

# **Kuwait University**

## **College of Graduate Studies**

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**A Guide to Master's Thesis**

**THIRD EDITION**

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## **Introduction**

The College of Graduate Studies has been taking important practical steps toward supporting the research of its students and improving the rules and procedures for the supervision, registration, preparation and evaluation of Master's theses. It has also been developing appropriate administrative forms for implementing approved policies concerning the theses. In the light of these developments and the need to explain them to our students, the college prepared this booklet which is the latest comprehensive guide covering all major issues related to Master's theses.

This guide is primarily intended to assist students in understanding the requirements of the College of Graduate Studies for thesis. It can also be a useful source of information for the University faculty and staff members who are involved in the implementation of academic, administrative and financial policies related to thesis.

There are **six** main parts in this guide. Each part explains a major requirement related to thesis and represents the important steps that have to be taken before the student can be awarded a master's degree. At the end of the guide, there are appendices which include a flow chart illustrating the major requirements for thesis, a list of master's degree programs that are currently offered by Kuwait University, and samples of some preliminary pages of thesis.

We hope that the readers will find this guide helpful.

**Academic Affairs and Publishing Department**  
**College of Graduate Studies**

## **Supervision of Thesis**

A thesis in partial fulfillment of Master's degree requirements is prepared by the student under the guidance of an academic supervisory committee. This committee consists of the academic supervisor and one co-supervisor (if any). The main issues related to the supervision of thesis are summarized below.

### **Nomination and approval of supervisory committee**

An academic supervisory committee shall be nominated for each Master's student who is required to prepare a thesis. The nomination should take place as soon as possible but after the student successfully complete 12 credits (G.P.A. not less than 2.67). The Program Committee submits its recommendation for the nomination of the supervisory committee members to the College of Graduate Studies (CGS) for approval. The approval is based on satisfying the requirements stipulated in article 8 of the CGS by-laws.

### **Responsibilities of the academic supervisory committee:**

The academic supervisory committee is primarily responsible for guiding the student through various stages leading to the preparation and submission of the thesis. These stages include selecting a research topic, formulating the research plan, registering for the thesis, conducting the actual research, and writing the thesis. Other responsibilities of the academic supervisory committee are as follows:

1. Accounting for any payments made for the student's thesis research, in accordance with the relevant guidelines and prescribed procedures.
2. Conducting periodical evaluation of the student's research performance and thesis under preparation.
3. Participating in the final evaluation of the student's thesis.

### **Change in supervisory committee**

Whenever there is a change in the name of the supervisor or co-supervisor, form AC/3 entitled "Change in Supervisory Committee" should be completed and submitted to the College of Graduate Studies for approval. The completed form provides basic information on the current and proposed supervisor and /or co-supervisor(s). It also includes the reason for change as well as the signatures of the student and the Program Director.

## **Criteria for Writing Thesis**

The thesis is considered to be a written format of the student's research. It should demonstrate the ability of the student to conduct research and investigation in a specified area and present the results with full documentation in a form complying with the accepted standards for scholarly writing. At Kuwait University, the student who is in the process of writing his/her thesis, has to satisfy the minimum organizational and production requirements set by the College of Graduate Studies and explained under the relevant headings below.

### **Organization of Thesis Contents**

Generally, the contents of a thesis are organized into three major parts and several minor parts. The following is a list of these parts and their usual order of placement within the body of the thesis.

#### **A- The Preliminaries**

1. Title Page
2. Copyright Page
3. Signatory Page (for Thesis Examination Committee)
4. Abstract
5. Table of Contents
6. List of Tables
7. List of Figures
8. List of Symbols
9. Acknowledgments
10. Dedication (optional)

#### **B- The Text**

11. Introduction
12. Report on the Study
13. Conclusion

## **C- The Concluding Pages**

- 14. References
- 15. Appendices (if any)
- 16. Curriculum Vitae
- 17. Arabic Abstract
- 18. Arabic Title Page

**Details concerning the above-mentioned parts of the thesis are summarized below.**

### **Title Page.**

This page is never numbered but is considered to be the first page of the preliminaries. It includes the title of the thesis, the name of the thesis writer, and the submission statement as well as the name of supervisor and co-supervisor(s) [if any]. The thesis title should be an accurate and meaningful description of the content of the thesis. A form of the title page.

