

Masdar Institute of Science and Technology

Master's Thesis Manual

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1. OVERVIEW

The thesis is an essential part of the program. It comprises an original investigation, including a written document on a subject approved by a program or inter-program faculty committee prior to the beginning of the research. The thesis involves both the application of skills learnt in the past and the acquisition of new skills. It allows the students to demonstrate their ability to carry out and organize a major piece of work according to sound scientific and engineering principles.

Thesis credit cannot be granted for work done previous to registration as a graduate student at the Institute or for work initiated without previous approval by the department of registration. The thesis must be completed while in residence.

A thesis may not be presented on research work done at the Institute while on academic, administrative, or research staff appointments, or hourly payrolls at Masdar Institute.

A Master's Thesis Manual has been developed and adopted uniformly by all programs. This manual specifies a detailed set of expectations, a precise timeline for students to follow, as well as various guidelines on preparing the thesis document. The manual also includes the assessment forms to be used by thesis examiners.

2. ADVISOR & RESEARCH SUPERVISORY COMMITTEE (RSC)

2.1. Advisor

Supervision by a faculty member of the Institute or a staff member approved by the program is a fixed requirement for master's thesis. Preliminary plans for pursuing an approved thesis may be required by thesis supervisors according to the requirements and time schedules of the programs. A thesis supervisor may, at his or her discretion, require progress reports in oral or written form as deemed necessary. Before the final written document is submitted a draft may be required for editorial comments. An oral examination of the Master's thesis will be held, in the form of a thesis defense and will be held after the thesis has been submitted

2.2. Research Supervisory Committee

In the course of their research, all students will be required to form a research supervisory committee for the Master's level. Formation of the committee should occur two weeks after the end of the third semester of their studies by submitting a RSC Approval Form (See Master Thesis Forms) to the Office of Academic Programs. The RSC will be responsible for conducting the thesis final exam (Defense) where the passing criteria of the exam is a unanimous decision by the RSC.

For the Master's levels, the committee consists of a minimum of three voting members who are familiar with the research conducted by the student. To serve on an RSC, an individual must have been granted a PhD or equivalent degree and must have experience in a field

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relevant to the thesis topic. Chair of the committee is the research advisor. Committee members can be faculty members of the Masdar Institute, other PhD granting accredited universities of high-standing, and qualified practitioners from relevant industries.

All committee members who are not Masdar Institute faculty, which may include affiliates of other institutions or post-doctoral fellows and research scientists at Masdar Institute, have to be approved by a committee that consists of the Dean of Academic Programs, Dean of Research and Director of Institute Initiatives. In addition and for all external committee members, an External Member Approval Form (See Master Thesis Forms) should be submitted along with the RSC Approval Form. All Masdar Institute Post-Docs are considered non-voting members. Senior Research Scientists are considered non-external RSC members.

The RSC will convene at least twice during the program of study, the first time to verify that the level of the student's research has reached a point where it can be defended, and then for the defense of the student's thesis.

2.3. Change of Research Supervisory Committee (RSC) Member:

A change in members of the RSC requires submission of the Changing a Research Supervisory Committee Request Form (See Master Thesis Forms). This form should be submitted to the Office of Academic Programs no later than the thesis defense deadline date in the semester in which the student wishes to graduate. This form will not be accepted without all of the required signatures. Changes to the RSC members have to be approved by the Dean of Academic Programs. Once approved, the new RSC member(s) must receive the student's thesis and in addition provide their signature on the Thesis Submission Form (See Master Thesis Forms).

The Committee is responsible for the following:

- Approving the student's program of study, the thesis;
- Providing input throughout the development of the thesis;
- Evaluating the submitted thesis, and approving the committee's recommendation.

The Advisor is responsible for the following:

- Chairing the student's RSC and is responsible for leading all meetings of the Research Supervisory Committees and for directing the student's defense;
- Supervising the student's work throughout the thesis process;
- Advising on the details of the program of study,
- Advising on the Masdar Institute's graduate program policies.

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3. THESIS CREDITS

The allocation of thesis credits to each semester taken at the Master levels is not applicable at Masdar Institute. The total thesis credits earned shall be summed at the conclusion of the degree, with the approval of the student's Research Supervisory Committee, provided the student successfully completes the degree requirements by defending and submitting the thesis. For students who are pursuing internships, the summer thesis credits are not tied to a specific semester. For students who have completed their course requirements before the expected date of graduation, the total thesis credits earned shall be summed at the conclusion of the degree, with the approval of the student's Research Supervisory Committee, provided the student successfully completes the degree requirements by defending and submitting the thesis.

