

Thesis & Project Guidelines

HRM 798 - Research Topic in Business: HRM (project)

HRM 799 - Thesis in Human Resources Management Studies

1. REGISTRATION & TIME LIMIT

Students may register for the thesis/project at any time after completion of 12 credits (including prerequisite HRM 717 - Research Methods in HRM)

Before registration, the student should have secured the consent of a faculty member (refer to section 2) to serve as thesis/project advisor. Once registered for the thesis/project, a student must complete a thesis within two calendar years, and a project within three regular semesters (not counting the summer).

Registration for thesis/project will allow students to retain their status with the university for two years/three semesters with no additional tuition fees provided that the student re-registers every term (for zero credit and no fees) if they are not taking other courses. Past that date, students allowed to have a thesis or project extension by the School Academic Council will be required to register for a residence fee (0 quality points), and to pay for 50% of one graduate credit per semester.

A. HRM 798 - Research Topic in Business: HRM (project)

The project shall be based on substantial applied work, involving, for example, critical literature review, experimental or analytical studies, development of kits/systems, empirical testing of theories, etc.

- 1- Fill out the [“Project Registration Form”](#)
- 2- Complete a 1-2 page proposal.
- 3- Sign the form and secure the advisor and two readers’ signatures.
- 4- Submit both, the proposal and the form, to the Chairperson of Management Studies Department for approval.
- 5- Submit the approved form along with a [Registration Form](#) to the registrar to finalize the registration, during the registration period but not later than the late registration period.
- 6- Secure [Institutional Review Board \(IRB\)](#) approval

B. HRM 799 - Thesis in Human Resources Management Studies

The thesis shall be based on original research work carried out in the basic and/or applied field of study.

- 1- Fill out the [“Thesis Registration Form”](#) and [“Thesis Proposal Form”](#)
- 2- Complete a 2-3 page proposal.
- 3- Sign the form and secure the supervisor and readers’ signatures.
- 7- Submit both, the proposal and the form, to the Chairperson of Management Studies Department for approval.
- 4- Submit the approved form along with a [Registration Form](#) to the registrar to finalize the registration, during the registration period but not later than the late registration period.
- 5- Secure [Institutional Review Board \(IRB\)](#) approval

Course	HRM 799 - Thesis in Human Resources Management Studies (6 credits)	HRM 798 - Research Topic in Business: HRM (project) (3 credits)
Pre-requisite	HRM 717 - Research Methods in HRM	HRM 717 - Research Methods in HRM
Duration	Maximum 2 years	Maximum three regular semesters (not counting the summer).
Defense	-Final Presentation announcement to take place 14 days prior - After successfully defending the thesis, the student makes any needed adjustments based on input from the committee.	
Final Submission to Management Studies department Chairperson	Thesis Approval Form, the Thesis Defense Result Form, and Turnitin Originality Report.	Turnitin Originality Report.

2. GUIDELINES

- a. A student seeks a [faculty member](#)'s consent to serve as the thesis/project advisor. The advisor should be a full-time (or retired) faculty member at the professorial rank in the concerned department. The [Chairperson of Management Studies](#) department approves the selection of the advisor.
- b. A thesis committee shall be made up of three members including the student's advisor, and a project committee of two members including the advisor as well.
- c. The thesis/project advisor and student jointly form the thesis/project committee. At least one member of the thesis committee (besides the advisor) must be a full-time faculty in the department/school concerned. The advisor shall chair the committee.
- d. The role of the thesis/project advisor is to guide the student's work until the completion of thesis/project. The role of the other committee members is to review and assess the student's work. The committee members shall be kept informed of the progress of the thesis/project.
- e. The grade for a thesis/project can be Pass, or No Pass (P or NP). The grade does not contribute to the GPA.
- f. Throughout their work on the thesis/project, students may petition to shift to another option as allowed [in research requirement in the MS HRM program](#).
- g. Students shifting from the project to thesis option will be required to pay only for the extra credits, provided that the student remains with the same advisor.
- h. Students shifting from thesis to project option will pay for the additional course.
- i. The changes above (points f, g, and h) shall be made at least one semester before graduation and shall carry the approval of the department.

3. CONFLICT OF INTEREST

A faculty member shall not serve as the thesis/project advisor or on the thesis/project committee of a student that is either a family member or a business associate. In cases where the academic circumstances require that a family member serves on the thesis/project committee or be the

thesis/project advisor, the faculty shall secure the prior written approval of the Dean of Graduate Studies/dean of school concerned.

