



## **MASDAR INSTITUTE OF SCIENCE AND TECHNOLOGY**

### **STUDENT ACADEMIC HANDBOOK**

#### **A Guide for Students**

#### **Academic Year 2011/2012**

**Disclaimer:**

These guidelines have been adopted by the Masdar Institute of Science and Technology (Masdar Institute) from MIT (Cambridge, Massachusetts) and some sections have been taken from the MIT documents. These guidelines must be taken in context of a new growing Institute that commenced in 2009 and will be further fine-tuned.

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## **1. Introduction**

This manual provides Masdar Institute graduate students with a description of the organization, requirements, operating rules, and procedures for graduate education at Masdar Institute. Each graduate student is expected to be fully aware of this information, in addition to that which is peculiar to his or her own program, and the general information which will be posted on the Masdar Institute website from time to time and announced through email lists.

The faculty of each academic program exercises considerable autonomy for the development and implementation of the department's graduate programs. The Graduate Education Council (GEC) is responsible for providing general policy guidance and support.

While harmonious collaboration and a supportive team spirit is the desired way of all Masdar Institute interactions, some problems facing students may inevitably arise. In such cases, students are encouraged to exercise their own initiative and inform the appropriate offices/channels for consideration and quick resolution.

All graduate students are represented by the Masdar Institute Student Council. The Council comprises elected representatives of all academic programs, residence halls, and at-large members. The Council organizes and encourages social, academic, athletic, cultural, and other extracurricular activities; promotes closer relations between graduate students and faculty outside formal academic exercises; and voices ideas and suggestions of graduate students.

Organization's Vision and Mission statements:

### **Vision of Masdar Institute**

- To be a world-class, graduate-level institution, seamlessly integrating research and education to produce future world leaders and critical thinkers in advanced energy and sustainability
- To position Abu Dhabi as a knowledge hub and engine for socioeconomic growth

### **Mission of Masdar Institute**

- Establish and continually evolve interdisciplinary, collaborative research and development capability in advanced energy and sustainability
- Educate students to be innovators with the breadth and depth to grow technology and enterprise in the region and globally

## **2. Policies and Procedures**

### **2.1. Admission**

#### **2.1.1. Graduate student**

A graduate student is an individual who has received a bachelor's degree or its equivalent and who has been admitted to and is registered for a program of advanced study and research leading to any of the post-baccalaureate degrees offered by Masdar Institute.

Applications for readmission after an absence of more than five years must be approved by the Associate Dean for Graduate Education.

Inquiries concerning specific requirements for admission should be addressed to the Program Admissions Committee.

#### **2.1.2. International graduate student**

International graduate student applicants must have received a bachelor's degree or its equivalent from a college, university, or technical institute of acceptable standing. In our varied world today, there are many intuitions of higher learning granting degrees that it is almost impossible to definitively declare an institution to be of 'acceptable standing' beyond the well known institutions. While Masdar Institute will endeavor to give every applicant a fair chance, it reserves the right to decide on whether an academic qualification from a particular institution is acceptable or not.

The academic record and all credentials must indicate the ability of the candidate to achieve distinction in an approved program of study and research. The Admissions Committee grants admission on a competitive basis after evaluation of academic records and professional promise. Competence in written and spoken English is expected. Students whose native language is not English must submit scores from the Test of English as a Foreign Language (TOEFL).

International students should be aware that academic admission is only the first step in the admission process. In order to attend Masdar Institute, international students who are already in this country need to be in legal status. If there are any questions about their status, students should contact the Student Affairs Office for advice on the procedures to follow for reinstatement. International students coming to UAE from abroad need to liaise with the Student Affairs Office for the process to obtain the relevant visa to study in the UAE. While pursuing their degrees at Masdar Institute, international students are expected to comply with the immigration regulations pertinent to their visa status and maintain legal status. The Student Affairs Office should be consulted for any questions regarding immigration regulations.

#### **2.1.3. Special graduate student**

A special graduate student is one whose intended program of study is essentially graduate in nature but who is not a candidate for an advanced degree. Normally, such a student will have received a bachelor's degree. All applications are made through the Admissions Office. Applications for the desired course(s) will be evaluated by the appropriate graduate committee and standard criteria for full-time students in terms of CGPA, TOEFL, GRE requirements apply. The Admissions Office will assign the student to one program as the program of registration and will monitor all changes in registration made subsequent to admission. Admission as a special graduate student is valid only for one term; a new application for each

subsequent term during which such status is desired must be presented and approved. Approval can only be granted if the student has maintained a minimum B grade in previous semesters.

Admission as a special student does not imply any commitment on the part of the Masdar Institute toward an individual's admissibility to regular student status. If a special graduate student is subsequently admitted as a regular graduate student, subjects completed may be used in partial fulfillment of requirements for an advanced degree. The program faculty will determine to what extent such subjects are acceptable. Registration as a special graduate student does not count toward minimum residence requirements for an advanced degree nor for eligibility for nonresident status.

Academic performance of all special graduate students is reviewed at the end of each term by the Accreditation and Academic Performance Committee. Any individual who has achieved a CGPA lower than 3 in one program must get approval from the Associate Dean for Graduate Education in order to apply for admission to another program.

## **2.2. Registration**

Registration is the process of establishing official student status at the Institute after acceptance to a graduate program. All persons who use the Institute's facilities (including housing) and educational resources and/or are actively working toward satisfying the requirements for a degree must register.

Registration material is available from the Registrar's Office and the website

Students will be registered by default in the program they have applied for. In the event that they desire to switch programs, appropriate application processes will be provided. The students who apply for the above and their research advisors will need to demonstrate the benefits from such action in addition to meeting the new program requirements

Upon arrival for the first semester, the Program Coordinators (PCs) should be the academic advisor of all incoming students until they get assigned one. It is up to the PC to assign other faculty within his/her program to perform this task if appropriate

Correction (Add/Drop) forms signed by the student's graduate registration advisor should be used for all changes in registration after Registration Day. The instructor's signature is also required if a subject is added after the first week of the term. All Add/Drop forms should be delivered by the student to the Registrar's Office.

The Registrar's Office issues an updated Registration Form to every student with every change initiated and approved. This form will indicate the student's program as it stands in the Registrar's Office.

The Institute holds each student fully responsible for checking the accuracy of his or her initial registration form and for any subsequent correction submitted to the Registrar's Office, for assuring that the Registrar is provided with a correct mailing address, and for carefully reviewing each status of Registration Form generated by the Registrar to make sure that it accurately reflects his or her registration. The student should take prompt steps to eliminate any discrepancies. The student should keep copies (electronic or paper) of the original registration form and all subsequent correction forms and status of Registration Forms as evidence of having followed these procedures.

### **2.2.1. Student Selection and Changing Advisor**

During the Orientation Week, students are only given general information about each program, and faculty are scheduled to present their individual research to students.

During the first six weeks, students have to discuss their research interests with faculty members in their respective programs, and must fill in and submit the Graduate Student Plan Form (Appendix 3) to the Office of Graduate Education by the end of Week 6. Each student should select at least two research projects (1<sup>st</sup> & 2<sup>nd</sup> choices).

During Weeks 7 & 8, the Office of Graduate Education sends the Graduate Student Plan Forms to each program group to decide among them on the distribution of students. All efforts must be made to make sure that students are distributed equally among faculty and students, and students are granted their first choices.

In case students are not granted their first choice, co-advising is encouraged. By the end of Week 8, each program will forward the assignment of advisors to the Office of Graduate Education who will then notify the students of their research advisor assignments. All advisors must be from the same programs of their respective students.

The last day for students to petition for change of advisor is by the end of Week 20. Students are required to submit a petition letter to the Office of Graduate Education. Each petition is then forwarded to the respective program and discussed within each program. The Office of Graduate Education will notify the students of the petition decision by the end of Week 22.

### **2.2.2. Processing charges for registration changes**

After the last day for dropping a course with a 'W', no subject may be dropped by a graduate student without a special petition approved by the Academic Performance Committee (APC) and the Associate Dean for Graduate Education. A processing fee will be charged for a petition requesting changes. The fact that a student is failing is not considered a valid reason for a late cancellation.

To add/drop a subject, the student must obtain the approval of his advisor. A subject can be added to a student's registration after the fifth week of a regular term only by special petition approved by the departmental representative to the Academic Performance Committee (APC) and the Associate Dean for Graduate Education. Approval is not automatic, and for allowed changes a processing fee will be charged for 'adds'.