4. THESIS PROSPECTUS

All students have to submit a thesis prospectus to the Office of Academic Programs two weeks after the end of the second semester along with a Thesis Prospectus Approval Form (See Master Thesis Forms). The Thesis Prospectus will not be accepted without the required Thesis Prospectus Approval Form. The thesis prospectus is a maximum of 10 pages that should contain the following sections:

(a) Overview

- a. Problem definition
- b. Motivation
- c. Objectives
- d. Literature review

(b) Research Plan

- a. Methodology
- b. Preliminary results (if available)
- c. Gantt chart
- d. References

5. RESTRICTIONS ON THESIS

Thesis research should be undertaken in light of Masdar Institute's policy of open research and the free interchange of information. Openness requires that as a general policy thesis research should not be undertaken on campus when the results may not be published. From time to time, there may be good reason for delaying the distribution of a thesis to obtain patent protection, or for reasons of privacy or security. To assure that only those theses that

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meet certain criteria are withheld from distribution, and that they are withheld for the minimum period, the Dean of Academic Programs has established specific review procedures.

Written notification of patent holds and other restrictions must reach the Institute Librarian before the thesis in question; as under normal circumstances all theses are open and available for public inspection once they have been received by the Institute Librarian.

6. PATENT PROTECTION

When Masdar Institute holds the rights to any intellectual property contained in a thesis, students and their advisors must work with the Masdar Institute Technology Transfer Office to determine if a patent application is to be filed. If so, the Technology Transfer Office will on rare occasions request a delay in publishing by notifying the Institute Librarian, and the thesis will be withheld from distribution for up to one year. If an extension to this original period is required, application must be made to the Dean of Research. If approved, the Dean of Research will inform the Institute Librarian in writing of the extension. The Technology Transfer Office will inform the Institute Librarian as soon as the thesis can be released.

When a student holds the rights to the intellectual property contained in his or her own thesis, application must be made to the Dean of Academic Programs for permission to withhold a thesis. If granted, the Dean will inform the Institute Librarian, and the thesis will be withheld from circulation for a period of three months. If an extension to this original period is required, application must be made to the Dean of Research.

7. GOVERNMENT RESTRICTIONS

The Intellectual Property Committee recognizes that certain government agencies which sponsor research may require that theses be submitted for security review before they can be placed in the Masdar Institute Libraries or published. In the event that the agency does not permit immediate public disclosure of a thesis, this does not preclude its acceptance, but the Dean of Academic Programs will appoint a special subcommittee of the Intellectual Property Committee to determine what steps can be taken to ensure eventual publication. A student should not embark on such a thesis without prior approval.

8. PRIVACY AND SECURITY

Occasionally, on completing a thesis, a student may feel that its distribution will jeopardize the privacy or safety of the author, other individuals, or companies. If the thesis cannot be rewritten to remove the problematic material, the author and supervisor should submit the thesis and a recommendation for the Dean of Academic Programs in consultation with the Dean of Research. The Dean will advise the Institute Librarian in writing of the restricted period. In all cases the restricted period will be kept to a minimum.

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9. THESIS RESEARCH IN ABSENTIA

Thesis research is ordinarily done in residence at the Institute. However, on some occasions and in some fields, work (such as the gathering of data) away from the Institute may be essential or desirable. Approval for thesis research to be done in absentia is given in writing by the Academic Performance Committee (APC), after establishing that there are compelling educational reasons to do so. A copy of that approval must be filed with the Registrar's Office.

Such approval must be requested before leaving the Institute, with ample time for full consideration by the program and notification of the Registrar's Office.

Students must register and pay full tuition while pursuing thesis research in absentia. In unusual circumstances, the Dean may set a special tuition rate for such students.

In consultation with the Dean, programs may establish certain subjects and/or locations as exempt from the individual approval procedures noted above.

The following requirements must also be met:

- The opportunity for the continuing intellectual growth of the student must be clearly evident
- The thesis must continue to be supervised by an Institute faculty member, or by a senior staff member approved by the program
- The student must be registered as a full time resident during the final term
- A master student must normally have completed the general examination requirement for the degree, and devote full time to thesis research in absentia

10. PREPARATION OF GRADUATE THESES

Prior to inclusion on a degree list, the Office of Academic Programs delivers the thesis copy no later than one month following the degree date to the Masdar Institute Libraries, which preserves and makes available the paper copy of the theses. The Institute is committed to the preservation of the student's thesis because it is both a requirement for the Masdar Institute degree and a record of original research that contains information of continuing value. Guidance on the physical preparation of theses is described in the Specifications for Thesis Preparation, issued annually by the Office of Academic Programs. The manual specifies the submission guidelines and explains the policies concerning copyright, temporary restrictions, and substitutions of pages.

