

Graduate Students thesis handbook

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Forward

In the realm of higher education, the culmination of years of intellectual exploration and scholarly pursuits often finds its zenith in the completion of a thesis. This fundamental academic endeavor serves as a testament to a student's dedication, research acumen, and commitment to advancing knowledge in their chosen field. However, embarking on this journey can be a daunting and complex task. From defining the research question to conducting comprehensive literature reviews, collecting and analyzing data, and finally, presenting the findings in a coherent and impactful manner, the process of crafting a thesis can be as challenging as it is rewarding.

In recognition of the unique set of challenges that students face when undertaking the thesis journey, this handbook has been crafted to serve as an invaluable companion. The "thesis Handbook" is designed to provide both novice and experienced researchers with the essential guidance, strategies, and insights required to successfully navigate the intricate path of thesis development.

This comprehensive handbook not only outlines the key steps involved in the thesis process but also offers practical advice, tips, and resources to aid students in their academic expedition. From demystifying the research proposal to addressing common roadblocks, from mastering the art of literature review to honing research methodology, this handbook is a multi-faceted tool that aims to empower students on their academic odyssey.

As we embark on this journey together, our aim is to demystify the thesis-writing process, instill confidence in your research abilities, and provide a clear roadmap towards the successful completion of your thesis. Let this handbook be your compass, guiding you through the challenges and triumphs that await you on the path to scholarly achievement.

1. Degree Requirements

Doctoral Programs:

- The student must complete at least three years of study, with at least 54 credit hours or the equivalent of study.
- The student must complete training on research methodology and academic research skills.
- After passing the qualifying exam, the student shall register (3 or 6) credit hours (according to the study plan), for the thesis proposal, which is calculated from the dissertation hours.
- The remaining dissertation hours shall be completed over the course of the following semesters.
- A minimum CGPA of no less than 3 out of 4 should be obtained when registering for the dissertation and upon graduation.
- The student must complete any additional requirements approved by the commission for academic accreditation (CAA) in the country or additional requirements recommended by the Graduate Studies Committee in the Department and approved by the Council.
- The student must complete his/her dissertation.
- At least two research papers about the dissertation should be published or accepted for publication in a scientific journal of category “B” or above according to the University of Sharjah classification.
- The dissertation must be approved by an external referee.
- The dissertation must successfully pass the defense stage.
- The dissertation must constitute an original contribution to the field of specialization.
- The time limit set for the student to obtain the Ph.D. degree shall be not less than six semesters and not more than ten semesters.
- The student may postpone or withdraw his/her study up to three academic semesters, thus making the maximum time limit 13 semesters.
- Under special circumstances accepted by the Dean and the Council and upon the Supervisor’s recommendation, the time limit may be extended for up to two semesters and for the purpose of dissertation defense only.
- In such a case, the student will pay a fee according to the financial bylaws of the University.
- The credit load for each semester shall be between 9-12 credit hours.
- This load may be reduced in case of special circumstances related to the student or the program and with the Dean’s approval.
- The student must regularly attend all courses he/she is registered in.

Master's Programs

- The minimum course requirements for the master's degree will be 33 credit hours provided that compulsory courses range between 9-24 credit hours and electives between 6-15 for the thesis track.
- Compulsory courses range between 9-27 credit hours and electives between 9-15 credit hours for the non-thesis track.
- Compulsory courses can be increased if the program is more than 33 credit hours. Exceptions can be applied to certain programs after the approval of the Council.
- The Master's programs can be completed in one of these two tracks: either through a thesis track (courses plus a thesis) or by coursework only (non-thesis track).
- The Council may, upon the recommendation of the Department, accept a student in one of the tracks; either in the thesis track(courses plus a thesis) or in the non-thesis track(courses only).
- The time limit set for the student to obtain the master's degree will be:
 - Full-time students: no less than three semesters and not more than eight semesters. This does not include the allowed postponed semesters.
 - Part-time students: no less than six semesters and not more than 10 semesters. This does not include the allowed postponed semesters.
- In both cases, the maximum time limit, however, in certain justified cases, and for the purposes of defending the thesis and publication, may be extended up to two semesters, upon a recommendation from the supervisor, and after the approval of the Dean and the Council.
- The academic year will be two semesters, each of which consists of sixteen weeks. Summer courses may be offered, if necessary, after the recommendations of the department chair and based on the Dean's approval.
- The credit load for each semester will be 9-12 credit hours for full-time students and less than 9 credit hours for part-time students. Exceptions to these limits can only be made for a maximum of an additional 3 credits for students in their final graduation semester or term.
- The student must regularly attend all registered courses which require attendance. Therefore, the instructor shall take attendance on special rosters and keep them until the end of the following semester.

Higher Diploma Programs

- To obtain a higher diploma degree, students must complete at least 24 credit hours provided that 18 credit hours of which are compulsory courses, and the remaining 6 credit hours are elective courses.
- The number of credit hours for compulsory courses may be increased if the program has more than 24 credit hours.
- The minimum permissible study period to obtain a higher diploma program is two semesters and the maximum study period is four semesters.
- Students may withdraw or postpone two semesters; the maximum study period becomes

6 semesters, except for the summer semester.

- The study load of a higher diploma student, per semester, is 6-12 credit hours.
- The study load may be less than 6 credit hours or more than 12 credit hours due to special circumstances related to the student or the program, upon the Dean's approval.
- The maximum study load is 15 credit hours.

