



# **Guidelines for the Supervision of Master's Degree Dissertations**

## **Version 5.0**

### **Ref: UC/P 302/2018**

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This approved document supersedes the previous version (version 4.0) approved by the UC on the same subject.



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## **Preface**

In order to improve the current Master's Degree Dissertation system and process, there is a need to update the current Guidelines for the Supervision of the Master's Degree Dissertation V.2.4. The purpose of having clear guidelines is to act as a guide for the Deans, Master's Degree programme Coordinator/Director, XXXX550 course instructors, supervisors, and students.

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# 1. Introduction

These guidelines are intended to provide standards of good practice for writing, supervising and examining Master’s Degree dissertations. The aim is to ensure uniformity of approach for staff and students across Ahlia University.

This document presents five dissertation stages with the role and responsibilities of all concerned parties in addition to the process of the supervision and examination, and related forms.

The dissertation aims to provide students with an opportunity (a) to obtain practical experience in research and analysis; (b) to demonstrate independence, academic originality, critical thinking and problem-solving, practical and written skills, as well as organization and time-management skills; and (c) where appropriate to develop skills in community service. Finally, it is seen as an instrument for differentiating between students’ abilities.

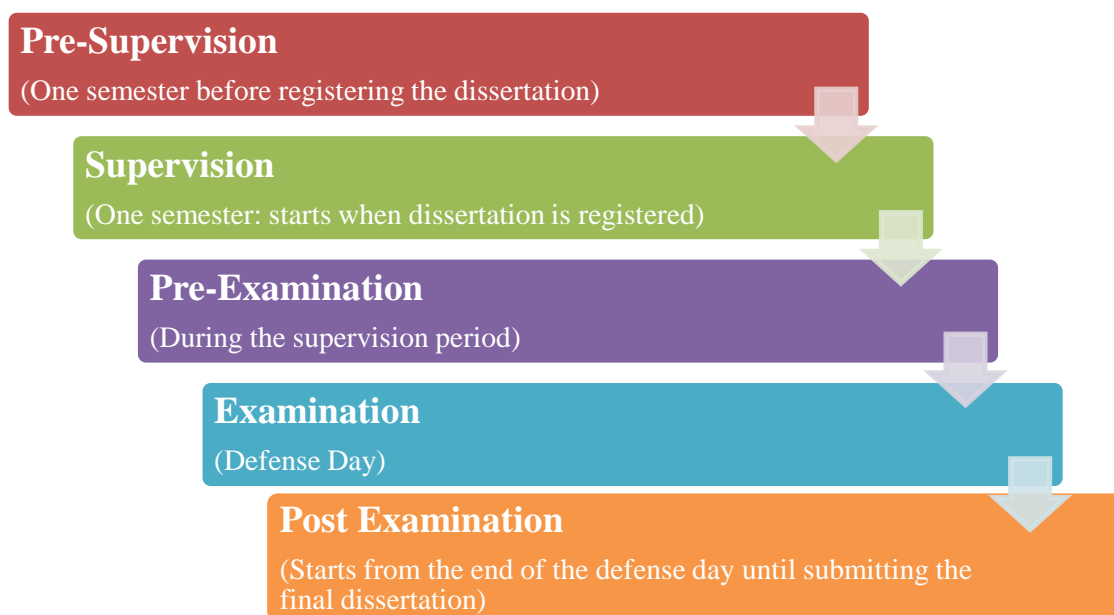


Figure 1: Master's Dissertation Stages

The Master’s Degree dissertation period starts from the registration for the Research Methodology Course (xxxx550) until the submission of the final copy of Master Dissertation by the student. This period can be divided into five stages, as shown in figure (1).

Every college offering the Master’s Degree Programme has a Master Programme Committee chaired by the Master's Degree Programme Coordinator/Director and consists of active faculty members with Ph.D. degrees. The responsibilities of the Master Programme Committee in regard to the Master Dissertations are the following:

1. Reviewing and approving a list of research topics to be available to the students to choose and help them to develop their own research proposals, whenever possible.
2. Reviewing and approving the dissertation proposals submitted by students.
3. Approving the assignment of supervisors to proposed dissertations.
4. Approving the registration for any student in the dissertation course (xxxx599) by verifying that the student has satisfied the requirements of the research methodology course (xxxx550).
5. Forming the examination committees.
6. Resolving any issues raised by the students and supervisors.
7. Ensuring full adherence of the students, supervisors and examiners with this Master Dissertation Guidelines

## **2. Pre-supervision Stage**

As a prerequisite for registering the Master's Degree Dissertation, students must pass the Research Methodology Course (XXXX550). The period after registering this course until registering the dissertation is called Pre-supervision stage. Roles and responsibilities of the concerned parties during this stage are described below.

### **I. Master Programme Coordinator/Director**

1. At least one month before the end of every semester, the Master Programme Coordinator/Director should ask the concerned department chairpersons to submit a list of proposed research topics where each faculty member in the College who can supervise master dissertations should suggest at least three research topics.
2. The list of the proposed research topics should be then reviewed and approved by the Master Programme Committee.
3. Ensure that the approved list of research topics is updated regularly and made available to students via various means (e.g., via Moodle System) to all students enrolled in the Master Programme.
4. The Master Programme Coordinator/Director in coordination with the instructor of the Research Methodology Course should collect the suggested student research proposals.
5. Students' research proposals should be reviewed and approved by the Master Programme Committee. In case of any modifications required, students are informed in writing to submit modified proposals accordingly.
6. Upon the submission of the student's research proposal, a dissertation supervisor will be suggested by the Master Programme Coordinator/Director to the Master Programme Committee for its approval.

7. The Master Programme Coordinator/Director should then send the list of proposed Dissertation Supervisor names along with the assigned research topics to be approved by the concerned department and college councils.
8. Upon approval of concerned departments and college councils, the final research proposals along with the related data required by HEC should be submitted to the College of Graduate Studies and Research for final approval and for submission to HEC through the appropriate channels.

## **II. Research Methodology Course Instructor**

1. In the first week of the course (XXXX550), the instructor should introduce the list of research topics suggested by the faculty members to the students to consider and choose a topic to develop their own research proposals during the course.
2. The instructor should advise and guide the students to choose and develop their own research proposals by explaining to them the important stages of conducting research including research methods, literature review, academic writing and data analysis. Any problem regarding the selection of the research topics should be resolved as soon as possible.
3. The instructor should provide students clear assessment methods/criteria and weightage for evaluating the research proposals.
4. The instructor should collect the students' research proposals and forward them to the Master Programme Coordinator/Director.
5. The instructor must conduct a Plagiarism Check on the submitted proposals and ensure (0% Plagiarism and should not exceed 15% Similarity).

## **III. Student**

1. The student must satisfy the requirements of the Research Methodology Course and adhere to the required assessments as specified in the XXXX550 course syllabus/specification.
2. The student have to choose a research topic either from the list of research topics suggested by faculty members, or by proposing a new topic and supervisor for consideration by the Master Programme Committee. New topics will be assessed in terms of their merit by the Master Programme Committee and in the case of approval of the new topic, the committee will try its best to respect the student's preference of supervisor. The Committee reserves the right to reject any new research topic in case of



infeasibility of conducting the newly proposed research topic or any other reasons performed in due diligence.

3. Student should submit his/her research proposal following the template presented in Appendix 1 along with the research proposal submission form preferably by the first month the XXXX550 Course.
4. The student must adhere to the university rules and regulation of assessments and ethics of conducting research.

#### **IV. Faculty Member**

1. Each faculty member should submit at least three research topics.
2. Each research topic is preferred to be trending, in the specialization area, under the demand of market needs.
3. Faculty members should provide for each research topic a concise title, a description, and at least three keywords.

**Table 1: Timeline of pre-supervision period**

<b>Week</b>	<b>Activity</b>	<b>Responsibility</b>	<b>Expected Deliverable</b>
Last month of every semester	A list of at least three research topics must be submitted to the department chair	Faculty Members	A list of at least three research topics from each faculty members eligible to supervise
	Submit them to Master Programme Coordinator/Director	Department Chairs	List of topics from each department in the concerned college
	Update, approve, and announce the list of research topics for each Master programme	Master Programme Coordinator/Director in coordination with the Master Programme Committee	approved list of research topics
Registration Period	Students register XXXX550 course	Student	Officially Registered in XXXX550 Course
First month of the XXXX550 Semester	Students must select their research topics and forward their selection to the instructor	Student	Selected Research topic by the student
	The instructor forwards the selected topics to the Master Programme Coordinator/Director for supervision load allocation and approval	XXXX550 Instructor	A list of supervision assignments
	Review and approve the supervision assignment by the Master Programme Committee	Master Programme Committee	Approved supervision assignments by Master Programme Committee
	Master Programme Coordinator/Director informs the concerned departments of supervision assignment of faculty members	Master Programme Coordinator/Director	Approval of concerned departments of supervision assignments
	Submit dissertation proposals	Student	Dissertation proposal and proposal form
Week 5	The XXXX550 instructor will assess the student in written format against proposal, and forward the proposal to the Master Programme Coordinator/Director	Instructor	Dissertation proposals
Week 6	Review and approve the dissertation proposals by Master Programme Committee	Master Programme Coordinator/Director and Master Programme Committee	Approved proposals / comments by Master Programme Committee
One Month after	Proposals and assignment of supervisors should be approved by concerned department and college councils	Concerned department and college councils	Approved list of proposals and assignment of supervisors
	Send the approved proposals to College of Graduate Studies and Research and HEC	Master Programme Coordinator/Director	Approved proposals
Before end of Add and Drop Period following Semester	Upon approval of HEC, register the student in xxxx599 course	Master Programme Coordinator/Director	Officially Registered student in master dissertation course
	Master Programme Coordinator/Director to assign the supervisor officially in ADREG	Master Programme Coordinator/Director	Official Supervisor is assigned in ADREG

### **3. Supervision Stage**

The period after registration of the Master Dissertation (XXXX599) course until the submission of the Master Dissertation is called the Supervision Stage and the semester in which the student registers in the course XXXX599 is called the supervision semester. Students will be urged to complete their dissertations within the supervision semester. If needed, the student can be examined in the next semester which will not be considered as another supervision semester and will not be counted in the supervision load of the supervisor. The roles and responsibilities of concerned parties in this stage are described below.

