

**Deanship of Research
and Graduate Studies**

Graduate Studies Handbook

ASU



جامعة العلوم التطبيقية
APPLIED SCIENCE UNIVERSITY

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President's Foreword

Graduate studies are one of the main pillars of our university. In fact, graduate studies play a key role in the long-term sustainability of the university and in attracting new students from within and outside the Kingdom of Bahrain. To all our dear students, it is my pleasure to put in your hands the Graduate Studies Handbook issued by the Deanship of Research and Graduate Studies at the University to be a trusted guide for you to answer your questions and queries about the university's graduate programs. It contains the bylaws, regulations and instructions that are in force to govern your studies, which will surely help you with your academic attainment and the degree you wish to obtain.

I wish you all the success and progress in your studies.

Happy reading.

Prof. Ghassan Aouad, President of Applied Science University

Dean of Research and Graduate Studies' Foreword

Dear postgraduate students,

I am pleased to present to you the Graduate Studies Handbook at Applied Science University issued by the Deanship of Research and Graduate Studies at the University, which includes an overview of the objectives, tasks and responsibilities of the staff responsible for the graduate studies, and a simple elaboration of the graduate programs and regulations and the procedures necessary to achieve them and to succeed in your studies. The Handbook also includes a general summary about the master thesis project highlighting the importance of choosing the appropriate subject and methodology required to conduct the research, in addition to guidance related to how to write a research plan and schedule the research stages on top what you have already been taught in the scientific research methods. In order to guarantee that the writing of your master thesis is up to the highest scientific international standards, the Handbook has been produced at the university to ensure uniformity in approach between the Colleges taking into account the international standards with regard to documenting and quoting scientific references from their various sources. Finally, the Deanship of Research and Graduate Studies wishes that you read this Handbook thoroughly as it has answers to all the questions you may have during your graduate studies journey at the university.

All the best,

Dean of Research and Graduate Studies

Chapter One: Objectives, Tasks and Responsibilities

1.1. Introduction

The Deanship of Research and Graduate studies at the Applied Science University gladly presents the Graduate Studies Handbook as the basic reference for graduate students and their supervisors from both academic and administrative staff, as it includes the offered graduate studies programs (Masters) and their study plans. In addition, the Handbook includes bylaws, instructions and all of the necessary information that a graduate student may need to facilitate his/her studying process through clear and simplified comprehension of systems and regulations, so, we hope that all of you carefully read the guide, especially the students before taking any study-related steps, as it provides them with all of the necessary information about their studies directly without relying on anyone else. Therefore, this Handbook is the officially qualified source to provide guidance for students; in addition to this guide, other parties that students can get in touch with are:

- The Program Leader
- The Head of the Academic Department
- The Dean of the College you're enrolled in
- The Deanship of Research and Graduate Studies
- The registrar of graduate studies at the Deanship of Admissions and Registration

The Deanship of Research and Graduate Studies will post this guide on the university's website, and while the Deanship is honored to annually receive new cohorts of our dear students who are keen on gaining more knowledge from various higher studies programs, it also seeks to harness all of its academic and administrative capabilities to provide assistance for the students in order to facilitate all steps regarding admissions and registration, and also during the period of their enrollment in the university's graduate studies programs until their graduation.

1.2. Objectives of the Deanship of Scientific Research and Postgraduate Studies

The Deanship of Research and Graduate Studies seeks to achieve the following primary objectives:

- a. Introducing graduate studies programs that meet the needs of labor market and the society.
- b. Preparation of top notch specialists in different scientific and practical fields.
- c. Upgrading the level of master dissertations and widening the scientific research base.
- d. Performing studies and researches to solve local, regional and international contemporary problems.
- e. Improving the knowledge level of university first degrees holders and training them on scientific research methods, therefore, enhancing their competitive capabilities to obtain suitable job opportunities.
- f. Increasing awareness of the importance of graduate studies, continuous learning and scientific research among university graduates.

1.3. Tasks and Responsibilities of the Deanship of Research and Graduate Studies

- a. To make sure of meeting the conditions of academic staff members who teach and supervise graduate students.
- b. Working on updating graduate studies bylaws periodically or as needed.
- c. Overseeing registration of scientific dissertations with colleges and academic departments in accordance with graduate studies bylaw that is used by the university.
- d. Coordination with the colleges and concerned committees regarding discussions of dissertations (schedules preparation, checking conformity of supervision members, assigning internal and external examiners).
- e. Overseeing the periodic meetings between students and supervisors regularly.
- f. Making sure of following instructions of graduate studies bylaw applied in the university.
- g. Making sure of putting dissertations in the library of university, colleges and the national library.
- h. Oversee building of information data bases of graduate studies through approved forms of graduate studies, and reporting any possible amendments to the dean and relevant parties.

1.4. The College Tasks

1. Suggesting rules and policies of admission for graduate studies and overseeing their implementation.
2. Specifying the measures and instructions of dissertations registration and preparation, besides assigning the discussion panels.
3. Preparing data base of studies and researches introduced by students and academic staff members.
4. Reviewing and updating systems and bylaws that govern graduate studies
5. Studying suggested graduate studies programs and submitting recommendations to the University Council.
6. Reviewing new study plans of graduate studies programs or academic reviews and amendments which are subject to those plans, and submitting recommendations to the University Council.
7. Contacting the Deanship of Admissions and Registration regarding admissions for Masters.
8. Receiving detailed follow-up reports from the Program Leader about the master students' status.
9. Issuing the supervision assignment.
10. Sending masters dissertations to the external examiner to review them.
11. Taking decisions of forming discussion panels.

1.5. Tasks of the Head of Department

The Head of Department is committed to do all of the tasks assigned to him within the applicable laws and regulations, the main of these tasks are:

- a. Specifying the department's needs of academic members regarding graduate studies.
- b. Reviewing applications of enrollment in the graduate studies program in the department and checking their conformity to admission criteria.
- c. Submitting recommendations to the college dean about masters' students' admission and deciding on the courses according to the mechanism in place (if any).
- d. Deciding on the timetable for the courses for each semester according to the study plan for graduate students.
- e. Assigning the supervisor and deciding on the research topic, taking into consideration the students' majors and desires, the supervisor's specialization and the significance of the topic for the Kingdom of Bahrain.
- f. Overseeing academic staff members in the department with regards to supervision of students, and he also contacts the deanship of admissions and registration when students finish their studies.
- g. Ensuring thesis discussions are held as per the standard procedures, then he reports to the deanship of research and to the college council according to a specific form.
- h. Making sure that the academic staff members of the department review study plans of graduate studies and making the suitable amendments if needed.

1.6. Tasks of the Master's Program Leader

The tasks of the Master's Program Leader can be summarized in the following points:

- a. Reviewing applications for graduate studies and making recommendations about the numbers of accepted students.
- b. Regulating studying affairs and examinations, plus assuring the soundness of teaching process in accordance with the applied bylaws and instructions in the university.
- c. Overseeing students' enrollments for each semester's courses and dissertations registration.
- d. Suggesting formation of discussion panels in collaboration with the supervisor.
- e. Recommending assignment of the masters' dissertations supervisors.
- f. Recommending to grant degrees and certifications.

1.7. Tasks and Responsibilities of the Master Thesis Supervisor

The tasks of the supervisor of the masters' thesis are:

- a. Guiding students when deciding on the research topic, in order for it to be innovative, original and applicable.
- b. Periodically and regularly reporting about students' progress in their research and providing assistance for them to complete their dissertations or research projects.
- c. Working on developing scientific research abilities of the students, especially patience, perseverance, scientific integrity, respecting property rights, acknowledging others' efforts, and respecting others' opinions, etc.
- d. Contacting the department council and the director of graduate studies at the college regarding in case student dereliction in completing his thesis.
- e. Signing letters that are addressed to organizations and entities that are meant to help students in gathering the scientific material.

- f. Assisting students to overcome scientific and research difficulties that can face them during working on their dissertations.
- g. Following up students' attendance to the seminars that the department holds.
- h. Contacting the administrative departments to respond to any inquiries that are related to students or researches.
- i. Respecting intellectual property rights and copyrights when publishing researches of dissertations as stipulated in the ninth term of this document.
- j. Submitting proposal for the formation of the discussion panel to the department's council in cooperation with the masters' program leader.
- k. Following up on the students' implementation of the remarks or amendments that the discussion panel suggests and submitting a report as an evidence.

1.8. Responsibilities of Graduate Students

The responsibilities and tasks of a student (researcher) are:

- a. Commitment to objectivity and scientific integrity when discussing opinions and making judgments, besides watching for accuracy regarding copying and quoting.
- b. Following the regulatory rules of scientific research ethics and behaviors, and following the applied rules and regulations in the university.
- c. Practicing personal and academic freedom without violation of the university's values and morals.
- d. Following the advice, guidance and instructions that the supervisor suggests.
- e. Commitment to intellectual property rights and copyrights.

Chapter Two: Graduate Studies Programmes at the University

2.1. Graduate Studies Programmes at ASU:

Applied Science University offers five graduate programs for the academic year 2017-2018 to obtain a master's degree in the various colleges as shown in the table below:

N°	College / Department	Master Programme
1	Administrative Sciences / Business Administration	Human Resource Management
2	Administrative Sciences / Business Administration	Business Administration
3	Administrative Sciences / Accounting and Finance	Accounting and Finance
4	Law / Private Law	Commercial Law
5	Law / Public Law	Law

Each master programme has a study plan composed of 36 credit hours of compulsory and elective courses with a master thesis, or an applied project in the College of Administrative Sciences, as presented in the following part.