### **Copyright Page.**

The student has the right to have the thesis copyrighted. Essential components of the copyright notice are: full legal name of the author as it appears on the title page; the year in which the copyright will be established; and the words "All Rights Reserved." A form of the copyright page.

### **Signatory Page.**

This page contains a statement confirming that the submitted thesis has been approved by members of the Thesis Examination Committee. Below that statement, the page includes the name, signature, academic rank, and designation of each member. A form signatory page.

### **Abstract.**

An abstract for the Master's thesis should not exceed one page in length. A copy of the original abstract [in Arabic or English] and the translated version will be published by the College of Graduate Studies in its volume entitled "Research Abstracts of Graduate Students." Each abstract consists of a brief statement on the problem discussed in the thesis, a brief

description of the research procedures or methodology, and a condensed summary of major findings and conclusions.

### **Table of Contents.**

This is essentially a topic outline of the thesis. The heading is **Table of Contents** and it is centered without punctuation at the top of the page. The table of contents usually lists all parts following it. These parts include all of the main headings and sub-headings exactly as they appear in the body of the thesis.

### **Other preliminary pages.**

Tables and figures are listed by number, title, and page number in the thesis. When many symbols are used, a separate list of symbols with appropriate definitions is included for the sake of clarity. The thesis writer should consult the style manual recommended by his/her department or supervisor, for information on the format and internal organization of the list of tables, list of figures, and list of symbols. The acknowledgements page follows the last of the list of illustrative materials. It is a record of the writer's professional indebtedness and includes acknowledgement of permission to use previously copyrighted material which appears extensively in the thesis. Only those who have directly aided the research (including individuals and organizations) are mentioned.

### **The Text.**

This part of the thesis consists of a detailed report on the study, and the conclusion. The report is presented according to the system approved in each area, and is divided into chapters with clearly defined and related contents. The conclusion includes a summary of the study, its scientific benefits, and recommendations.

### **References.**

Any books, articles, or other sources that have been read and used, either in direct quotation or by reference, are listed in this part for the benefit of those who want to deepen their knowledge of the study or complete the analysis of the issue. When organizing the references, the thesis writer should follow the style manual recommended by the College of Graduate



Studies. One of the most commonly used systems approved by the College of Graduate Studies for documenting references in the text and the references, is that of American Psychological Association (APA)

### **Appendices.**

This part contains supplementary or illustrative material or explanatory data which should be included but would not be appropriate in the text of the thesis. The appendices can include:

- A. Tools of study.
- B. Additional tables.
- C. Documented correspondence.

### **Curriculum Vitae.**

This is a brief biographical sketch of the thesis writer. The sketch may not exceed one page in length and it should include information on the writer's educational background and any professional experience and include research publications.

## **Thesis Production Requirements**

Since thesis is a formal scientific document, it is subject to production according to certain specifications which are briefly explained below.

### **Paper.**

The paper used for submitting the thesis should be of good quality, weighing 80 grams (per m<sup>2</sup>), and of pure white color. The size of the paper should be 210mm.x 297mm [A4].

### **Font and Style.**

An appropriate font should be used consistently throughout the thesis. If the thesis is in English, the font size used for the body of the text is usually 12 point. It is 14 point and bold for the main headings, 12 point and bold for the sub-headings, and 12 point and underlined for the minor sub-headings. If necessary, a smaller font can be used when preparing tables. If the thesis is in Arabic, the font is increased by two points.

<b>APA Headings</b>		
Level	Format	Font size
Main Headings	<b>Centered, Boldface, Uppercase and Lowercase Headings</b>	<b>14</b>
Sub-headings	<b>Left-aligned, Boldface, Uppercase and Lowercase Heading</b>	<b>12</b>
Sub- sub-headings	<b>Indented, boldface, lowercase heading with a period.</b>	<b>12.</b>
Sub- sub- sub-headings	<i>Indented, boldface, italicized, lowercase heading with a period.</i>	<i>12</i>
Sub- sub- sub- sub-headings	<i>Indented, italicized, lowercase heading with a period.</i>	<i>12</i>

### **Print.**

The print must be of a fully legible typeface. It is highly desirable to use a laser printer in order to produce letter-quality print with dark black characters that are consistently clear.