#### **I. Supervisor**

The Supervisor of Master Dissertation is a faculty member with a Ph.D. Degree or equivalent, at least two years of experience as academic and knowledgeable in the subject matter of the dissertation.

Any student assigned to the supervisor will be counted towards the supervision load of the supervisor during the first semester only in which the student registered in the XXXX599 course.

The primary roles of the supervisor are to:

1. Provide guidance to the student regarding his research and writing of the dissertation during the supervision semester in which the student registered in the dissertation course;
2. Advise the student on the University regulations and deadlines for completion of the dissertation;
3. Reach an independent judgment on the quality of the dissertation,
4. Record this assessment on the appropriate forms.

The responsibilities of the supervisor are:

1. Confirm that the student has registered for the dissertation.
2. Approve student's dissertation using submission form.
3. Identify and overcome any health and safety issues in relation to the dissertation, if needed.
4. Meet at least twice monthly with student until submission of the dissertation and keep records of these meetings on ADREG.
5. Provide advice to the students seeking data in terms of the best ways to contact external organizations or individuals. In providing that advice, the supervisor may wish to consult with Public Relations & Media Directorate.

6. Inform the Master Programme Coordinator/Director of any serious difficulties which may affect completion of the dissertation.
7. Propose two internal examiners and two external examiners, to the Master Programme Committee whose decision will be final in this regard.
8. Check dissertation for Plagiarism (using for example TURNITIN) and A thorough analysis of the report to each highlighted textual component..
9. Liaise with the Master Programme Coordinator/Director to organize oral examination.
10. Ensure that the student's dissertation is submitted on time along with the dissertation submission form to the Master Programme Coordinator/Director.
11. In case of a change of a supervisor, coordinate with the Master Programme Coordinator/Director to ensure a complete handover to the new assigned supervisor.

## **II. Master Programme Coordinator/ Director**

1. Make sure that the supervisors meet their students and that all meetings are recorded on ADREG. This issue should be raised to the Master Programme Committee of an action
2. Resolve any supervision issues.
3. Receive all required assessment forms and the final dissertation from the supervisor, approve it, and forward it to the College of Graduate Studies and Research.

## **4. Pre-examination Stage**

The Pre-examination Stage starts upon the completion and submission of the master dissertation and the preparation for the oral defense day. The Pre-examination Stage is normally one month before the end of the supervision semester. If needed, the Pre-examination Stage could be extended to the next semester following the supervision semester which will be considered as the examination semester.

The roles and responsibilities of the concerned parties in this stage are described below.

### **I. Internal examiner**

The Internal Examiner is normally a faculty member at Ahlia University with a Ph.D. Degree or equivalent, and knowledgeable in the subject matter of the dissertation, taking into consideration his/her supervision, examination and teaching experience, as well as research activities.

The internal examiner should evaluate a semi-final version of the completed dissertation before the final submission of the dissertation to examination committee. The feedback of the internal examiner should be

recorded in the Internal Examiner's Preliminary Feedback Form which should be submitted to the Master Programme Coordinator/Director normally within a week time.

## **II. External examiner**

The external examination of master dissertations provides one of the principal means for maintaining high academic standards within Ahlia University. The External Examiner is normally an academic faculty member from an external institution specialized in the field (or in a cognate field) that corresponds with the subject-matter of the candidate's dissertation, and normally holds the minimum rank of Associate Professor or equivalent. Appointment of an external examiner is subject to the approval of the Master Programme Committee, the concerned department and college councils, the Graduate Studies and Research Council, and the University Council.

Any Faculty Member involved in the Master's dissertation process can propose faculty members for inclusion in the database of external examiners. The choice should be based upon academic reputation and achievement in the subject of specialization, using information gathered from his/her CV (and according to the criteria mentioned above).

The Master Programme Committee should review and either approve or reject the nominated names for external examination. The approved names of the External Examiners will be included in the 'list of approved External Examiners' for the respective College, and should be provided to the Dean of Graduate Studies and Research.

## **III. Examination Committee**

The Examination Committee of the Master Dissertation consists of three members: the supervisor, an internal examiner and an external examiner. The chair of the examination committee is the internal examiner unless the external examiner was of a higher academic rank; in such cases, the external examiner will be the committee chairperson.

The examination committees of all registered students should be formed in the last month of the supervision semester by the Master Programme Committee through the implementation of the following procedure:

1. Normally, supervisors recommend the external and internal examiners from the database of preapproved internal and external examiners. (The Master Programme Committee updates the list on an annual basis vetting, in particular, any new suggestions for external examiners.) In assigning internal and external examiners, it is incumbent on the Master Programme Committee to take into

consideration the field of the topical content of the dissertation such that the fit between examiner and topical content is appropriate.

2. The Master Programme Committee discusses and approves the examination committee by the last month of the supervision semester.
3. The Master Programme Committee has the right to choose different examiners when necessary.
4. Subsequently, the examination committees should be then approved by concerned department and college councils and submitted to the College of Graduate Studies and Research for further verification and approval.
5. The Graduate Studies and Research Council in coordination with the President Assistant for University Compliance verifies that corresponding examination committees comply with the higher education council (HEC) rules and regulations and subsequently submit the proposed committees to the University Council for final approval.
6. The university council reviews and finally approves the examination committees.

#### **IV. Master Programme Coordinator/Director**

1. Sends an invitation to the approved external examiner and provides him with all relevant documents regarding the master dissertation assessment and oral examination procedures.
2. Agrees with the approved external examiner on a proper date and time for the oral examination.
3. In collaboration with the Master Programme Committee, forms the examination committees of all registered students by the last month of the supervision semester.
4. Prepares the master dissertation exams schedule, where the exams could be extended to the examination semester, if needed.
5. Circulates the approved list of examination committees, the exams schedule and all related forms to all concerned parties.
6. Receives the student's dissertation from the supervisor by the end of supervision semester.
7. Sends the dissertations to the internal examiner and collects the Internal Examiner's Preliminary Feedback Form.
8. If no correction is required by the internal examiner, the dissertation is sent to the external examiner; otherwise, the required corrections must be forwarded to the student and concerned supervisor to resubmit a modified version of the dissertation.

## V. Student

1. Submits initially two soft-bound (paper) copies of the completed draft dissertation plus one electronic copy with the submission form along with the plagiarism report to the supervisor by the end of supervision semester. (A further soft-bound copy is needed once the greenlight is given to submit the manuscript to the external examiner.). All dissertation copies both soft bound and electronic will be submitted to the supervisor who will forward it to the Master Programme Coordinator/Director.
2. The students who were unable to submit the dissertation by the end of supervision semester will be given 30 extra calendar days only.
3. After making any corrections as mandated by the internal examiner, the student should submit three hard-bound copies of the dissertation to the supervisor for verification then forwarded to the Master Programme Coordinator/Director.

**Table 2: Timeline of Pre-examination period**

Week/month	Activity	Responsibility	Expected Deliverable
Last month of supervision semester	Student should submit a soft bound copy of the Master Dissertation and the submission form to the supervisor	Student	Master Dissertation
	Supervisor checks the plagiarism report. If no plagiarism is found, then the student is authorized to submit two soft-bound paper copies and an electronic copy of the dissertation to the Master Programme Coordinator/Director	Supervisor	Master Dissertation, submission form, Turnitin report
	Master Programme Committee discusses and approves the examination committees.	Master Programme Committee	Examination committees
Week 11 and 12 of supervision semester	Master Programme Coordinator/Director sends examination committees to the concerned departments and colleges for approval.	Master Programme Coordinator/Director, department and college councils.	Examination committees
Week 13 of supervision semester	The dean of the college sends approved examination committees to college of graduate studies and research.	Dean	Examination committees
Last week in supervision semester	Master Programme Coordinator/Director sends a dissertation copy to the internal examiner.	Master Programme Coordinator/Director	
One working week after	Internal examiner submits the feedback report to Master Programme Coordinator/Director	Internal examiner	Internal Examiner's Preliminary Feedback Form
One working day after	Master Programme Coordinator/Director sends the report to the supervisor.	Master Programme Coordinator/Director	Internal Examiner's Preliminary Feedback Form
Next 30 calendar days maximum	Student has to submit the modified dissertation (if needed) to the supervisor and then Master Programme Coordinator/Director	Student	Modified dissertation
Once the [modified] dissertation is submitted	Master Programme Coordinator/Director sends a softcopy of the dissertation with all needed documents to the external examiner	Master director	Student dissertation

## **5. Defense Day**

### **5.1 Roles and Responsibilities**

The following are the role and responsibilities of all concerned parties in this stage.