In addition to the above, a fee will be charged for any retroactive changes requested after the end of the term to which they refer, or after the grades for the subject in question are due in the Registrar's Office. Changes will be made to a student's record if the individual is registered or for a three month period after the student has graduated.

The processing charges listed above are nonrefundable unless levied in error.

### **2.2.3. Retention of graduate student status**

Once admitted (or readmitted) to a Masdar Institute advanced degree program, a person becomes a student at the start of the term for which he or she was admitted. The person retains regular student status until graduation, unless the student withdraws, is required to withdraw, or fails to complete registration in a given term. To retain student status for the fall and spring terms, a student must complete and return registration material issued by the Registrar, according to instructions; pay all Institute charges or make satisfactory alternatives; return registration forms approved by the advisors and signed by the student to the Registrar's Office by the deadline; and demonstrate satisfactory academic performance.

A full-time graduate student needs to register for a minimum of nine (9) academic credit units per semester including course and research work.

An individual who has not completed the above steps by the start of the sixth week of the term will no longer be considered a student. Because the student has in effect withdrawn from the Institute, such a person must apply for readmission through the Admissions Office and the Associate Dean for Graduate Education.

People on campus who are not registered during a term are not considered students and have no student privileges.

International students who fail to register but remain in UAE will lose their legal status. Before taking a reduced load, a leave of absence, or withdrawing, international students should consult the Student Affairs Office.

### **2.2.4. Short Sessions registration**

Short Sessions in between the regular semesters are the summer session in July of each year. Some students may be required to take fundamental courses as listed on the Institute website. These courses carry no credits but students must obtain a minimum passing grade before being allowed to proceed into the regular semester.

Continuing students will be registered for thesis work during the short session and are expected to meet their thesis supervisors on a weekly basis to discuss progress on their thesis research.

Details of summer registration procedures are available from the Registrar's Office.

### **2.2.5. Listeners**

Regular graduate students may attend regularly offered subjects as listeners without payment of additional fees. Such students must seek the permission of the instructor in charge of the subject concerned, and such students must indicate listener status on the registration form.

No recognition or certification of such activity is recorded on the student's permanent record.

### **2.2.6. Transfer credit**

In special cases, advanced subjects completed satisfactorily elsewhere (minimum grade of B) may be accepted for credit toward requirements for an advanced degree (with a recorded grade of "S" for subjects with exact Masdar Institute equivalents). If the subject has no Masdar Institute equivalent, approved

transfer credit should be requested through a petition approved by the Accreditation and Academic Performance Committee (APC). Each application will be considered on a case-by-case basis and only a maximum of 6 credits can be transferred from any institution.

The student's major program will determine to what extent subjects taken as special students are acceptable for credit toward the requirements for an advanced degree. Credit received as a special graduate student is considered with all other academic information in reviewing application and in formulating a degree program.

### **2.2.7. Interruption of graduate study**

Graduate degree programs should be completed without interruption. A student who discontinues graduate study for one or more academic terms must notify the program and the Registrar to be recorded as withdrawn from the Institute. International students need to notify the Student Affairs Office as well. An application for readmission must be approved by the program admissions committee. The committee will consider the applicant's past record, the length of the period of withdrawal, the departmental facilities expected to be available at the time for which readmission is requested, and any other relevant data. If the period of interruption exceeds five years, the request must be approved both by the program admissions committee and by the Associate Dean for Graduate Education.

International students would need a new or existing valid student visa in order to re-enroll at Masdar Institute.

A special category of continued but limited affiliation with the Institute may be made available in cases of serious medical condition. Eligibility for this status is determined by the Associate Dean for Graduate Education with the advice of a special committee. Initial eligibility will be granted for a period not to exceed one regular term; renewal of eligibility term by term, up to a maximum of four regular terms, is possible but is not automatically granted. During this period, individuals will generally not be eligible to receive stipends or fellowship and scholarship assistance. Readmission to regular resident or nonresident registration immediately following this status is determined by both the Associate Dean for Graduate Education and the student's program of registration.

Degrees are not back-dated; therefore, a student's total program must meet the requirements and standards existing at the time the degree is granted. Requests for reactivation of graduate degree programs including previously acquired academic credits will be evaluated in terms of the length of the interruption.

## **2.3. Assessment, Examinations and Academic Rating System**

### **2.3.1. Assignments and Examinations**

These regulations apply to academic exercises during the fall and spring terms including the final examination periods. Questions of interpretation and requests for exceptions to regulations shall be referred to the Associate Dean for Graduate Education, who will direct them to the appropriate committees. Exceptions to regulations shall be granted for no more than five years.

The regulations in this section apply to all subjects. Final examinations shall be held during the final examination period following each term, and shall be scheduled through the Registrar Office. The final examination scheduled in any subject shall last at least one hour and not more than three hours. Final

examinations may not be cancelled once they are announced, and after the final examination schedule is published by the Registrar Office, the time of the final examination may not be changed. No assignment, term paper, or oral presentation in any subject shall fall due after the last scheduled class period of that subject. The Associate Dean for Graduate Education may excuse a student from a scheduled final examination for reasons of illness or significant personal problems. The faculty member in charge of a subject may excuse a student from a final examination for such reasons as conflicts either between examinations or with religious holidays, if a mutually satisfactory agreement can be reached between the student and the faculty member, if the agreement is ratified in advance of the examination by the Academic Performance Committee (APC), and if the faculty member is prepared to submit a grade based on other evidence.

The faculty member must provide, on the first class day, a clear and complete description of the required work, including the number and kinds of assignments, the schedule for tests and due dates for major projects, whether or not there will be a final examination, and the grading criteria and procedures to be used. When a student is unable to take a test that is held outside of the scheduled class time owing to a conflict with another scheduled academic exercise or extracurricular activity, the student shall be allowed to take the test at another time.

### **2.3.2. Grades**

Grades at Masdar Institute are not rigidly related to any numerical scores or distribution functions. Grades are not awarded solely according to predetermined percentages. As can be seen from the following grade descriptions, a student's grade in a subject is related more directly to the student's mastery of the material than to the relative performance of his or her peers. In determining a student's grade, consideration is given for elegance of presentation, creativity, imagination, and originality, where these may appropriately be called for.

The Masdar Institute internal grading system includes plus (+) and minus (-) modifiers for use with the letter grades A, B, and C for all academic subjects. These modifiers are included on internal grade reports only. However, they are not officially part of student's grades, they do not appear on Masdar Institute transcripts, and they do not affect internally or externally reported grade-point averages.

The grades to be used for students who satisfactorily complete the work of a subject by the end of the term are:

A, Exceptionally good performance, demonstrating a superior understanding of the subject matter, a foundation of extensive knowledge, and a skillful use of concepts and/or materials

B, Good performance, demonstrating capacity to use the appropriate concepts, a good understanding of the subject matter, and an ability to handle the problems and materials encountered in the subject.

C, Adequate performance, demonstrating an adequate understanding of the subject matter, an ability to handle relatively simple problems, and adequate preparation for moving on to more advanced work in the field. All course grades will be reviewed at the end of the semester and performance of C or lower will trigger further inquiry by the Academic Committee.

D, Minimally acceptable performance, demonstrating at least partial familiarity with the subject matter and some capacity to deal with relatively simple problems, but also demonstrating deficiencies serious enough to make it inadvisable to proceed further in the field without additional work.

The grades and notations used for subjects not passed or not completed are:

F, failed. This grade also signifies that the student must repeat the subject to receive credit.

I, incomplete. The grade of I indicates that a minor part of the subject requirements has not been fulfilled and that a passing grade is to be expected when the work is completed. The work is to be completed before the end of the fifth week of the succeeding term of the regular academic year, but the deadline may be extended with explicit approval of the Associate Dean for Graduate Education.

An Incomplete may be given only when the student has been in attendance, has done satisfactory work and has been prevented by circumstances beyond his/her control, such as illness or family emergency, from completing all the course requirements on time. A grade of “Incomplete” may not be given merely because a student fails to complete all course requirements on time. The “Incomplete” privilege is open to abuse; by deferring completion of some major course requirement, a student can gain advantage over his/her classmates by obtaining additional time to do a superior job. This is not an option that can be elected at the student’s own discretion. An Incomplete will not be given to enable the student to do additional work to improve a grade.

In order to request an “Incomplete” grade, the following steps should be followed:

Step 1: The student must submit a petition, Incomplete Request Form (Appendix 3) by the final class meeting day to his/her instructor presenting extenuating circumstances for not completing the full requirements of the course.

Step 2: The student’s instructor should approve and sign the petition.

Step 3: The Associate Dean for Graduate Education should approve and sign the petition.