2. Qualification Exam (Comprehensive Exam)

Doctoral Programs:

- The qualification examination aims to measure the student's ability to understand and demonstrate a general understanding of his/her discipline, show the ability of critical, analytical, and creative thinking, and employ them in solving problems and proposing appropriate solutions.
- The qualification examination is not another test in the courses studied by the student.
- The student registers for the qualification examination only upon the Dean's approval after the student has completed all compulsory courses in the study plan, all remedial courses, and any other conditions stipulated for admission and with a minimum CGPA of 3 out of 4.
- The written qualification examination will be twice yearly, one in the fall and one in the spring semesters only (the exam cannot be conducted twice in one semester). For the purposes of registration, the student shall register for zero credit hours and a result of fail or pass shall be recorded for him/her. The Graduate Committees in the Departments may also include an oral test component.
- The student may sit for the qualification examination twice only.
- If the student fails the second time, he/she will be expelled from the program.
- The Graduate Committee in the Department will be responsible for organizing the qualification examination.
- The Graduate Committee in the Department will determine the major topics of the qualification examination and announce them to the students (topics are different from courses).
- The Graduate Committee in the Department will form the committees from the Department faculty to write the qualification questions and grade papers confidentially.
- The Graduate Committee in the Department will prepare the qualification examination in two documents to be given on two separate days. Each exam shall be a minimum of 3 hours long.
- The Graduate Committee in the Department will evaluate the results of the qualification examination and record a grade of "pass" or "fail" in special forms.

Master's Programs

- The student's study track will be determined at admission time, and it may be changed only once upon a recommendation from the Graduate Committee in the Department and the Dean's approval.
- The comprehensive examination aims to measure the student's ability to understand the basic principles, demonstrate a general understanding of his discipline, show the ability to create connections between them, and employ them in solving problems and proposing appropriate solutions (the comprehensive examination is not another test in the courses studied by the student).
- The student must register for the comprehensive examination only after obtaining the Dean's approval when the student has successfully completed 27 credit hours of the study plan including the remedial courses, the research methodology, and any other conditions stipulated for admission and with a minimum CGPA of 3 out of 4.
- The comprehensive examination will be held in the third month of the Fall and Spring semesters only.
- The comprehensive examination cannot be conducted twice in one semester.
- For the purposes of registration, the student shall register for zero credits and a result of fail or pass shall be recorded for him.
- The Graduate Committees in the Departments may also include an oral test component.
- The Dean, however, may approve the comprehensive examination to be held in the summer semester upon a recommendation from the Department.
- The student may sit for the comprehensive examination twice only.
- If the student fails the second time, he/she will be expelled from the program and may apply to obtain a postgraduate diploma if the program is available in the College.
- The Graduate Committee in the Department will be responsible for organizing the comprehensive examination.
- The Graduate Committee in the Department will determine the major topics of the comprehensive examination and announce them to the students (topics are different from courses).
- The Graduate Committee in the Department will form committees from Department faculty to write the questions and grade papers in a confidential manner.
- The Graduate Committee in the Department will prepare the comprehensive examination in two documents to be given on two separate days. Each exam shall be a minimum of 3 hours long.
- The Graduate Committee in the Department will evaluate the results of the comprehensive examination and record a grade of pass or fail in special forms.
- The Dean shall approve the results of the comprehensive examination upon the recommendation of the Graduate Committee in the Department.

3. Registration of Dissertation

Doctoral Programs:

- Dissertations will be written either in Arabic or English in accordance with the Deanship guidelines and the Department requirements provided that an abstract is written in the other language.
- A supervisor and a joint supervisor (if necessary) shall be appointed for the dissertation from among the Department faculty, considering the student's selection as much as possible, by a decision of the Dean and upon a recommendation from the Graduate Studies Committee in the Department.
- The dissertations will be supervised by professors.
- An associate professor may also supervise a dissertation upon the approval of the Dean, provided he/she has research activities in the subject of the dissertation, and experience in graduate studies dissertation supervision.
- If necessity dictates, assistant professors may jointly supervise students upon the recommendation of the Graduate Studies Committee of the department and approval of the College of Graduate Studies Dean.
- In special circumstances, faculty or qualified professionals from other departments may act as joint supervisors (co-supervisors) upon a decision made by the Council.
- Faculty from other universities which have cooperation agreements or joint programs with the University may act as supervisors or co-supervisors of students.
- The supervisor may be changed in compelling and justifiable circumstances, with the same conditions for the appointment of a new supervisor.
- A student may register for the dissertation after the completion of all compulsory courses, passing the qualification examination, passing the comprehensive exam, if any, passing all the remedial courses, and any other conditions stipulated for admission.
- The student chooses the topic of the thesis and the proposed supervisor and submits it to the concerned department head to be presented to the department's graduate studies committee to assign a supervisor to him, considering the student's desire, if possible.
- The title of the thesis agreed upon between the student and the supervisor assigned to the head of the concerned department is presented to the department's graduate studies committee for approval.
- The student works on preparing the (Proposal) plan under the supervision of the supervisor and approved by the Graduate Studies Committee in the department.
- When the plan is completed, the student applies for registration to the department head, along with the thesis plan, on the online form prepared by the Deanship in accordance with the relevant guide.
- The department head sets a public date for discussing the plan, to be attended by the supervisor, members of the graduate studies committee, the faculty in the department,

and graduate students within two weeks of submitting the application.

- The Graduate Studies Committee in the Department approves the plan after discussion in the presence of the supervisor after making sure that the required amendments have been made in the public discussion and submitting them to the Deanship.
- The supervisor will submit a detailed progress report to the Department chairman at the end of each semester and a copy of the report should be forwarded to the Dean.
- The dissertation shall be allocated 3 or 6 credit hours for purposes of approving the proposal.
- The remaining credit hours will be offered throughout the remaining semesters and the dissertation shall be allocated 0 or multiples of 3 credit hours.
- However, the student must continue to register zero credit hours every semester after the completion of the dissertation credit hours until the student defends his/her dissertation.
- The dissertation title and proposal may be modified by the Dean if the need arises, and reasons for modification must be cited in the same way it was initially approved.
- The dean approves the thesis plan, rejects it, or suggests amendments to it within two weeks of receiving it.
- Faculty members who practice administrative posts can supervise students in special and urgent cases only, and they shall be paid for supervision for the third students onward.