The technical requirements for the thesis, including the quality of the paper, acceptable methods of reproduction, and standards for illustrations, are also explained. Each thesis submitted for an advanced Masdar Institute degree must conform to these specifications. Individual programs may dictate more stringent requirements. Additional advice and assistance in thesis preparation are available from the Office of Academic Programs.

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Master theses electronic version is considered to be the official copy.

In order to permit evaluation and grading of theses, due dates for their receipt in department headquarters are maintained by the Office of Academic Programs.

11. COPYRIGHT

The Institute will retain ownership of the copyrights to theses only if the thesis research is performed in whole or in part by the student with financial support in the form of wages, salary, stipend, or grant from funds administered by the Institute, and/or if the thesis research is performed in whole or in part utilizing equipment or facilities provided to the Institute under conditions that impose copyright restrictions. In all other cases ownership of a copyright shall reside with the student.

Students may request a waiver of the Institute's copyrights by written application to the Institute's Technology Transfer Office.

Where copyright ownership is retained by the student, the student must, as condition of a degree award, grant royalty-free permission to the Institute to reproduce and publicly distribute copies of the thesis, and must place the following legend on the thesis title page or page immediately following: "The author hereby grants to Masdar Institute permission to reproduce and to distribute publicly paper and electronic copies of this thesis document in whole or in part."

Where copyright is retained by the Institute, any further publication in whole or in part shall be made only with the authorization of the Technology Transfer Office, in consultation with the head of the program in which the student was registered when the thesis was accepted. Guidance on current copyright procedures is included in the Specifications for Thesis Preparation published each year by the Office of Academic Programs.

12. INTELLECTUAL PROPERTY POLICY

The Institute reserves the sole right to determine the disposition of inventions and other developments by faculty, staff, students, or others, developed wholly or in part under a sponsored research or other agreement or with the significant use of Institute facilities or funds administered by the Institute. In certain circumstances the Institute may grant thesis rights to a student. This disposition will be in a manner which, in its opinion, and subject to restriction imposed by any contract with a sponsoring agency, will be in the best interest of the Institute, the public, and the inventors. The Institute requires all individuals who receive Masdar Institute administered funds or who are in a position to invent or develop technology using significant funds or facilities to enter into formal agreements to assign intellectual property to the Institute for ultimate disposition of rights.

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13. ASSESSMENT OF MASTER'S THESIS

- Upon completion of the thesis, a public “thesis defense” of the student’s work is required which will be attended by all members of the student’s Research Supervisory Committee. The passing criteria of the defense is a unanimous decision by the RSC.
- The Thesis Examination Report will be prepared by the Office of Academic Programs Office and should be handed to the student’s research advisor. The student’s research advisor is responsible to hand the report to the Office of Academic Programs within one week after the defense examination date.
- The Thesis Examination Report includes a section within the second page which is to be filled by the graduate student’s Research Supervisor. This section documents at which level the student has met the program outcomes affiliated with his/her program. This process will guarantee that the thesis covers all program outcomes.
- Each member of the RSC assigns a grade of “Pass” or “Fail”, and the decision of the RSC is unanimous. The results of the thesis defense must be submitted by the advisor to the Office of Academic Programs. The examination report must be signed by all RSC members. Original signatures are required.
- If the decision is “Pass”, that degree requirement is now satisfied and the student will be able to walk in the commencement. However, the RSC may recommend some changes. If this does occur, the changes must be specified on the examination report and the student will be handed the remarks of the RSC. The student should submit the final version of the thesis on the final thesis submission deadline.
- If the decision is “Fail”, the student has not fulfilled this degree requirement and will not be able to walk in the commencement.
- Please refer to Thesis Examiners Report (See Master Thesis Forms). The Chemical Engineering Program Outcomes on the second page of the Report is used as an example to illustrate the assessment method used.

14. LANGUAGE OF THE MASTER'S THESIS

The thesis must be written in English.

15. THESIS MANUSCRIPT PREPARATION

The thesis write-up is considered a major part of the thesis project. The report should include a clear statement of the problem and why it is of interest or importance, a description of the history and background literature on the subject, a statement of the author's work and observations, a discussion of the author's findings in relation to those of predecessors, the author's conclusions and suggestions for further work. Extensive data, code, or mathematical derivations should be in appendices rather than in the body of the report. Specific bibliographic citations should be included whenever reference is made to documents or other communications. It must be well written, clearly organized, and contain no stylistic or grammatical errors. Supervisors are encouraged to require early drafts, to provide criticism of the writing as well as the technical content, to require re-writes, and to

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insist that the final document conform to accepted standards of technical writing. The final recommendation should be based in part on the writing quality of the thesis.