If the work is not completed before the end of the fifth week of the succeeding term of the regular academic year, the incomplete grade will not be converted to any other grade. The student can petition to the Associate Dean for Graduate Education for an extension of the deadline. Such a petition will only be approved in the case of extenuating circumstances. When completion of the subject requires facilities which are normally but not continuously available, the work must be completed in the earliest term in which the facilities are available. Grades for completion of incompletes will not usually be recorded for individuals no longer registered, though students receiving degrees have three months to complete an incomplete received in their final term.

Final grades, once submitted to the Registrar can only be changed with a formal request stating the reasons for change to the Associate Dean for Graduate Education who will forward his approval to the Registrar. A hardcopy of the letter duly signed by the faculty and endorsed by the Associate Dean is required and the student records will then be amended accordingly.

### 2.3.3. Cumulative rating

The cumulative grade point average is computed by multiplying the grade points received in each subject by the total credits assigned to that subject and dividing the sum by the total credits. Grade points are as follows:

A	4
B	3
C	2
D	1
F	0

To graduate with an advanced degree, a student must meet the minimum requirements of graduate study and research, including a cumulative rating of 3.0 or higher.

The cumulative rating of graduate students is computed from grades received in all subjects (excluding thesis) taken for credit as part of the student's graduate program (including registration as a special student).

Thesis course grade is assigned based on a Satisfactory/Unsatisfactory (S/U) basis.

### 2.3.4. Credit Hour Definition

In defining standards a semester credit hour represents three hours of academic work per week (including lectures, laboratories, recitations, assignments, thesis research work, and so on), averaged over the term, in order to complete the work of the course. For example, enrollment for 15 credits in a semester would thus require approximately 45 hours of work per week, on average, over the course of the semester for a typical student. All grades for academic work are based on the quality of the work submitted, not on hours of effort. It is thus expected that the academic work required of our graduate students will exceed three hours per credit per week to attain the world class standards that are worth our vision and our collaboration with MIT.

### 2.3.5. Grade reports and transcripts

Grade reports are released online by the Registrar after the end of each term before the beginning of the next term, including the short session, to all registered students. Students may order full and final transcripts of their academic record at the Registrar's Office, at a cost of AED20/- per copy. Requests for partial transcripts will be at a cost of AED5/- per copy. The cost may be higher for rush or special requests. Be sure to make your transcript request early enough to meet your deadlines.

### **2.3.6. Graduate Academic Standards and Student Performance**

Continuing registration of graduate students from term to term is contingent upon satisfactory academic performance. It is the responsibility of the Academic Performance Committee to monitor minimum academic standards for graduate students (including special graduate students) in accordance with the Rules and Regulations of the faculty. The Academic Performance Committee reviews the academic records of all graduate students at the end of each term (including the summer session). Students with cumulative ratings below 3.0 are given particular attention. Consideration is given not only to low grades, but to other factors affecting a student's performance in meeting the requirements for the degree program in which he or she is enrolled.

Any student with a Semester GPA of less than 3.0 or with an F thesis grade is automatically placed on probation. A student on probation will be counseled and interviewed to understand the reasons for his or her underperformance. If students are placed on probation twice then their case will be reviewed by the Academic Performance Committee and the default action is to remove the scholarship offered by the Institute unless extenuating circumstances are presented in the review of the case.

Students need a CGPA of 3.0 or above to graduate. Any student with a CGPA of less than 3.0 for one semester will be reviewed by the Academic Performance Committee. As before, the Academic Performance Committee will consider the circumstances, interview the student, and find ways to support an improvement in his or her performance. If students fail to raise their CGPA above 3.0 for two consecutive semesters the default action is dismissal from the Program unless the review identifies special circumstances that created this situation.

All such recommendations shall be acted upon by the Academic Performance Committee not later than at its last regular meeting in the term during which the deficiency in the student's performance is recognized. The vote of the committee in each case shall be transmitted in writing by the Associate Dean for Graduate Education to the student, the student's program, and the Registrar.

Warnings and refusals voted by the committee are recorded by the Registrar for Institute purposes, but are not reported on transcripts issued to other institutions and employers.

## **2.4. Academic Honesty and Discipline**

### **2.4.1. Procedures for Dealing with Academic Misconduct in Research and Scholarship**

Unethical behavior in research and scholarship strikes at the heart of the scholarly and educational enterprise. A shared understanding of expectations and responsibilities is, therefore, critical -- not only to the quality of the research enterprise but also to the collegial life of this community. Academic misconduct can take many forms, including fabrication or falsification of data, theft of ideas or direct plagiarism, and deliberate interference with the integrity of the work of others. Whatever the form, academic misconduct is behavior that may lead to a variety of disciplinary actions, including, in severe cases, expulsion of a student, dismissal of an employee, or termination of tenure.

Misconduct arises most readily in an environment in which supervision at each relevant level is not reasonably exercised. Laboratory and center directors and program lead faculty must make clear the

standards and protocols for research, scholarship, and creative work in their organizations and must set a tone (by example, through discussion and review of research, and, when possible, with written guidelines) that will make adherence to those standards a matter of course.

**Reporting Academic Misconduct:** Someone believing in good faith that an act of academic misconduct is taking or has taken place should in most circumstances present his or her concerns to the supervisor of the person whose work is in question. There may be circumstances in which, prior to doing this, it would be appropriate for the person who suspects misconduct to go directly to the suspected person.

Supervisors who become aware of situations of possible academic misconduct, either by their own observations or because of reports from others, have a responsibility to report them to the Office of Sponsored Programs and/or Dean in order to assure that the proper procedure is followed.

*Inquiries and Investigations:* An inquiry or investigation of allegations concerning academic misconduct raises difficult and sensitive issues for those making the allegations, for those suspected, and for those responsible for the inquiry or investigation. Therefore, inquiries and investigations and any subsequent proceedings should be conducted promptly and with care and sensitivity.

All members of the community are expected to cooperate with the proceedings of inquiries and investigations. Those involved should, to the maximum extent possible, protect the privacy of those who in good faith report apparent academic misconduct and of those who are the alleged offenders, and should take steps to preserve the confidentiality of the investigation and information pertaining to it to the maximum extent possible. However, legal requirements, including legal process, may require disclosure in certain cases.

Those involved also have a responsibility to take steps to prevent reprisal against the person bringing the allegation. Reprisal at any time against the person bringing the allegation is an act of misconduct subject to disciplinary action.

Those conducting the inquiry or investigation should, to the extent reasonably feasible, have the expertise to carry out a thorough and authoritative evaluation of the relevant information and have no real or apparent conflicts of interest bearing on the case.

The procedures that should be used in investigating any allegations of academic misconduct depend on the circumstances of each case. The Director of Sponsored Programs and/or Dean should be consulted regarding specific Institute procedures for conducting inquiries and investigations and should be contacted before either procedure is undertaken. The following guidelines provide an overview of the process, which involves an initial inquiry into allegations and apparent instances of academic misconduct, followed by a more formal investigation when that is warranted. An inquiry is initial information gathering and fact finding designed to determine whether or not an allegation deserves further investigation. An investigation is a formal examination and evaluation of all relevant facts to determine if misconduct has occurred.

*Conducting an Inquiry:* The supervisor of the alleged offender is responsible, in most cases, for initiating the inquiry to determine if an investigation is warranted by notifying the Director of Sponsored Programs and/or Dean of the allegations. An impartial fact finder or fact finding committee to conduct the inquiry will be appointed by the Institute. The inquiry should be initiated promptly after written allegations or

other evidence of possible academic misconduct become known and are brought to the attention of the Institute. Barring unusual circumstances, the alleged offender will be notified in writing by the Institute.

While the fact finders inquiry may vary in accordance with the circumstances of each case, the initial inquiry should, to the extent possible, be based on objective data and avoid unnecessary disclosures of the inquiry to others. Cases that depend specifically upon the observations or statements of the person bringing the allegation may require the involvement of that individual. Other cases that can rely on written information may permit the person bringing the allegation to remain anonymous. The inquiry might also include informal discussion with others of more senior responsibility, such as the relevant laboratory or center director, department head, or vice president.

The inquiry will be concluded with a written report summarizing the process, the information reviewed, and the conclusions as to whether or not an investigation is warranted.

If the fact finder or fact finding committee concludes on the basis of this inquiry that no reasonable basis exists for a belief that academic misconduct may have occurred and that further investigation is unlikely to produce any significant evidence of misconduct, the report should contain sufficient documentation to permit a later assessment of the reasons for this conclusion. The fact finder will provide a draft copy of the report to the alleged offender who may comment on the report. Those comments will become part of the written report. After considering those comments and revising the report, if he or she so chooses, the fact finder should submit the report to the Director of Sponsored Programs and/or Dean, together with a copy of the comments of the alleged offender.