Master's Programs

- Theses will be written either in Arabic or English in accordance with the Deanship guidelines and the Department requirements provided that an abstract is written in the other language.
- A supervisor and a joint supervisor (if needed) will be appointed for the thesis from among the Department faculty, considering the student's selection as much as possible, by a decision of the Dean and upon a recommendation from the Graduate Studies Committee in the Department.
- University theses shall be supervised by professors and associate professors.
- An assistant professor may also supervise a thesis if he/she has been teaching at the university level for a minimum of two years and has at least two papers in his field of specialization published or accepted for publication in journals recognized by the university.
- Faculty or qualified professionals from outside the Department may act as joint supervisors (co-supervisors) by a decision of the Council.
- Conditions applicable to the main supervisor will apply to the joint supervisor from university faculty.
- Application to supervise a thesis proposal must include an updated resume for those undertaking supervision for the first time.

- The supervisor is expected to have at least two papers published or accepted for publication over the past five years in refereed journals recognized by the university.
- The supervisor may be changed in justifiable circumstances, and with the same conditions for the appointment of a supervisor.
- A faculty member on sabbatical leave or unpaid leave may, by a decision of the Council and upon the recommendation of the Department, continue to supervise a student's thesis or participate in the supervision thereof if he/she is spending the leave within the United Arab Emirates.
- A student may register the thesis after the completion of 50% of total credit hours, and after completing all the remedial courses and any other conditions stipulated for admission, including the English language requirements. The students should also maintain a CPGA of 3 out of 4.
- The following steps must be followed in the approval of the thesis proposal:
- The student will submit an online application along with the thesis proposal on a special form prepared by the Deanship to the chairman of the Department in accordance with the proposal guidelines the Deanship prepares.
- The chairman of the Department / the program coordinator will set a public date for the discussion of the proposal which will be attended by the supervisor, the faculty members in the Department, and the postgraduate students within two weeks from the date of submission.
- The Graduate Studies Committee in the Department will approve the proposal after discussion in the presence of the supervisor to ensure that modifications required in the discussion have been complied with and the proposal will be forwarded to the Deanship.
- The Dean will approve, return, or propose changes to the thesis proposal within two weeks of receiving it.
- The supervisor/student will submit a detailed progress report to the Department chairman at the end of each semester and a copy of the report, signed by both of them, should be forwarded to the Dean.
- The thesis will be registered as 3 credit hours in the semester where the proposal is conducted.
- The remaining credit hours shall be registered in the following semesters.
- The student is entitled to defend the thesis upon the completion of one semester following the approval of the thesis proposal semester.
- However, the student must continue to register zero credit hours every semester thereafter until the student defends the thesis.
- The thesis title and proposal may be modified if the need arises, and reasons for modification must be cited in the same manner in which it was initially approved.
- Under all circumstances, a supervisor will be assigned one teaching hour (regardless of whether his/her teaching load is completed or not) every semester for each thesis for up to three semesters.
- In the case of joint supervision, the supervisor /co-supervisor is assigned 0.5 credit

(regardless of if his/her teaching load is completed or not) every semester for each thesis for up to three semesters. The third payment shall be paid after the student's graduation.

- Faculty members who practice administrative posts can supervise students in special and urgent cases only, and one credit hour is assigned for each thesis.

Where to get a topic for my thesis?

Resources that may help you select your thesis topic:

1. The Research Methodology course where faculty introduce to students their research interests, projects and publications.
2. Discussing with individual faculty in the department possible topics of interest.
3. Going through recent publications in relevant databases.

Thesis Proposal format

Select a thesis topic and a thesis supervisor and co-supervisor (if needed).

NOTE: Each of the following steps should be strictly fulfilled under the supervision and approval of your thesis supervisor(s).

1. Write a thesis proposal following this outline:
 - Abstract.
A short summary of the problem and the objective of your thesis.
 - Introduction.
Write a topic definition. Demonstrate the significance of the selected problem in real life context, also state the limitations of existing solutions which you will be resolving. Most importantly, clearly state your research contributions.
 - Objectives.
List and describe objectives of your research.
 - Related Work
Write a brief literature review. Shows the current state-of-the-art work related to your selected research topic. In addition to summarizing their approaches, the limitations of their solutions should be highlighted. Your proposed solution efficiency should surpass the efficiency of the state-of-the-art work.
 - Proposed Methodology\Approach.
 - Assumptions and Constraints
List any assumptions you have made in your proposed approach.
 - Proposed Approach.
Elaborate on your ideas, your proposed solution, the approach you will be following and all the techniques you will be employing. Use charts and tables as needed. Show how your design is expected to outperform existing solutions.
 - Performance Evaluation Metrics
List and define the metrics you will be using to evaluate your proposed approach in your experiments and for comparisons with the current state-of-the-art work.
 - Initial research plan.
Set the timeframe of your research. Show the major phases in your research and set a deadline for each phase.

- Expected research outcomes.
List the potential outcomes expected to be achieved through the completion of your research.
 - List of references.
The proposal should have at least 30 references. Your final thesis report will not be limited to the list of references used in your proposal.
2. Submit the thesis proposal to the department's Graduate Studies Committee to be approved for the presentation.
 3. Give a presentation on your thesis proposal to the department's Graduate Studies Committee for approval.
 4. Submit the Thesis Proposal to the College of Graduate Studies for approval.
 5. Thesis Proposal Defense.
The department head sets a public date for discussing the plan, to be attended by the supervisor, members of the graduate studies committee, the faculty in the department, and graduate students within two weeks of submitting the application.
The Graduate Studies Committee in the Department approves the plan after discussion in the presence of the supervisor after making sure that the required amendments have been made in the public discussion and submitting them to the Deanship of Graduate Studies.