2.2. Study Plan of the Master in Human Resource Management:

A. Compulsory Courses of the Programme

	Course Code	Course Title	Prerequisite	Credit Hour
1	BA601	Scientific Research and Statistical Analysis		3
2	HR631	Labor Laws and Legislations in Bahrain		3
3	HR633	Human Resource Planning and Staffing		3
4	HR635	Employment Relations and Practices		3
5	HR637	International Human Resource Management		3
6	HR638	Motivations & Compensations Management		3
7	HR639	Human Resource Training & Development		3
8	HR644	Strategic Human Resource Management		3
9	HR699	Thesis		6/12

B. Elective Courses of the Programme (2 Courses/ 6 Credit Hours to be chosen in case of applied project)

	Course Code	Course Title	Credit Hour
1	BA654	Leadership and Organizational Behavior	3
2	HR640	Civil Service Management	3
3	HR641	Performance Management	3
4	HR642	Career Planning	3
5	HR643	Negotiation Management	3
6	BA661	Entrepreneurship	3
7	HR691	Special Topics in Human Resource Management	3

2.3. Study Plan of the Master in Business Administration:

A. Compulsory Courses of the Programme

	Course Code	Course Title	Prerequisite	Credit Hour
1	BA641	Operations Management & Decisions		3
2	BA631	Human Resources Management		3
3	BA611	Advanced Marketing Management		3
4	BA601	Scientific Research and Statistical Analysis		3
5	BA664	Strategic Management		3
6	BA699	Thesis		6
7	ACF611	Advanced Managerial Accounting		3
8	BA621	Corporate Finance		3
9	MIS611	Management Information Systems		3

B. Elective Courses of the Programme (2 Courses/ 6 Credit Hours to be chosen)

	Course Code	Course Title	Credit Hour
1	BA653	Business Ethics3	3
2	BA645	Total Quality Management	3
3	BA646	Managerial Economics	3
4	BA663	Innovation and Entrepreneurship	3
5	BA662	International Business	3
6	BA655	Organizational Change	3
7	BA652	Organizational Design and Behavior	3
8	BA691	Special Topics in Management (E)	3

2.4. Study Plan of the Master in Accounting and Finance:

A. Compulsory Courses of the Programme

	Course Code	Course Title	Prerequisite	Credit Hour
1	ACF601	Financial Accounting & International Financial Reporting		3
2	ACF611	Advanced Managerial Accounting		3
3	ACF621	Advanced Auditing	ACF601	3
4	ACF641	Advanced Financial Management		3
5	ACF642	Portfolio Investments	ACF641	3
6	ACF651	Financial and Credit Markets		3
7	ACF661	Scientific Research Methodology in Accounting & Finance		3
8	ECO601	Managerial Economics		3
9	ACF669	Thesis / Applied Project		6/12

B. Elective Courses of the Programme (2 Courses/ 6 Credit Hours to be chosen in case of applied project)

	Course Code	Course Title	Credit Hour
1	ACF602	Accounting Theory	3
2	ACF603	Contemporary Issues in Accounting and Finance	3
3	ACF631	Accounting Information Systems	3
4	ACF643	International Financial Management	3
5	ACF654	Islamic Banking and Finance	3
6	BA664	Strategic Management	3

2.5. Study Plan of the Master in Commercial Law:

The study plan of the Master in Commercial Law is composed of 36 credit hours detailed as follows:

A. Compulsory Courses (18 Credit Hours) as follows:

	Course Code	Course Title	Prerequisite	Credit Hour
1	LAW 701	Research Methodology		3
2	LAW 722	International and Local Commercial Arbitration - In Depth (E)		3
3	LAW 821	Commercial Companies - In Depth Study		3
4	LAW 822	The Laws of Stock Market, Securities and Investment		3
5	LAW 823	The Law of Finance and Banking Contracts		3
6	LAW 824	International Trade Contracts - In Depth Study (E)		3

B. Elective Courses (9 Credit Hours) as follows:

	Course Code	Course Title	Credit Hour
1	LAW 711	Civil Law – In Depth Study	3
2	LAW 712	Philosophy of Law	3
3	LAW 713	Interpretation of Law	3
4	LAW 714	Evidence Law in Civil and Commercial Matters – in Depth	3
5	LAW 717	Informatics Law (E)	3
6	LAW 733	Special Criminal Legislation	3
7	LAW 734	Economic Crimes	3
8	LAW 781	Jurisprudence of Transactions – in Depth	3
9	LAW 811	Alternative Means of Dispute Resolution (E)	3
10	LAW 812	Intellectual Property Laws – in Depth	3
11	LAW 820	Special Topics in Commercial Law	3
12	LAW 825	Commercial Papers – in Depth	3
13	LAW 826	The Law of Illegal Business Competition – in Depth (E)	3
14	LAW 827	Maritime Law – in Depth	3
15	LAW 828	Space and Aviation Law	3
16	LAW 829	E-Commerce Law – in Depth	3

C. Thesis (9 Credit Hours):

	Course Code	Course Title	Prerequisite	Credit Hour
1	LAW 800	Master's thesis	24 Credit Hours	9

2.6. Study Plan of the Master in Law:

The study plan of the Master in Law is composed of 36 credit hours detailed as follows:

A. Compulsory Courses (15 Credit Hours) as follows:

	Course Code	Course Title	Prerequisite	Credit Hour
1	LAW 701	Research Methodology		3
2	LAW 711	Civil Law – In Depth		3
3	LAW 721	Commercial Law - In Depth (E)		3
4	LAW 731	Criminal Law - In Depth		3
5	LAW 741	Administrative Law - In Depth		3

B. Elective Courses (12 Credit Hours) and the student has to choose 12 Credit Hrs from one of the two elective groups, which are as follows:

	Course Code	Course Title	Credit Hour
A	Group 1 (12 Credit Hours)		
1	LAW 712	Philosophy of Law	3
2	LAW 713	Interpretation of Law	3
3	LAW 714	Evidence Law in Civil and Commercial Matters – In Depth	3
4	LAW 715	Origins of Civil and Commercial Procedures in Depth	3
5	LAW 716	Consumer Protection Act	3
6	LAW 717	Informatics Law (E)	3
7	LAW 722	International & Local Commercial Arbitration in Depth (E)	3
8	LAW 781	Jurisprudence of Transactions – In Depth	3
B	Group 2 (12 Credit Hours)		
1	LAW 732	Code of Criminal Procedure – In Depth	3
2	LAW 733	Special Criminal Legislations– In Depth	3
3	LAW 734	Economic Crimes	3
4	LAW 751	Constitutional Law and Political Systems- In Depth	3
5	LAW 752	Public Rights and Freedoms (E)	3
6	LAW 754	Administrative Contracts	3
7	LAW 761	Public International Law- In Depth	3
8	LAW 762	International Humanitarian Law- in Depth (E)	3

C. Remedial Course in Commercial Law:

Students who obtained their degrees from other disciplines related to Business from a recognised university have to study some remedial (pre-master) courses, and get a pass rate of at least 70%.

Pre-Master courses

N°	Course Code	Course Title	Credit Hour
1	LAW 413	Civil and Commercial Code of Procedure	3
2	LAW 111	Introduction to Law	3
3	LAW 112	Sources of Obligation	3
4	LAW 121	Principles of Commercial Law	3

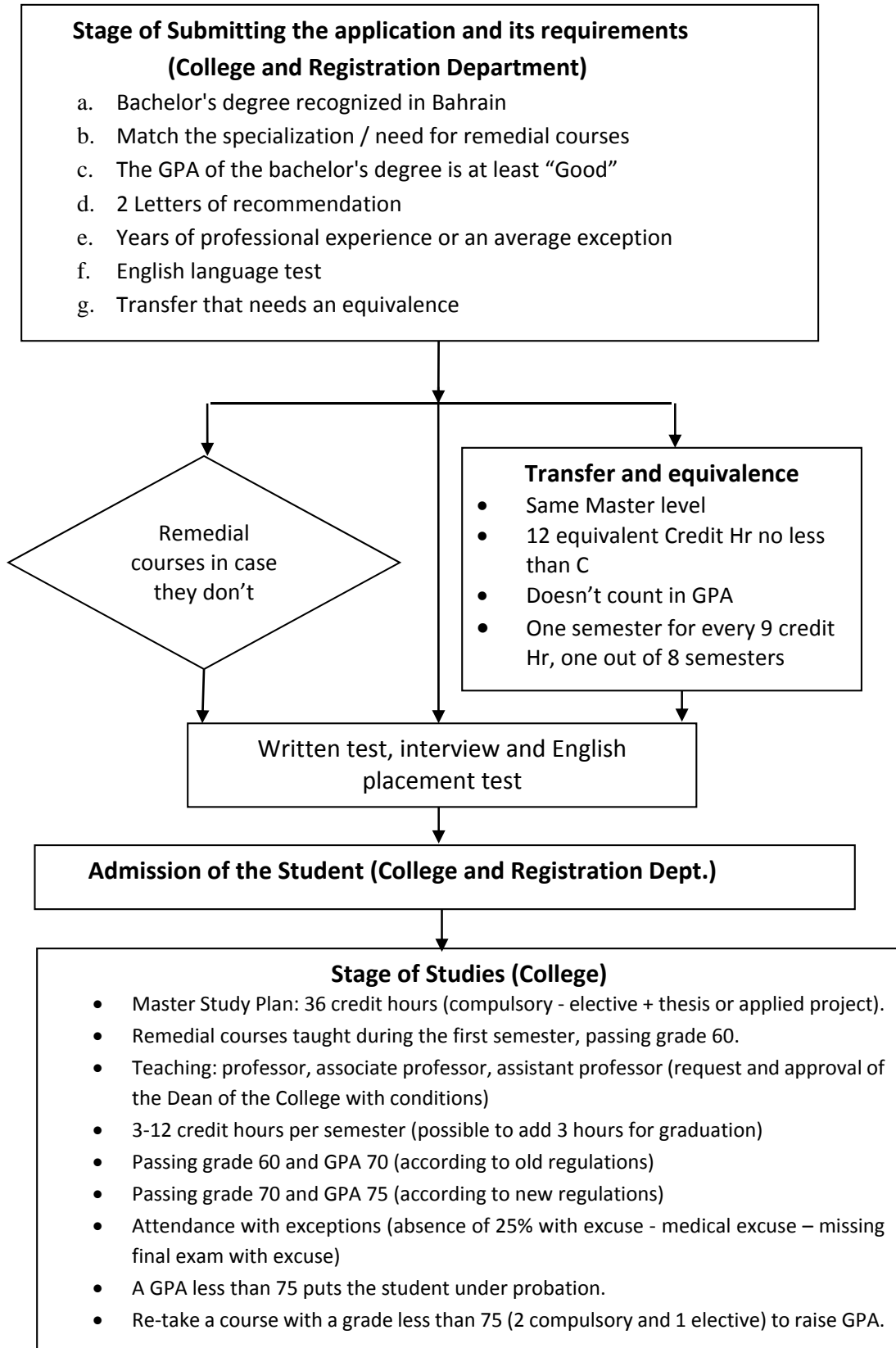
D. Thesis (9 Credit Hours):

	Course Code	Course Title	Prerequisite	Credit Hour
1	LAW 700	Master's thesis	24 Credit Hours	9

Chapter 3: Graduate Studies Bylaw and Procedures at ASU

3.1. Graduate Studies Bylaw at ASU

To better understand and implement ASU graduate studies bylaw, the following diagram was prepared:



Warning – Postponement – Dismissal - Interruption (College and Registration Dept.)