#### **I. Examination Committee**

The primary role of the Supervisor and the Internal and External Examiners during the oral examination/defense is to reach an independent judgement on the quality of the student work, written dissertation, and the oral examination. The responsibilities are:

1. Judge the quality of the student work, written dissertation and oral examination and record this information on the appropriate forms (i.e. Written Dissertation and Oral Examination Assessment Forms, Evaluation Form, Approval Form, Moderator's Report Form and Corrections Form).
2. Come to an agreement with the other members of the examination committee on the outcome of the examination.
3. The internal and external examiners should assess the student's ability to defend the research conducted and the outcomes concluded.
4. Provide and record the examiners' feedback on the content and structure of the dissertation in the corresponding evaluation forms.

#### **II. Chair of Examination Committee**

The primary roles of the chairperson of the examination committee are to:

1. Chair the Examination Committee,
2. Ensure that the dissertation satisfies the University requirements and is up to the required level of the Program and University standards and norms,
3. Reach an independent judgment on the quality of the written dissertation and the oral examination.

The main responsibilities are to:

1. Plan and manage the examination session in collaboration with other examiners and ensure full adherence to the University procedures, guidelines, rules and regulations. This includes defining clearly the time slots allocated for each examiner and the student, managing the close session, and reaching an agreement on the final judgment/decision regarding the required corrections/improvements (if any) and the final grade to be awarded to the student.
2. Ensure that the examination stays focused on the subject matter, objective, unbiased and fair.
3. Participate in the assessment of the quality of the written dissertation and the oral examination/defense of the



student and record this information on the corresponding evaluation and examination forms.

4. Come to an agreement and decide on a final judgment in collaboration with the examination committee on the quality of the dissertation, performance of the student and the outcome of the examination.
5. Ensure that all examination forms are completed appropriately and deliver the forms to the Master Programme Coordinator/Director.

### III. Master Programme Coordinator/Director

The Master Programme Coordinator/Director in this stage is responsible to:

1. Make sure that examination committee members attend the examination session before 15 minutes of the exam time.
2. Make sure that the examination hall and all necessary facilities are functioning in order.
3. Ensure that the University Rules and Regulations are implemented in case of absence of the student or any examiner.

#### 5.2 Examination Session Structure

The following structure of the examination session is preferably recommended to be followed by the examination committee.

- a. **Introduction:** The Chair of the Examination Committee welcomes and introduces the committee members, students and the dissertation's title.
- b. **Student Presentation:** The student presents the research conducted where:
  - The time allocated for the student presentation is 20-30 minutes
  - Ahlia University Branding slides is preferred to be used
  - Presentation should include the following items: Dissertation title, Research Objectives/Questions, Research Methodology, Experiments conducted or Data Collection/Analysis, and Research findings and conclusion.
- c. **Oral Examination and defense:** The oral examination of the student will be conducted by the External Examiner followed by the Internal Examiner. The questions/answers session of each should not exceed 30 minutes.
- d. **Close session for agreeing on the final judgement:** The examination committee members meet in closed session to discuss the final judgement and fill the related forms.
- e. **Judgement announcement:** As per the examination committee decision, the Chairperson of the examination committee announces the student's grade and states the required corrections, if any, as

agreed by the committee, and the deadline for the submission of the final corrected version of the dissertation.

### **5.3 Dealing with Sudden Absence**

It is the policy of Ahlia University to ensure smooth conduct of all examinations of master dissertations according to the rules and regulations of the University as well as the Higher Education Council and up to the required level of quality and standard.

It is the collective responsibility of the program coordinator/chairperson/director and the dean of the college concerned to ensure full adherence to the examination schedule of master dissertations and to make sure that all members of the examination committees as well as the students are kept informed (and updated when applicable) regarding the exact timing of the exams by various means, when possible.

The examination of any master dissertation must be conducted with the presence of *ALL* of the three members of the examination committee and of course the student. The student and all members of the examination committee are required to fully respect the previously decided and fixed timing of the examination and should make every effort to resolve any emergent problems that may hinder their adherence to the exact timing of the examination. However, in the event of any extenuating circumstances that prevent the student or one or more members of the examination committee from the participation in the examination, the following should be applied accordingly:

1. If the student missed the examination or s/he cannot attend the examination on time as scheduled owing to unexpected reasons, s/he should submit an official request to the program coordinator/chairperson/director to postpone the exam. It is the responsibility of the student to support his/her request with all required evidences and supporting materials. The program coordinator/chairperson/director should study the request in coordination with the dean of the college concerned and accordingly decide whether to accept or reject it. In case of a genuine request and upon acceptance, the program coordinator/chairperson/director should reschedule the examination in coordination with all parties concerned including the College of Graduate Studies and Research and inform accordingly all committee members, the student and HEC about the new timing.
2. The student will receive IW grade and re-register for the dissertation and pay full fees again in order to proceed for the examination, in the event of any of the following scenarios:
  - Sudden absence of the student due to invalid or unacceptable reasons,

- The student fails to submit an official request within a week from the missed exam date,
- The student submitted an official request for postponing the exam but it was rejected.

In this case, the examination committee specified for the student could be changed, if needed.

3. If the external or internal examiner is absent or s/he cannot attend the examination in person owing to unexpected reasons, the examination of the master dissertation should be postponed and rescheduled to another convenient date and time to all members of the examination committee as well as the student. The new schedule should be approved by the concerned department/directorate in coordination with the college of Graduate Studies and Research and should be communicated to the student, the examination committee and HEC. In the case of any difficulty of rescheduling the examination due to the unavailability of the examiners, the examination committee could be changed accordingly and the new committee must be approved by the department/directorate and college concerned, the College of Graduate Studies and Research and the University Council. The new examination committee should be given sufficient time to assess the dissertation. New examination timing should be scheduled and HEC should be informed accordingly.
4. If the supervisor cannot attend the examination due to extenuating circumstances, then the Dean of the concerned college in coordination with the program coordinator should appoint another member to take his/her place in the examination committee, provided that the following conditions are satisfied:
  - The supervisor has informed the program coordinator/chairperson/director that s/he cannot attend the examination by at least one day before the examination,
  - The supervisor should agree to provide his/her written assessment and feedback of the dissertation to the new member to be communicated to the examination committee during the oral defense. The new member should only evaluate the oral presentation of the student and s/he should sign the examination forms on behalf of the supervisor.
  - The new member should be familiar with the research topic of the dissertation.
5. In the case of absence of the supervisor or if s/he cannot attend the examination due to extenuating circumstances but the above conditions are not fully satisfied, the examination of the master dissertation should be postponed and rescheduled to another convenient date and time to all members of the examination committee as well as the student. The new schedule should be approved by the concerned department/directorate in coordination with the college of Graduate Studies and Research and should be

communicated to the student, the examination committee and HEC. In the case of any difficulty of rescheduling the examination due to the unavailability of the examiners, the examination committee could be changed accordingly and the new committee must be approved by the department/directorate and college concerned, the College of Graduate Studies and Research and the University Council. The new examination committee should be given sufficient time to assess the dissertation. New examination timing should be scheduled and HEC should be informed accordingly.

## **6. After-examination Stage**

### **6.1 Roles and Responsibilities**

#### **I. Supervisor**

1. Provide the student with a list corrections recommended by the examination Committee, if any, and make sure that the student make all required modifications.
2. Approve the modified version of the dissertation, and submit it to the College of Graduate Studies and Research.

### **6.2 Examination committee recommendations**

There are five types of recommendations given by the examination committee. To pass in the defense exam, the student should reflect acceptable capability in defending her/his work during the oral defense exam.

#### **A. *Pass with Outstanding and the Dissertation is accepted without corrections:***

This recommendation is given when the student's dissertation and work are accepted without any correction needed in the written report.

Procedure:

1. The examination committee members have to fill all evaluation forms in the oral defense day.
2. The student's evaluation in both written report and oral presentation ranges between 90-100.
3. The student has to submit one copy of the dissertation to the supervisor,
4. The supervisor submits the dissertation with all needed forms and documents to the Master Programme Coordinator/Director within five working days after the exam.