4. Defense of Dissertation

Doctoral Programs:

- The supervisor will submit a recommendation to the Department chairman when the student completes the dissertation in accordance with proper scientific principles and the Deanship guidelines for the formation of the defense committee. A copy of the final version of the dissertation should be attached to the recommendation.
- The dissertation may not be defended prior to the completion of all courses including remedial, any other admission conditions, and, obtaining a CGPA of 3 out of 4.
- The defense committee shall be appointed and a date for it to convene will be designated in accordance with a decision from the Dean upon a proposal from the supervisor and a recommendation from the Graduate Studies Committees in the Department.
- The number of committee members will be at least three (supervisor/co-supervisor cannot be included in the defense committee), one of whom (or more in cases of joint programs with other universities) will be from outside the university. Conditions for supervision must apply to the defense committee.
- The graduate committee in the department (or the department's council in the absence of the department's graduate committee) shall appoint the thesis examining committee and among the internal examiners, assign the member with the highest rank and most experienced as a head of the committee.
- The student will introduce a summary of the thesis for 25 - 45 minutes.
- The chairman will give the floor to the committee members to examine the thesis.
The committee will withdraw to take its decision privately.

- The supervisor or co-supervisor shall not interfere in the decision of the committee.
- The committee will take the proper decisions as follows:

1. Pass with minor changes

- If the student's responses to the Committee's questions during the defense meet the academic criteria for awarding a Ph.D. degree, but the thesis requires minor changes to meet the required academic standards.
- The student is given a period not exceeding three months to make the necessary changes based on the Committee's report. The student must register zero credit hours for the thesis each semester (if necessary).
- The task of ensuring that the student has made all the required changes will be delegated to the supervisor and approved by the examination committee.
- If the thesis is not submitted within this time frame, the decision will be converted into No Pass following item no. 2.i below. If the status stayed the same, the student will be compulsorily withdrawn from the program.

2. No Pass:

If the Committee decides that the thesis, oral defense, or both do not meet the academic criteria for awarding a Ph.D. degree, therefore, the thesis will require major changes or additional research, one of the decisions below will be taken:

- i. No pass for thesis: the oral defense is satisfactory, but the thesis does not meet the academic criteria for awarding the Ph.D. degree. The student can submit a revised version of the thesis to the defense Committee within a period of minimum three to maximum six months. The Committee will evaluate the thesis without another oral defense. The thesis evaluation Committee's report must include a summary of the expected changes.
- ii. No pass for oral defense: the thesis is satisfactory, but the oral defense does not meet the academic criteria for awarding the Ph.D. degree. If this is the first "no pass" result, the student can re-defend his/her thesis within a period of minimum of three to a maximum of six months without submitting a revised thesis. The thesis evaluation Committee's report must include a recommendation of several activities to improve the candidate's ability to present his/her thesis and respond to any questions related to it.
- iii. No pass for oral defense and thesis: both the thesis and the oral defense do not meet the academic criteria for awarding the Ph.D. degree. If this is the first "no pass" result, the student can submit a revised thesis to the defense Committee within a period of a minimum of three to a maximum of six months. The defense Committee will evaluate the revised thesis and conduct another oral defense. The thesis evaluation Committee's report must include a summary of the expected changes, and a recommendation of several activities to improve the candidate's ability to present his/her thesis and respond to any questions related to it.
 - If the student has received a "no pass" decision before for an initial thesis or oral defense, the second "no pass" decision will lead to his/her compulsory withdrawal from the program.
 - The student must register zero credit hours each semester until he is awarded the degree or withdrawn from the program.

- The Committee publicly announces the result in the presence of the student. The original report will be submitted, first, to the department, then, to the Dean to be approved. The Deanship will provide the registration department with a copy of the report.
- After the student makes all the changes required by the Committee, these changes will be submitted to the Committee members to sign the report in accordance with the special form prepared by the Deanship. The report will be approved by the Department Chair, and the Deanship will provide the registration department with a copy of the report to complete the thesis result.
- If the student fails to complete the thesis based on the Committee's report and within the time frame set thereby, he/she will fail the defense. The Deanship will issue a dismissal from the program decision for the student, and notifies the registration department, the concerned department, and the student's College of this decision. In this case, the student would be given a high diploma certificate (if available) instead and leave the program.

Master's Programs

- The supervisor shall submit a recommendation to the Department chairman when the student completes the thesis in accordance with proper academic principles and the Deanship guidelines for the formation of the defense committee.
- The student may not defend the thesis before he/she completes all the courses in his/her study plan, including remedial courses and any other admission requirements and obtaining a CPGA of not less than 3 out of 4, and after publishing a paper in the student's specialization in a refereed journal or conference proceedings provided that the student is the main author of the paper and the supervisor is a joint author.
- The defense committee shall be appointed and a date for it to convene will be designated by a decision by the Dean upon a proposal from the supervisor, a recommendation of the Graduate Studies Committees in the Department and the College.
- The student must submit the thesis to the committee members three weeks before the defense date.
- The following must be observed when forming the defense committee:
- The number of committee members will be at least three (apart from the main supervisor and co-supervisor), one of whom will be from outside the Department or university. Conditions for supervision must apply to them.
- The oldest rank member (among internal examiners) will be the chairman of the committee.
- The committee decision will be taken by the majority of votes (2/3 or 3/4 or 4/5).
- One of the committee members, who is qualified and competent to carry out this task, may be a non-faculty member.
- Procedures for thesis discussion shall be as follows:
- The graduate committee in the department (or the department's council in the absence of the department's graduate committee) will approve the thesis examining committee and assign the member with the highest rank and most experienced as a head of the committee.

whereas the student's supervisor should be a non-voting member in the committee.