If the fact finder determines that there is a reasonable basis to believe that misconduct may have occurred, whether or not the evidence is conclusive, the alleged offender will be given a copy of the draft report. The report should include all information supporting the allegations. The alleged offender shall be offered the opportunity to respond to the allegations and present such information as he or she wishes. This information will be made a part of the record. The fact finder and the alleged offender may meet in person for the fact finder to review this information. The alleged offender may be accompanied by a Masdar Institute associate at any meeting during the inquiry process, and should be informed of this before any such meetings take place.

After considering the responses of the alleged offender, the fact finder should prepare a final report, including an accurate summary of the information offered by the alleged offender, and forward it to the Director of Sponsored Programs and/or Dean.

*Conducting an Investigation:* If the Dean concludes that an investigation is warranted, he or she will direct the Director of Sponsored Programs to appoint a fact finding person or investigating committee that may include members from outside the Institute. At the same time, the alleged offender will be informed of this action by the Dean. The Dean is also responsible for notifying the sponsor of a research project in which misconduct is suspected as soon as the decision has been made to undertake an investigation and for keeping the sponsor informed of the status and the outcome of the investigation.

In each case the investigating person or committee will conduct a full investigation in accordance with Institute policy and practice in order to determine all the relevant facts. This will normally include the examination of all relevant documentation and interviews with all individuals who are involved or may

have pertinent information. The investigation should be initiated promptly and should be completed as expeditiously as possible. The alleged offender should be provided with all necessary information in a timely manner to facilitate the preparation of a response and ensure an opportunity to address the charges and the supporting information in detail. The alleged offender may be accompanied to any interview, meeting, or hearing by a Masdar Institute associate. The person or persons conducting the investigation should consider all relevant information, reach findings of fact based on such information, and not be bound by the findings of the prior inquiry process.

The investigating person or committee will detail its findings in a final report that should include substantiating documentation. A draft of this report will be made available to the subject(s) of the investigation for written comment. The final report, including comments of the subject, will then be given to the Director of Sponsored Programs and/or Dean. Upon receiving the report and comments, the Director of Sponsored Programs and/or Dean will notify the alleged offender that the investigation has been concluded and that a decision with respect to any disciplinary or other action will be reached as expeditiously as possible.

Disciplinary actions that the Dean might take after considering the report include a reprimand, termination of employment, or other alteration of status of the person in question. In the case of the termination of a faculty member or the expulsion of a student, a recommendation to the Provost would be involved. In addition, the Dean has the authority to mitigate the effects of the misconduct by withdrawing Masdar Institute's name and sponsorship from pending abstracts and papers and by notifying persons known to have relied upon any work affected by the misconduct.

If, at any point, investigation reveals the charges to be unsubstantiated, every reasonable effort should be made to restore and protect the reputation of the researcher or scholar under investigation. A report will be prepared documenting the reasons for the conclusion that the allegation is without merit. That report will be given to the Director of Sponsored Programs and/or Dean. Appropriate actions should be taken against anyone found to have brought intentionally dishonest charges.

#### **2.4.2. Procedures for Dealing with Student Academic Dishonesty and Plagiarism**

Masdar Institute assumes that all students come to the Institute for a serious purpose and expects them to be responsible individuals who demand of themselves high standards of honesty and personal conduct. Cheating, plagiarism, unauthorized collaboration, deliberate interference with the integrity of the work of others, fabrication or falsification of data, and other forms of academic dishonesty are considered serious offenses for which disciplinary penalties can be imposed.

Plagiarism occurs when another author's words and/or ideas are used without any acknowledgement. To avoid plagiarism, credit must be given for another person's idea, opinion, or theory. Facts, statistics, graphs, drawings and any other information that are not common knowledge from another author must also be acknowledged. Quotations and paraphrasing of another author's work must also be cited.

Some academic offenses by students may be handled directly between the faculty member and student, possibly with the assistance of the head of the faculty member's program or require the involvement of the Discipline Committee.

Masdar Institute is in the process of searching for the appropriate plagiarism software package that will ensure high quality standards of research, and will assist in achieving academic integrity. Control mechanisms must be put in place to ensure authenticity.

### **2.4.3. Discipline**

It is the duty of the instructor in charge of a room to see that order is preserved, and he or she is authorized to exclude any student from the room for sufficient cause. Such exclusion shall be reported to the Associate Dean for Graduate Education. Students are expected to behave with decorum, to obey the regulations of the Institute, and to pay due respect to its officers. Conduct inconsistent with general good order or persistent neglect of work may be followed by dismissal. If the offense is a less serious one, the student may be placed on probation. It is the aim of the faculty so to administer the discipline of the school as to maintain a high standard of integrity and a scrupulous regard for the truth. The attempt of any student to present as his or her own the work of another or any work which he or she has not honestly performed, or to pass any examination by improper means, is regarded by the faculty as a most serious offense, and renders the offender liable to immediate expulsion. The aiding and abetting of a student in any dishonesty is likewise held to be a grave breach of discipline. No student shall be required to withdraw from the Institute for alleged academic misconduct without an investigation and an opportunity to be heard by a Committee on Discipline.

## **2.5. Grievances**

There are at Masdar Institute a variety of means, most of them informal, by which student problems and complaints are brought to consideration and subsequent resolution. These procedures normally depend on the nature of the complaint. For academic matters, for example, they begin with conversations with faculty and supervisors, and extend to the Office of Graduate Education. Issues of a personal or medical nature may be resolved within the Student Affairs Office.

Sometimes ad hoc committees are formed to consider and make recommendations in special circumstances.

Students who believe for any reason that they have been treated improperly are encouraged to raise their concerns. When possible, concerns relating to academic situations should be raised directly to the professors, instructors, or advisors relevant to the case. If the problem remains unresolved or if direct discussion is not possible, the student should follow the grievance procedure described here. All communications related to a grievance are to remain confidential for the entire process and documented via email. Individuals will not be reprimanded or discriminated against for voicing a concern.

### **2.5.1. Grievance Procedure**

An academic grievance may arise when a student has no other way available under usual, informal, daily routes for business disputes resolution to remedy what he/she perceives as unfair treatment. An academic grievance may be inclusive of the below examples, but is not limited to:

- Grade Disputes.
- Conflicts between advisor and student due to research issues.

A petition must be submitted no later than four weeks following the development of the circumstances that have prompted the grievance.

In order to resolve a grievance the following steps shall be followed:

*Step 1: Informal Resolution.*

The initial contact to file a grievance will be the Associate Dean for Graduate Education. The student will describe the grievance in detail via e-mail to the Associate Dean for Graduate Education, and will follow up with a discussion if better clarification is needed. Then the Associate Dean for Graduate Education will discuss the grievance with the relevant faculty member who will try to resolve it. To this end the faculty member may:

- Review the student records,
- Discuss the problem with other faculty and staff
- Advocate reconsideration in case where the faculty has valid ground to believe that the student may have genuinely misunderstood the guidelines that may have led to the treatment instigating the grievance

The informal resolution should be completed after two weeks of the initial discussion and the student should be notified about its conclusion in writing via email.

*Step 2: Formal Resolution*

If the conclusion of the informal resolution process is still not satisfactory to the student, then the student should submit within two weeks of the conclusion of Step 1 the complaint in writing to be reviewed by the Academic Performance Committee. The student's submission should describe in the greater extent possible the conditions and factors that led to the perceived grievance and the actions taken during the informal resolution process.

If the members in the Academic Performance Committee were in any way involved in the grievance or the informal resolution process they should recuse themselves and a replacement will be randomly selected from the Institute faculty.

The committee will consider the grievance by reviewing the letter, seeking additional information from faculty and staff, and reviewing the exact wording of the related institute policies and regulations.

After consideration of the case and within three weeks, the committee may

- (i) Dismiss the grievance, or
- (ii) Uphold the grievance and address it by instructing appropriate reparations including changes in the student's academic records and review of Institute policies if necessary to prevent systemic repetitions of such problems.

The committee will notify the student in writing of their recommendations and the actions taken to redress the issue if the grievance was upheld within three weeks of the filing of the complaint.