- Warning (low GPA or negligence during master thesis)
- Postponement on the condition to finish a semester and before the add/drop period
- Dismissal (didn't raise GPA during the specified period, violation, failed the defense twice, withdrawal from all courses in the first semester and exceeds the add/drop period for 2 semesters)
- Interruption (didn't register during the specified period – didn't pay the fees – interruption during a semester without excuse)



The thesis or practical project phase (College and Registration and Deanship of Research and Graduate Studies for follow-up)

- 1- 50% of courses 70% compulsory and a GPA of 70 or 75% as per bylaws
- 2- 100% of courses
- 3- The Department suggests the supervisor and more than one may supervise, issues a decision indicating the name of the student and supervisor and title of the thesis or project (according to the cumulative average of 90%) and sends copies of the decision to the Deanship of Research and to the Registration Dept.
- 4- The College submits the thesis or applied project registration form to the registration dept. at the beginning of each semester.
- 5- Supervisor report about the student progress each semester.
- 6- The supervisor can pursue supervision even if he leaves the University
- 7- The College and Department Councils can change the supervisor in major cases.
- 8- The student can change the title of the thesis or project with a recommendation from the supervisor and a decision from the Department and College Councils
- 9- Writing the thesis or the project as per the Handbook



Formation of the Assessment Panel (College and Deanship of Research for follow-up)

- a. A list of the panelists in each specialization prepared by the Committee of Graduate Studies at the College annually.
- b. The decision of the committee shall be issued by the Dean of Research upon the proposal of the Department, the Supervisor, the Program Leader and the approval of the Dean of the College, with the approval of the Deanship of Admissions and Registration.
- c. The Chair of the Committee is the one with the oldest scientific rank, with the exception of the supervisor.
- d. The response of the members of the assessment panel with the approval shall be obtained within two weeks from their receipt of the thesis or the applied project.
- e. Deliver the thesis or applied projects to the panelists two weeks before the viva.
- f. The head of department follows the procedures and submits a report to the Deanship of Research and the College Council.



Viva and Awarding the Degree

1. Present the summary of the thesis or applied project in the appropriate manner.
2. The Chair of the Panel shall preside over the session.
3. The panel takes its decision unanimously after deliberation.
4. The Chair of the panel shall announce the decision in the presence of all members of the panel in accordance with the specific terms.
5. Submit the decision to the head of the department and registration dept. The student will be failed if the modifications are not completed within the required period.
6. Re-register the thesis or applied project in case of rejection at the recommendation of the supervisor.
7. Submission to the University Council after the student completes the amendments.
8. Awarding the degree by a decision of the University Council.

3.2. Implementation Procedures of the Graduate Studies Bylaw at ASU:

First: Procedures of the application phase and its requirements

1. Applications for admission to the program must be submitted to the Admissions and Registration Deanship within the specified period of time, in accordance with the admission form prepared for this purpose (application for admission to the university), accompanied by the necessary supporting documents in accordance with the bylaws.
2. The Deanship of Admissions and Registration shall send the application with the documents to the College and the program department.
3. The relevant department shall study the applications for admission, after verifying the mentioned requirements, including making sure that the admission requirements for the program are met and that the needed documents are provided as per the application form.
4. Conducting the written test and the interview for the purpose of admission according to the form No. (1) prepared for this purpose.
5. The department shall submit its recommendations to the Deanship of the College. The Deanship of Admissions and Registration shall be informed of the acceptance at the Master's programme or acceptance with remedial courses.
6. The equivalence shall be carried out according to the conditions approved in the bylaw of graduate studies using a special form for this and approved by the department.
7. Applicants shall be notified by the Deanship of Admissions and Registration within the specified period of acceptance or rejection letters and a list of students admitted shall be sent to the Colleges after completion of admission procedures by the Admission and Registration Deanship.
8. The student must contact the Deanship of Admissions and Registration within the specified period of registration and conduct the English language proficiency test (the applicant must pass the English language proficiency test approved by the university or provide the TOEFL certificate or equivalent With a mark not less than (450), otherwise the student commits during the first year to study and pass two courses in the English language determined by the College).

Second: procedures of the studies phase

1. The student shall consult his academic advisor in the department to register the courses of that semester according to the registration form of the courses with the form No. (2). The form shall be sent to the Deanship of Admissions and Registration for the purpose of its entry into the registration system and according to the work procedures in the Deanship of Admissions and Registration.
2. The program leader shall ensure the progress of the study process and the attendance of students and follows up the cumulative average of students and notify the head of the department and the Deanship of the College of the students' situation through a follow-up report each semester submitted to the Deanship of the College and keep the Deanship of Research and Graduate Studies informed about it.
3. The bylaw of graduate studies shall be applied with regard to allowing the academic staff with the rank of assistant professor to teach and supervise according to Form No. (3).

4. The bylaw of graduate studies shall be implemented regarding applications of postponement submitted to the Deanship of Admissions and Registration according to the relevant form. The approval of the Dean of the College shall be issued as per the bylaw of Graduate Studies.

5. The student is registered at the university at the beginning of each semester in the Admissions and Registration Deanship (only two semesters, not including the summer semester) and inform the colleges of the names of the students registered for follow-up.

Third: procedures of registering the thesis/applied project and supervision

1. If the student completes (50% of the courses, 70% of which must be compulsory with a cumulative average of 75%), he / she is entitled to register the thesis (a cumulative average of not less than 90%) or the applied project.

2. The supervisor and the subject of the research shall be determined by the academic department, taking into consideration (the student's major, the supervisor's specialization, the student's desire, the importance of the subject for the Kingdom of Bahrain, its limits and its feasibility). This is done by directing the student to choose the subject of the research and the supervisor with the assistance of the program leader and the head of the department and asking him to submit the research proposal in agreement with the supervisor according to form No. 4 and deliver a presentation (seminar) about it in the presence of the head of the department and the program leader and the director of graduate studies and professors from the department and those who are interested in the topic.

3. Issue the supervision decision by the Dean of the College using Form No. (5). The Deanship of Admissions and Registration and the Deanship of Research and Graduate Studies shall be notified of this.

4. The master's thesis or the applied project shall be registered according to a special form by the Programme Leader and the form shall be sent to the Deanship of Admissions and Registration; it is not allowed to register the thesis electronically.

5. The student shall be monitored by the supervisor who shall report on his/her progress every semester using a special follow-up form (Form 6). Copies of the report shall be sent to the Program Leader, the Director of Graduate Studies at the College, the Deanship of Research and Graduate Studies, and the Deanship of Admissions and Registration.

6. The student writes his thesis or applied project after completing the research requirements under the direction of his/her supervisor in accordance with the thesis writing guidelines approved by the university.

7. Once the student has completed the writing of the thesis or the applied project, he shall submit a copy to the supervisor, who in turn informs the program leader for the necessary procedures, and the student has to present a seminar with his completed thesis in the concerned department.

8. In case the project is not completed in the registration semester, an incomplete mark will be assigned (IR) and one additional semester will be given to complete the project. In case of non-delivery by the end of the semester, a zero mark will be assigned and the student will re-register the applied project.

Fourth: Procedures for formation of the discussion panel

1. The supervisor shall fill out the form for completing the student's thesis (Form 7) for the purpose of sending the dissertation to the external examiner by the Deanship of Research and Graduate Studies.

2. The Academic Department shall inform the Deanship of Admissions and Registration that the student completes the thesis and receive the notice from the Deanship of Admissions to approve the student's academic status (through the completion of the master thesis form).

3. The thesis or the applied project should be sent to the university library to be checked for plagiarism and the percentage of similarities should not exceed 20% while it will be checked for formalities by the director of graduate studies in the college.

4. The Deanship of the College sends the thesis to the external examiner according to the approved form (Form No. 8) to confirm the validity of the thesis for discussion.

5. Upon confirmation of the student's sound academic status and receipt of the report of the external examiner validating the thesis for discussion, the Deanship of Research and Graduate Studies shall issue the decision to form the discussion panel based on the recommendation of the Dean of the College and the suggestions of the department, the supervisor and the program leader according to the regulations and the relevant form (Form No. 9), after ensuring the acceptance of the members of the discussion panel which will be chaired by the member with the highest scientific rank among the internal and external examiners, while taking into consideration the specialization of the thesis and the panelists and their research experience. The external examiner will be chosen from a list prepared annually by the Graduate Studies Committee at the college, taking into consideration that they are not associated with the university as supervisor or even external lecturer.

6. The thesis manuscript should be sent to the members of the discussion panel (internal and external) with the discussion forms one month prior to the date of discussion by the programme leader.

7. Form 8 is to be received by the program leader who presents it to the head of the department and the dean of the college, who in turn informs the Deanship of Research in preparation for holding the discussion.

8. If any of the members of the discussion panel considers that the thesis is not ready for discussion, the issue shall be referred to the Graduate Studies Committee of the College for discussion and appropriate decision.

Fifth: Procedures of the discussion and degree award

1. The thesis shall be discussed publicly and be open to those interested in the topic and the procedures shall be as follows:
 - A. The Chair of the panel shall ask the student to make an oral presentation summarizing the subject, method and results of the research.
 - B. The right of discussion is given to the panelists as directed by the Chair of the panel, taking into consideration that sufficient time is given to the student to answer the questions of the panel members.
 - C. After the discussion is complete, the committee privately deliberate and decide on the evaluation of the thesis by a majority of the members of the discussion panel after individually completing the form number (10). The Chair of the panel shall then announce the decision in the presence of the members of the panel and the student according to the University regulations using a special form "Report of the Master Thesis Discussion Panel" to be signed by all the panel members (Form 11). The concerned College Dean and the Deanship of Admissions and Registration shall be informed of their decision, taking into account the fair and transparent assessment of the thesis using the approved form.
2. In case of rejection of the thesis, it is possible to re-register it again upon the recommendation of the supervisor and approval of the College Council in accordance with the regulations in the bylaw.
3. In case there is a need for amendments, the student is granted a limited period of time to do them according to the regulations and if he fails to deliver on time he will be considered as "failed". After the completion of the amendments, the panel decides by a majority vote of if the student fulfills the conditions of success. If the requirements for success are met, the members of the panel shall sign the "Completion of Amendments" form (12).
4. The head of the department shall be responsible for ensuring that all the thesis discussion procedures have been fulfilled and submit a report thereon to the Deanship of Research and Graduate Studies and to the College Council according to Form No 13.
5. The members of the discussion panel shall sign the official page within the thesis after all the required amendments have been made and it shall be signed first by the supervisor.
6. Upon completion of all graduation requirements, the College Council student shall submit a recommendation to the University Council to grant the student his/her Master's degree.