**B. Pass with Distinction and the Dissertation is accepted subject to minor corrections:**

This recommendation is given when the student's dissertation and work are accepted but some minor corrections are needed in the written report.

Procedure:

1. The examination committee members have to fill all evaluation forms in the same day of oral defense, and specify the corrections needed in the corresponding correction form which will be given to the student's supervisor.
2. The student's evaluation in both written report and oral presentation ranges between 87-89.
3. The student should submit one copy of the modified dissertation to the supervisor within two weeks after the defense.
4. The supervisor should submit the dissertation with all needed forms and documents to the Master Programme Coordinator/Director within five working days.

**C. Pass with Merit and the Dissertation is accepted subject to minor amendments and corrections:**

This recommendation is given when the student's dissertation and work are accepted but some minor corrections are needed in the written report.

Procedure:

1. The examination committee members have to fill all evaluation forms in the same day of oral defense, and specify the corrections needed in the corresponding correction form which will be given to the student's supervisor.
2. The student's evaluation in both written report and oral presentation ranges between 84-86.
3. The student should submit one copy of the modified dissertation to the supervisor within three weeks after the defense.
4. The supervisor should submit the dissertation with all needed forms and documents to the Master Programme Coordinator/Director within five working days.

**D. Pass (P) and the Dissertation is accepted subject to major amendments and corrections:**

This recommendation is given when the student's dissertation and work are accepted but some corrections are needed in the written report and the work of student.

Procedure:

1. The examination committee members have to fill all evaluation forms in same day of defense, and specify the major corrections needed in the corresponding correction form which will be given to the student's supervisor.
2. The student's evaluation in both written report and oral presentation ranges between 80-83.
3. The student has to submit one copy of the modified dissertation to the supervisor within one month after the defense.
4. The supervisor submits the dissertation with all needed forms and documents to the Master Programme Coordinator/Director in five working days after exam.

**Pass (B) and the Dissertation is accepted subject to major amendments and corrections:**

This recommendation is given when the student's dissertation and work are not accepted.

**Table 3: Timeline for after examination period**

Week	Activity	Responsibility	Deliverable
Exam day	Exam takes place and grade is awarded	Examination committee	Evaluation Forms
Outstanding, one week after exam <b>(No Correction case)</b>	Submit 4 hardcopies of final dissertation to supervisor and then to Master Programme Coordinator/Director	Student	Final copies of the dissertation submitted
Distinction, two weeks after exam <b>(Minor Correction case)</b>	Submit 4 hardcopies of final dissertation to supervisor and then to Master Programme Coordinator/Director	Student	Final copies of the dissertation submitted
Merit, three weeks after exam <b>(Minor Correction case)</b>	Submit 4 hardcopies of final dissertation to supervisor and then to Master Programme Coordinator/Director	Student	Final copies of the dissertation submitted
Pass, four weeks after exam <b>(Major Correction case)</b>	Submit 4 hardcopies of final dissertation to supervisor and then to Master Programme Coordinator/Director	Student	Final copies of the dissertation submitted
<b>One day</b> after hardcopies received	Final grade loaded to ADREG	Master Programme Coordinator/Director	Grade loaded to ADREG

## 7.Attendance Regulations

1. It is the responsibility of the student to ensure that the deadlines set by the supervisor, during the student-supervisor meetings, are achieved. Failure to meet three such deadlines will result in a warning letter from the supervisor. If the student fails to meet five deadlines, then the supervisor is authorized to award the student a 'W' grade.
2. Normally the dissertation is submitted within the first semester of registration. Alternatively, an 'IG' (= In Progress) grade will be awarded. The dissertation must then be submitted no later than thirty-seven days before the end of the second semester following registration otherwise an 'IW' grade will be awarded.
3. Students who have (IW) grade in the dissertation will have to re-register in order to submit their dissertation and to be examined, and will pay a reduced registration fee equivalent to three credits only.
4. Supervisors are required to submit copies of all records (forms) to Master Programme Coordinator/ Director according to the deadlines. If the supervisor fails to submit complete records, then he/she will be given one week to address these issues. The Dean of the College and the Dean of Research and Graduate Studies will be informed regarding this situation.

## 8.Academic misconduct

In a small number of cases there are students who are tempted to gain an unfair advantage in their assessments. This behaviour is considered unacceptable. There are at least three types of academic misconduct, which Ahlia University acknowledges and wishes to prevent:

1. **Plagiarism** includes the practice of presenting ideas, words, data, diagrams, illustrations or other output as original pieces of work or without proper acknowledgment (including appropriate identification and referencing) of the source.
2. **Collusion** is an act, involving two or more students, to deceive or mislead the University by submitting identical assignments or other pieces of work and presenting it as individual efforts.
3. **Personation** consists of one or more individuals preparing assignments for another student, or taking the place of another student in an examination.

In order to address the issue of plagiarism the following procedures will be followed for the dissertation:

1. Students are encouraged to make multiple submissions of the dissertation to University-approved plagiarism detection software, and to receive a report(s) accordingly.
2. On receipt of the electronic copy of the dissertation the supervisor will utilise the plagiarism detection software to generate a report which will be attached to the submission form.
3. The tolerance limit for similarity will be set at 15% of matching text in phrases of 6 words or more (excluding the reference list) will normally be referred by the Disciplinary Committee of the University, and penalties imposed if the allegations are upheld. On the advice of the supervisor and the Master program Coordinator/Director, dissertations exceed 15% similarity may require the student to rewrite the concerned sentences/paragraphs again.
4. All content flagged by TURNITIN must be reviewed by the supervisor to ensure that verbatim text is quoted and that for such and paraphrased text that appropriate citations are provided by the student. It is possible even if the TURNITIN result is zero similarity that plagiarism has occurred in as much as paraphrased text is not provided with the source through a valid citation.



# Appendix 1: Dissertation Proposal Contents

Title  
Introduction  
Literature Review and Key Terms  
Problem Statement  
Research question or hypothesis/ Objectives  
Importance of dissertation  
Scope and limitations  
Research Methodology  
Resources  
References and bibliography

## Appendix 2: Master Dissertation Presentation Guidelines

### *Appearance*

1. **Font.** The whole dissertation must be in Times New Roman 12-point font on A4 white paper, 1½ spacing, except for footnotes which should be in single spacing. Use WORD software, though Dissertations in Mathematics, Statistics and Engineering will look more professional when processed using SCIENTIFIC WORD or LaTeX. Students are recommended to convert all files to *Adobe PDF*. This gives a much nicer appearance and has added security benefits (no-one can copy a PDF file with ease).
2. **Margins.** Leave a margin of 40 mm on the left edge of the page to allow for binding; at the right-hand-side of the page, at the top, and at the bottom leave 25 mm borders.
3. **Spacing.** Triple spacing between paragraphs.
4. The order of preliminaries for the final submission of the dissertation must accord with the **Order of Sections of the Dissertation** on the following page.

### *Order of Sections*

- a. **Front Cover and Spine**
- b. **Title Page**
- c. **Approval Page**
- d. **Dedication (Optional)**
- e. **Acknowledgements (Optional)**
- f. **Table of Contents**
- g. **List of Symbols, Notations and Abbreviations (where appropriate)**
- h. **List of Tables/Figures/Graphs/Cases**
- i. **Abstract**
- j. **Body of the Text (including citations)**
- k. **Mathematical Text**
- l. **Appendices to the Dissertation**
- m. **Bibliography**

## **(a) Front Cover and Spine**

### Front cover

The colour of the front cover is maroon for Master students. The top and bottom margin for the front cover must be 60 mm. All the information printed on the cover must be centred and in gold-coloured letters. If a Dissertation exceeds 60 mm in thickness, then the binding should be done in two different volumes. In this case, the volume number should be designated using ordinary numerals (1, 2, 3...) under the title of the Dissertation rather than Roman numerals (I, II, III ...); for example: VOL. 1, VOL. 2 or VOL. 3, etc.

Information printed on the front cover should be centred and in 20-point font size except the title of the Dissertation report/dissertation should be in 24-point font size, using gold coloured letters. Information should be in the following order:

- The TITLE of the Dissertation report should be 24-point font size in SMALL CAPS and should appear at the top of the cover. The title should include meaningful keywords descriptive of the subject and content. Formulae, symbols, superscripts, Greek letters, acronyms and abbreviations in general should not be included in the title.
- The First and Last Names of the candidate should appear exactly as in the Approval Form and declaration page.
- The name of the university; that is, AHLIA UNIVERSITY
- The Month and Year of final submission of the Dissertation appears at the bottom of the page.
- City and Country, i.e., Manama, Kingdom of Bahrain

*For an example of the Front Cover please see end of Appendix C.*

### Spine

Information printed on the spine must be in gold-coloured letters in 18- point font size and in the following order:

- Name of the candidate (e.g. I.A. Ebrahim)
- Degree Acronym (MBA, M.Sc., etc.)
- Volume number (if more than one volume)
- Year, e.g. 2005

The top and bottom margin for the spine should be 60 mm. If a Dissertation is more than one volume, the volume number should be designated using ordinary numerals (1, 2, 3...) rather than Roman numerals (I, II, III ...) in the centre of the spine. Students, whose names are too long to fit on the spine, may use initials, e.g. M.A. Ibrahim.