*Step 3: Appeals Process*

If the recommendations of the formal resolution process are not satisfactory to the student, then he/she is advised to appeal within two weeks of the Academic Performance Committee recommendations. The appeal needs to be addressed to the Provost who will review its merits and decide whether to reject it or accept it and convene an ad hoc Grievance Appeals Committee. The Grievance Appeals Committee will include the Provost, a representative from the Program the student is enrolled in and not previously involved in the case, a faculty member not of the Program the student is enrolled in, and a student representative chosen by the Student Council. This ad hoc committee will have the same responsibilities and range of actions as the committee involved in Step 2.

#### *Step 4: External Mediation*

In case where the student still feels that the issues leading to his/her grievance have not been addressed then no other means of addressing it are available inside the Institute. External mediation from the UAE Educational Council can be considered within two weeks of the Provost's decision and the student will need to follow the forms and procedures as prescribed by it.

### **2.6. Mid-Course and End-Course Teacher Evaluation Questionnaire**

Students are particularly encouraged to offer constructive suggestions that may help to improve both the course and the teaching of their instructors. Masdar Institute students are surveyed during both the Mid-course and End-course time periods. Course evaluation is an important element of the education process to ensure getting continuous feedback from the students. At the conclusion of every semester and for every course taken, students are asked to give constructive assessment on several evaluation measures including 'Course Learning Outcomes' via the End-Course Teacher Evaluation Questionnaire. As of Fall 2011, the MI Course Evaluation system is entirely online. The current software in use is *CourseEval*. For more information, please refer to the Masdar Institute Online Course Evaluation User Guide on the website under the Office of Graduate Education.

## **3. Advanced Degrees**

### **3.1. General Information**

Each graduate program is described in individual program statements on graduate education on the Masdar Institute website. These statements should be consulted for more specific information. In addition to these requirements all incoming students may be required to participate in preparatory or fundamental courses.

The preparatory or fundamental courses that may be offered for all incoming students fall under three categories:

1. Institute preparatory courses: technical writing, communications, academic ethics. These short courses will be mandatory for all students. An English language course will be offered on a test-out basis. Tests will be waived for native English speakers.
2. Program fundamental courses. These courses are program dependent and are required for all students entering the program. There can be a test at the beginning of the course at the discretion of the instructor to assess the level of the students that comprise the class in the current discipline.

3. Research-oriented short courses. These courses will be offered by faculty acting as research supervisors based on the specific need of the students in their research group. The scheduling of the course will be announced and displayed in the institute course catalogue to invite participation from other interested students.

Degrees are awarded by the Masdar Institute upon faculty recommendation.

### **3.1.1. Residence conditions**

Masdar Institute degrees are "residence" degrees in the sense that a major portion of the work must be done on campus with the faculty, other graduate students, and the Institute community. This includes access to libraries, to the educational opportunities offered by other disciplines, and also to recreational, cultural, religious, and athletic opportunities.

Residence credit is achieved by satisfactory completion of approved subjects of instruction or thesis on campus while registered as a regular graduate student. Residence credit accumulated during the completion of one graduate degree can be counted toward the residence requirement for another graduate degree.

There is a special condition under which thesis research may be carried out while not in formal residence at the Institute. Thesis in Absentia, is applicable to all graduate degrees, is intended primarily for students who are on location away from Masdar Institute but who in every other respect maintain full access to and contact with the academic life of the Institute.

## **3.2. Master's Degree**

### **3.2.1. Master of Science with and without specification**

For the degree of Master of Science, the student must have completed satisfactorily a program of study of at least 48 credits. In addition, an acceptable thesis is required.

The choice of field specialization must be approved by the appropriate program faculty committee. Approval of the entire program must be obtained from this committee and from the student's faculty advisor. A special interdepartmental committee, approved by the Associate Dean for Graduate Education, may be appointed to supervise an ad hoc degree program in an interdepartmental field.

The satisfactory completion of the master's degree requires the student to be in residence as a regular full-time graduate student for a minimum of three regular academic terms (not the short session). Every degree candidate working on a thesis must register for thesis in all periods during which his or her thesis research or writing is actually in progress and during the term his or her name appears on the degree list. The same high standard of academic performance in a program approved by a program faculty committee is required for either degree.

*Changing Program Affiliation.* A student admitted in one program may later decide to change the degree program he or she is registered for. In this case, a new application will need to be submitted, reviewed, and approved by the admission committee responsible for that program. The application process is

shortened as the student has already submitted the forms required for admission he or she is already enrolled in. In addition to them, the student is required to submit a second statement of objectives outlining the benefits they anticipate from changing their affiliation both academically and professionally. The student's performance at the Institute until now will also be evaluated in this decision.

### **3.3. Degree list**

The application form for award of an advanced degree is available from the Registrar's Office. Students must return these forms to the Registrar's Office within a week after Registration Day, to have their names placed on the degree list. Deadline dates for receipt of these applications are listed on the Institute's calendar, and processing fees will be charged for applications received after these dates. No later than the last day of classes, names on the degree list may be added or withdrawn by request of the departmental registration officer to the Registrar. After this date, changes may be made only by action of the Committee on Graduate School Programs. Only those on the degree list will be considered for the award of degrees.

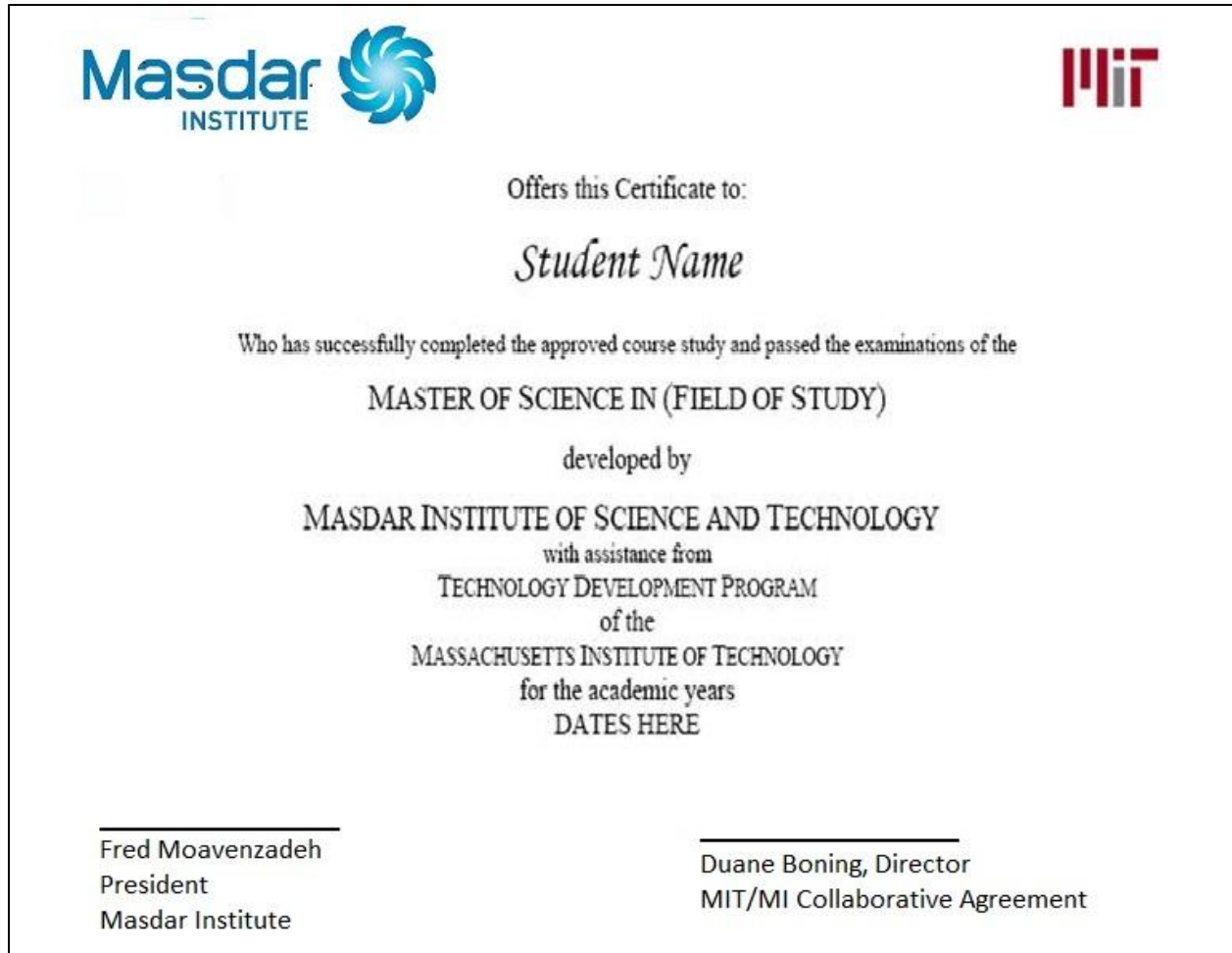
#### **3.3.1. Award of advanced degrees**

There is only one formal graduation exercise each year. Students may receive their diplomas at this time or may request (on a form provided by the Registrar) that their diplomas be sent to them. Students may also arrange to pick up their diplomas in the Registrar's Office.