Sixth: Procedures in cases of (warning – dismissal – interruption – postponement – extension and withdrawal)

- **Warnings**

A. At the end of each semester (after the approval of the examination results), the colleges are informed of the cumulative average of the Master students through the Deanship of Admissions and Registration.

B. The student shall receive a warning if his cumulative average is less than (75% in the new bylaw) after receipt of the notice from the Deanship of Admissions and Registration via a special form signed by the Dean of the College and at the recommendation of the Graduate Studies Committee; the student shall be informed by the programme leader about it so that he raises his GPA.

C. In case of negligence in completing the thesis, the program leader will be notified by the supervisor and a warning letter will be addressed to the student by the dean of the college and the head of the department.

- **Dismissal**

A. The student shall be dismissed by a decision of the College Council if the cumulative average has not been raised during the specified period.

B. The student shall be dismissed by a decision of the College Council if the investigation committee formed to probe his/her case concludes that he/she must be dismissed for violating the bylaws and regulations of the University that require dismissal.

C. The student shall be dismissed by a decision of the College Council if he fails to pass the Master's thesis discussion twice in a row upon the recommendation of the Graduate Studies Committee.

D. The student shall be dismissed by a decision of the College Council if he withdraws from all the courses he registered in the first semester as of the beginning of his studies at the university at the recommendation of the Graduate Studies Committee.

E. The student shall be dismissed by a decision of the College Council if he/she has postponed or dropped out of the Master's Program for two semesters (consecutive) at the recommendation of the Graduate Studies Committee.

F. The student shall be dismissed by a decision of the College Council if he/she exceeds the maximum period of studies in the Master's program upon the recommendation of the Graduate Studies Committee.

- **Interruption**

1. The student shall be considered to have interrupted his studies in the following cases:

A. If the studies began and the Add and Drop period is over and the student didn't register.

B. If his registration is canceled due to non-payment of university fees, although he is present in the attendance and absence lists.

2. A student who has interrupted his studies shall lose his seat at the University and may not return without the approval of the University Council.

- **Postponement**

A. The student submits the application for postponement according to a special form to the Deanship of Admissions and Registration before the end of the add/drop period and the request is sent to the relevant College.

B. The Dean of the College approves the request upon the recommendation of the Head of the Academic Department.

- **Extension**

A. The student submits an application for the extension of the study to one academic semester to the supervisor who supports the need for extension and then transmits the request to the Graduate Studies Committee at the College through the head of the department.

B. The application shall be studied through the Graduate Studies Committee and raised to the College Council and then to the University Council for approval.

Publication of Master Thesis Results

The Applied Science University encourages the publication of the results of Master's thesis research in the customary ways (journals, conferences), taking into account the following:

1. The right to publish the research results of the master's thesis goes to both the student and his/her supervisor together.

2. The name of the student shall be placed as the first author at the time of publication and the name of the supervisor shall be placed as the second author.

3. If the master's research was conducted based on data collected from a ministry or an institution, the approval of that institution must be obtained prior to publication to ensure the respect of scientific research ethic.

Chapter Four: Master Research and Thesis Requirements

4.1. The Research Plan and the Requirements for the Thesis

The thesis or the practical project requires the student to complete a scientific research based on three pillars: **(subject, methodology, and form)**, the more the research is distinguished in its three corners, the more it becomes valuable and the greater its appreciation from the reader. The subject acquires its distinction from its importance and by the extent to which it helps in bridging the gap in the literature, or by rationalization of the applied decisions in the sensitive development matters, and the validity of the methodology increases when its credibility in achieving the research objective becomes higher. This requires careful design for the research, where the most appropriate method for data collection is chosen (or even pairing between different methods), then following sound methods to analyze and interpret data. The format of the research means the way in which the research was written. The poor formatting of the thesis is enough to weaken the research even if its subject and methodology were distinguished, and the researcher should be careful to follow a method and an arrangement for the writing that ensures attractiveness (not boringly long and not too concise), in addition to the scientific rigour.

4.1.1. The Subject

The subject means the research topic and the focus of study. And whenever the subject is new or has new aspects and is contributing to the treatment of some scientific subjects in various fields of political, social, economic and educational aspects, the bigger the demand of the researchers and the more it is attractive to the scholars. The creativity, innovation and addition to the subject doesn't mean only unveiling the new, or that the subjects are untouched before, but there are other things to consider. The student keen sense that the subject is worth studying, or his sense that there is a problem that needs to be solved, is the logical beginning for doing a genuine scientific research, and this is the way to intellectual creativity and scientific authenticity. And choosing the subject is the first step for a long road to prepare and produce a research. And choosing a good subject or problem is at the heart of a successful scientific work, and the researcher takes into consideration that this research will be the focus of his activity and the focus of his thinking for a considerable time. And despite the importance of ensuring the authenticity of the subject, the graduate student should remember that he has to provide a supplementary research to get the degree, and that he is working alone and with limited resources.

And in order to be successful in choosing the research subject, the graduate student should avoid the following:

- 1-complex scientific topics that need high technicity
- 2-inactive topics that are not interesting
- 3- Topics whose scientific material is difficult
- 4-very broad topics, and very narrow topics, as well as mysterious topics
- 5- Topics that have intense controversy, and there is no point of researching them
- 6-topics that have too many written researches, scientific papers or traditional subjects.

4.1.2. Methodology and Research Plan

The methodology is a group of rules and procedures adopted by specialists in the research methods that the researcher follows to reach or reveal the truth, or that leads to reaching sound research results. Acquiring the ability to conduct methodical scientific research is not easy, but continuous training, and the instinctive and psychological willingness, and listening to the guidance of the specialized professors are enough to develop the students' talents, and maximize their research capacity, and it is the main objective for researches in the graduate studies in the universities. The research plan is the engineering project on which the problem solving of the research is carried out, and this includes all the elements of the plan, not only the subject matter of the thesis, which is a common misconception with a number of students; in fact a research without a previous detailed plan may cause its failure, and the more the plan is clear and simple, and the methodology of the research is lucid and sound, the easier and the more successful the research is. The plan is supposed to be as brief as possible (no more than 15 pages). Regardless of the research field, the plan should include the following elements:

1- Thesis title: should not be long

2- Introduction: aims to set the reader's mind that there is a topic or issue worth studying and searchable. And it includes:

- General introduction about the field of the research
- Results of the previous studies
- Justifications for studying the subject, including the expected theoretical and practical importance of this research
- A general question that reflects the problem

3-The research problem: Displays the problem directly. It is directly formulated or identified in questions

4-The research goals: Preferably include the general objectives expected of the research and preferably to be formulated in points

5-Research subject importance: (if not merged with the introduction). Under this paragraph the scientific and the practical value of the research subject is put and this aspect can be highlighted through the following:

- a) Highlighting some of the aspects, describing or explaining them.
- b) To ascertain the validity of certain theories and ideas
- c) Filling some gaps in the available information
- d) Revealing some misinterpretation
- e) Correcting some approaches
- f) Solving some of the scientific problems
- g) A new scientific addition, or an expected development

6-The limits of the research: the limits of the research are important to give the problem a specific scope and specific expressions, and going below or beyond that scope may cost the research its required impact and effectiveness. This part is the appropriate place to declare the

elements that the researcher wants to exclude from what does not appear in the main title of the research, and mentioning it here is necessary to determine the subject scope from the start, so as not to be a gap to be taken by the discussion panelists. Also part of the research limitations: specifying the timeline and field of the research conducted.

7-Previous studies: the researcher should review the previous studies about the subject, and study them in a critical way, and explaining its relevance to the topic. The researcher should provide a descriptive list for it, and a summary of its content. The results of this step are reflected in two important points:

- Avoiding the repetition in the researches
- Finding the convincing justifications for studying the chosen topic.

Through the presentation of previous studies, the researcher can highlight his scientific abilities, as citing them in a critical way is an indication of the scientific maturity in the subject of research. The aim of citing previous studies is to: position the research within them, ensure complementarity of the scientific researches and better use of the researcher's time.

8- Research methodology and procedures: The researcher explains the methodology he will use, the sample, methods of data collection and processing, and the tools he will use. The purpose of the methodology is to indicate what the researcher will adhere to in terms of rules and regulations and procedures to reach sound scientific results.

4.1.3. The research format

The research format is the way the research is organized and written, and how to coordinate its components in format and content (the thesis), which adds to it an organizational tone, and provides it with a degree of attraction, which is in accordance with the common scientific practice.

4.2. Scheduling of Research Steps (Time Plan)

The researcher must be careful to finish his research in the period specified for him, and this requires putting a timeline for each stage, and he should be personally committed to his supervisor to complete it, and that helps him to complete it in the desired time. There is no room in the plan for the details and crowding information, as the scope of these details comes during writing the topic. And in researches, the plan is not expected to be an exhaustive update from the first attempt, nor should it be final, as it often changes.

The research plan is presented before the project in the specialized research by completing the master's degree requirements; the master's student starts with preparing a plan for his research to be submitted to the Deanship of Research and Graduate Studies after passing 50% of the curriculum, and preparing a plan dictates that the student consult with his supervisor or one of the specialists in his field to help him choose the topic to study and to determine the requirements of studying the theoretical and applied aspects of the subject, and identifying the necessary sources of knowledge. The student prepares the plan and the supervisor approves it and the plan is discussed with the student in a seminar in the presence of a number of faculty members and graduate students. The student may be asked to reconsider some parts of the plan before being officially submitted to the Graduate Studies Committee.

The main objective of preparing the research plan is for the student to convince the specialized people with the following:

First: that the research he will prepare will:

- meet an important theoretical and practical need in his field of his specialization
- Or that it resolves a case with ongoing debates and controversy in his field of specialization
- He will update a topic or rebuild what has been established based on contemporary scientific data and issues.

Second: The research topic is realistic and convincing and is an accepted research project at ASU because

- It deals with a topic that can be addressed during the regular period of study
- It can be tackled with the available theoretical and practical capabilities
- Can be supervised by a university specialist

Third: the student is familiar with the knowledge and the skills necessary to conduct the research

Fourth: the student has knowledge of the ethical considerations and issues related to research, and that he has planned to obtain the necessary approvals

Fifth: The student's identification of the subject of his research clearly will help him to start work immediately after registering the subject

The research plan consists of identifying the subject or the problem of the research, the research objectives, terms, limits, terminology, importance, methodology, steps, and general perception of the chapters of the thesis.