### **Margins.**

The margins on each side of the page should be at least 3 cm. to allow for binding and clipping. All tables and figures included in the thesis must conform to the same margin requirement.

### **Spacing.**

There should be 1.5 space between paragraphs and 1.5 space between lines in the paragraph. Single space is required within quotations, footnotes, lists, tables, titles, appendices, and other similar items.

### **Pagination.**

Each page of a thesis must be assigned a number though the number may not always appear. Blank pages, if any, are included in the pagination. Small Roman numerals (i, ii, iii, iv, etc.) are used to number the preliminary pages. The title page is counted as page i but the number does not appear. Arabic numerals (1, 2, 3, 4, etc.) are used to paginate the remainder of the thesis

including the text and the supplementary pages. The number is placed at the center of lower margin of the page.

### **Tables and figures.**

The term "table" is used to designate tabulated data, including computer printout sheets. The term "Figure" is used to designate photographs, charts, maps, graphs, drawings, diagrams, etc. Each table and figure must bear an identifying number and a title. The number and title are placed above the top line in the case of a table and below the last line in the case of a figure. Many theses include tables and figures either in the text or in the appendices or both. Since the specific purposes and organization of tables and figures may vary widely among the various disciplines, the student should consult the style manual recommended by his/her supervisor for guidance.

## **Final Preparation and Review**

The student should ensure that his/her thesis is written in sound language and thoroughly reviewed before being submitted for evaluation. Details on writing and translation requirements as well as editorial assistance and proofreading are summarized below.

### **Writing and translation requirements.**

As a thesis writer, the student is responsible for the maintenance of accepted standards of grammar, sentence structure, and punctuation. The thesis may be written in Arabic or English according to the language of study and research. In either of the two cases, a translation of the title page and the abstract, following the same format as the original version, should be provided to the College of Graduate Studies.

### **Editorial assistance.**

A student may use the assistance of a professional editor if he/she receives the prior approval of the supervisor. That assistance is limited to the use of language and not the subject matter content or meaning. The assistance is acknowledged in the final document.

## **Proofreading.**

The student should give himself/herself enough time to adequately proofread the final copy of the thesis before submitting it to the College of Graduate Studies. It is his/her responsibility to ensure that there are no typographical, grammatical, and other errors.

## **Citation and Plagiarism.**

### **Plagiarism and how to avoid it?**

Plagiarism occurs when the author deliberately uses someone else's language, ideas, or other original material without acknowledging its source. This applies to texts published in print or on-line, to manuscripts, and to the work of other author's.

Few ways to avoid Plagiarism

1. **Paraphrase** - If you have found information that is perfect for your research. **Read it and put it into your own words.** Make sure that you do not copy verbatim more than two words in a row from the text you have found. If you do use more than two words together, you will have to use quotation marks.
2. **Cite** - Citing is one of the effective ways to avoid plagiarism. Follow the document formatting guidelines used by CGS. This usually entails the addition of the author(s) and the date of the publication or similar information. Citing is really that simple. Not citing properly can constitute plagiarism.
3. **Quoting** - When quoting a source, use the quote exactly the way it appears. No one wants to be misquoted. Most institutions of higher learning frown on "block quotes" or quotes of 40 words or more. A scholar should be able to effectively paraphrase most material. This process takes time, but the effort pays off! Quoting must be done correctly to avoid plagiarism allegations.
4. **Citing Quotes** - Citing a quote can be different than citing paraphrased material. This practice usually involves the addition of a page number, or a paragraph number in the case of web content.
5. **Citing Your Own Material** - If some of the material you are using for your thesis was used by you, a previous one, or anywhere else you must cite yourself. Treat the text the

same as you would if someone else wrote it. It may sound odd, but using material you have used before is called self-plagiarism, and it is not acceptable.