Before diplomas are awarded, all library books must be returned; all keys must be returned to the Student Affairs Office; all accounts must be settled; and there must be no pending disciplinary actions.

#### **3.3.2. Format of diplomas**

The diploma for a Master of Science degree with specification reads as in the following **example**:



### 3.4. Theses

#### 3.4.1. General information

The thesis comprises an original investigation, including a written document on a subject approved by a program or inter-program faculty committee prior to the beginning of the research. Thesis credit cannot be granted for work done previous to registration as a graduate student at the Institute or for work initiated without previous approval by the department of registration. The thesis must be completed while in residence.

A thesis may not be presented on research work done at the Institute while on academic, administrative, or research staff appointments, or hourly payrolls at Masdar Institute. Supervision by a faculty member of the Institute or a staff member approved by the department is a fixed requirement for doctoral and master's theses. Preliminary plans for pursuing an approved thesis may be required by thesis supervisors according to the requirements and time schedules of the departments. A thesis supervisor may, at his or her discretion, require progress reports in oral or written form as deemed necessary. Before the final written document is submitted a draft may be required for editorial comment. An oral examination of the doctoral thesis will be held after the thesis has been submitted.

Master's Thesis Manual (Appendix 1) has been developed and adopted uniformly by all programs. This manual specifies a detailed set of expectations, a precise timeline for students to follow, as well as various guidelines on preparing the thesis document. The manual also includes the assessment forms to be used by thesis examiners.

### **3.4.2. Thesis Prospectus**

All students have to submit a thesis prospectus to the Office of Graduate Education before the end of their second semester along with a Thesis Prospectus Approval Form (Appendix 2).

The thesis prospectus is a maximum of 10 pages that should contain the following sections:

- (a) Overview
  - Problem definition
  - Motivation and relevance to Masdar/UAE
  - Objectives
  - Literature review
- (b) Research plan
  - Methodology
  - Preliminary results (if available)
  - Gantt chart
  - References

### **3.4.3. Restrictions on theses**

Thesis research should be undertaken in light of Masdar Institute's policy of open research and the free interchange of information. Openness requires that as a general policy thesis research should not be undertaken on campus when the results may not be published. From time to time, there may be good reason for delaying the distribution of a thesis to obtain patent protection, or for reasons of privacy or security. To assure that only those theses that meet certain criteria are withheld from distribution, and that they are withheld for the minimum period, the Associate Dean for Graduate Education has established specific review procedures.

Written notification of patent holds and other restrictions must reach the Institute Librarian before the thesis in question; as under normal circumstances all theses are open and available for public inspection once they have been received by the Institute Librarian.

### **3.4.4. Patent protection**

When Masdar Institute holds the rights to any intellectual property contained in a thesis, students and their advisors must work with the Masdar Institute Technology Transfer Office to determine if a patent application is to be filed. If so, the Technology Transfer Office will on rare occasions request a delay in publishing by notifying the Institute Librarian, and the thesis will be withheld from distribution for up to one year. If an extension to this original period is required, application must be made to the Associate Dean for Research. If approved, the Associate Dean for Research will inform the Institute Librarian in writing of the extension. The Technology Transfer Office will inform the Institute Librarian as soon as the thesis can be released.

When a student holds the rights to the intellectual property contained in his or her own thesis, application must be made to the Associate Dean for Graduate Education for permission to withhold a thesis. If granted, the Dean will inform the Institute Librarian, and the thesis will be withheld from circulation for a period of three months. If an extension to this original period is required, application must be made to the Associate Dean for Research.

#### **3.4.5. Government restrictions**

The Intellectual Property Committee recognizes that certain government agencies which sponsor research may require that theses be submitted for security review before they can be placed in the Masdar Institute Libraries or published. In the event that the agency does not permit immediate public disclosure of a thesis, this does not preclude its acceptance, but the Associate Dean for Graduate Education will appoint a special subcommittee of the Intellectual Property Committee to determine what steps can be taken to ensure eventual publication. A student should not embark on such a thesis without prior approval.

#### **3.4.6. Privacy and security**

Occasionally, on completing a thesis, a student may feel that its distribution will jeopardize the privacy or safety of the author, other individuals, or companies. If the thesis cannot be rewritten to remove the problematic material, the author and supervisor should submit the thesis and a recommendation for the Associate Dean for Graduate Education in consultation with the Associate Dean for Research. The Dean will advise the Institute Librarian in writing of the restricted period. In all cases the restricted period will be kept to a minimum.

#### **3.4.7. Thesis research in absentia**

Thesis research is ordinarily done in residence at the Institute. However, on some occasions and in some fields, work (such as the gathering of data) away from the Institute may be essential or desirable.

Approval for thesis research to be done in absentia is given in writing by the Academic Performance Committee (APC), after establishing that there are compelling educational reasons to do so. A copy of that approval must be filed in the Registrar's Office.

Such approval must be requested before leaving the Institute, with ample time for full consideration by the department and notification of the Registrar's Office.

Students must register and pay full tuition while pursuing thesis research in absentia. In unusual circumstances, the Dean may set a special tuition rate for such students.

In consultation with the Dean, departments may establish certain programs and/or locations as exempt from the individual approval procedures noted above.

The following requirements must also be met:

- The opportunity for the continuing intellectual growth of the student must be clearly evident
- The thesis must continue to be supervised by an Institute faculty member, or by a senior staff member approved by the department
- The student must be registered as a full time resident during the final term
- A doctoral student must normally have completed the general examination requirement for the degree, and devote full time to thesis research in absentia

### **3.4.8. Preparation of graduate theses**

Prior to inclusion on a degree list, copies of each accepted thesis shall be delivered to the program faculty in which the candidate is registered. The faculty delivers the required number of copies no later than one month following the degree date to the Masdar Institute Libraries, which preserves and makes available the paper copy of the theses. The Institute is committed to the preservation of the student's thesis because it is both a requirement for the Masdar Institute degree and a record of original research that contains information of continuing value. Guidance on the physical preparation of theses is described in the Specifications for Thesis Preparation, a manual issued annually by the Office of Graduate Education. The manual specifies the number of copies to be submitted and explains the policies concerning copyright, temporary restrictions, and substitutions of pages.

The technical requirements for the thesis, including the quality of the paper, acceptable methods of reproduction, and standards for illustrations, are also explained. Each thesis submitted for an advanced Masdar Institute degree must conform to these specifications. Individual programs may dictate more stringent requirements. Additional advice and assistance in thesis preparation are available from the Institute Librarian.

Master theses must also be submitted electronically, but the electronic version is not considered to be the official copy. Thus, a printed copy of the thesis must be submitted. .

In order to permit evaluation and grading of theses, due dates for their receipt in department headquarters are published each term by the Registrar.

### **3.4.9. Copyright**

The Institute will retain ownership of the copyrights to theses only if the thesis research is performed in whole or in part by the student with financial support in the form of wages, salary, stipend, or grant from funds administered by the Institute, and/or if the thesis research is performed in whole or in part utilizing equipment or facilities provided to the Institute under conditions that impose copyright restrictions. In all other cases ownership of a copyright shall reside with the student.

Students may request a waiver of the Institute's copyrights by written application to the Institute's Technology Transfer Office.

Where copyright ownership is retained by the student, the student must, as condition of a degree award, grant royalty-free permission to the Institute to reproduce and publicly distribute copies of the thesis, and must place the following legend on the thesis title page or page immediately following: "The author hereby grants to Masdar Institute permission to reproduce and to distribute publicly paper and electronic copies of this thesis document in whole or in part."

Where copyright is retained by the Institute, any further publication in whole or in part shall be made only with the authorization of the Technology Transfer Office, in consultation with the head of the program in which the student was registered when the thesis was accepted. Guidance on current copyright procedures is included in the Specifications for Thesis Preparation published each year by the Masdar Institute Libraries.