A. Thesis Abstract

You must include an abstract right after your title page, which includes your thesis title, your name, your thesis supervisor, the degree and the date (see the sample in See Master Thesis Forms). Start by writing out a full title, with all the adjectives and phrases you cut from the title. Describe your methods or procedures in a couple of sentences, and your conclusions or results in another sentence or two. It should be no longer than 350 words. It may be helpful to refer back to your Thesis Prospectus.

B. Thesis Defense

Before the Thesis Defense

- Once the RSC members have received and approved the draft thesis, the thesis defense can be scheduled.
- It is the student's responsibility to reserve a room for the defense. It is suggested that the student block 2 hours for the defense.
- The student must submit the thesis abstract (in word version) with no more than 350 words one week before the defense to OAP@masdar.ac.ae
- The Office of Academic Programs will arrange for the invitation announcement of the defense to be sent to all Masdar Institute community one week prior to the scheduled defense
- The announcement must be circulated one week prior to the defense, the defense cannot be held without an official announcement from OAP
- Any changes to the information provided in the scheduling form, the student is required to resubmit the form with relevant signatures/email confirmations from all RSC members. Any changes to the scheduling form should be submitted to our office one week prior to the defense date in order to make the necessary arrangements for the Thesis Announcement.
- Thesis examination report cards will be prepared by the Office of Academic Programs and will be handed to the student's academic advisor before the defense.

During the Thesis Defense

- The advisor will chair the defense meeting.
- The first part of the defense is open to the public and includes the student's presentation followed by Q&A session.
- The student should consult with the advisor and the RSC members on the duration and format of the presentation.

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- The advisor and the RSC members may wish to conduct a closed Q&A session with the student after the audience is excused.
- At the conclusion of the Q&A session, the student will be excused and the RSC members will discuss the student's performance and assign a pass or fail grade on the thesis examination report card. The thesis examination report card must be signed by all the committee members.
- The RSC members may nominate the subject thesis to the Outstanding Thesis Award by checking the appropriate box on the form.
- The committee may indicate on the report card what revisions are required, if any.
- Theses Defense Recordings is not a requirement however, it may be arranged. To record your Thesis Defense Presentation in classrooms and auditoriums, the following items are required:
 - Contact the ICT Service Desk at ictservicedesk@masdar.ac.ae to schedule the recording on your thesis defense presentations specifying the classroom or auditorium location and schedule
 - Submit a CD/DVD electronic copy of the recording along with the final thesis submission to the Office of Academic Programs for archives of the Library.

After the Thesis Defense

- The original report should be handed to the Office of Academic Programs by the advisor within a week of the thesis defense.
- The OAP will forward the report card to the Registrar after the approval of Dean of Academic Programs.
- It is the student's responsibility to ensure that all revisions requested by the RSC members are addressed before the final thesis' due date.
- It is the student's responsibility to obtain the signatures/email confirmations of the RSC members on the final thesis.

Below are some hints for preparing your presentation:

- Practice in front of friends, supervisor, and mirror. Practicing gives smoothness and polish. Do at least one complete 'dry run' for timing.
- Keep it short. Budget your time. Wear a watch or put it where you can see it, and stay aware of the time. Don't rush by talking fast. If you're running long, go straight to your conclusions, and omit detail.
- Don't read, but use notes or an outline. Speak clearly and more slowly than seems reasonable. Make eye contact. Don't turn your back to the audience to look at your slide! Have an outline you can refer to.

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- Be extremely organized and use a logical structure. Avoid getting bogged down in excessive detail. Give the Big Picture quickly, but mostly talk about your thesis project, not the total research project. Consult your supervisor for advice about which parts to cover in more detail.
- Use a few (<20) professional-looking slides. Don't clutter up slides with many equations; keep them simple. Use figures, diagrams and pictures.
- It's better to be too formal than too casual. Dressing up and speaking properly may help cover lack of sleep and nervousness. This doesn't mean your speech has to be humorless or lifeless.
- Your target audience is neither your supervisor nor a freshman, but your fellow students, as well as other interested faculty and staff, among others.

16. FORMATTING THE THESIS

- The title page is always page (i) and must be included in the count regardless of whether a number is physically printed on the page.
- The Thesis Abstract should be kept under 350 words. In the final thesis version, the Abstract should be numbered page number (ii).

