

The UOB Libraries are offering their major services online during the lockdown, including graduate services. Graduate students shall follow the same procedure as before, except that it is all online now. Please find below this procedure's major steps:

Thesis/Project format correction and Turnitin report

- The student needs to schedule an appointment online through the UOB Library webpage (<http://www.balamand.edu.lb/Library/Services/Pages/GraduateServices.aspx>). The meeting will be done either through skype, WebEx, or WhatsApp.
- The manuscript should be sent as a Word document by email to the graduate services supervisor Ms. Rana Anaissy (rana.anaissy@alamand.edu.lb) for the main campus, Ms. Martine Charbel (martine.charbel@alamand.edu.lb) for Dekwaneh campus and Ms. Darine El Hajj (darine.elhajj@alamand.edu.lb) for SEG campus. It will be checked and discussed with the student for any modifications or recommendations.
- The Supervisor should send a copy of the full Turnitin report to Ms. Anaissy, Ms. Mardini, or Ms. El Hajj to check and note the percentage.
- Once the manuscript is ready and meets the requirements as for the format, the references, and the similarity report, an e-mail will be sent to the supervisor with the student in cc, announcing that the student is ready to defend.

Thesis/Project final submission and Deposit Form

- Students should not submit a print copy of their manuscript. Only a PDF copy of the manuscript should be sent by email to rana.anaissy@alamand.edu.lb (main campus) or martine.charbel@alamand.edu.lb (Dekwaneh campus) or darine.elhajj@alamand.edu.lb (SEG campus)
- **The student needs to submit two final files - the final manuscript, and the Deposit Form- as follows:** The final manuscript should include the signature page of the project/thesis report, signed electronically by the supervisor and the jury members (for electronic signature information, please check pages 3-4 below, or watch this video <https://www.youtube.com/watch?v=ZEq22PO8O2c>). Circulating the file and getting all signatures is the student's responsibility. A sample of a signature page can be found within the templates posted in the below link: <http://www.balamand.edu.lb/Library/Research/Pages/GraduateServices.aspx>

University of Balamand

Faculty of Sciences

This is to certify that I have examined this copy of a Master's thesis by

Student Name

and have found that it is complete and satisfactory in all respects,
and that any and all revisions required by the final
examining jury have been made.

JURY MEMBERS:

Approved:
Full name, Ph.D.
Supervisor

Approved:
Full name, Ph.D.
Jury Member

Approved:
Full name, Ph.D.
Jury Member

Date of thesis defense: Day Month, Year.

- The Deposit Form (which can be found through this page <http://www.balamand.edu.lb/Library/Services/Pages/GraduateServices.aspx>) should be filled and signed electronically by the student and the supervisor, and sent by email too. The librarian will sign it and a final digital copy of the form will be sent to the student, the supervisor, and the dean.