- The student will introduce a summary of the thesis for 15-20 minutes.
- The chairman will give the floor to the committee members to examine the student.
- The committee will withdraw to take its decision privately.
- The committee will make one of the following decisions:

Pass with minor changes

- If the student's responses to the Committee's questions during the defense meet the academic criteria for awarding a Master/ Ph.D. degree, but the thesis requires minor changes to meet the required academic standards.
- The student is given a period not exceeding three months to make the necessary changes based on the Committee's report. The student must register zero credit hour for the thesis each semester (if necessary).
- The task of ensuring that the student has made all the required changes will be delegated to the supervisor and approved by the examination committee.
- If the thesis is not submitted within this time frame, the decision will be converted into No Pass following item 2.i below. If the status stayed the same, the student will be compulsorily withdrawn from the program.

No Pass:

If the Committee decides that the thesis, oral defense, or both do not meet the academic criteria for awarding a master's degree, one of the decisions below will be taken:

- i. No pass for thesis: the oral defense is satisfactory, but the thesis does not meet the academic criteria for awarding the master's degree. The student can submit a revised version of the thesis to the defense Committee within a period of a minimum of three to a maximum of six months. The Committee will evaluate the thesis without another oral defense. The thesis evaluation Committee's report must include a summary of the expected changes.
- ii. No pass for oral defense: the thesis is satisfactory, but the oral defense does not meet the academic criteria for awarding the master's degree. If this is the first "no pass" result, the student can re-defend his/her thesis within a period of a minimum of three to a maximum of six months without submitting a revised thesis. The thesis evaluation Committee's report must include a recommendation of several activities to improve the candidate's ability to present his/her thesis and respond to any questions related to it.
- iii. No pass for oral defense and thesis: both the thesis and the oral defense do not meet the academic criteria for awarding the master's degree. If this is the first "no pass" result, the student can submit a revised thesis to the defense Committee within a period of a minimum of three to a maximum of six months. The defense Committee will evaluate the revised thesis and conduct another oral defense. The thesis evaluation Committee's report must include a summary of the expected changes, and a recommendation of several activities to improve the candidate's ability to present his/her thesis and respond to any questions related to it.

- If the student has received a “no pass” decision before for an initial thesis or oral defense, the second “no pass” decision will lead to his/her compulsory withdrawal from the program.
- The student must register zero credit hour each semester until he is awarded the degree or withdrawn from the program.
- The Committee publicly announces the result in the presence of the student. The original report will be submitted, first, to the department, then, to the Dean to be approved. The Deanship will provide the registration department with a copy of the report.
- After the student, makes all the changes required by the Committee, these changes will be submitted to the Committee members to sign the report in accordance with the special form prepared by the Deanship. The report will be approved by the Department Chair, and the Deanship will provide the registration department with a copy of the report to complete the thesis result.
- If the student fails to complete the thesis based on the Committee’s report and within the time frame set thereby, he/she will fail the defense. The Deanship will issue a dismissal from the program decision for the student and notifies the registration department, the concerned department, and the student’s College of this decision. In this case, the student would be given a high diploma certificate (if available) instead and leave the program.

5. Dissertation Standards

Doctoral Programs:

- Two abstracts, one in Arabic and the other in English, each around 350 words, must be attached to each dissertation.
- Keywords must also be included for indexing purposes together with a letter authorizing the University to photocopy all or part of the dissertation for research purposes or for exchanging dissertations with other universities and academic institutions.
- The title page, committee members’ names, and other elements of the dissertation must be prepared in accordance with the special guidelines to be prepared by the Deanship.
- Typing the dissertation must be in accordance with the rules set out in the Graduate Studies Guide prepared by the Deanship.
- The student submits an electronic copy of the thesis in its final form to the department, duly signed by the members of the discussion committee.
- The department approves the final copy sent by the student and sends it to the College of Graduate Studies as an attachment with the degree recommendation form.
- The College of Graduate Studies will keep a copy of the thesis in its final form in the college’s electronic system and sends a copy of it to the university library.

Master’s Programs

- Two abstracts, one in Arabic and the other in English, each around 350 words

attached to each thesis.

- Keywords must also be included for indexing purposes.
- In addition, a written statement from the student giving the right of copying part or all of the thesis to the University for the purposes of research or exchange agreements between the University and other academic institutions.
- The title page, committee members' names, and other elements of the thesis must be prepared in accordance with the special guidelines to be prepared by the Deanship (Arabic and English thesis guide).
- Typing the thesis must be in accordance with rules set out in the Graduate Studies Booklet prepared by the Deanship.
- The student must submit an electronic copy of the thesis in its final form to the Deanship.
- The copy must be submitted along with an approval form signed by the defense committee.
- The copy will be kept in the library.
- A complete soft copy of the thesis will be deposited in the Deanship for indexing purposes.

6. Degree Awarding

Doctoral Programs:

- The student shall be awarded the Ph.D. degree by a decision of the Board of Trustees upon the recommendation of the council of Deans and the Council of Graduate Studies and upon a proposal from the Department after the student has completed all the program requirements with a CGPA of not less than 3 out of 4 and after the submission of the amended copies of the dissertation.

Master's Programs

- The student shall be awarded the master's degree by a decision of the Board of Trustees upon the recommendation of the council of Deans and the Council of Graduate Studies and upon a proposal from the Department after the student has completed all the program requirements with a CGPA of not less than 3 out of 4 and after the submission of the amended copies of the dissertation.