Title } 28
By John Doe } 24
A Thesis Presented to the Masdar Institute of Science and Technology in Partial Fulfillment of the Requirements for the Degree of Master of Science In Name of Program
© 2012 Masdar Institute of Science and Technology All rights reserved

The Thesis Cover Page must be in the Arial font with the font sizes illustrated in the sample image (on the left).

No page number is to be assigned on the Thesis Cover Page.

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The required fonts are:

	Cover Page	Title Page
Font type	Arial font	Times New Roman
Font size	Title: 28	Title: 18
Font size	Student Name: 24	Student name, Copyright: 14
Font size	Text below student name: 18	Author's declaration and RSC Committee Members: 12

A. Order of Thesis Items

- Thesis Cover Page (See Master Thesis Forms for sample –Arial Font)
- Thesis Title Page (See Master Thesis Forms for sample)
- Abstract of Thesis (narrative description of work –350 words or less)
- Dedication and/or Acknowledgment Pages (optional)
- Table of Contents (required)
- List of Tables, Illustrations, Charts, or Graphs (must fit inside regular margins)
- Text
- Bibliography and/or References
- Appendix (if applicable)
- Glossary (if applicable)

B. Initial Submission

The Master student is to initially submit a Master Thesis Submission Form (See Master Thesis Forms) which confirms that the RSC members have received and approved the draft thesis. Once the Office of Academic Programs receives this form, the thesis defense can then be scheduled.

The student is requested to submit the Thesis Defense Scheduling Form (See Master Thesis Forms) to the Office of Academic Programs (OAP) with all signatures/email confirmations and information requested.

The student should provide an electronic copy of the abstract to the Office of Academic Programs upon submitting the thesis defense scheduling form.

In case of any changes to the information provided in the scheduling form, the student is required to resubmit the form with relevant signatures/email confirmations from all RSC members. The revised form should be submitted to OAP one week prior to the defense date in order to make the necessary arrangements for the Thesis Announcement. It is the student's responsibility to reserve a room for the defense.

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It is suggested that the student blocks two hours for the defense. It is also suggested for students to receive a confirmation on thesis defense room booking to avoid any conflicts.

The Office of Academic Programs will arrange for the invitation announcement of the defense to be sent to Masdar Institute community.

Thesis defense examination reports will be prepared by the Office of Academic Programs and will be handed to the student's academic advisor before the defense.

C. Final Submission and Bound Thesis

For final thesis submission, students are required to submit the following to the Office of Academic Programs (OAP):

All students should submit the Master Thesis Final Submission form (See Master Thesis Forms) to the Office of Academic Programs. This form will not be accepted without all of the required Research Supervisory Committee (RSC) signatures/email confirmations and should be submitted with other forms as per the final thesis submission process.

A CD. that has a PDF and Word or Latex versions of final thesis. The CD should be labeled with the name of the student (permanent markers are to be used).

One copy of the thesis title page of the final thesis with original signatures of RSC members.

The Thesis Title Page requires *original* RSC member signatures. The Thesis will be printed and bound on high quality acid free paper. Students will therefore collect this type of paper from the OAP and must prepare ONE copy of the Thesis Title Page for RSC signing, to be submitted with the C.D. documents. The signed page will be added to the Thesis by the printer/binder. Students must prepare the Thesis Title Page exactly as per the displayed sample below (name of the student and the RSC members should be printed on the title page).

At least 2 days prior to the deadline of the final thesis submission, students are required to obtain the Thesis Formatting Approval Form (See Master Thesis Forms). This will ensure that the thesis conforms to the organization and layout that were provided to the students.

It is the student's responsibility to hand the Thesis Formatting Approval Form, the CD, and the Thesis Title Page to the OAP.

Below is a checklist for preparing your final thesis submission:

- Get your Master Thesis Final Submission Form approved by all your RSC members (submitted to the Office of Academic Programs).
- Get your Thesis Formatting Approval Form approved (submitted to the Office of Academic Programs).
- Save your Final Thesis in Latex or Word version, and PDF (SOFTCOPIES submitted to the Office of Academic Programs in a CD).
- Start your Final Thesis from your Abstract.

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- Save your Thesis Cover Page in a separate document in Latex or Word version, and PDF (SOFTCOPIES submitted to the Office of Academic Programs in a CD).
- Collect the acid free Title page from the Office of Academic Programs. Note that this document requires original signature from all members of your Research Supervisory Committee. No scanned copies will be accepted. It is recommended that you get the signatures of your RSC members well in advance (HARDCOPIES submitted to the Office of Academic Programs).
- Indicate the Graduation date of the final thesis submission on the thesis Title Page Month Year.
- Indicate the appropriate affiliated institution of your RSC members on the thesis Title Page.