## **(b) Title Page**

The title page is counted but not numbered. Similar to the cover page, all information printed on the title page is centred and a top and bottom margin of 60 mm is maintained. Information should be in the following order:

- The TITLE of the Dissertation report should appear at the top of the Title Page.
- The First and Last Name of the candidate should appear exactly as in the Approval Form and declaration page.
- The Month and Year of final submission of the Dissertation appears at the bottom of the page.
- The status of the Dissertation report in relation to the fulfilment of the requirements of the Master's or Bachelor's degree:

**A DISSERTATION IN PARTIAL FULFILMENT OF THE REQUIREMENTS FOR THE DEGREE OF  
MASTER OF ....., COLLEGE OF ....., AHLIA UNIVERSITY**

*For an example of the Title Page please see end of Appendix C.*

**(c) Approval Form**

The Supervisor will issue to the student the Approval Form). A photocopy of this form is not acceptable; the examiners' signatures must be original and not photocopied.

**(d) Dedication (Optional)**

If included, the dedication page should use 1½ spacing without heading. This page is counted but not numbered and requires approval by the supervisor. The Dedication should be concise (certainly not exceeding the length of a single page).

**(e) Acknowledgements (Optional)**

Acknowledgements ought to be word-processed in accordance with guidelines specified above under **APPEARANCE** with 1½ spacing. Written on the top of the page of this section ought to be **ACKNOWLEDGEMENTS** in which the candidate should give credit to all those who have assisted in the preparation of the Dissertation report. It is also a good idea to list and thank your sponsors on this page. The Acknowledgements should be concise (certainly not exceeding the length of a single page).

**(f) Table of Contents**

The table of contents must include a list of all items in the Dissertation report. Title page, approval, dedication page, acknowledgements and page(s) where the Table of Contents appears should not be listed in the Table of Contents. Everything else must be listed. Headings and sub-headings must show consistency between the Table of Contents and the body of the text. Although headings may be shortened in the Table of Contents to fit space requirements, the wording must be consistent to enable the reader to recognize the correct headings.

**(g) List of Symbols/Notations/Abbreviations**

Each list should be placed under a separate heading and, if necessary, on a separate page.

**(h) List of Tables/Figures/Graphs/Cases**

A list is required if there are more than two of the above referenced items in the paper. Titles and/or captions should be listed exactly as worded in the text. A single listing does not require a separate page and may be listed at the end of the table of contents or at the end of another list. Any list should be under the heading of LIST OF.....

**(i) Abstract**

The heading of ABSTRACT OF THE DISSERTATION is to appear centred and in full capital letters beneath the top margin. The abstract consists of:

- A brief statement of the problem
- A brief explanation of the methods or procedures used
- A condensed summary of the findings of the study.

The length of the abstract should be about 250 words, with a minimum of 50 words, and should certainly not fill more than one page. Departures from these guidelines require the Supervisor's approval.

#### **(j) Body of the Text**

In the preparation of the body of the text, rules pertaining to margins, type face, type size, line spacing, *etc.*, under APPEARANCE must be observed at all times, without exception. Phrases in a language other than English (for example, *et al.*) should be typed in *italics*.

#### **(k) Mathematical Text**

Students whose dissertations include mathematical, statistical or engineering content should ensure that when using equation mode in Scientific Word or LaTeX they take action to ensure, for example, that  $du/dt$  appears as  $du/dt$ ,  $e$  or  $exp$  appear as  $e$  or  $exp$ , etc. All mathematical operators *must* be typed in Roman font; all matrix names and all variables should be typed in *italics* and all vectors should be typed in **bold** lettering.

#### **(l) Appendices to the Dissertation Report or Dissertation**

Using photocopied material from other sources is permissible provided that clarity and cleanness is observed and that the size of the copy comports with A-4 paper. Page numbers other than those of the Dissertation should be erased. Only relevant material should be attached as appendices.

#### **(m) Citations/Referencing in the Text**

Please refer to the Appendix.

#### **(n) Bibliography**

This section could alternatively be entitled "Additional Reading". It contains references that *aren't* cited in the text; in fact, they must *not* be cited in the text.

The presentation of each item in the Bibliography should be in exactly the same format as that used in the Reference list (see the Addendum).

#### **Addendum**

When writing a Dissertation or dissertation, it is essential that you indicate very clearly the work that you did not do, the ideas which are not yours, and the sentences that you did not compose to describe a concept. If you do not do this then you are committing plagiarism because you are taking someone else's words, thoughts or ideas and presenting them as if they were your own. Plagiarism is a form of cheating and is taken very seriously.

Looking at this another way, referring to research papers, books, internet sites, etc., shows the readers of your Dissertation report or dissertation (the Examiners) that you have studied thoroughly the available literature in your area of research. This is likely to impress them!

Referencing is the way that you indicate in your writing that something is not yours. There are lots of different styles of citation and referencing. Your choice of method should be approved by your Supervisor.

### (1) *The author – date method*

The most frequently-used referencing style is the author – date system, of which the *Harvard System* is used widely. Its use is illustrated in the following specimen text (from an imaginary dissertation):

“Mathematical modelling serves to facilitate the understanding of complicated physical, chemical, bio-medical and engineering systems. Often, this obviates the need for costly, time-consuming laboratory or workshop experiments. Examples in the literature include a study of the spread of measles in Bahrain in the Ph.D. thesis by Al-Showaikh (1998) and the subsequent research paper by Al-Showaikh & Twizell (2004). Bashir and co-workers studied the flow of water in the Gulf and reported their findings in 1989 at a conference in Australia (Bashir *et al.* 1990). Problems arising in astrophysics are described in the renowned book by Chandrasekhar (1961) and in the research papers by Baldwin (1987*a*, 1987*b*). The modelling of *diabetes mellitus* and related issues has received much attention in the literature and is reported in Boutayeb & Derouich (2002), Derouich & Boutayeb (2002), the World Health Organisation (2002), and on many web-sites, for example the World Health Organisation (2003), BBC WORLD On-line (1999, 2004) and BBC WORLD NEWS On-line (2008). Sowan & Horwood (1987) describe the presentation of references in greater detail.”

The references in this piece of text would be arranged in alphabetical order, based on the family name of the first-named author, as follows (but note that, in the case of the two organizations, the place in the list is governed by the initial letter of the first word of the name):

Al-Showaikh, F.N.M. 1998 *Numerical modelling of some systems in the bio-medical sciences*. Ph.D. thesis, Brunel University, U.K.

Al-Showaikh, F.N.M. & Twizell, E.H. 2004 One-dimensional measles dynamics. *Applied Mathematics and Computation* **152**, 169 – 194.

Baldwin, P. 1987*a* A localized instability in a Bénard layer. *Applicable Analysis* **24**, 117 – 156.

Baldwin P. 1987*b* Asymptotic estimates of the eigenvalues of a sixth-order boundary-value problem obtained by using global phase-integral methods. *Phil. Trans. R. Soc. Lond.* **A322**, 281 – 305.

Bashir, M., Khaliq, A.Q.M., Al-Hawaj, A.Y. & Twizell, E.H. 1990 An explicit finite difference model for tidal flows in the Arabian Gulf. In *Computational techniques and applications. Proceedings of the computational techniques and applications conference held at Griffith University, Australia, 10 – 12 July 1989* (eds W.L. Hogarth & B.J. Noye), pp. 295 – 302. New York: Hemisphere Publishing Corporation.

BBC WORLD On-line 1999 *Diabetes*.

[[http://news.bbc.co.uk/2/hi/health/medical\\_notes/253464.stm](http://news.bbc.co.uk/2/hi/health/medical_notes/253464.stm)]

BBC WORLD On-line 2004 *Obesity sparks diabetes fears*.

[<http://news.bbc.co.uk/2/hi/health/4010469.stm>]

BBC WORLD NEWS On-line 2008 *Study suggests ‘type 3 diabetes’*.

[<http://news.bbc.co.uk/1/hi/health/4315609.stm>]

Boutayeb, A. & Derouich, M. 2002 Age structured models for diabetes in East Morocco. *Mathematics and Computers in Simulation* **58**, 215 – 229.

Chandrasekhar, S. 1961 *Hydrodynamic and hydromagnetic stability*. Oxford: Clarendon Press. (Reprinted 1981 New York: Dover Books.)

Derouich, M. & Boutayeb, A. 2002 The effect of physical exercise on the dynamics of glucose and insulin. *J. Biomechanics* **35**, 911 – 917.

Sowan, F. and Horwood, E. 1987 *Publishing with Ellis Horwood*, 2<sup>nd</sup> edn. Chichester: Ellis Horwood, Ch. 2, pp. 90 – 93.

World Health Organisation 2002 Reducing risk: promoting a healthy life. *The World Health Report 2002*. Geneva: The World Health Organisation.

World Health Organisation 2003 Today's challenges. *The World Health Report 2003*.