Higher diploma programs

- After the student completes all the program requirements with a CGPA of no less than 2.0 out of 4.0 points, he/she shall be awarded the higher diploma degree based on a decision of the Board of Trustees, upon the recommendation of the Deans' Council and the Council of Graduate Studies, and a proposal from the Department.

7. Thesis Format

Script and Page Format

Times New Roman font, size 12-point, 12 characters per inch must be used. Line spacing must be double. All margins should be 1 inch.

Pagination

Positioning of page numbers is optional. The chosen procedure must be used consistently throughout the thesis. Pagination must be carefully checked for correct sequence and completeness.

Footnotes, references and appendices

- These should conform to APA style.
- Footnotes may be placed at the bottom of the page or as endnotes at the end of each chapter.
- Consistency of formatting for footnotes and references is required throughout the thesis.

Figures, illustrations, photographs and digital images

- Figures, tables, graphs, etc., should be positioned according to the publication conventions of the discipline. Charts, graphs, maps, and tables that are larger than the standard page should be avoided unless absolutely necessary. Overlays must be meticulously positioned in the text.
- Where graphs, illustrations, photographs, etc. fill an entire page, these pages can be numbered in sequence. Legends or captions accompanying such full-page graphics must be presented on a separate page.

Preparation of a Thesis

A thesis must contain to the following 14 requirements:

1. Title page

- The university logo
- The title of the thesis
- The student's name and College followed by "University of Sharjah, Sharjah, United Arab Emirates"
- The supervisor(s)' name(s)
- The following statement: " A Dissertation Submitted in Partial Fulfillment of the Requirements for the Degree of Master/Doctor of Philosophy in"
- The month and year the thesis was submitted

2. Examination Committee page

- Examiners' names
- The universal copyright notice "©" followed by the approval date and the student's name

3. A brief abstract in both English and Arabic.

4. Author's Biographical Sketch

5. Declaration

6. Acknowledgements

- Those who contributed to the work should be listed in the Acknowledgments with a description of the contribution.
- Describe sources of funding that have supported the work, if applicable.
- Include ethical approval or waivers, if applicable.

7. Publications associated with this research

- Provide the list of publication(s)

8. A detailed table of contents

9. List of Figures

10. List of Tables

11. Introduction and/or literature review

- Provide background that puts the thesis into context and allows readers outside the field to understand the purpose and significance of the study.
- Define the problem addressed and why it is important.
- Include a brief review of the key literature.
- Note any relevant controversies or disagreements in the field.
- Conclude with a brief statement of the overall aim of the work and a comment about whether that aim was achieved.

12. Materials and Methodology

- Provide enough details to allow other students/researchers to fully replicate your study.
- Specific information and/or protocols for new methods should be included in details.
- If materials, methods, and protocols are well established, you may cite articles where those protocols are described in details.

13. Results, Discussion, Conclusions

- These sections may all be separate or may be combined to create a mixed Results/Discussion section (commonly labeled “Results and Discussion”) or a mixed Discussion/Conclusions section (commonly labeled “Discussion”). These sections may be further divided into subsections, each with a concise subheading, as appropriate.

- Together, these sections should describe the results of the experiments, the interpretation of these results, and the conclusions that can be drawn.

14. References

- This should conform with the APA style.

Appendices

Appendices are useful to present supplementary or raw data, details of methodology, ethical approval, funding, consent forms, or other information that would detract from the presentation of the research in the main body of the thesis, but would assist readers in their review.

8. Thesis Template



[Insert THESIS TITLE]

by

Student Name

Department / Program Name

College Name

University of Sharjah

Sharjah, UAE

Supervisor(s)

Main Supervisor: **[insert name]**

Co-Supervisor: **[insert name if exists. Delete if it does not exist]**

A Dissertation Submitted in Partial Fulfilment of the Requirements for [insert

the program name]

University of Sharjah

Sharjah, UAE

Date: [Insert current Date]

EXAMINATION COMMITTEE PAGE (Mandatory)

The examination committee approves the dissertation/thesis of the Student's Name.

[Insert the name of examiner 1].....Committee Chair
[Insert the title and affiliation of Examiner 1]

[Insert the name of examiner 2].....member
[Insert the title and affiliation of Examiner 2]

[Insert the name of examiner 3].....member
[Insert the title and affiliation of Examiner 3]

[Insert the name of examiner four if exists, delete if it does not exist].....member
[Insert the title and affiliation of Examiner 4]

© Approval Date

(Date must be the same as the year that the author received his/her thesis approval)

Student Name

All Rights Reserved

Abstract (**Mandatory**)

Title of Dissertation/Thesis

Student Name

Insert Abstract text here. This is a Times New Roman font of size 12. The line space is set to 2.0. It is highly recommended to limit the number of words to 300 words for a Master's thesis and 350 words for a Ph.D. dissertation. Any term (or numeral) with a space on either side is counted as one word. Graphs, mathematical formulas, diagrams, charts, tables, or illustrations should not be included. Please note that the abstract should be confined to a single paragraph. Follow the same margin settings as your narrative text and the exact alignment. Your abstract is mandatory and must provide a concise and informative summary or synopsis of your work, including a brief background or introduction, the research area and purpose, the procedures or methods used, the findings or results, and the conclusions.

ملخص (باللغة العربية) (Mandatory)

تحتوى هذه الصفحة على ترجمة للملخص باللغة العربية. برجاء استخدام لغة عربية فصحى وعدم استخدام البرامج

او المواقع الالكترونية فى الترجمة. ينصح بالاستعانة بمتخصص حتى تكون اللغة واضحة ومفهومة!

Time new Roman, 12 font sizes, and double space lines

Author's Biographical Sketch **(Mandatory)**

Times New Roman font of size 12. The line space is set to 2.0.