Note that upon submitting any softcopy, you have the option to save documents in either Latex or Word versions. In addition, you must save a PDF version of the softcopy.

Following approval and signatures of all the members of the Research Supervisory Committee, the student submits one complete final original manuscript in CD/USB along with three hardcopies of the signed Title Pages as well as the Master Thesis Final Submission Form to the Office of Academic Programs.

The Office of Academic Programs will send the theses to a local company that will handle the thesis printing and binding process to provide MI with three final theses copies, printed on acid-free paper:

- One copy to the Author.
- One copy to the Advisor.
- One copy will be made publically available within the library.

17. TIMELINE FOR MASTER STUDENTS

The table below summarizes the major milestones and activities involved in the thesis research and preparation.

Important: This timetable is only indicative. The specific dates will be announced each semester by the Office of Academic Programs.

Period / Deadline	Activity / Milestone
First two semesters	<ul style="list-style-type: none"> • Identify thesis topic and advisor • Perform extensive literature review in areas of interest • investigate thesis topic, and prepare thesis prospectus

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	<ul style="list-style-type: none"> You may perform some of the research, and obtain preliminary results, which will help with your thesis plan.
2 weeks after the final exams of the 2nd semester	<ul style="list-style-type: none"> Complete “<i>Thesis Prospectus</i>” and get it approved by thesis Advisor Complete “Thesis Prospectus Approval Form” Submit both the “Thesis Prospectus” and “Thesis Prospectus Approval Form” to the Office of Academic Programs (OAP)
2 weeks after the end of the third semester	<ul style="list-style-type: none"> Complete “Research Advisory Committee (RSC) Approval Form” and submit it to the Office of Academic Programs (OAP)
Minimum of 7 weeks before the end of classes in the semester in which student wishes to graduate	<ul style="list-style-type: none"> With the approval of the Advisor, submit the thesis to the <i>Research Advisory Committee (RSC)</i>
Within 4 weeks after thesis submission to RSC	<ul style="list-style-type: none"> Present your thesis defense and invite <i>Research Advisory Committee (RSC)</i> members to attend. <i>1 week before oral presentation:</i> Schedule for an announcement of the oral presentation time and place to be sent to all Masdar Institute community including faculty, students, staff and other interested audience.
Within 4 weeks from the thesis defense deadline	<ul style="list-style-type: none"> If the decision is “Pass”, that degree requirement is now satisfied and the student will be able to walk in the commencement. However, the RSC may recommend some changes. If this does occur, the changes must be specified on the examination report and the student will be handed the remarks of the RSC. The student should submit the final version of the thesis on the final thesis submission deadline. If the decision is “Fail”, the student has not fulfilled this degree requirement and will not be able to walk in the commencement. Submit the Master Thesis Final Submission form with the signatures of the RSC along with other forms as per the final thesis submission process.

MASTER THESIS FORMS

- Thesis Prospectus Approval Form
- Research Supervisory Committee Approval Form for Master Students
- Research Supervisory Committee (RSC) External Member Approval Form for Master Students
- Changing Research Supervisory Committee (RSC) Member Request Form
- Master Thesis Submission Form
- Master Thesis Defense Scheduling Form
- Thesis Examiners Report
- Master Thesis Final Submission form
- Thesis Formatting Approval Form
- Sample Thesis Cover Page
- Sample Thesis Title Page

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Thesis Prospectus Approval Form

This form is to be completed by the student and signed by the Advisor. Submit the completed form with a copy of the thesis proposal to the Office of Academic Programs (OAP) OAP@masdar.ac.ae no later than 2 weeks after the final exams of the 2nd semester.

Date Submitted: _____

Student Name: _____

Student ID: _____

Program: _____

Email Address: _____

Print Thesis Title:

Advisor Name (Print)

Signature

Date

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Research Supervisory Committee (RSC) Approval Form for Master Students

The form is to be completed by the student and submitted to the Office of Academic Programs (OAP) OAP@masdar.ac.ae no later than Two Weeks after the End of the Third Semester. This Form will not be accepted without all of the required signatures.

Student Name: ----- Date Submitted: -----
 Program: ----- Student ID: -----
 Print Thesis Title

RSC Members: For External Members, please fill the External Member Approval Form in addition to this form

The RSC members acknowledge their role and responsibility in providing support to the Advisor and student in planning research, assessing and offering advice on student's work/progress and in the final thesis preparation.

