

MS in Data Analytics (MSDA)

Thesis and Research Project Procedures

Part I - Thesis (DAN 699):

1. Thesis Proposal

- The student should first submit the thesis proposal to the thesis supervisor for review and approval. The thesis supervisor will then appoint the thesis committee members.
- Upon approval by the thesis supervisor, the student must complete the thesis proposal form and obtain the required signatures from the student, thesis supervisor, and committee members.
- Once the proposal has been approved and signed, the student may register for the thesis online during the designated registration period.
- The thesis supervisor should send the signed and approved thesis proposal to the MSDA coordinator, Department Chairperson, copying the Lead Academic Assistant of the department.

Responsible Conduct of Research (RCR) CITI certification: The student must complete the certification before graduation, as it is a mandatory graduation requirement. Instructions are available [here](#).

2. Thesis Defense Arrangement

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

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

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The thesis supervisor should send the Lead Academic Assistant at ITOM Department and copy the MSDA coordinator and the Chairperson the following documents by email:

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

The Lead Academic Assistant will obtain the Department Chairperson's approval and forward the approved documentation to the Dean's Office for the official university-wide announcement at least 10 days before the defense.

3. Post-Defense Requirements

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

- Thesis Defense Result Form
- Thesis Approval Form

The thesis supervisor should email the Lead Academic Assistant, providing the student's name and ID number, to facilitate the grade-submission process. The thesis supervisor should then initiate the relevant EDMS process to enable the student to proceed with 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 thesis supervisor through the thesis email, the thesis supervisor 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

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- Library Clearance Form

Important Note: A student may not defend the thesis during the same semester in which DAN 699 is initially registered. The thesis defense may take place only in a subsequent semester.

For additional guidance regarding the EDMS process, please refer to the LAU Master Thesis Guidelines: [LAU Master Thesis Guidelines](#)

https://libraries.lau.edu.lb/files/LAU_Master_Thesis_Guidelines.pdf

Part II - Research Project in Data Analytics (DAN 698):

1. Research Project Proposal

- The student should first submit the Research project proposal to the project supervisor for review and approval. Upon approval the project supervisor will then appoint the reader.
- The student must complete the Research project proposal form and obtain the required signatures from the project supervisor, and reader.
- Once the proposal has been approved and signed, the student may register for the project online during the designated registration period.
- The project supervisor should send the signed and approved Research project proposal to Department Chairperson, copying the MSDA coordinator and the Lead Academic Assistant of the department.

Responsible Conduct of Research (RCR) CITI certification: The student must complete the certification before graduation, as it is a mandatory graduation requirement. Instructions are available [here](#).

2. Research Project Completion and Submission

Upon completion of the project, the project supervisor should submit the following documents to the MSDA coordinator and Department Chairperson:

- The **Project Approval Form**, signed by the project supervisor and the reader.

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- The **Turnitin Report**, prepared by the project supervisor, indicating a similarity rate of less than 10%.

3. Grade Submission

The project supervisor should send an email to the Chairperson copying the MSDA coordinator and the Lead Academic Assistant of the student's name and ID number in order to provide access to the project supervisor to change the grade.

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

Forms and program information: [MS in Data Analytics program page](#)

<https://sb.lau.edu.lb/academics/programs/ms-data-analytics/master-of-science-in-data-analytics.php>

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