

Thesis & Research Procedures

Kindly find below the procedures for completing the **Thesis (LLM 899)**:

1. Thesis Registration

The student must first complete the Thesis Proposal Form, Student Schedule Change Form, and Thesis Registration Form available on the LLM website and submit them by email to the Director of Legal Studies. The Director of Legal Studies will appoint the thesis advisor and committee members.

Once the advisor and committee members have been appointed, the student may proceed with obtaining the required signatures. The student should first send the forms to the thesis advisor for signature. Once the advisor has signed, the student should forward the form to the first committee member for signature. After the first committee member has signed, the student should forward the form to the second committee member for signature. This process should be followed sequentially until all required signatures have been obtained. The student must then submit the Thesis Registration Form, signed by the advisor and committee members, and the Student Schedule Change Form, signed by the advisor, by email to the Lead Academic Assistant at ITOM. The forms will then be forwarded to the Registrar's Office for registration.

The student must complete the Responsible Conduct of Research (RCR) CITI certification before graduation, as it is a mandatory graduation requirement. Instructions to obtain this certification may be found [here](#).

2. Thesis Defense Arrangement

When preparing for the defense, the student should coordinate with the advisor and committee members to agree on a defense date and time at least **15 days in advance**.

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The student must then complete the *Thesis Announcement Form*. The advisor will also prepare the Turnitin report.

The student should send the Lead Academic Assistant at ITOM department the below documents by email:

- Turnitin report
- Thesis Announcement Form
- Agreed date and time of defense

The Lead Academic Assistant will then obtain the Director of Legal Studies approval and forward it to the Dean's Office for official university-wide announcement. Please note that the defense cannot proceed unless it is officially announced by the Dean's Office.

3. Post-Defense Requirements

Immediately after the defense, the student must obtain signatures from the advisor and committee members on:

- Thesis Defense Result Form
- Thesis Approval Form

The advisor should inform the Lead Academic Assistant of the student's name and ID number in order to facilitate the grading process. The advisor should then initiate the relevant EDMS form so the student can proceed with the library clearance. The student should also contact Senior Archivist - Repository & Scholarly Communications (Ms. Rana Ghazi) at the Library for the Library clearance process.

4. Final Submission and Grade Posting

Once the library clearance is issued by Senior Archivist - Repository & Scholarly Communications to the advisor through the thesis email, the advisor

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will upload the following documents on EDMS in order to finalize the student's grade:

- Thesis Defense Result Form
- Thesis Approval Form
- Change of Grade Form
- Library clearance Form

Important Note: The semester in which the student registers the thesis, he/she is not allowed to defend it during the same semester. The defense can only take place in a subsequent semester following the one in which the thesis was registered.

Please note to follow also the below link regarding the **EDMS process**
https://libraries.lau.edu.lb/files/LAU_Master_Thesis_Guidelines.pdf

Kindly find below the procedure for completing the **Project (LLM 898)**:

1. Project Registration

The student must first complete the Project Proposal Form (similar to the thesis proposal on website), Student Schedule Change Form, and Project Registration Form available on the LLM website and submit them by email to the Director of Legal Studies. The Director of Legal Studies will appoint the advisor and the reader.

Once the advisor and the reader have been appointed, the student may proceed with obtaining the required signatures. The student should first send the forms to the advisor for signature. Once the advisor has signed, the student should forward the form to the reader for signature. This process should be followed sequentially until all required signatures have been obtained. The student must then submit the Project Registration Form, signed by the advisor and reader, and the Student Schedule Change Form, signed by the

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advisor, by email to the Lead Academic Assistant at ITOM. The forms will then be forwarded to the Registrar's Office for registration.

The student must complete the Responsible Conduct of Research (RCR) CITI certification before graduation, as it is a mandatory graduation requirement. Instructions to obtain this certification may be found [here](#).

1. Project Completion and Submission

Upon completion of the project, the advisor should submit the following documents to the Director of Legal Studies:

- The **Project Approval Form**, signed by the advisor and the reader.
- The **Turnitin Report**, prepared by the advisor, indicating a similarity rate of less than 10%.

2. Grade Submission

The advisor should inform the Lead Academic Assistant of the student's name and ID number in order to facilitate the grading process.

The advisor should then upload the Project Approval Form and the Change of Grade Form on EDMS in order for the student to have his/her grade officially recorded.

Please note that all forms are on the below link:

<https://sb.lau.edu.lb/academics/programs/llm/>

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