Note that

- a. a family member constitutes spouse, parents, children, siblings, siblings of parents, first cousins and any person related to one of these individuals by marriage, or any other relation who resides in the same household with the faculty member.
- b. a business associate is a faculty member who has served as an officer, director, partner, trustee, owner, or controlling stockholder of an organization related to the student.

4. PREPARATION & SUBMISSION OF THESIS/PROJECT REPORTS

Theses/projects shall be written and prepared as specified in the [“Thesis Guidelines”](#).

The student should submit the manuscript to the thesis/project committee members prior to the announcement of the defense.

5. PROCEDURES FOR THESIS DEFENSE & PROJECT PRESENTATION

A. Thesis Defense

- a. The thesis advisor sets the date of the defense in consultation with the student and the committee members. The advisor then notifies the Management Studies department’s chair, in writing, about the details (student’s name, title and abstract of the thesis, date and place of the defense) relevant to the announcement of the defense. The department sends the announcement of the defense to the dean’s office to communicate to the public.
- b. The thesis defense should be public and the date shall be announced by the concerned school dean at least two weeks in advance.
- c. The thesis defense session shall start by the candidate giving a public presentation. This will be followed by an open question/answer/debate session.
- d. The thesis committee will then deliberate in private in the absence of the candidate to reach a final decision.
- e. The result of the defense is reported on the Thesis Defense Result Form. If the committee recommends changes to the thesis, the student shall deliver the corrected/changed thesis manuscript to the advisor within a period that shall not exceed one month. The advisor must verify that the Thesis Approval Form is then signed by all committee members. The advisor submits the Thesis Approval Form, the Thesis Defense Result Form, and TurnItIn Originality Report to the Chairperson of Management Studies Department of Adnan Kassar School of Business.

B. Project Presentation

Once the committee approves the project, members should sign the Project Approval Form and TurnItIn Originality Report, which should be included in the final approved project report.

C. Submission of Thesis & Grading

- a. The candidate must provide the library with two copies (one soft copy in PDF format, and one hard copy) of the final approved manuscript of the thesis for format verification and binding. Each copy should include a completed and signed Thesis Approval Form. The librarian shall fill and sign the Library Clearance Form. Besides the student’s copy, two copies of the thesis report will remain at the library, and one copy should be sent to the thesis advisor.

- b. The advisor sends the Change-of-Grade form together with the duly filled and signed Thesis/Project Approval Form and Library Clearance Form to the Registrar's Office after securing the department chair's and the school dean's signatures.

A checklist that helps the students in writing thesis:

Thesis Title:
Is it brief?
Is it specific and does it reflect the content of the report?
Abstract:
Does it state the motivation?
Does it state the problem?
Does it reveal the methods used?
Does it state the major results and contribution?
Introduction:
Does it give adequate background to introduce the research question?
Does it identify the topic?
Does it state the research question and objectives?
Does it give the scope and purpose of the study?
Does it summarize previous work? (Does not replace the literature review section)
Does it state your contribution?
Does it give an outline of the rest of the thesis/report?
Methods / Methodology:
Does it explain why the research method was chosen? Is it technically sound?
Are the study design and execution adequate to address the research question stated earlier?
Are the study design and execution described in sufficient detail so that their validity can be judged and researchers can replicate the work?
Is the experimental procedure explained?
Does the thesis/report describe and justify collected data (where applies)?
Results:
Are the results described?
Do the findings answer the research question?
Are the data meaningful and representative?
Are tables and figures included to clarify the presentation of the data/results?
Are appropriate analysis and interpretation of the results given?
Does the text only highlight and interpret what is presented in the figures and tables? and does not repeat the whole information?
Are unnecessary data and results excluded? (May include as appendix)
Discussion (and Conclusions):
Does it reinforce the meaning and significance of the findings?
Does it present relationships and generalizations?
Does it explain anomalies?
Does it point to the limitations?

Are conclusions clearly stated?
Are main and secondary conclusions based on the results and the discussion?
Tables and Figures:
Are figures and tables cited in the text?
Are figure legends and caption clear and accurate?
Are table titles clear and descriptive?
Are all acronyms and abbreviations defined in the report?
References:
Do they include recent and key references?
Do they follow one standard style?
Are they complete and accurate?
Are all the references cited in the text?
General:
Is the English of good quality?
Does the text have a clear structure that is easy to follow?