4.3. Guidelines for the preparation of the thesis dissertation / practical project report

4.3.1. Objective

The Master's thesis / Applied Project Report aims to provide students with the opportunity to:

- A. Acquire experience in research and analysis
- B. Show critical thinking, problem solving, practical and written skills, as well as time management and organization.
- C. Develop skills in community engagement.
- D. distinguished themselves among their peers.

4.3.2. Chapters of the master thesis / practical project report

The master thesis/applied project report is divided into chapters containing headings and subheadings, and may contain smaller divisions, depending on the nature of the research. And these divisions come as required by the subject of the research, and take into account the following:

- A. There is no specific number of chapters agreed upon, but that's subject to the nature of the research topic and its problems.
- B. As it is necessary for the thesis subject to have a title, it is also necessary for each chapter to have a title as well, it is not permissible to leave a chapter without a title.
- C. There must be a link between the title of the subject and its chapters, so that the entire research appears to be one cohesive work with interconnected parts.
- D. These headings should be comprehensive of what it means, with no ambiguity with other chapters, as short as possible, and objectively exploring the truth, and should be formulated using

simple words.

E. There must be coherence and logical hierarchy between the various chapters of the research leading to the attainment of the desired results.

4.3.3. References

The researcher presents here the most important references he consulted during the stage of writing the plan. The references are duly documented as will explained later in this Handbook.

4.3.4. Title of the Master Thesis / Applied Project

It is the expression from which the content of the thesis is understood. It is defined as the smallest possible summary of content. A good title observes the following:

1. To be explicit about its subject.
2. To identify the limits of the subject and its dimensions.
3. Not include what is not within the subject scope.
4. Be as short as possible, and reflects the main ideas intelligently.
5. Be flexible so that if an amendment is needed, it is possible to do it.

The clarity of the title and its significance as to the subject of the study has another dimension. In fact, after the completion of the thesis and printing it, it will be classified in the lists of libraries and indexed among its collections according to the title, so you must make sure the title has distinguished words that truly reflect its content and research subject, as this helps to classify it and index it properly.

Chapter Five¹: The Guideline of Master's Thesis at the University

5.1. Introduction

The guide of university Master's thesis aims to prepare a thesis ready for discussion. The guide explains all the elements of the university's "thesis", supported by examples, and that adherence to it ensures that the thesis is consistent with the international standards of publication after its approval from the discussion committee. It also helps graduate students to adhere to the rules of scientific writing, and to adhere to the scientific methodology in conducting the study in accordance with the ethics of scientific research. In order to facilitate on graduate students, University thesis should be written in a sound scientific language free of linguistic and typographical errors, to facilitate the process of communicating information to the reader where the researcher uses short sentences, and avoids the use of metaphor as much as possible. Scientific writing is simple and straightforward, as the researcher expresses his ideas and arranges them in a clear way that ensures the interconnection between them, explains their meaning, and uses the formula of the present verb (future) for the actions he wishes to do, as in the research scheme, and uses the formula of the past verb of the acts that he did as for after the completion of the thesis, results and conclusion.

5.2. Components of the Master's thesis

The master's thesis consists of three main parts, which are in the following order:

- **Part 1: First (introductory) pages that precede the chapters of the thesis.**
- **Part 2: Chapters of the thesis.**
- **Part 3: List of references and appendices.**

Part 1: First pages of the thesis

The first pages of the master's thesis consist of: title page, university authorization page to copy the thesis or any part of it (copyright), Thesis approval page, acknowledgment page, dedication page, contents page (content index), table list page, figure list page, appendices index page, abstract (in Arabic) page and the abstract (in English) page and it is detailed as follows:

1. The Title page


The title page contains the following data: the title of the thesis (**preferably the title is no more than ten words**) followed by the name of the student who prepared it, the names of the faculty members, the principal supervisor and the name of the assistant supervisor (if any). In the case of the presence of an assistant supervisor, the name of the principal supervisor is placed on the right of the page and the name of the assistant supervisor is placed on the left of the page and at the same horizontal level followed by the academic rank of each, and the phrase that indicates that it is a submitted thesis to fulfill the requirements for obtaining the scientific degree in a particular specialty, and in a particular College of Applied Science University. At the bottom of the page, the Hijri and Gregorian dates in which the thesis was discussed are mentioned such that the Hijri date is on the right and the Gregorian date is on the left.

¹ This reviewed and updated chapter has been approved by the University Council on 20 May 2019


The title of the thesis is a summary expressing the research problem addressed by the thesis, and the title clearly identifies the subject of the study, and includes the variables and the relationship between them as well as the study population (if applicable) and the title is added in English on the second side (left to right) of the thesis which is the translation of the title page in Arabic or an Arabic title from the first side if the thesis is in English. Also the following is printed on the thesis spine:

- Kingdom of Bahrain
- Logo of the Applied Science University
- Student name
- Supervisor name
- Thesis title in accordance with its language
- Hijri year and then Gregorian Year

The following form presents the title page

Kingdom of Bahrain Applied Science University College	 ASU جامعة العلوم التطبيقية APPLIED SCIENCE UNIVERSITY
Title of the Thesis	
A thesis presented to the College of, Applied Science University	
As a part of fulfilling the requirements to get the Master in	
Prepared by the Student -----	
Main Supervisor	Supervised by Assistant Supervisor (if any)
Hijri Date	Gregorian Date

2. The commitment to authenticity, research ethics and university bylaw

Kingdom of Bahrain Applied Science University College	 ASU جامعة العلوم التطبيقية APPLIED SCIENCE UNIVERSITY
Student: _____ University ID: _____ College: _____ Department _____ Program: _____	
I hereby confirm that I committed to the bylaws and regulations of ASU and all its guidelines with regard to my master thesis titled: _____	
In line with scientific integrity and ethical standards recognized in the writing of scientific thesis. I also acknowledge and confirm that my thesis is not copied or reproduced from other theses, books, research or any scientific publications. Based on the foregoing, I assume full legal responsibility of all kinds, if proven otherwise or a lack of my commitment to what is stated in the above text.	
Student Signature: _____ Date: / /	

3. The authorization to the University page

The student authorizes ASU to reproduce the thesis or parts of it, and this page is shown as follows:

Authorization
I (student full name) Authorize Applied Science University to provide parts or copies of my thesis to libraries, institutions, bodies or persons upon .request
Name:
Signature:
Date:

4. The thesis approval page (decision of the discussion panel)

The thesis approval page includes the title of the thesis, a statement indicating the discussion of the thesis and the assessment, the date of the approval, and the names and signatures of the members of the discussion panel members, as follows:

Decision of the discussion panel	
Based on the administrative decree n° (.....) dated (.....) on day (.....), the thesis titled (.....) was discussed and it was approved on the date of (.....) with the assessment (.....)	
Discussion Panel members:	
1. Dr. Chair	Signature
2. Dr. Member	Signature
3. Dr. Member and Supervisor	Signature

5. The acknowledgements page

This page contains thanks to everyone who provided help and assistance to the student, starting with the principal supervisor and assistant supervisor (if any), and the professors and institutions that provided advice. The student may also wish to thank those who contributed to the research, such as the individuals who were subject of the research, along with the discussion panel, and anyone who contributed to the production of the thesis, such as the linguistic auditor, those who assisted in statistical analysis of the data, and those who printed the thesis. The words of thanks should be balanced without exaggeration and are allocated as on the following page:

Acknowledgements
Example
I am pleased to extend my thanks and gratitude to Professor (.....) who oversaw this work and did not spare any effort or advice and was an example for the humble scholar. I also thank Dr. (.....) who has provided a lot of advice on statistical processing.
I would like to also thank the distinguished members of the discussion panel (remember their names) for accepting the discussion of this thesis. My thanks are also due to Ms. (.....) who helped with the printing of the thesis and the many repeated amendments thereto, and I extend my thanks and gratitude to Dr. (....) who spent his time reviewing the language of the thesis.

6. The dedication page

The student has the right to dedicate the thesis to the person who is worthy of such a gift. The gift may be personal, such as the father or the student's family. It may be general, as dedicating the effort for each Arab learner, or may include both, and it is advisable that the words of the dedication expresses genuine emotions, without exaggeration, for example:

Dedication
<u>Example:</u>
I dedicate this thesis to my wife who beared so much with me, and to my lovely kids (mention their names).

7. Table of contents page

Content indexing pages make it easy for the reader to access the information headings within the thesis. All the pages that precede the thesis content are numbered in alphabetical letters (A, B, C,...) while the pages of the core text are numbered starting from the first page in numbers (1, 2, 3, etc.).

Thesis Table of Contents in the College of Administrative Sciences

Topic	Page
University Authorization	Alphabetical Numbering
Thesis Approval	Alphabetical Numbering
Acknowledgements	Alphabetical Numbering
Dedication	Alphabetical Numbering
Table of Contents	Alphabetical Numbering
List of Tables	Alphabetical Numbering
List of Figures	Alphabetical Numbering
List of Appendices	Alphabetical Numbering
Arabic Summary	Alphabetical Numbering
Chapter One (general context of research)	Numerical Numbering
Chapter Two (theoretical context of research)	Numerical Numbering
Chapter three (research methodology)	Numerical Numbering
Chapter Four (results and analysis)	Numerical Numbering
Chapter Five (conclusions and recommendations)	Numerical Numbering
Bibliography	Numerical Numbering
Appendices	Numerical Numbering
English Abstract, to the left side of the thesis	Numerical Numbering

Thesis Table of Contents in the College of Law

Topic	Page
University Authorization	Alphabetical Numbering
Thesis Approval	Alphabetical Numbering
Acknowledgements	Alphabetical Numbering
Dedication	Alphabetical Numbering
Table of Contents	Alphabetical Numbering
List of Tables	Alphabetical Numbering
List of Figures	Alphabetical Numbering
List of appendices	Alphabetical Numbering
Arabic Summary	Alphabetical Numbering
Introduction	Numerical Numbering
Chapter One (includes the sub-themes and chapters under it and the paragraphs related to them...)	Numerical Numbering
Chapter Two (includes the sub-themes and chapters under it and the paragraphs related to them...)	Numerical Numbering
Chapter Three (includes the sub-themes and chapters under it and the paragraphs related to them...)	Numerical Numbering
Conclusion – deductions and recommendations	Numerical Numbering
Bibliography	Numerical Numbering
Appendices	Numerical Numbering
English Abstract, to the left side of the thesis	Numerical Numbering

Note:

Chapter separators, for example the page upon which is written Chapter III, "Research Methodology", are taken into account in page numbering but don't feature the page number on them.

