signature

Member:
Rank : Signature

Member:
Rank : Signature
(if from outside AUB, please attach CV)

III. Chairperson's Approval

Name: Signature

IV. Thesis Proposal

[Here goes your abstract and reference list]

* IF other than professorial rank faculty are involved, special permission from the office of the Dean should be secured

**AMERICAN UNIVERSITY OF BEIRUT
FACULTY OF ARTS AND SCIENCE
DEPARTMENT OF EDUCATION**

**Thesis/Project Presentation
(For Department use only)**

Name: _____	ID Number: _____
Mailing Address: _____ _____ _____	Phone Number: _____ _____
AUB Box Number: _____	E-mail: _____
Date of Presentation: _____	Thesis: _____ Project: _____

I. Title of Thesis or Project:

II. Thesis or Project Committee (professorial rank only)

Thesis or Project Advisor:

Rank: _____ Signature: _____

Member:

Rank: _____ Signature: _____

Member:

Rank: _____ Signature: _____

Member:

Rank: _____ Signature: _____

III. Chairperson's Approval:

Name: _____ Signature: _____ Date: _____

Please attach the project/thesis proposal to this form.

**REPORT ON THE COMPREHENSIVE EXAMINATION
AND THESIS (OR PROJECT) DEFENSE
OF GRADUATE STUDENTS***

To: Registrar
From: Department of _____
Name of Student: _____
Major _____

I. COMPREHENSIVE EXAMINATION:

The above student sat for the Comprehensive Examination on _____
Date
and was evaluated as:

Pass
Fail

II. THESIS OR PROJECT DEFENSE:

(a) The above student defended his/her thesis/project on _____
Date

(b) Following is the exact title of the Thesis/Project:

(c) The Examining Committee included the following:

1. _____ (Chairperson)
2. _____
3. _____
4. _____
5. _____

III. REMARKS

Date: _____

Signature of Chairman of Committee

* This form must be completed in full in accordance with University regulations on Graduate Study as they appear in the University Catalogue.