### 3.4.10. Intellectual property policy

The Institute reserves the sole right to determine the disposition of inventions and other developments by faculty, staff, students, or others, developed wholly or in part under a sponsored research or other agreement or with the significant use of Institute facilities or funds administered by the Institute. In certain circumstances the Institute may grant these rights to a student. This disposition will be in a manner which, in its opinion, and subject to restriction imposed by any contract with a sponsoring agency, will be in the best interest of the Institute, the public, and the inventors. The Institute requires all individuals who receive Masdar Institute administered funds or who are in a position to invent or develop technology using significant funds or facilities to enter into formal agreements to assign intellectual property to the Institute for ultimate disposition of rights.

## 4. Scholarships: Research and Teaching Assistantships

All accepted, resident students are awarded **scholarships** by the institute for the time of their residency as long as it does not exceed the formal duration of their degree. For a Master's students this is 2 academic years. Scholarship extensions can be granted on a case-by-case basis by the Academic Performance Committee (APC).

If no special circumstances exist, the students can also be financially supported for longer periods of time if that is deemed necessary by their research advisors or by private means. In the former case, the research advisor will have to support the student through their research budget, which should cover tuition and the established stipend rate. Students can also self-finance the extension of their studies using funds obtained personally.

**All students awarded scholarships by Masdar Institute are expected to hold full-time positions as Research Assistants (RAs) throughout the duration of their scholarship. They may also be allowed to hold additional part-time positions as Teaching Assistants (TAs) for additional remuneration with the approval of the Institute.**

### 4.1. Research (RA) and Teaching (TA) Assistantship Positions

Research and teaching assistantship positions are a resource available to faculty members. Faculty members are expected to communicate their existing research projects and interests to incoming students thus attracting those students that have similar interests. Students may decide to work on research projects and with faculty from across the Institute (i.e. from different programs). To do so, the primary or co-supervisor must be from the program they are registered in. In the case of joint supervision projects, their co-advisors must believe that their expertise in their selected program can add value to research of a faculty member from a different program. In this case, a description of the project and the rationale behind the choice of supervisors will be submitted to the Academic Performance Committee (APC) for approval.

Ideally, students will get their first choice as long as the supervisor is willing to accept them and has available research positions. If the student's first choice is not available then he/she should proceed in contacting with their second choice or repeat the process until a suitable project has been found. Faculty are expected to pick the students who are suitable and interested in their research projects up to the point of filling all their allocated research assistant positions.

*Changing Projects.* Once a research project position has been filled, it cannot be changed until the end of the semester. If, for any reason, the student is not satisfied with the project, it is up to them to initiate the process of looking for alternative projects. If they find one, then the two faculty members involved, the current supervisor and the prospective supervisor will meet with the Academic Performance Committee (APC) and make arrangements for the transfer. Both the student and their new supervisor should take into account that there is a potential disadvantage in making the change as the student's scholarship is valid for four semesters so this transfer should be considered carefully by all parties involved.

All research assistants should expect that during their studies at Masdar Institute they will be asked to help support teaching of Masdar Institute courses. The teaching assistant role can be part-time or full-time and will last for the duration of the academic semester that the course is being offered. While teaching assistantship provides a very valuable experience for the development of Masdar Institute students, their primary focus should remain on research and therefore their research advisors should not request consecutive TA support from the same student.

Assistants are subject to the policies and procedures of their departments and of the Institute and must respect and conform to the rules and procedures of the division or laboratory to which they are assigned. Students who hold full-time graduate student staff appointments cannot engage in additional employment for which they receive compensation from Masdar Institute administered sources.

#### **4.2. RA and TA Duties**

The principal duty of a research assistant is to contribute to a program of departmental or interdepartmental research. Students should embrace the opportunity for a research assistantship as it allows them to participate as junior colleagues of the faculty in an ongoing research project, and this experience frequently influences their choice of thesis topic.

The duties of a teaching assistant include assisting faculty members in grading homework, quizzes, classroom and laboratory instruction, preparing apparatus or material for demonstrations, and conducting tutorials and discussion sections.

While an appointment will specify either teaching or research as the primary duty, occasions may arise when it is necessary to reassign duties in whole or in part. Any assistant may be called upon to aid in proctoring examinations.

#### **4.3. Stipend and Absences**

All scholarships provide the same pre-established stipend for all students at the same level of study. Additional allowances/stipends from the UAE government are made available to local UAE nationals which comes attached with a bond to serve after graduation.

Research Assistants appointed by Masdar Institute are entitled to two weeks of vacation per year with pay. Vacations must be arranged with the Assistant's research supervisor. Vacation time is not cumulative and should be taken prior to the termination date of the assistantship appointment.

#### **4.4. Student Faculty Interactions**

*Research Supervisor*

Incoming students are expected to use multiple resources to decide what type of research they are interested in pursuing. As described earlier, as long as there are available positions in that area and the faculty member is interested in pursuing the collaboration with the student, the faculty member will be the research supervisor for the student. Students enrolling for their first semester are expected to find a research supervisor no later than the sixth week of the Fall Semester. The research supervisor's role is to guide and support the student's development from the start of their research to the completion of their thesis, to presenting the results in conferences or journal publications.

If the collaboration between the Research Supervisor and the Research Assistant is not smooth, there are several avenues for addressing the issues starting through personal interaction, talking to a Mentor, seeking the support of the student affairs office, or by following the grievance process. If the issues persist then the student can seek alternate research projects and advisors although that may potentially delay his or her graduation.

### *Co-supervision*

Co-supervision of RAs is possible and encouraged in the interest of promoting cross-disciplinary collaboration at Masdar Institute. Still, only one of the co-supervisors will be the formally assigned research supervisor of the student. Students that pursue research projects with a Research Supervisor in a program other than the one that they are enrolled in, are **expected** to identify a faculty member from their Program to act as a co-supervisor that will eventually be member of their committee. This co-supervisor will be responsible in ensuring that the student's coursework complies with the program requirements and that his/her thesis has a strong component related to the program they are enrolled in.

### *Research Supervisory Committee (RSC)*

In the course of their research, all students will be required to form a research supervisory committee for the Master's level. Formation of the committee should occur before the end of the third semester of their studies by submitting a RSC Approval Form (Appendix 2) to the Office of Graduate Education. The RSC will be responsible for conducting the thesis final exam (Defense) where the passing criteria of the exam is a unanimous decision by the RSC.

For the Master's levels, the committee consists of a minimum of three voting members who are familiar with the research conducted by the student. To serve on an RSC, an individual must have been granted a PhD or equivalent degree and must have experience in a field relevant to the thesis topic. Chair of the committee is the research advisor. Committee members can be faculty members of the Masdar Institute, other PhD granting accredited universities of high-standing, and qualified practitioners from relevant industries.

All committee members who are not Masdar Institute faculty, which may include affiliates of other institutions or post-doctoral fellows and research scientists at Masdar Institute, have to be approved by a committee that consists of the Associate Dean for Graduate Education, Associate Dean for Research and

Director of Institute Initiatives. In addition and for all external committee members, an External Member Approval Form (Appendix 2) should be submitted along with the RSC Approval Form. All Masdar Institute Post-Docs are considered non-voting members.

The RSC will convene at least twice during the program of study, the first time to verify that the level of the student's research has reached a point where it can be defended, and then for the defense of the student's thesis.

Change of Research Supervisory Committee (RSC) Member:

A change in members of the RSC requires submission of the Changing a Research Supervisory Committee Request Form (Appendix 2). This form should be submitted to the Office of Graduate Education no later than the thesis defense deadline date in the semester in which the student wishes to graduate. This form will not be accepted without all of the required signatures. Changes to the RSC members have to be approved by the Academic Performance Committee. Once approved, the new RSC member(s) must receive the student's thesis and in addition provide their signature on the Thesis Submission Form (Appendix 2).

#### **4.5. Acceptance of financial aid**

Every student holding a scholarship for graduate study at the Institute must register as a full-time resident graduate student for the period of the award. The award is relinquished if registration is discontinued, i.e., by withdrawal or early completion of thesis, before tenure of the award expires. A reimbursement to Masdar Institute will be in order if a stipend or tuition payment has been made in excess of actual tenure.

##### **4.5.1. Tuition and stipend payments**

The compensation for research and teaching assistants is adjusted to make the appointments equally attractive, taking into account the availability of tuition scholarships, the opportunities for thesis research, and other benefits connected with each. Stipends are established each year by the Institute.

Graduate student should recognize that their stipends are not intended necessarily to cover all their living expenses.

##### **4.5.2. Termination**

Prior to termination, assistants must submit a termination clearance form to the Student Affairs Office certifying that they have returned all keys, books, and supplies. Certain laboratories may have termination procedures of their own, and assistants must complete the requirements of the particular division or laboratory to which they are assigned.

If for any reason termination procedures are initiated from the Institute the student will be notified at least one month in advance.