8. List of Tables page (if needed, not mandatory)

A list of the tables that are included in the thesis is presented to facilitate to the reader access to these tables as follows:

List of Tables

Table N°	Table Title	Page

9. List of Figures (if needed, not mandatory)

A list of the figures that are included in the thesis is presented to facilitate to the reader access to these figures as follows:

Figure N°	Figure Title	Page

10. Abstract Page

The abstract aims to give the reader a clear idea of the problem of the thesis, so that it contains information summarizing what is stated in the thesis without containing any references, tables or forms. The abstract of the master's thesis **should not exceed 300 words or a page and a half**. The summary pages are as follows:

<p>Title of the thesis</p> <p>Prepared by</p> <p>Supervised by</p> <p>Abstract</p> <p>.....</p> <p>.....</p>
--

As for the abstract in foreign language (English), it comes at the end of the thesis, and it is an authentic translation of the abstract in Arabic. Since the abstract in foreign language is the window through which the outside world views Applied Science University, it must be written in a clear and correct manner, and it doesn't necessarily have to be a word-by-word translation.

Part 2: Chapters of the Thesis

In all graduate studies' programs at the university except for graduate studies' programs at the College of Law, the thesis consists of several chapters as follows:

- Chapter 1: The General Framework for Research.
- Chapter 2: Literature Review or theoretical framework for research.
- Chapter 3: Methodology
- Chapter 4: Results and Discussion
- Chapter 5: Conclusions and Recommendations

Chapter 1: The General Framework for Research

- 1- Introduction: The introduction aims to put the problem in its context or its general field by addressing the study in general and ending with the subject of the study in particular.
- 2- Identify the problem of the study (the problem to be discussed in the study) and its focus.
- 3- Determining the importance of the study and include the scientific and practical importance.
- 4- Identify the objectives of the study or its questions to be answered numbered in sequence.
- 5- Determining the assumptions (Hypotheses) of the study to be numbered in sequence and linking it to the objectives of the study.
- 6- To define the terms of the study theoretically and procedurally.
- 7- The structure of the research that reviews the structure of the research as a whole.

Chapter 2: Theoretical Framework

This chapter includes:

- 1- Published research on the subject of the research as well as the concepts and theoretical background of a subject so that the researcher begins to view everything written (as far as possible) on the subject in general and ends with a research gap in the subject that justifies the thesis's topic.
- 2- The writing method is not a narrative method, but a scientific discussion, a thorough accurate analysis and logical and scientific criticism.
- 3- All variables that are included in the study will be fully determined and defined and its measuring methods as presented in the literature of the topic.
- 4- This chapter ends with a theoretical/conceptual framework of the study that shows the number of variables and reciprocal relationships between them.

Chapter 3: Research Methodology

The research methodology specifically addresses:

- (1) The study population and sample.
- (2) Respondents with scientific justification for the reason of their selection.
- (3) Research philosophy, data collection tools, statistical techniques and the analysis program used.
- (4) Sections of the research in order.
- (5) Determinants of the research and any procedures taken by the student in his search for obtaining information collection permits.
- (6) Explain the questionnaires, their sections and their relation with each of the goals and hypotheses.
- (7) Procedures for verifying the reliability of the data collection tool, its Validity and its reliability.
- (8) Method of distributing the questionnaire (or interviewing, etc.) to achieve the objectives of the study.

Chapter 4: Results, its Analysis and Discussion

This chapter includes testing the study's hypotheses and discussing the extent to which the objectives of the research are achieved or not. The objectives of the research (or its questions) are linked to the study's findings with an in-depth scientific discussion of these findings.

Chapter 5: Conclusions and Recommendations

A- Conclusions:

This chapter deals with a summary of the conclusions obtained by the researcher from his thesis, and provides a reasonable scientific explanation of his findings through an in-depth discussion of them (the researcher in this part shows the extent to which his results are in agreement or differed with the results of previous studies and what explains and indicates this agreement or difference) Referring to the parameters of the research (the researcher here focuses on the objective determinants, where he shows the aspects that fall within the studied variables that are not addressed by the current research, for example, In dealing with organizational justice, the current research is limited to the study of distributive and procedural justice without addressing the justice of information) that reflects in one way or another on the validity of the results and their dissemination to the study population, i.e. the interpretation of the results must come in addition to the determinants of the study to reach logical conclusions closely related to the findings reached, pointing to the researcher's findings from previous research; showing the extent of compatibility and disagreement with it and justifying it.

B- Recommendations:

The recommendations can be divided into two sections:

1. **Theoretical recommendations**, which are the section related to the future studies and research on some unexpected results that need further study. This section is useful for future researchers as it guides them to future research places and topics in that specialty.
2. **Practical recommendations**, which are procedural and practical recommendations such as recommending the researcher (after he has revealed a deficiency in certain skills of government officials) to hold training courses to raise their skills in some aspects of the public service. These recommendations must not be general, but specific and addressed to specific parties to ensure that they are achieved. It must also reflect the results and conclusions of the study.

Tables and Figures

A. Tables

In order to present information and numbers in an orderly and readable manner, they may be organized in the form of tables in a simplified and understandable way so that the reader can understand them and link the different relationships between their diverse elements such that:

- 1- Each table has a serial number in each chapter.
- 2- Each table has a title to be placed above it.
- 3- The source (reference) of the table if it is taken from another source is written at the end of the table title.

B. Figures

Sometimes information is displayed using figures and drawings in a simplified and understandable way so that the reader can understand them and connect the different relationships between their diverse elements such that:

- 1- Each figure has a serial number in each chapter.
- 2- Each figure has a title placed underneath it.
- 3- A source (reference) of the figure if it is taken from another source is written at the end of the figure title.

Thesis chapters for theses at College of Law

The components of the thesis include: introduction, chapters, conclusion, deductions, and recommendations. Where the body begins with the introduction and ends with conclusion, deductions, and recommendations, the titles of the body vary depending on the topic and methodology of the thesis, and are arranged as follows:

1. Introduction:

The main axes of the research include:

- Summary of the researcher's ideas and the direction of the subject of the research theoretically.
- Identify the research problem.
- The importance of research and the objectives it aims to achieve.
- The scope of research and hypotheses that he has put to the test.
- The scientific method followed by the researcher in his study.
- The tools he used and how to choose them.
- Difficulties in the research.
- The limits of study: objectivity or humanity, temporality and spatiality.
- Field procedures taken in collecting or analyzing data, if any
- The last element is the main partition of the research.

2. Chapter 1: It is divided into:

- Topics (first, second....)
- Each topic is divided into requirements (First requirement, second requirement...)
- Each requirement is divided into branches (first branch, second branch, ...)
- Each branch is divided into paragraphs (first paragraph, second paragraph...)
- Summary of chapter 1.

3. Chapter 2: It is divided into:

- Topics (first, second....)
- Each topic is divided into requirements (First requirement, second requirement...)
- Each requirement is divided into branches (first branch, second branch, ...)
- Each branch is divided into paragraphs (first paragraph, second paragraph...)
- Summary of chapter 2.

Notes

- The number of chapters in the thesis shall be as required by the topic of the thesis, such that it is not less than two chapters.

- If tables and figures are used in the thesis, what has been explained earlier in this section is considered regarding to how these tables and figures are prepared.

4. Conclusion, deductions and recommendations:

This part of the thesis is in which the researcher reveals two cases closely related to him and his research; the first deals with the summary of his findings, and the second deals with summarizing his views regarding his findings and recommendations based on these findings.

Part Three: References, Sources and Appendices

References and sources are documented in the thesis core text and in the bibliography section when writing the dissertation, in all graduate programs at the University, except for graduate programs at the College of Law, using the American Psychological Association (APA) system as follows:

1. Reference Citation in the Text

When using the American Psychological Association system, you must type the nickname or third name of the source author of the information, supplemented by the publication date after a comma. When referring to the reference in the context of the sentence of the paragraph in the body of the thesis, the posting date of the reference is placed only in brackets, or the name and date are placed between the parentheses as follows:

- **Single Author Reference**

The name of the author is documented, followed by the date of publication, or the nickname and the date between the parentheses, as in the following example:

Example

Lotayif (2004) made a study examining the relationship between entry modes and defensive strategies ...

According to an earlier study (Smith, 2006) it is argued that...

- **Two Authors Reference**

The names of the co-authors shall be documented together with the priority of writing the first author's first name, followed by the second co-author. The date of publishing the reference shall be placed only in parentheses, or the names and dates shall be placed between the parentheses as in the following example:

Example

Lotayif and EIRagal (2007) indicated that...

According to an earlier study (Lotayif and EIRagal, 2007) indicated that...

- **More than Two Authors Reference**

If reference is made to a joint reference of more than two authors, the first author's name shall be documented, with reference to the other participants with the term "and others" in English like this "et al.", as in the following example:

Example

Al-Khalili, et al. (2008) argued that...

According to a previous study (Smith, et al. 2008) it is argued that...

- **More than one Journal's article for the same author in the same year**

To indicate that the information or quotation from several references of the same author in the same year, you need to add alphabetical letters (a, b, c) after the date.

Example

According to another opinion (Lotayif, 2004a and Lotayif, 2004b) it is...

- **Multi – Sources Reference**

To indicate that more than one reference to more than one author for the information mentioned in the context of the study, the references are drawn respectively from the most recent reference to the oldest reference depending on the publication dates of the references concerned.

Example

Based on previous studies (Smith, 2007, Sanderson, 1999, and Peter, 1980), it is...

- **Exact Citation of Statement from another Reference**

In the literal quotation of a text from a reference within a paragraph, it is preferred to be a brief statement in less than forty words as possible, and if this is to be exceeded, it must be presented in a separate paragraph. Also you should limit the text quoted by two quotation marks as a reference to the ownership of the text by the original author of the reference in question. The text must also be written in the name of the author, the date of publication and the quotation page in parentheses as well.

Example

Smith (1995) stated that "Perennial sea grass with a net of..."

- **On-line or Audio – Visual Reference**

The above rules apply to documenting information from all types of printed and non-printed information (electronic, audio, and visual) and therefore only the name of the person responsible for the information (as its author) should be documented followed by its date or the date of retrieval if it is from a website.