Student Advisor Name	Signature	Date
Committee member 1 External: Yes <input type="checkbox"/> No <input type="checkbox"/>	Signature	Date
Committee member 2 External: Yes <input type="checkbox"/> No <input type="checkbox"/>	Signature	Date
Committee member 3 External: Yes <input type="checkbox"/> No <input type="checkbox"/>	Signature	Date
Committee member 3 External: Yes <input type="checkbox"/> No <input type="checkbox"/>	Signature	Date

Research Supervisory Committee (RSC) External Member Approval Form for Master Students

This form is to be completed by the student and submitted to the Office of Academic Programs (OAP) OAP@masdar.ac.ae no later than Two Weeks after the End of the Third Semester. This Form will not be accepted without all of the required signatures.

Student Name: ----- Date Submitted: -----
 Program: ----- Student ID: -----

Print Thesis Title

External RSC Members:

Name of External Member (Kindly attach a supporting letter explaining the benefit from adding this external member to the RSC, and the CV of this external member)	Signature	Date

Approval of Dean of Academic Programs -----

Voting Member ☐

Non-Voting Member ☐

Name of External Member (Kindly attach a supporting letter explaining the benefit from adding this external member to the RSC, and the CV of this external member)	Signature	Date

Approval of Dean of Academic Programs -----

Voting Member ☐

Non-Voting Member ☐

Changing Research Supervisor Committee (RSC) Member Request Form

The form must be submitted to the Office of Academic Programs (OAP) OAP@masdar.ac.ae no later than the thesis defense deadline date in the semester in which the student wishes to graduate. This form will not be accepted without all of the required signatures.

Student Name: ----- Date of Request: -----
 Program: ----- Student ID: -----

Degree sought: M.S. ☐
 Ph.D. ☐

TO BE COMPLETED BY THE STUDENT (Please sign at the bottom)

List your **current** and **new** RSC members:
 Academic Advisor -----

Current RSC Members (Names and Signatures)	New RSC Members (Names and Signatures)
Name:	Name:
Signature	Signature
Name:	Name:
Signature	Signature
Name:	Name:
Signature	Signature
Name:	Name:
Signature	Signature

- State the reason(s) for changing RSC member:

Student's Name (Print)

Signature

Date:

TO BE COMPLETED BY THE STUDENT'S ACADEMIC ADVISOR (Please sign at the bottom)

- State your opinion for the request of changing RSC member for the above mentioned student

Academic Advisor (Print)

Signature

Date:

Approval of the Dean of Academic Programs:

Signature: -----

Date: -----

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Master Thesis Submission

*All students must submit this form to the Office of Academic Programs
 (OAP) OAP@masdar.ac.ae no later than 7 weeks before the end of classes in the semester in
 which student wishes to graduate. The form will not be accepted without all of the required
 Research Supervisory Committee (RSC) signatures.*

The undersigned certify that they have received the thesis.

Thesis Title (Please Type): _____

Student Name: _____ Date of Request: _____
 Program: _____ Student ID: _____

Name	Signature	Date
RSC Member # 1 (Research Supervisor) _____		
RSC Member # 2 _____		
RSC Member # 3 _____		
RSC Member # 4 _____		

All students must submit this form to the Office of Academic Program (OAP) OAP@masdar.ac.ae one week prior to the Defense date. The abstract of the thesis must be submitted along with this form which will be distributed to all faculty members and students prior to the defense.

Sample Thesis Examiners Report



Thesis Examination/Defense Report

Date of Defense: _____

Student Name: _____

Thesis Title: _____

The decision of the Research Supervisory Committee for the above named student

Committee members:	Signature	Pass	Fail
Name of RSC Advisor	_____	<input type="checkbox"/>	<input type="checkbox"/>
RSC Chair	_____	<input type="checkbox"/>	<input type="checkbox"/>
RSC Member's Name	_____	<input type="checkbox"/>	<input type="checkbox"/>
RSC Member's Name	_____	<input type="checkbox"/>	<input type="checkbox"/>
RSC Member's Name	_____	<input type="checkbox"/>	<input type="checkbox"/>
RSC Decision		<input type="checkbox"/>	<input type="checkbox"/>

Professor Youssef Shatilla, D.Sc.