6. **Referencing** - One of the most important ways to avoid plagiarism is including a reference page or page of works cited. Again, this page must meet the document formatting guidelines used by our university. This information is very specific and includes the author(s), date of publication, title, and source. Follow the directions for this page carefully. You will want to get the references right.

For more details refer to: [en.writecheck.com/](http://en.writecheck.com/)

**Be sure to revise and edit your thesis carefully and check for plagiarism before submitting it to CGS.**

## **Appendix A**

### **Samples**

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A12: Sample Curriculum Vitae

A13: Sample References

A14: Sample Abstract in Arabic

A15: Sample Title Page in Arabic

A16: Sample CD Cover

**Kuwait University**

**Title**

**Submitted by:  
Student Name**

**A Thesis Submitted to the College of Graduate Studies in Partial  
Fulfillment of the Requirements for Master's  
Degree in:  
Name of Program**

**Supervised by:  
Name of Supervisor  
(Co-Supervisor) (if any)**

**Kuwait  
Month of Defense/year**





**Kuwait University**  
**College of Graduate Studies**

**Signatory Page**  
**(Thesis Examination Committee)**

The undersigned certify that they have read, and recommend to the College of Graduate Studies for acceptance, a Master's Thesis entitled "XXX" submitted by XXX in partial fulfillment of the requirements for the Master's degree in XXX, Faculty of XXX.

**Signatures of committee members**

**Date**

_____	_____
- (Convener)	
_____	_____
- Associate Professor (Supervisor)	
_____	_____
- Assistant Professor (Co-Supervisor)	
_____	_____
- Associate Professor (Member)	

## **Abstract**

Abstract consists of a brief statement on the problem discussed in the thesis, a brief description of the research procedures or methodology, and a condensed summary of major findings and conclusions.

Max. one page, one paragraph (200-400 words), in past participle tense.

## Table of Contents

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## Dedication

Optional

## **Acknowledgements**

If thesis been funded by CGS or other funding source, it should be mentioned.

# Chapter 1

## Introduction (main headings 14 Bold)

### 1.1 Headings (12 bold)

2 Enters

Indent (5 space)

XX  
XXXXXXXXXXXX(The space between lines is 1.5)XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXX XXX.

1 Enter (between Paragraphs)

XX  
XX.

#### 1.1.1 Sub- heading (12 bold)

XX  
XX.

##### 1.1.1.1 Minor sub-heading (12 Italicized and bold)

XX.

#### 1.1.2 Sub-heading (12 bold)

XX  
XX.

##### 1.1.2.1.1 Minor sub-sub-heading(12 Italicized)

XX  
XX.



**Chapter 2**

**Title**

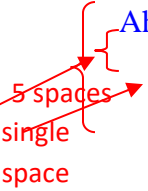
## Chapter 3

### Title

**Chapter #**

**Conclusions and Recommendations**

## References

Ahmad, S. (2004). Contribution of AGC to ACC and other mutations at cordon 315 of the kat G gene in ionized-resistant mycobacterium tuberculosis isolates from the Middle East.

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Cherry, J. D. (1987). Enteroviruses: Polioviruses (poliomyelitis), Echoviruses and enteroviruses. In Feigin RD, and Cherry JD (eds): *Textbook of Pediatrics and Infectious Diseases*. 2<sup>nd</sup> ed. Philadelphia, W.B Saunders, 1729-1790.

Lazoff, M. (2005). Encephalitis. eMedicine  
<http://www.emedicine.com/EMERG/topic163.htm>

Johnson, R. (1998). *Viral Infections of the Nervous System*, 2<sup>nd</sup> ed. Philadelphia: JB Lippincott-Raven.

King, A. M. Q., and Brown, F., (2000). Picornaviridae, in Virus taxonomy. In: Van Regenmortel MHV, et al., editors. *Seventh report of the International Committee on Taxonomy of Viruses*. San Diego: Academic Press, 657–678.

Oberste, M.S., Maher, K., Patterson, M.A., Pallansch, M.A., Minxu, L., Yingfeng, C. et al., (2017). The complete genome sequence for an American isolate of enterovirus 77. *Archives of Virology*. 2017 May 14, [E pub ahead of print].