Insert Biographical Sketch text here. If you wish to use or paste text from another document, select it from the other document and paste it here. Make sure to keep the text-only and not the formatting from the previous document. To mark text only, choose Paste, and then from the drop-down box that will appear, select the Keep Text Only option on the right, with the icon of a clipboard and the letter A.

This is the beginning of the second paragraph.

Declaration **(Mandatory)**

Times New Roman font of size 12. The line space is set to 2.0

Insert Dedication text here. If you wish to use or paste text from another document, select it from the other document and paste it here. Make sure to keep the text-only and not the formatting from the previous document. To keep text only, choose Paste, and then from the drop-down box that will appear, choose the Keep Text Only option on the right, with the icon of a clipboard and the letter A.

This is the beginning of the second paragraph.

Example for declaration:

I hereby declare that the work presented in this thesis has not been submitted for any other degree or professional qualification and that it is the result of my own independent work.

I also declare that there is no conflict of interest.

Any figures or tables that have been published before should be reproduced or get copyright.

I declare that based on the similarity check the total similarity is not more than 15%, excluding the bibliography (references) and quotes.

Full Name Goes Here (Candidate)

Date

Acknowledgments (Mandatory)

Times New Roman font of size 12. The line space is set to 2.0

Acknowledgments text here. If you wish to use or paste text from another document, select it from the other document and paste it here. Make sure to keep the text-only and not the formatting from the previous document. To keep text only, choose Paste, and then from the drop-down box that will appear, choose the Keep Text Only option on the right, with the icon of a clipboard and the letter A.

This is the beginning of the second paragraph.

The Acknowledgements page is mandatory. It follows the Abstract page. It is in the same font size and style as the text, and the vertical spacing, paragraph style margins, and alignment are the same as used in the text. Use complete sentences.

(Sample Wording)

I would like to thank my committee chair, Dr. Mohammad..., and my committee members, Dr. Ahmed, Dr. Hamad, Dr. Rashed, and Professor Sultan, for their guidance and support throughout the course of this research.

My appreciation also goes to my friends and colleagues and the department faculty and staff for making my time at the University of Sharjah a great experience. I also want to extend my gratitude to the RISE, RIMHS which provided the survey instrument, and to all the Department of..... Professors and students who were willing to participate in the study.

Finally, my heartfelt gratitude is extended to my parents for their encouragement and my wife's patience and support.

In addition to the above statement please include the following:

- **Acknowledge all funding sources, including funds from College of Graduate Studies, projects titles and numbers (if applicable)**

- **Ethical approval (if applicable).**

In case you conducted research that involves animals or humans, you should include the approval from the concerned university committee.

Publications associated with this research (Mandatory)

A list of publications goes here, formatted as a full citation.

Consider including publication in an appendix, too.

Table of Contents (Mandatory)

The format of the table should conform to the pagination guidelines and accurately reflect the outline and organization of the thesis. List the sections/chapters of the body of the dissertation or thesis; also list preliminary sections starting with the signature approvals page and supplementary sections such as References and Appendices. Follow numerical sequence for all chapter titles and subtitles. You are not required to include 4th level and beyond subtitles in the Table of Contents. The Table of Contents (TOC) is designed to be generated automatically from your headings. It is important not to type in this area. Instead, update the TOC right-click anywhere (not including the title) and selecting “Update Field”. You will be given the choice of “Update page numbers only” or “Update the entire table”. The former will, as it says, change only the page numbers and only for items already in the TOC; the latter will update the titles as well and will add new items in accordance with any new headings/section titles you may have created. These will be determined by the use of the appropriate styles. If a header is missing from the TOC after updating the entire table, check that the header in question is using the appropriate heading style, then update the entire TOC again.

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defined.	
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Bulleted List Style.....	Error! Bookmark not defined.
Block Quote Style	Error! Bookmark not defined.
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Table Title Style.....	Error! Bookmark not defined.

Table Cell Style.....	Error! Bookmark not defined.
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LIST OF ABBREVIATIONS (Optional)

(Entries are listed alphabetically)

CA	conditioned avoidance
<i>(double space between entries)</i>	
CS	conditioned stimulus
CVC	consonant-vowel-consonant
ITI	intertribal interval
MMPI	Minnesota Multiphasic Personality Inventory
<i>(capitalize only if the term is capitalized in the text)</i>	
NTIS	National Technical Information Service
RT	reaction time
STM	short-term memory

Note: Abbreviations and acronyms should be spelled out at the first mention in the text, with the abbreviation following in parentheses. Thereafter, the abbreviation only is used. Follow the practice of your style guide for determining which terms do not require definition.

LIST OF SYMBOLS (Optional)

λ	Lambda indicates usually an eigenvalue in linear algebra
ϕ	An angle
π	A mathematical constant whose value is the ratio of any circle's circumference to its diameter

List of Figures (Mandatory)

To update the List of Figures, which is a specialized TOC, right-click anywhere in it (not including the title) and select “Update Field”. You will be given the choice of “Update page numbers only” or “Update entire table”. The former will, as it says, change only the page numbers, and only for items already in the TOC; the latter will update the titles as well, and will add new items in accordance with any new figure titles you may have created. These will be determined by the use of the appropriate styles. If a figure title is missing from the list after updating the entire table, check that the figure title in question is using the Figure Title style, then update the entire TOC again.

[Figure 1. Figure Title](#).....**Error! Bookmark not defined.**

[Figure 2. Figure Title](#).....**Error! Bookmark not defined.**

List of Tables (Mandatory)

To update the List of Tables, which is a specialized TOC, right-click anywhere in it (not including the title) and select “Update Field”. You will be given the choice of “Update page numbers only” or “Update entire table”. The former will, as it says, change only the page numbers, and only for items already in the TOC; the latter will update the titles as well, and will add new items in accordance with any new table titles you may have created. These will be determined by the use of the appropriate styles. If a table title is missing from the list after updating the entire table, check that the table title in question is using the Table Title style, then update the entire TOC again.