[<http://www.who.int/whr/2003/en>]

## **(2) Numerical systems with alphabetical listing**

In numerical systems, the year-dates are replaced by numbers in square brackets. In so far as the text does not tell the reader when the reference was published, numerical systems are less useful than the author – date system. These numbers (must) tally exactly with the numbers assigned to the item in the list of references. Addition or deletion of references leads to error-prone numbering, but numerical systems can save much space because, as in the example, authors' names can often be omitted in the text.

Consider again the same piece of text, re-written as follows:

“Mathematical modelling serves to facilitate the understanding of complicated physical, chemical, bio-medical and engineering systems. Often, this obviates the need for costly, time-consuming laboratory or workshop experiments. Examples in the literature include a study of the spread of measles in Bahrain in the Ph.D. thesis by Al-Showaikh [1] and the subsequent research paper by Al-Showaikh and Twizell [2]. Bashir and co-workers studied the flow of water in the Gulf and reported their findings in 1989 at a conference in Australia (Bashir *et al.* [5]). Problems arising in astrophysics are described in the renowned book by Chandrasekhar [10] and in the research papers by Baldwin [3, 4]. The modelling of *diabetes mellitus* and related issues has received much attention in the literature [9, 11, 13], and on many web-sites [6 – 8, 14]. Sowan and Horwood [12] describe the presentation of references in greater detail.”

The references in this piece of text have been numbered and in the list of references they are numbered and arranged in alphabetical order, based on the family name of the first-named author, as follows (but note that, as before, in the case of the World Health Organisation and BBC web-sites, the place in the list is governed by the initial letter of the first word of the name). The format of each entry in case (1) has been changed to another that is used frequently, but the student will see many variations in research papers and books because every publishing company has its own way of presenting references.

1. Al-Showaikh, F.N.M., *Numerical modelling of some systems in the bio-medical sciences*, Ph.D. thesis, Brunel University, U.K., 1998.
2. Al-Showaikh, F.N.M. and Twizell, E.H., One-dimensional measles dynamics. *Applied Mathematics and Computation*, **152**, 169 – 194, 2004.
3. Baldwin, P., A localized instability in a Bénard layer, *Applicable Analysis*, **24**, 117 – 156, 1987.

4. Baldwin, P., Asymptotic estimates of the eigenvalues of a sixth-order boundary-value problem obtained by using global phase-integral methods, *Phil. Trans. R. Soc. Lond.* **A322**, 281 – 305, 1987.
5. Bashir, M., Khaliq, A.Q.M., Al-Hawaj, A.Y. and Twizell, E.H., An explicit finite difference model for tidal flows in the Arabian Gulf. In *Computational techniques and applications. Proceedings of the computational techniques and applications conference held at Griffith University, Australia, 10 – 12 July 1989* (eds W.L. Hogarth & B.J. Noye), pp. 295 – 302. Hemisphere Publishing Corporation, New York, 1990.
6. BBC WORLD On-line, *Diabetes*, 1999. [[http://news.bbc.co.uk/2/hi/health/medical\\_notes/253464.stm](http://news.bbc.co.uk/2/hi/health/medical_notes/253464.stm)]
7. BBC WORLD On-line 2004 *Obesity sparks diabetes fears*, 2004. [<http://news.bbc.co.uk/2/hi/health/4010469.stm>]
8. BBC WORLD NEWS On-line, *Study suggests 'type 3 diabetes'*, 2008. [<http://news.bbc.co.uk/1/hi/health/4315609.stm>]
9. Boutayeb, A. and Derouich, M., Age structured models for diabetes in East Morocco, *Mathematics and Computers in Simulation*, **58**, 215 – 229, 2002.
10. Chandrasekhar, S., *Hydrodynamic and hydromagnetic stability*, Clarendon Press, Oxford, 1961. (Reprinted by Dover Books, New York, 1981.)
11. Derouich, M. and Boutayeb, A., The effect of physical exercise on the dynamics of glucose and insulin, *J. Biomechanics*, **35**, 911 – 917, 2002.
12. Sowan, F. and Horwood, E., *Publishing with Ellis Horwood*, 2<sup>nd</sup> edn, Ellis Horwood, Chichester, 1987 (Ch. 2, pp. 90 – 93).
13. World Health Organisation, Reducing risk: promoting a healthy life, *The World Health Report 2002*, The World Health Organisation, Geneva, 2002
14. World Health Organisation, Today's challenges, *The World Health Report 2003*, 2003 [<http://www.who.int/whr/2003/en>]

### **(3) Numerical systems with chronological ordering**

In this system, citations are numbered [1], [2], [3], etc. as they are cited in the text so that the specimen text would now take the form:

“Mathematical modelling serves to facilitate the understanding of complicated physical, chemical, bio-medical and engineering systems. Often, this obviates the need for costly, time-consuming laboratory or workshop experiments. Examples in the literature include a study of the spread of measles in Bahrain in the Ph.D. thesis by Al-Showaikh [1] and the subsequent research paper by Al-Showaikh and Twizell [2]. Bashir and co-workers studied the flow of water in the Gulf and reported their findings in 1989 at a conference in Australia (Bashir *et al.* [3]). Problems arising in astrophysics are described in the renowned book by Chandrasekhar [4] and in the research papers by Baldwin [5, 6]. The modelling of *diabetes mellitus* and related issues has received much attention in the literature [7 – 9], and on many web-sites [10 – 13]. Sowan and Horwood [14] describe the presentation of references in greater detail.”

The list of references now takes the form:

1. Al-Showaikh, F.N.M., *Numerical modelling of some systems in the bio-medical sciences*, Ph.D. thesis, Brunel University, U.K., 1998.
2. Al-Showaikh, F.N.M. and Twizell, E.H., One-dimensional measles dynamics. *Applied Mathematics and Computation*, **152**, 169 – 194, 2004.

3. Bashir, M., Khaliq, A.Q.M., Al-Hawaj, A.Y. and Twizell, E.H., An explicit finite difference model for tidal flows in the Arabian Gulf. In *Computational techniques and applications. Proceedings of the computational techniques and applications conference held at Griffith University, Australia, 10 – 12 July 1989* (eds W.L. Hogarth & B.J. Noye), pp. 295 – 302. Hemisphere Publishing Corporation, New York, 1990.
4. Chandrasekhar, S., *Hydrodynamic and hydromagnetic stability*, Clarendon Press, Oxford, 1961. (Reprinted by Dover Books, New York, 1981.)
5. Baldwin, P., A localized instability in a Bénard layer, *Applicable Analysis*, **24**, 117 – 156, 1987.
6. Baldwin P., Asymptotic estimates of the eigenvalues of a sixth-order boundary-value problem obtained by using global phase-integral methods, *Phil. Trans. R. Soc. Lond.* **A322**, 281 – 305, 1987.
7. Boutayeb, A. and Derouich, M., Age structured models for diabetes in East Morocco, *Mathematics and Computers in Simulation*, **58**, 215 – 229, 2002.
8. Derouich, M. and Boutayeb, A., The effect of physical exercise on the dynamics of glucose and insulin, *J. Biomechanics*, **35**, 911 – 917, 2002.
9. World Health Organisation, Reducing risk: promoting a healthy life, *The World Health Report 2002*, The World Health Organisation, Geneva, 2002.
10. BBC WORLD On-line, *Diabetes*, 1999. [[http://news.bbc.co.uk/2/hi/health/medical\\_notes/253464.stm](http://news.bbc.co.uk/2/hi/health/medical_notes/253464.stm)]
11. BBC WORLD On-line, *Obesity sparks diabetes fears*, 2004. [<http://news.bbc.co.uk/2/hi/health/4010469.stm>]
12. BBC WORLD NEWS On-line, *Study suggests ‘type 3 diabetes’*, 2008. [<http://news.bbc.co.uk/1/hi/health/4315609.stm>]
13. World Health Organisation, Today’s challenges, *The World Health Report 2003*, 2003. [<http://www.who.int/whr/2003/en>]
14. Sowat, F. and Horwood, E., *Publishing with Ellis Horwood*, 2<sup>nd</sup> edn, Ellis Horwood, Chichester, 1987 (Ch. 2, pp. 90 – 93).