Minxu, L. and Yingfeng, C. (September, 2012). A Review of Pipeline Damage Assessment and Lifetime Prediction. *China. 16<sup>th</sup> International Corrosion Congress*, 19-24. Beijing, China.

# Curriculum Vitae

(Not in specific)

## Personal Details:

Name: xxx  
Date of Birth: xxx  
Nationality: xxx  
Place of Birth: xxx  
Sex: xxx  
Marital Status: xxx

## Languages:

Arabic Excellent (example)  
English Very good (example)  
Other langs. If any

## Educational Qualification:

20xx-20xx

The institute  
G.P.A.: xxx  
M.G.P.A.: xxx

## Qualifications:

20xx-20xx

## Personal Achievements & Awards:

Year  
Year

Projects/  
publications/  
seminars: (if any)

Year  
Year

## Experiences: (if any)

Year

#

## المخلص

وهو مختصر لما يحتويه التقرير والغرض منه والإجراءات التي تم اتخاذها، والنتائج التي تم التوصل إليها، والتوصيات التي أعدت على ضوء هذه النتائج . هذا ويجب أن نلاحظ أن الغرض من ملخص التقرير هو تقديم خلاصة التقرير بشيء من التركيز وليس وصفاً للتقرير حيث أن هناك بعض الأشخاص يقرؤون الملخص فقط .

كحد أقصى ، فقرة واحدة في صفحة واحدة (200-400 كلمة). يكتب بصيغة الغائب.

جامعة الكويت

عنوان الأطروحة

المقدمة من الطالب :  
اسم الطالب

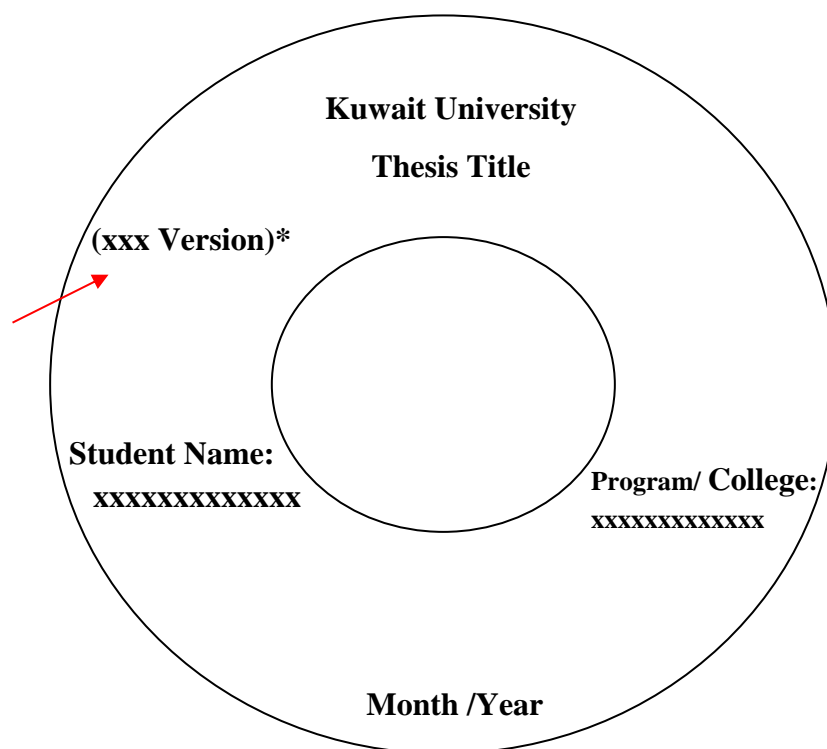
أطروحة مقدمة كلية الدراسات العليا لاستيفاء جزء من متطلبات درجة  
الماجستير في:  
اسم البرنامج

بإشراف:  
اسم المشرف  
المشرف المشارك (إن وجد)

الكويت  
شهر المناقشة/ السنة

(بدون ترقيم)

## CD Model



**\*XXX may be (First Version) Or (to re-scrutinize) or (For refereeing) or (Final Version - after the defense)**