Dean for Academic Programs _____

Suggested revisions (if applicable): _____

**Students are responsible for incorporating all the RSC revisions (if any) into the final

This form should be submitted to the Office of Academic Programs within one week of successful completion

Would you like to nominate this thesis for the Outstanding Thesis ☐ Yes ☐ No

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The questions below are to be completed by the graduate student's Research Supervisor:

In reflection of the Program Outcomes of the Chemical Engineering Faculty, I certify that the above mentioned student has:

- | | |
|---|--|
| 1. Successfully apply advanced concepts of fundamental sciences and engineering to identify, formulate and solve complex chemical engineering problems, particularly as they pertain to renewable energy and sustainability. | <input type="checkbox"/> Strongly Agree
<input type="checkbox"/> Agree
<input type="checkbox"/> Neutral
<input type="checkbox"/> Disagree
<input type="checkbox"/> Strongly Disagree |
| 2. Successfully apply advanced concepts of chemical engineering to the analysis, design and development of chemical reactors, processes, unit operations and chemical plants to meet desired needs of society professionally and ethically. | <input type="checkbox"/> Strongly Agree
<input type="checkbox"/> Agree
<input type="checkbox"/> Neutral
<input type="checkbox"/> Disagree
<input type="checkbox"/> Strongly Disagree |
| 3. Use advanced techniques, skills, and modern scientific and engineering software tools for professional practice. | <input type="checkbox"/> Strongly Agree
<input type="checkbox"/> Agree
<input type="checkbox"/> Neutral
<input type="checkbox"/> Disagree
<input type="checkbox"/> Strongly Disagree |
| 4. Successfully apply advanced concepts of chemical engineering to design and develop chemical reactors, unit operations and plant processes for renewable energy, sustainability and chemical production using environmentally- friendly "green engineering" concepts. | <input type="checkbox"/> Strongly Agree
<input type="checkbox"/> Agree
<input type="checkbox"/> Neutral
<input type="checkbox"/> Disagree
<input type="checkbox"/> Strongly Disagree |
| 5. Use an advanced approach to design and conduct experiments, and to analyze and interpret data. | <input type="checkbox"/> Strongly Agree
<input type="checkbox"/> Agree
<input type="checkbox"/> Neutral
<input type="checkbox"/> Disagree
<input type="checkbox"/> Strongly Disagree |
| 6. Communicate effectively in written and oral form, both, individually and as a member of a multidisciplinary team, and thus to put forward the scientific findings at national and international levels successfully. | <input type="checkbox"/> Strongly Agree
<input type="checkbox"/> Agree
<input type="checkbox"/> Neutral
<input type="checkbox"/> Disagree
<input type="checkbox"/> Strongly Disagree |
| 7. Engage in life-long learning and self-education | <input type="checkbox"/> Strongly Agree
<input type="checkbox"/> Agree
<input type="checkbox"/> Neutral
<input type="checkbox"/> Disagree
<input type="checkbox"/> Strongly Disagree |

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Office of Academic Programs

Master Thesis Final Submission Form

This form must be submitted to the Office of Academic Programs (OAP) OAP@masdar.ac.ae within 4 weeks from the thesis defense deadline. The form will not be accepted without all of the required Research Supervisory Committee (RSC) and student signatures and must be submitted with other forms as per the final thesis submission process.

Thesis Title: _____

Program: _____ Student ID: _____

Name	Signature	Date
I acknowledge that this is my own original work.		
Student _____		
As research supervisor for the above student, I certify that I have read this student's defended thesis (title above), have approved changes required by the final examiners, and recommend this thesis to the Office of Academic Programs for acceptance.		
Research Supervisor _____		
The undersigned certify that they have received the final thesis.		
RSC Member # 1 _____		
RSC Member # 2 _____		
RSC Member # 3 _____		
RSC Member # 4 _____		

Thesis Formatting Approval Form

Student Name: _____ Student ID: _____
Program: _____ Semester _____
Email Address: _____

This is to confirm that the thesis has been prepared and presented in accordance with the guidelines of Masdar Institute.

Suggested Revisions (if applicable):

Reviewed By:

Date:

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By
John Doe } 24

A Thesis Presented to the
Masdar Institute of Science and Technology
in Partial Fulfillment of the Requirements for the
Degree of
Master of Science
In
Name of Program

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Sample Thesis Title Page

Title }18

By

A Thesis Presented to the Masdar Institute of Science and Technology in
Partial Fulfillment of the Requirements for the Degree of

Master of Science in Mechanical Engineering

Month Year

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AUTHOR'S DECLARATION

I understand that copyright in my thesis is transferred
to Masdar Institute of Science and Technology.

Author _____

RESEARCH SUPERVISORY COMMITTEE MEMBERS

Dr. Faculty Name Family, Chair, _____

Masdar Institute of Science and Technology

Dr. Faculty Name Family, _____

Masdar Institute of Science and Technology

Dr. Faculty Name Family, _____

Masdar Institute of Science and Technology

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