[MAROON COLOUR]



**TITLE OF THE DISSERTATION**

**BY**

**NAME OF THE AUTHOR**

**MONTH YEAR**

**MANAMA, BAHRAIN**

**TITLE OF THE DISSERTATION**

**BY**

**NAME OF THE AUTHOR**

**MONTH YEAR**

**A DISSERTATION IN PARTIAL FULFILMENT OF THE REQUIREMENTS FOR THE  
DEGREE OF MASTER OF ....., COLLEGE OF ....., AHLIA UNIVERSITY**

**MANAMA, BAHRAIN**

## **Appendices**

### **MASTER DISSERTATION FORMS**

# MASTER DISSERTATION Proposal Form

To be completed by the Student, and attach the proposal

<b>Name of Student</b>		<b>Student ID</b>	
<b>College</b>		<b>Department</b>	
<b>Course Title</b>		<b>Course Code</b>	
<b>Proposed Dissertation Title</b>		<b>Academic Year</b>	
		<b>Semester</b>	
		<b>First</b>	<b>Second</b>
<b>Proposed Supervisor Name</b>			
<b>Aims of the Dissertation</b>	Continue on A4 page if necessary		
<b>Signature of Student</b>		<b>Date</b>	
<b>Proposed Supervisor signature</b>		<b>Date</b>	

To be completed by Master Coordinator/Director

	<b>Approved</b>	<b>Rejected</b>	<b>Remarks</b>
<b>Proposed Dissertation Title</b>			
<b>Aims of the Dissertation</b>			
<b>Research Methodology</b>			
<b>Proposed Dissertation Supervisor</b>			
<b>Final date for Submission of Dissertation</b>			
<b>Name of Master coordinator/director</b>		<b>Signature</b>	<b>Date</b>

To be completed by the Dean of the College

	<b>Approved</b>	<b>Rejected</b>	<b>Remarks</b>
<b>Proposed Dissertation Title</b>			
<b>Proposed Dissertation Supervisor</b>			
<b>Name of Dean</b>		<b>Signature</b>	<b>Date</b>

# MASTER DISSERTATION

## Submission Form



To be completed by the student, and attach the dissertation and Turnitin report.

<b>Name of Student</b>		<b>Student ID</b>	
<b>College</b>		<b>Department</b>	
<b>Course Title</b>		<b>Course Code</b>	
<b>Name of Supervisor</b>		<b>Academic Year</b>	
<b>Dissertation Title</b>		<b>Semester</b>	
		<b>First</b>	<b>Second</b>
		<b>Summer</b>	
<p>By signing this document I confirm that the work presented in this dissertation is my own. It has not in part or in whole been copied from unacknowledged sources. I understand that academic misconduct is unacceptable at Ahlia University and if suspected the matter will be referred to the Dean of Student Affairs.</p>			
<b>Signature of Student</b>		<b>Date</b>	

<p>By signing this document I confirm that I have reviewed this student's dissertation and find it devoid of significant plagiarism and without violation of intellectual property. I agree that it can be submitted to the Examination Committee.</p>			
<b>Plagiarism report</b>	%		
<b>Signature of Supervisor</b>		<b>Date</b>	

<b>Name of Master coordinator/director</b>		<b>Signature</b>		<b>Date</b>	
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**MASTER DISSERTATION**  
**Internal Examiner's preliminary feedback Form**



Name of Student		Student ID	
College		Department	
Course Title		Course Code	
Name of Supervisor		Academic Year	
Dissertation Title		Semester	
		First	Second

Please comment on (1) the quality of the quality of the draft dissertation with particular reference to plagiarism, literature review, methodology, analysis and conclusions; (2) the suitability of the dissertation for submission to the examination committee.

[Continue on A4 paper if more space required]

Name of Internal Examiner		Signature of Examiner		Date	
---------------------------	--	-----------------------	--	------	--

# MASTER DISSERTATION

## Assessment of Dissertation



Performance Area	Description	Marks
<b>Problem Definition</b>	<ol style="list-style-type: none"> <li>1. Clarity of aims and objectives</li> <li>2. Originality and statement of problem</li> <li>3. Relevance/significance of study</li> <li>4. Rationale for study</li> </ol>	<b>10</b>
<b>Literature Review</b>	<ol style="list-style-type: none"> <li>1. Relevance and quality of literature sources</li> <li>2. Depth of review</li> <li>3. Critical awareness</li> <li>4. Conceptual framework</li> </ol>	<b>20</b>
<b>Methodology</b>	<ol style="list-style-type: none"> <li>1. Correct use of appropriate methods</li> <li>2. Data collection techniques/data sources</li> <li>3. Critical awareness of methodological limitations</li> </ol>	<b>10</b>
<b>Product</b>	<ol style="list-style-type: none"> <li>1. Achievement of dissertation objectives</li> <li>2. Quality of the dissertation product</li> </ol>	<b>20</b>
<b>Results and Analysis</b>	<ol style="list-style-type: none"> <li>1. Correct use of analysis techniques</li> <li>2. Depth of analysis</li> <li>3. Presentation of the results</li> <li>4. Critical awareness about results</li> </ol>	<b>20</b>
<b>Conclusions/recommendations</b>	<ol style="list-style-type: none"> <li>1. Relevance to objectives</li> <li>2. Summary of achievements</li> <li>3. Horizons and Limitations</li> <li>4. Focus/consistency</li> <li>5. Identification of improvements/further work</li> </ol>	<b>10</b>
<b>Format and documentation</b>	<ol style="list-style-type: none"> <li>1. Structure, language and organisation of information</li> <li>2. Clarity of expression</li> <li>3. Use of tables and figures</li> <li>4. Use of referencing and bibliography</li> </ol>	<b>10</b>
	<b>Total Marks:</b> <b>[Dissertation is worth 70% of final mark for Dissertation]</b>	<b>/100</b>

<b>Name of Examiner</b>		<b>Signature of Examiner</b>		<b>Date</b>	
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## Assessment Of Dissertation Rubrics

Performance Area	Fail	Satisfactory	Good	Outstanding
<b>Problem Definition</b>	Little or no focus; Relevance of topic explained; problem statement severely underdeveloped; task unclear/confused. (score=0.0-5.9)	Subject valid and relevant. Some shortcomings in clarity of aim and objectives. Task definition could improve but clear & explicit. (score =6.0-7.7)	Subject valid and relevant. Appropriate rationale. Task clear and explicit. Scope for study appropriate. Focus maintained on issue. (score=7.8-8.6)	Clear statement of problem and associated objectives. Persuasive and comprehensive rationale. Task demanding. (score = 8.7-10.0)
<b>Literature Review</b>	Information lacked relevance, quality, depth and balance. Student(s) clearly plagiarized materials. Sources are incorrectly cited (score=0.0-7.9)	Limited range of information and minimal effort in selecting quality resources. Sources are properly cited but a few errors noted. (score=8.0-12.9)	Information gathered from a variety of relevant sources both print and electronic. Sources are properly cited. (score=13.0-15.9)	Information gathered from a variety of quality electronic and print sources. Sources are relevant, balanced and include critical readings relating to the thesis or problem. Sources are properly cited. (score=16.0-20.0)
<b>Methodology</b>	Little justification for selected methodology. Inappropriate methods and/or data collection. No understanding of methodology and implications. (score=0.0-5.9)	Some justification and rationale for methodology. Evidence of basic understanding of values and limitations of methodology. Appropriate methodology selected but some application errors. (score =6.0-7.7)	Appropriate selection of and justification for methodology. Appropriate methods used. Clear rationale. More advanced understanding of limitations. (Score =7.8-8.6)	Appropriate selection of and justification for methodology. Full understanding of values and limitations of methods. (Score =8.7-10.0)
<b>Product</b>	The dissertation objectives have not been achieved. (score=0.0-7.9)	Some objectives have been achieved and not of good quality. (score=8.0-12.9)	Objectives have been achieved and not of good quality. (score=13.0-15.9)	All objectives have been achieved and of good quality. (score=16.0-20.0)
<b>Results and Analysis</b>	Presentation of results was unclear. Limited or inconsistent analysis of data. No critical evaluation of results or value of evidence (score=0.0-11.9)	Clear presentation of results. Appropriate but limited data analysis. Limited critical evaluation of results. (score =12.0-14.9)	Clear presentation of results. Competent analysis. Evidence of ability to evaluate results. (Score =15.0-16.9)	High quality presentation of results. High level analysis and evaluations of results using appropriate techniques. (Score =17.0-20.0)
<b>Conclusions/ Recommendations</b>	Absent or unsupported conclusions (score=0.0-5.9)	Clear presentation of conclusions related to data analysis. Results/analysis mostly linked to objectives of study. (score =6.0-7.7)	Logical conclusions mostly based in data analysis. Evidence of ability to critical evaluate findings . Conclusions consistently linked to objectives (score=7.8-8.6)	Clear and logical presentation of conclusions, which are strongly linked to data analysis and to objectives. Competent at critical evaluation. (score = 8.7-10.0)
<b>Format and documentation</b>	The report does not comply with University Regulations. It is not logically or effectively structured. (score=0.0-5.9)	The report generally complies with University Regulations. There should have been greater effort put into organizing the report. Greater care needed in documenting sources. (score =6.0-7.7)	There is a logical organization of the report and good connections among ideas. Evidence of documenting sources with care. (score=7.8-8.6)	The report complies with University Regulations. There is appropriate structure to the report, incorporating variety of quality sources. Information is logically and creatively organized with smooth transitions. Complete documentation of all sources, and is error-free (score = 8.7-10.0)



# MASTER DISSERTATION



## Assessment of Dissertation: External Examiner's Report

Name of Student		Student ID	
College		Department	
Course Title		Course Code	
Name of Supervisor		Academic Year	
Dissertation Title		Semester	
		First	Second
			Summer

Please use this section to comment on the originality of this written dissertation and contribution to the field of knowledge.