Table 1. Table Title.....**Error! Bookmark not defined.**

Table 2. Table Title.....**Error! Bookmark not defined.**

Chapter I.

Introduction (**Mandatory**)

Introduction and Literature review chapters could be one chapter depending on your discipline.

You will need to type the chapter number manually for each chapter. Also remember that you need to use a soft return (Shift+Enter) between the chapter number and its title.

This is the beginning of the new chapter. Regarding the title, the style is Chapter Title (or Heading 2) style. The style for the body is Body Text, Body.

Whether you need a section break is largely determined by what you plan to do with the structure of your thesis. If you need more than one column (say, for columns of statistics), for example, you'll want a section break, then another to switch back to one column.

This is the beginning of a new paragraph

.....
.....

1.1 Background and aims

1.2 Statement of the problem

1.3 Thesis structure

Can be changed upon agreement between the student and the supervisor.

Let the reader know how the thesis is presented. It might be appropriate to provide a 1-2 sentence description of each chapter.

Chapter II.

Literature review **(Mandatory)**

Introduction and Literature review chapters could be one chapter depending on your discipline.

You will need to type the chapter number manually for each chapter. Also, remember that you need to use a soft return (Shift+Enter) between the chapter number and its title.

2.1 Introduction

Introduction to the literature review as a whole

2.2 Next section

Quick introduction to contents of section

2.2.1 Sub-section

2.2.1.1 Maybe another sub-section

But don't get too deep into subsequent sections. Think carefully about how far into sub-sections you need to go.

Before moving onto the next section, give a quick review and a teaser of what's to come.

Think of this as a form of navigation for the reader.

2.3 Another section

Introduce each new section to the reader, then use more sub-sections as required.

2.3.1 Possible sections or sub-sections

Depending on your discipline, some possible sections in this chapter might include:

2.4 Theoretical framework

2.5 Gaps in the literature

2.6 The research questions

2.7 Opportunities for contributions to knowledge

Chapter III.

Methodology (**Mandatory**)

You will need to type the chapter number manually for each chapter. Also remember that you need to use a soft return (Shift+Enter) between the chapter number and its title.

3.1 Introduction

Introduction to methods chapter

Think about research design.

- It's about the rigour!
- Ethics and reasoning
- Talk about WHY you did or did not do something

Justification, justification, justification!!

This is key to everything. Justify what/why you did or did not do what you did.

3.2 Section header

Introduce reader to section

3.2.1 Sub-Section

Chapter IV.

Results

Results and Discussion chapters could be one chapter depending on your discipline.

You will need to type the chapter number manually for each chapter. Also, remember that you need to use a soft return (Shift+Enter) between the chapter number and its title.

This is the beginning of the new chapter. Please check the instructions in Chapter I if you would like to use sections and subsections.

Chapter V.

Discussion

Results and Discussion chapters could be one chapter depending on your discipline.

You will need to type the chapter number manually for each chapter. Also remember that you need to use a soft return (Shift+Enter) between the chapter number and its title.

This is the beginning of the new chapter. Please check the instructions in Chapter I if you would like to use sections and subsections.

Chapter VI. **(Mandatory)**

Conclusion

Conclusions and recommendations

In this section, the student will state the conclusions and recommendations of his or her thesis.

Limitations of the study

In this section, the student will state the limitations of his or her thesis.

Future work

In this section, the student will state the future work.

[Bibliography/References/Works Cited.] **(Mandatory)**

Example of APA style:

- Rush, E., McLennan, S., Obolonkin, V., Cooper, R., & Hamlin, M. (2015a). Beyond the randomised controlled trial and BMI--evaluation of effectiveness of through-school nutrition and physical activity programmes. *Public Health Nutrition*, 18(9), 1578–1581. <https://doi.org/10.1017/S1368980014003322>
- Rush, E. C., Obolonkin, V., Battin, M., Wouldes, T., & Rowan, J. (2015b). Body composition in offspring of New Zealand women: Ethnic and gender differences at age 1–3 years in 2005–2009. *Annals Of Human Biology*, 42(5), 492–497.
- Barnard, R., de Luca, R., & Li, J. (2015). First-year undergraduate students' perceptions of lecturer and peer feedback: A New Zealand action research project. *Studies In Higher Education*, 40(5), 933–944. <https://doi.org/10.1080/03075079.2014.881343>
- Szcz ę Sna, A., Nowak, A., Grabiec, P., Paszkuta, M., Tajstra, M., & Wojciechowska, M. (2017). Survey of wearable multi-modal vital parameters measurement systems. *Advances in Intelligent Systems and Computing*, 526. https://doi.org/10.1007/978-3-319-47154-9_37

Bibliography Entry Style

The Bibliography Entry style is single-spaced with a double-space between entries and has a hanging indent of one-half inch. Please be sure to format your bibliography entries using the style guide required for your thesis type **must be in APA style**.

No introduction or additional text is needed, just list your references. Formatting will vary based on norms and standards from your research area.

Insert your references here. This should conform with the style you are using such as APA. Check with your Supervisor regarding the preferred style

APPENDICES (Optional)

List the appendices here. You may add several appendices.

Use a separate page for each appendix.

Appendix A Title

Detailed experimental procedures, data tables, computer programs, etc. may be placed in appendices. This may be particularly appropriate if the dissertation or thesis includes several published papers.

Appendix B Title

Detailed experimental procedures, data tables, computer programs, etc. may be placed in appendices. This may be particularly appropriate if the dissertation or thesis includes several published papers.