



UNIVERSITY OF BALAMAND MASTER'S PROJECT GUIDELINES

This University of Balamand (UOB) master project guideline serves to lay down the guidelines between a master student and the library supervisor regarding the project manuscript.

This form has to be completed for each master project by the students and the library supervisor. Students and the library supervisor sign **three** copies of the form. Each party receives a copy before starting working on the project. A signed copy will be sent to the project advisor.

1. Students and Supervisor Information

Names of students: _____

ID# _____

Department: _____

Faculty: _____

Full name of the project Supervisor: _____

Full name of Library Supervisor: _____

2. Fill out by students

ITEM	YES	NO
The students are informed upon the (written) guidelines for the completion of a project at UOB		
The students are informed of the flow chart and the process adopted for the completion of the project		
The students are informed of the Master's thesis and project guide: Format and presentation		
The students are informed of the adopted Style Manual (APA / MLA) for the preparation of the reference list / bibliography		
The students are informed that a FINAL copy has to be provided to the Library after the defence before issuing the final grade by the Registrar office		

3. Signatures

The Library is responsible **ONLY** for reviewing the format of the manuscript, not editing or correcting content or references. We agree, to the best of our ability, to act in accordance with the above guidelines.

Student: Date: (DD-MM-YYYY)

Student: Date: (DD-MM-YYYY)

Library Supervisor: Date: (DD-MM-YYYY)