- **Personal Communication or Interview Reference**

This refers to the audio and unpublished references based on personal interviews, contacts, e-mails, etc. These references should be documented by stating the full name of the reference party and the type and date of the connection in the thesis body only, you do not have to include this in the bibliography at the end of the thesis.

Example

The legal consultant acknowledged that it is a case of blackmailing (Mohammed Mosa, Personal interview /E-mail /Phone call, April 15, 2005.

2. References List

The references published in Arabic are first written under the title: References in Arabic and then the references in English under the title References in English. References and sources are

written in the reference list as shown below. For additional details refer to Annex 1 approved by the American Psychological Association (APA)

- **A book of single author**

Example:

Kline, P., (1997), "**An Easy Guide for Factor Analysis**", Routledge, London.

- **A book of double authors**

Example:

Lawrence, P.R. and Lorsch, J. W., (1967), "**Organizations and Environment**", Irwin, Homewood, IL.

- **A book of more than two authors**

Example

Krause, K. L., Bochner, S.,and Duchesne, S., (2006), "**Educational psychology for learning and teaching (2nd ed.)**". Melbourne, Australia: Thomson.

- **A book Chapter**

This is the reference published within the contents of a comprehensive reference to a number of topics prepared and edited by another author. The author of the specific subject that has already been referenced must be mentioned, followed by the date of publication of the comprehensive reference containing the subject between parentheses, followed by the author of the comprehensive reference preceded by the word "in" and then the title of the comprehensive reference and its details and the pages of the topic concerned within it.

Example

Latif, M., "Entry Modes and Defensive Marketing Strategies Model", In {Kiefer, Lee and Steve Carter, (2005), "Global Marketing Management, 1st Edition", P. 176.

- **Periodical Reference**

This is the reference published within the contents of a regular scientific journal (magazines, newspapers, bulletins). The name of the author of the subject is referenced (**in the same previous way**), the date of publication of the journal between parentheses, the title of the subject and the name of the journal (**underline, bold or italic**) followed by the volume number and the issue number in parentheses followed by the topic's page numbers.

- **A journal's article of single authors**

Example:

Latif, M., (2018), "Global Competitiveness Index's (GCI) Impacts on FDI and Tourism: Case of Egypt", **Arab Management Association (AMA)**, April, pp. 20-32.

- **A journal's article of double authors**

Example:

Latif, M. and El-Ragal, A., (2004), "Investigating and Modelling GATS Impacts on the Developing Countries: Evidence from the Egyptian Banking Sector", **the Journal of American Academy of Business, Cambridge**, Vol. 4, No. 1 & 2, (March), pp. (496-502).

- **More than one Journal's article for the same author in the same year**

Example:

Latif, M. (2015a), "University Industry (U-I) Relationship: Evidence from an Egyptian University", **International Journal of Business and Management (IJBM)**, Vol. 10, No. 4, (April), pp.113-122. <https://doi.org/10.5539/ijbm.v10n4p113>

Latif, M. (2015b), "The Components of Marketing Strategies Making (MSM) and the Relationships with Strategy Antecedents and Consequences: Evidences from Egypt", **The Business Review, Cambridge (BRC)**, Vol. 2, (December), pp. 27-136.

- **An Article in Conference Proceedings**

This is the reference published within the proceedings of a refereed scientific conference. The documentation method is similar to the method of documenting the periodicals for all the internal details with a single difference, and that is what is defined as the name of the conference (bold, italic, underlined)

Example:

Latif, M., (2004), "P-E Gap Model in Measuring Service Quality", **The 14th Arabic Annual Conference for Managerial Development and Training titled "Managing the Performance of Enterprises"**, Sponsored by team in Cairo Sheraton (Egypt) from April 20th to 22nd.

Latif, Jamal, (2002), "Dependency Relationships with Defensive Marketing Strategies; Evidence from Egyptian Banking Sector", **The first International Conference on Information and Management Science (IMS2002); in Xi'An, China**, May 27th – 31st.

- **Unpublished Source Reference**

This is the reference taken from theses in different levels (Master, PhD) or unpublished sources. The name of the author of the thesis or source is mentioned (in the same previous way) followed by its date in parentheses, and then the title, thesis level or source type with the addition of the statement "unpublished" and then the site of its approval.

Example

Latif, M., (2001) End-point Detection of Arabic Speech Based on End-words Properties", **Unpublished MSc Thesis**, Faculty of Engineering, Jordan University, Jordan.

Latif, M., (2004), "[GATS Impacts on Entry Modes and Defensive Marketing Strategies in the Egyptian Banking Sector](#)", **PhD Thesis**, Business School, University of Plymouth.

- **Reference from Official Publication**

This refers to the official publications and reports produced for work purposes within its context and are widely available or distributed, and therefore it is advisable to be more precise and more detailed in the definition of such data.

Example

Bahrain Monetary Agency, (2007), Financial Position of Bahraini Insurance Firms. In: **Financial Data, Section 6, Insurance Market Review 2007, Bahrain Monetary Agency (BMA)**, Manama, kingdom of Bahrain, PP. 52-53.

- **On-line or Audio, Visual Reference**

This is a readable reference using an aid device (reading, listening, or visual device) from a new information medium, such as electronic, video and audio devices. The name of the author of the reference shall be referenced followed by its date in parentheses, and then the title and other details according to the source type, the site URL (www ...). and add to it the date of retrieval if it's a website.

Example:

Wojick, D.E, Warnick, W.L., and Carroll, BC, (2006), The Digital Road to Scientific knowledge Diffusion: A Faster, Better way to Scientific Progress? Commentary. **D-Lib. Magazine**, 12 (6): 12-20. (Available on-line: <http://www.dlib.org/>, June 6, 2006.

- **Reference book – dictionary or encyclopedia entry**

Example

Hwang, E. G., (2002), North Korea: Economic system, In D. Levinson, & K. Christenson (Eds.), **Encyclopedia of modern Asia** (Vol. 4, pp. 350-353). New York, NY: Charles Scribner's Sons.

- **Webpage**

Example:

New Zealand Trade and Enterprise, (2018), **Agribusiness**, retrieved from <https://www.nzte.govt.nz/en/export/market-research/agribusiness/>

References and appendices of the thesis in post-graduate studies' programs at the College of Law

References are documented in the thesis body and in the list of references when writing theses in post-graduate studies' programs at the faculty of Law as follows:

1- Documenting references in the footnote (margin)

- The references used in the research body are indicated in sequential numbers each page, and placed in brackets to the top: ⁽¹⁾, ⁽²⁾, ⁽³⁾, and are shown in the margins, and then the numbering on the next page begins again with ⁽¹⁾ and so on for each page of the thesis.
- The list of references in the margins is arranged as they appear in the text numerically
- The reference is written when it is first mentioned in full detail as written in the list of references, and if it is referred again, it is written as shown below according to its type.
- When you repeatedly use the same reference on the same page, you type a phrase (ibid, part/page).

The references contained in the research body are documented in the footnote as follows:

1. **Qur'an verses** (written in Ottoman form): are referred to in the footnote or the body and documented as follows: [The name of the Surah is followed by two points: then the number of the verse].

Example: (1) [Al-A'raf: 55].

2. **Hadiths of the Prophets:** are referred to in the body or footnote "according to the topic of the research" and are documented as follows: [the author's last name or the nickname: the name of the work, the name of the book/the name of the chapter, the number of the part/page number: the hadith number].

Example: (1) [Muslim: Sahih Al-Bukhari, Science/Understanding in Science, 1/53: Hadith No. 234].

3. **Books:**

- If the book has one author: the author's last name or the nickname, the title or part of the book that indicates it (part or volume/page).
Example: (1) Ibn Manzoor, Tongue of the Arabs (Vol. 2nd ed. /233).
- If there are no parts, only the page number is written
Example: (1) Latif, Management Principles, (p. 30)
- If the book has two authors: the authors' last names, the title or part of the book that indicates it (part or volume/page).
Example: (1) Abdel-A'al and Mansour, Legal Methodology (p. 30).
- If the book has a group of authors: the first author's last name and others, the title or part of the book that indicates it (part or volume/page).
Example: (1) Kayali et al., Encyclopedia of Politics (p. 55).
- If the book is in foreign language: the author's last name, the title or part of the book that indicates it (part or volume/page).
Example: (1) Latif, Principles of Law (p. 78).

4. **Research in a conference, journal, newspaper or printed magazine:** (1) the author's last name, the title or part of the research (page no.).
Example: (1) Latif, limits of competition and integration... (p. 5).
Example: (1) Sadon, Law Evaluation of..... (p. 10).

5. **Thesis or dissertation:** (1) the author's last name, the title of the thesis or the dissertation or part of it (page no.).
Example: (1) Al khaga, the effect of using strategies... (p. 5).
Example: (1) Sadon, Quality of Service Assessment ... (p. 25).

6. **Publications of institutions and organizations:**

- If the published material is a research or report: (1) the name of the organization, the title of the publication (date, page no.).
Example: (1) Ministry of Culture, Cultural Centers Act (2 June 2016, p. 10).
Example: (1) Special Libraries Association, Directory of Business ... (2nd of May 2015, p. 10)

7. **Legal instruments, laws and regulations:** (1) the title of the instrument, the legal instrument (instrument number).
Example: (1) Regulation of public contracts, contract system (5/2006).
8. If the last name is similar to more than one reference in the footnote:
In Arabic: We mention the last name: then the first name, the title of the book (page no.).
Example: (1) Hamid: Said, Arab State (p. 50).
(2) Hamid: Ahmed, British Mandate (p. 20).
9. If the quotation on the same page is repeated, "The same footnote", from a single source or reference without a separate source, the quotation is taken from a page or pages different from the previous reference documented as follows: the word of the same reference is used without mentioning the author's name, then a comma, and then the page number.
Example: (1) Latif, Management (Vol. 3/43).
(2) Ibid, p. 68.
(3) Ibid., p. 40.
(4) Ibid., p. 102.

2- Documenting references in the list of references at the end of the thesis

The list of references, used by the researcher in preparing his thesis at the end of the thesis immediately after the conclusion, is arranged into two sections:

The first Section includes a list of Arabic references such that they are arranged in an alphabetical order according to the names of the authors and according to the initials of the author's last name as mentioned with neglect (Al, Son, Abu) and without regard to the quality of the reference whether it is a book, scientific thesis or article in a Scientific journal.

The second Section of the list of references includes foreign references that are arranged in an alphabetical order according to the names of the authors and according to the initials of the author's last name, taking into account their alignment to the left of the page, and without regard to the quality of the reference, whether it is a book, a scientific thesis or an article in a scientific journal.