[Continue on A4 paper if more space required]

Name of External Examiner		Signature of Examiner		Date	
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## MASTER DISSERTATION

### Assessment of Oral Examination



#### Suggested Assessment Scheme

Performance Area	Description	Marks
<b>Organization, Eye Contact, &amp; Delivery</b>	<ol style="list-style-type: none"><li>1. Logical sequence of presentation</li><li>2. Ability to explain key concepts and elaborate</li><li>3. Maintain eye contact with audience</li><li>4. Speak clearly and audibly</li></ol>	<b>20</b>
<b>Time Management &amp; Presentation Skills</b>	<ol style="list-style-type: none"><li>1. Effective use of time</li><li>2. Finishes within allocated time</li><li>3. Ease of reading and informative</li><li>4. Balanced use of appropriate multimedia</li></ol>	<b>50</b>
<b>Questions &amp; Answers</b>	<ol style="list-style-type: none"><li>1. Answer questions appropriately</li><li>2. Ability to handle questions about basic and advanced issues</li><li>3. Use questions to demonstrate thorough command of topic(s)</li></ol>	<b>30</b>
	<b>Total Marks:</b> [Oral examination is worth 30% of final mark for the Dissertation]	<b>/100</b>

<b>Name of Examiner</b>		<b>Signature of Examiner</b>		<b>Date</b>	
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## MASTER DISSERTATION

### Assessment of Oral Examination Rubrics



Performance Area	Maximum marks	Fail	Satisfactory	Very Good	Outstanding
<b>Organization, Eye Contact, &amp; Delivery</b>	<b>20</b>	No logical sequence Reads most or all of report, making little to no eye contact with audience. Voice is unclear and too quietly to be heard by many in audience. Presenter mispronounces many terms.  (score=0.0-11.9)	Logical sequence but cannot provide explanations or elaborate. Maintains eye contact with audience some of the time, but refers frequently to notes. Voice is clear, but too quietly to be heard by all of audience Presenter mispronounces some terms. (score =12.0-14.9)	Logical sequence, provides explanations but fails to elaborate. Maintains eye contact with audience most of the time, with occasional reference to notes. Voice is clear, but too quietly to be heard by all of audience. Pronounces all terms correctly and precisely. (Score =15.0-16.9)	Logical sequence, provides explanations and can elaborate Maintains eye contact with audience throughout the presentation. Speaks clearly and loud enough for all in audience to hear, and pronounces all terms correctly and precisely. (Score =17.0-20.0)
<b>Time Management &amp; Presentation Skills</b>	<b>50</b>	Does not finish on time or finishes well before allotted time. No multimedia or uses it in distracting or ineffective manner. Difficult to read and uninformative  (score=0.0-29.9)	Finishes on time but rushes through most of the presentation. Limited multimedia that enhance parts of the presentation. Easy to read and informative in parts only  (score =30.0-37.9)	Finishes on time but has to rush through last points of presentation. Limited multimedia that enhance the overall presentation. Easy to read and informative, but not outstanding. (score=38.0-43.9)	Speaker uses the allotted time effectively and finishes on time. Balanced use of appropriate multimedia that enhances the overall presentation  (score=44.0-50.0)
<b>Questions &amp; Answers</b>	<b>30</b>	Cannot address basic questions about the topic or addresses them in a superficial manner.  (score=0.0-17.9)	Answers only basic questions about the topic in an acceptable manner  (score=18.0-22.9)	Demonstrates an ability to address most questions in a thoughtful and effective manner (score=23.0-25.9)	Addresses all questions in a manner that demonstrates a thorough command of the topic(s) (score=26.0-30.0)

# MASTER DISSERTATION

## Evaluation Form



Name of Student		Student ID	
College		Department	
Course Title		Course Code	
Name of Supervisor		Academic Year	
Dissertation Title		Semester	
		First	Second Summer

EVALUATION RESULTS	Examiner 1 (Supervisor)	Examiner 2 (Internal Examiner)	Examiner 3 (External Examiner)
Name of Examiner			
Percent for Dissertation Out of 70			
Percent for Oral Presentation Out of 30			
Total Percent	T <sub>1</sub> =	T <sub>2</sub> =	T <sub>3</sub> =
Signature of Examiner			
Date			
Average Total Percent To be Completed by Supervisor	(T <sub>1</sub> + T <sub>2</sub> + T <sub>3</sub> ) / 3		
Final Grade awarded			

The Examination Committee unanimously recommends that:

- ☐ Outstanding and the Dissertation is accepted without corrections
- ☐ Distinction and the Dissertation is accepted subject to minor amendments and corrections (Deadline: \_\_\_\_\_)
- ☐ Merit and the Dissertation is accepted subject to minor amendments and corrections (Deadline: : \_\_\_\_\_)
- ☐ Pass and the Dissertation is accepted subject to Major amendments and corrections (Deadline: \_\_\_\_\_)
- ☐ The Dissertation cannot be accepted, and the candidate is Fail

Name of Master coordinator/director		Signature		Date	
Name of College Dean		Signature		Date	

In the event that there is a difference in marks awarded between any two examiners of >20% the matter will be referred to the Dean of the College for moderation. The signature of the College Dean means that the grade is deemed to be final, and no further referrals are needed.

# MASTER DISSERTATION

## Completion of Master Dissertation Form

### Outcome of Examining Committee and Corrections

Please specify the required corrections

(to be continued on extra A4 pages if required)

Name of Examiner 1 (Supervisor)		Signature		Date	
Name of Examiner 2 (Internal Examiner)		Signature		Date	
Name of Examiner 3 (External Examiner)		Signature		Date	
Name of Student		Signature		Date	

I confirm that I have reviewed the corrected report, and that the requested corrections have been made.

Name of Supervisor		Signature		Date	
Name of Internal Examiner		Signature		Date	

## ***Dissertation Approval Form***

<b>College:</b> _____	<b>Department:</b> _____
<b>Programme:</b> _____	
<b>Course Code:</b> _____	<b>Course Title:</b> _____
<b>Candidate's Name:</b> _____	
<b>Candidate's ID #:</b> _____	
<b>Dissertation Title:</b> _____	
<b>Supervisor's Name:</b> _____	
<b>Date:</b> _____	

### **Examination Committee Assessment**

The committee has unanimously decided that the student should be awarded the following grade [Pass with outstanding, pass with distinction, pass with merit, pass or Fail]:

### **Examining Committee:**

<b>Examiner #1(Internal Examiner):</b> _____	<b>Signature:</b> _____
<b>Examiner #2(External Examiner):</b> _____	<b>Signature:</b> _____

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***(For Use of Office of the Dean for Graduate Studies and Research)***

**Dean of Graduate Studies and Research:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# MASTER DISSERTATION

## Student's Checklist

Name of Student		Student ID	
College		Department	
Course Title		Course Code	
Name of Supervisor		Academic Year	
Dissertation Title		Semester	
		First	Second
			Summer

### ITEM

### CHECK

1. Dissertation Proposal and proposal form ☐
2. Meetings with supervisor ☐
3. Three hardcopies of soft bound copy of draft dissertation + submission form + Turnitin Report ☐
4. Softcopy of the dissertation ☐
5. Corrected version of the dissertation ☐
6. Four hard bound maroon copies of corrected final version of the dissertation as follows: (1) central library; (2) Supervisor; (4) Master coordinator/director; and (5) Dean of Graduate Studies & Research. ☐

Name of Student		Signature		Date	
Dean of Graduate Studies & Res		Signature		Date	

**Checklist of the Centre for Accreditation and  
Quality Assurance**

<b>STUDENT NAME</b>		<b>STUDENT ID. NO</b>	
<b>COLLEGE</b>		<b>DEPARTMENT</b>	
<b>COURSE TITLE</b>		<b>COURSE CODE</b>	
<b>ACADEMIC YEAR</b>		<b>SUPERVISOR</b>	
<b>TITLE OF DISSERTATION</b>		<b>INTERNAL EXAMINER</b>	
		<b>EXTERNAL EXAMINER</b>	
		<b>DATE OF EXAMINATION</b>	

	<i>Completed (please tick)</i>		
<b>Item</b>	<b>Yes</b>	<b>No</b>	<b>Comments/details</b>
1. Proposal Form			
2. Submission Form			
3. Assessment of Written Dissertation Form			
4. Evaluation and correction Form			
5. Dissertation Approval Form			
6. Front cover complies with latest version of regulations			
7. Title page complies with latest version of regulations			
8. Plagiarism check using approved University software			

<b>FOR OFFICE USE ONLY</b>			
<b>Data collected by (name of representative from CAQA)</b>		<b>Signature</b>	
<b>DATE</b>			
<b>NOTED BY</b>			
<b>CHAIRPERSON/DIRECTOR (Name)</b>		<b>Signature</b>	
<b>DEAN OF COLLEGE (Name)</b>		<b>Signature</b>	
<b>DEAN OF GRADUATE STUDIES AND RESEARCH</b>		<b>Signature</b>	