

**AMERICAN UNIVERSITY OF BEIRUT  
FACULTY OF ENGINEERING AND ARCHITECTURE**

**GRADUATE ACADEMIC MANUAL FOR FEA (2006-07)**

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This manual summarizes the relevant rules and regulations of graduate studies for FEA advisors and graduate students. Students should also consult the relevant sections on graduate studies in the latest edition of the AUB Catalogue (Graduate Programs under the Faculty of Engineering and Architecture section, and the Graduate Study section).

**PROCEDURE FOR THESIS/PROJECT PROPOSAL, COMPREHENSIVE EXAM, AND THESIS/PROJECT DEFENSE**

Definitions

- *Thesis* refers to either the Master's thesis in the Engineering and Architecture departments or Master's project in the Engineering Management program.
  - *Chairperson* refers to either Chairperson of the department in Engineering and Architecture or the Director of the Engineering Management program.
  - *Department* refers to either the Engineering and Architecture departments or the Engineering Management program.
1. During the course of the graduate program followed by a graduate student, the student is expected to meet with faculty members in the Department in which he/she is enrolled to discuss with them possible Thesis topics and arrange to have a Thesis Advisor. Normally, the Thesis Advisor is from among the full-time professorial faculty of the Department.
  2. When ready to start work on the Thesis, the student must present to the Chairperson of the Department concerned a written Thesis proposal, approved by the Thesis Advisor, stating the project objectives, scope of work with relevant literature, research methodology, expected results, and indicating the expected date of graduation.
  3. The Chairperson should approve the Thesis Proposal and select the members of the Thesis Committee in consultation with the Thesis Advisor. If the Thesis Advisor is from another department, then the Chairperson will consult with the Chairperson of the Department to which the Thesis Advisor belongs. The Thesis Committee shall be composed of the Thesis Advisor as chairperson and at least two other members in the case of a Master's thesis, or at least one other member in the case of Master's project. In the case of a Master's thesis, at least two members of the Committee must be members of the Department to which the student belongs. The remaining member(s) could be from the Department or the Faculty or the University or from an institution other than AUB.
  4. The student should discuss his/her Thesis Proposal with members of the Thesis Committee and get their approval. The student's Proposal must be signed by all members of the Thesis Committee prior to its submittal by the Department Chairperson to the Graduate Studies Committee.
  5. The Chairperson of the Department should submit the Thesis proposal with the names of the Thesis Committee to the Graduate Studies Committee for approval.

6. The Graduate Studies Committee will then inform the Chairperson of its approval, and the Chairperson will communicate the approval to the Thesis Advisor. The deadlines for approval by the Graduate Studies Committee for students who wish to graduate in October, February, or June are: June 20, October 20, or February 1, respectively.
7. The Thesis Committee shall serve as the Comprehensive Examination Committee.
8. The Comprehensive Examination should be taken as soon as the student completes most of the course requirements and not later than the second week of the Term in which the student is expected to graduate. A student who does not pass the Comprehensive Examination may take it a second time after a period of at least three months.
9. It is the student's responsibility to keep members of the Thesis Committee informed of the progress of his/her work and to seek their input.
10. When a student registers for the Thesis for the first time, the thesis tuition is equivalent to 6 graduate credits tuition and is valid for a maximum of four thesis registration sessions. The three Thesis registration sessions following the first registration session are for zero credit tuition. Any subsequent Thesis registration after the first four registration sessions, a Thesis fee equivalent to three graduate credits is applied. When a student registers for the Project for the first time, the Project tuition is equivalent to 3 graduate credits tuition and is valid for a maximum of two Project registration sessions. The second registration session is for zero credit tuition.
11. A student must be registered for the Thesis or at least one course in the term in which he/she is expected to graduate in order to present his/her defense.
12. All requirements for the Master's degree must be completed within a period of four years after admission to graduate study. Extension requires justification and approval by the Graduate Studies Committee.
13. The Thesis Defense should take place at least four months after the approval of the Graduate Studies Committee referred to in paragraph 6 above. The deadlines for the Thesis Defense for students who wish to graduate in October, February, or June are: October 30, March 1, or June 10, respectively. The deadlines for depositing the thesis at the Library are, respectively: November 10, March 10, or June 20.
14. A final draft of the Thesis shall not be prepared before it is discussed with each member of the Thesis Committee. The final draft of the Thesis shall be submitted to each member of the Thesis Committee at least one week before the date of the Thesis Defense.
15. The Thesis Defense shall be open to the public and shall be announced at least two weeks in advance. The total time allocated for the Thesis Defense should allow for answering all questions and should normally not exceed 90 minutes.
17. The Thesis Defense session is normally chaired by the Thesis Advisor and shall be conducted according to the following procedure:
  - Introduction of the student defending the Thesis by the Thesis Advisor.
  - Presentation of the work by the student in 35 to 40 minutes.
  - Questions first from members of the Thesis Committee then the public, starting with general and clarification questions, followed by more specific, technical questions.

- At the end of the Thesis Defense, the student and the public shall be requested to leave the room to allow the Thesis Committee to deliberate and reach a decision concerning evaluation of the Thesis.
18. The results of the Comprehensive Examination and Thesis Defense shall be reported on a special form (available in the Dean's Office), signed by the Chairperson and members of the Thesis Committee. This form shall be sent by the Chairperson of the Department to the Registrar with a list of the graduate courses completed by the student, and the grades obtained in these courses. In the event that the student fails the Thesis Defense, the student may resubmit the Thesis and defend it after a period of at least three months. Failure on the second attempt results on discontinuation from graduate work.
  19. The Chairperson of the Department shall write to the Dean recommending that the student be granted the Master's Degree.
  20. The student, after passing the Thesis Defense, shall deposit three copies of the Thesis, complete with abstract and signatures of the members of the Thesis Committee, at the Jafet Memorial Library. The receipt of these copies shall be submitted by the student to the office of the Registrar. The student shall sign a release form indicating whether or not he/she authorizes the Library to supply copies of the Thesis to other libraries or individuals.
  21. The Thesis Manual, which provides instructions on the preparation of the Thesis, is available at the Jafet Library.