References are written in the list of references as described below and according to the type of reference according to the form approved by the American Psychological Association (APA).

Book reference

This is the reference of a particular book with the specific responsibility of a single author or co-author or the reference is issued by an institution or organization with a corporate personality, written as follows:

Last name, first name, (year of publication), title of the book, (edition if applicable), publisher, address of the publisher

The title of the book is underlined, or in (Italics) in English, or (**Bold**) in Arabic, and the objective is to differentiate the title from the other elements, and the same pattern should be used throughout the thesis.

- **A book of single author**

Example:

Kline, P., (1997), "An Easy Guide for Factor Analysis", Routledge, London.

- **A book of double authors**

Example:

Lawrence, P.R. and Lorsch, J. W., (1967), "Organizations and Environment", Irwin, Homewood, IL.

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Example:

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This is the reference published within the contents of a comprehensive reference to a number of topics prepared and edited by another author. The author of the specific subject that has already been referenced must be mentioned, followed by the date of publication of the comprehensive reference containing the subject between parentheses, followed by the author of the comprehensive reference preceded by the word "in" and then the title of the comprehensive reference and its details and the pages of the topic concerned within it.

Example

Latif, M., "Entry Modes and Defensive Marketing Strategies Model", In {Kiefer, Lee and Steve Carter, (2005), "Global Marketing Management, 1st Edition", P. 176.

- **Periodical Reference**

This is the reference published within the contents of a regular scientific journal (magazines, newspapers, bulletins). The name of the author of the subject is referenced (**in the same previous way**), the date of publication of the journal between parentheses, the title of the subject and the name of the journal (**underline, bold or italic**) followed by the volume number and the issue number in parentheses followed by the topic's page numbers.

- **A journal's article of single authors**

Example:

Latif, M., (2018), "Global Competitiveness Index's (GCI) Impacts on FDI and Tourism: Case of Egypt", Arab Management Association (AMA), April, pp. 20-32.

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Latif, Jamal, (2002), "Dependency Relationships with Defensive Marketing Strategies; Evidence from Egyptian Banking Sector", **The first International Conference on Information and Management Science (IMS2002); in Xi'An, China**, May 27th – 31st.

- **Unpublished Source Reference**

This is the reference taken from theses in different levels (Master, PhD) or unpublished sources. The name of the author of the thesis or source is mentioned (in the same previous way) followed by its date in parentheses, and then the title, thesis level or source type with the addition of the statement "unpublished" and then the site of its approval.

Example

Latif, M., (2001) End-point Detection of Arabic Speech Based on End-words Properties", **Unpublished MSc Thesis**, Faculty of Engineering, Jordan University, Jordan.

Latif, M., (2004), "[GATS Impacts on Entry Modes and Defensive Marketing Strategies in the Egyptian Banking Sector](#)", **PhD Thesis**, Business School, University of Plymouth.

- **Reference from Official Publication**

This refers to the official publications and reports produced for work purposes within its context and are widely available or distributed, and therefore it is advisable to be more precise and more detailed in the definition of such data.

Example

Bahrain Monetary Agency, (2007), Financial Position of Bahraini Insurance Firms. In: **Financial Data, Section 6, Insurance Market Review 2007, Bahrain Monetary Agency (BMA)**, Manama, kingdom of Bahrain, PP. 52-53.

- **On-line or Audio, Visual Reference**

This is a readable reference using an aid device (reading, listening, or visual device) from a new information medium, such as electronic, video and audio devices. The name of the author of the

reference shall be referenced followed by its date in parentheses, and then the title and other details according to the source type, the site URL (www ...). and add to it the date of retrieval if it's a website.

Example:

Wojick, D.E, Warnick, W.L., and Carroll, BC, (2006), The Digital Road to Scientific knowledge Diffusion: A Faster, Better way to Scientific Progress? Commentary. **D-Lib. Magazine**, 12 (6): 12-20. (Available on-line: <http://www.dlib.org/>, June 6, 2006.

- **Reference book – dictionary or encyclopedia entry**

Example

Hwang, E. G., (2002), North Korea: Economic system, In D. Levinson, & K. Christenson (Eds.), **Encyclopedia of modern Asia** (Vol. 4, pp. 350-353). New York, NY: Charles Scribner's Sons.

- **Webpage**

Example:

New Zealand Trade and Enterprise, (2018), **Agribusiness**, retrieved from <https://www.nzte.govt.nz/en/export/market-research/agribusiness/>

Abstract in English (or any language other than Arabic)

<p style="text-align: center;">Thesis Title</p> <p style="text-align: center;">By:</p> <p style="text-align: center;">Student Name:-----</p> <p style="text-align: center;">Supervisor (s)</p> <p style="text-align: center;">----- -----</p> <p style="text-align: center;">Abstract</p> <p style="text-align: center;">----- -----</p>

5.3. Printing and organizing

The master's thesis in its printing and organization is subjected to specific rules that must be considered as follows:

1. The thesis is printed on the computer in Arabic or English on a white Quattro A4 sheet of paper size 14, on one face of the paper, and simplified Arabic font is used in that if it is in Arabic and Times New Romans if it is in English.
- 2- Leave a margin on the right of 3.25 cm and a margin on the left of 2.5 cm and it is vice versa if the thesis is written in English, and the page is numbered at the bottom center with a margin of 3 cm from the top and 2.5 cm from the bottom, and the number of lines per page should not exceed (20) lines.
- 3- The minimum number of pages of a master's thesis including appendices is approximately 100 pages or (25 thousand) words and the maximum limit is twice that.
- 4- Leave a (1.5) space between the lines if the writing is in Arabic. If it is in English, leave a (2) space between the lines besides, leave a (2) space between the previous writing and the titles that follow.
- 5- The space when writing the headlines, the titles of tables and figures, references and supplements is single (i.e. 1 space), and the space between the reference and the next is doubled.
- 6- The title of the thesis, the student's name and the name of the supervisor are written in bold (size 20) font, while the rest of the information on the title page is written in (size 16) and bold font.

- 7- The headlines are written in bold black (size 18) font, the subtitles and side addresses are in (size 14) and bold font, and the titles are not underlined.
- 8- The sentence begins with a word, and it is not permissible to start with a number, code or abbreviation. When numbers are given from 0 to 99 in the text, it is written in letters. For example, you write seven instead of 7; over 99, you write in numbers like this: 132.
- 9- The chapters of the thesis should be consistent in terms of the number of pages, so it is not permissible that a chapter contains 10 papers and the other is 50 papers, for example.
- 10- It is not permissible to use the subject pronoun in the text body, but rather to use the objective pronoun instead, such as "the researcher used a scale....." or " the researcher extracted the mathematical medium and standard deviation.....", and may use the passive verb such as "the validity and reliability indicators for two measures are extracted" The subject pronoun may only be used for acknowledgment, dedication, thanks and appreciation.
- 11- The color of the outer cover of the thesis is dark blue.

Appendix N° (1): Examples References

The following explains the scientific documentation of the references and sources of information when preparing the master thesis:

(A) Direct reference

(B) Indirect reference

(C) Reference from regular scientific journals

(D) A reference published in Proceedings of Scientific Conferences

(E) A reference to unpublished printed scientific literature

(F) Reference from official publications

(G) A reference from a Web site.

A. Direct Reference

This is the reference of a particular book with the specific responsibility of a single author or co-author or the reference is issued by an institution or organization with a corporate personality, written as follows:

Last name, first name, (year of publication), title of the book, (edition if applicable), publisher, address of the publisher

The title of the book is underlined, or in (Italics) in English, or (**Bold**) in Arabic, and the objective is to differentiate the title from the other elements, and the same pattern should be used throughout the thesis.

Example:

- 1- Lotayif, Mansour, (2006), "**Principles of Management**", Teba Press, Cairo, Egypt.
- 2- Hutchinson, J.M., Sanderson, T.R., and Andrew, M.K., (1998), The Genera of Flowering Plants: Vol II: Dicotyledonous, Oxford University Press, London, UK.
- 3- ICA, (1998), Challenge of Migrated Francophile African Archives, International Congress of Archives, ICA, University of Paris Sorbonne press, Paris, France.

B. Indirect Reference

This is the reference published within the contents of a comprehensive reference to a number of topics prepared and edited by another author. The author of the specific subject that has already been referenced must be mentioned, followed by the date of publication of the comprehensive reference containing the subject between parentheses, followed by the author of the comprehensive reference preceded by the word "in" and then the title of the comprehensive reference and its details and the pages of the topic concerned within it.

Example

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C. Periodical Reference

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Example:

Latif, M., (2018), "Global Competitiveness Index's (GCI) Impacts on FDI and Tourism: Case of Egypt", **Arab Management Association (AMA)**, April, pp. 20-32.

D. A reference published in Proceedings of Scientific Conferences

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Example:

1. Latif, M., (2004), "P-E Gap Model in Measuring Service Quality", **The 14th Arabic Annual Conference for Managerial Development and Training titled "Managing the Performance of Enterprises"**, Sponsored by team in Cairo Sheraton (Egypt) from April 20th to 22nd.

2. Latif, Jamal, (2002), "Dependency Relationships with Defensive Marketing Strategies; Evidence from Egyptian Banking Sector", **The first International Conference on Information and Management Science (IMS2002); in Xi'An, China**, May 27th – 31st.

E. Unpublished Source Reference

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Example

Latif, M., (2001) End-point Detection of Arabic Speech Based on End-words Properties", **Unpublished MSc Thesis**, Faculty of Engineering, Jordan University, Jordan.

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F. Reference from Official Publication

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Bahrain Monetary Agency, (2007), Financial Position of Bahraini Insurance Firms. In: **Financial Data, Section 6, Insurance Market Review 2007, Bahrain Monetary Agency (BMA)**, Manama, kingdom of Bahrain, PP. 52-53.

G. On-line or Audio, Visual Reference

This is a readable reference using an aid device (reading, listening, or visual device) from a new information medium, such as electronic, video and audio devices. The name of the author of the reference shall be referenced followed by its date in parentheses, and then the title and other details according to the source type, the site URL (www ...). and add to it the date of retrieval if it's a website.

Example:

Wojick, D.E, Warnick, W.L., and Carroll, BC, (2006), The Digital Road to Scientific knowledge Diffusion: A Faster, Better way to Scientific Progress? Commentary. **D-Lib. Magazine**, 12 (6): 12-20. (Available on-line: <http://www.dlib.org/>, June 6, 2006.