##### **4.5.3. Registration**

The number of academic units for which an assistant may register each term is determined by the department in light of the student's assistantship duties, program of study, and compensation. A

department may set a maximum number of units for which its assistants may register. Research assistants whose assigned research is part of their thesis research may be permitted to register for thesis units without regard to the maximum.

## **4.6. Institute Research Staff**

### **4.6.1. Other employment**

A graduate student may not interrupt an academic program to accept employment on academic, administrative, or research staff, or as an hourly employee at Masdar Institute, either during the academic year or during the summer, unless the approval of the program lead and of the appropriate academic dean has been obtained and unless the work as an employee is not related to the student's thesis research. A thesis release form indicating such approval must be submitted to Human Resources to effect such employment. A graduate student may not include as part of his or her thesis any material based upon work done while holding an academic or research staff appointment.

Graduate students who hold full-time research or teaching assistantships or who receive full support on a fellowship or traineeship are not usually eligible for such employment. The Student Affairs Office should be consulted for approval before undertaking such employment.

### **4.6.2. Internship at Masdar Institute**

Participating in external internships is an important part of the overall educational experience of MI students. Internship experiences can help enhance the research component of the student's educational experience and provide the student with an opportunity to relate the research he/she is doing at the Institute to real world applications. Internships may also enhance the overall professional experience of the student through interaction with potential employers and through providing an understanding of the requirements and the skills needed by different industrial sectors. Internships also help to promote and position MI as a world class institute among government and industrial entities in the UAE.

- Only students with a minimum of a 3.0 CGPA will be qualified to apply for an Internship.
- Student stipend may be stopped during the Internship period, depending on the financial arrangements made with the host company.
- Internships usually occur during the summer period and do not exceed 3 months so that an internship will not interrupt the student's academic studies.
- SAO-Career Office plays a major role in identifying and/or managing the different Internship opportunities, providing the students with an orientation session before starting the Internship, and student placement at the host company.

The Office of Sponsored Programs and Technology Transfer Office assist with Internship Agreements.

The Institute offers two types of Internships:

- 1- **Research Internship:** This Internship is intended to enhance the research experience of the student by providing the student with an opportunity to understand how his/her research may be applicable in a practical setting and its relevance to industrial objectives and practices. The work done during this Internship should have some relevance to the student's research at Masdar Institute and may be eligible for research credits. The awarding of research credits is at the

discretion of the student's advisor. It is the responsibility of the student's advisor to monitor the work and experience gained by the student during the Internship.

- 2- **Non-Research Internship:** This Internship is intended to provide professional development opportunities for the student – by exposing the student to industrial and governmental practices and operations, but do not involve active participation in research during the Internship and are usually not eligible for research credits. It is the responsibility of the student and his/her advisor to develop a plan for earning the research credits needed for graduation if Non-Research Internships are undertaken.

### **Before the Internship**

- The student should contact SAO-Career Office for Internship opportunities.
- The student should consult with the advisor for the type of Internship the student wishes to take.
- Once the student identifies a potential host for his/her Internship program, MI, with assistance from the SAO-Career Office, the Office of Sponsored Programs and/or the Technology Transfer Office, will explore the host company's requirements for the planned Internship. Together with the student and his/her advisor, the Masdar Institute will develop an agreement with the host that includes all the details of the Internship.
- The student is required to submit the Internship Application Form (Appendix 3) to the Office of Graduate Education along with a detailed plan of the type of work that will be carried out during the Internship. This requires the advisor's approval.
  - For Research Internships, the plan must clearly state how the intended Internship will support and enhance his/her research at Masdar Institute. In addition, the student should be aware that MI will need to obtain a statement from the company granting assurances that the student will be able to use the work conducted at the host company for the student's research work and for publication when returning to Masdar Institute, under terms that will reasonably balance the interests of the company and the student.
  - For Non Research Internships, the student, in consultation with advisor, must submit a plan on how to make up for the research credits that are needed for graduation for the time spent at the Internship.
- The student must attend an orientation session conducted by the career office prior to commencement of the Internship to better prepare them for it.

### **During the Internship**

- The student must maintain active communication with the advisor and provide the advisor with a regular non-confidential update on the work carried out.
- The student is encouraged to keep a personal confidential log covering the work carried out at the host company to facilitate writing the final report that will be submitted to the Office of Graduate Education upon completion of the Internship period.
- The student must behave in the utmost professional manner, to be a good ambassador to Masdar Institute and adhere to the regulations and guidelines of the host employer.

- For Research Internships, the advisor should maintain direct communication with the student's advisor at the host company.

### **After the Internship**

- The student must submit a detailed report on the activities carried out during the Internship, endorsed by the student's advisor and submitted to the Office of Graduate Education. All reports must be signed off on by the host company as approved for publication.
- The student's advisor at the host company should submit a short report on the student's experience and performance to the student's academic advisor.
- For Research Internships, it is the advisor's responsibility to submit a form to the Office of Graduate Education indicating the student's grade and credit equivalence.

### **Internship Guidelines for Host Companies**

Participating in external internships is an important part of the overall educational experience of Masdar Institute (MI) students. Internship experiences may enhance the research component of the student's educational experience and provide the student with an opportunity to relate his or her research to real world application. Through MI's Internship Program, students also gain insight into the kinds of skills that are important to future employers as well as experiencing first-hand work in a professional and/or industrial setting. Host companies directly benefit from interaction with students that would be candidates for employment after the students graduate.

MI offers two kinds of Internships to its students. Research Internships allow the student to work with the host organization's staff on a research project that will have relevance to the student's thesis work at MI. Students participating in Research Internships are eligible to earn academic credit for their work. Non-research Internships are oriented towards professional development by exposing the student to industrial and governmental practices and operations, but do not involve active participation in thesis research at the host organization and are not eligible for thesis research credits.

MI recognizes the importance balancing the student's interests with those of the host organization. The guidelines presented in this document have been developed to achieve this balance.

### **Terms of the Internship**

#### Period of Internship

- Internships are most valuable to MI students if the internship occurs in the summer months and are no longer than three months in duration.
- Internships covering a different period of time will require approval from the student's academic advisor and the MI Dean's office.

#### The Student-Host Relationship

- Internship students *do not* become employees of the host organization.

- Financial support for the student while participating in the Internship Program will typically be provided by the host company.
- Students remain subject to MI's general conduct and research policies during the term of the internship.
- Students are expected to respect and abide by the host organization's policies on conduct, safety and security.
- Students will acknowledge and respect the confidentiality of certain information they may be privy to during their Internship, but will not sign nondisclosure agreements that subject them to personal liability. Where necessary, MI will assume this responsibility on behalf of the student.
- Students are expected to follow *all* directions provided by the host organization's appointed advisor.
- Students will follow-up their internship experience with a written report. The internship must be organized so that such a report may be freely shared within the academic community. However, the host organization will be given an opportunity to review the internship student's report before it is disseminated.
- For Research Internships, the student's experience at the host organization must be appropriate for use in the student's research at MI.

#### Internship Program Structure

- Each student that will participate in an internship must develop an internship plan with the assistance of his or her MI advisor and a host organization advisor.
- It is expected that the student's MI advisor and the host organization advisor will work together to follow the progress of the student throughout the internship.
- MI will ask the host organization advisor to provide a summary of the student's achievements at the close of the internship.
- Intellectual Property that may be developed by the student as part of his or her Internship will be owned *jointly* by MI and the host organization. MI's Technology Transfer Office will work with the host organization as appropriate in making such arrangements concerning the student's Intellectual Property.
- A formal internship agreement between MI and the host organization will be put in place before an internship can begin.

#### **4.6.3. Conflict of interest**

Under certain conditions students may benefit from part-time involvement in outside professional activities of faculty members. Prior approval for students wishing to engage in such activities can be granted by the department head after suitable discussion with the faculty member and student.

In considering such arrangements, faculty should be guided by the need to avoid conflicts of interest and to avoid infringement of the student's academic duties and rights. Generally, if the faculty member has a role in supervising the student's thesis or in supervising the work of the student as a graduate teaching assistant, such employment should not be undertaken, thus avoiding potential conflicts of interest in the evaluation of the student's performance. If the faculty member does not have a role in supervising the student's thesis and/or the student's work as a teaching assistant, the employment may be undertaken. If the outside work is related to the student's thesis, special care should be expended to avoid conflict.

Faculty members who are already associated with students in outside employment should disqualify themselves from becoming research supervisors, academic program advisors, or examiners of those students. Within a Masdar Institute research laboratory or academic unit, faculty members should take care not to give the impression of favoritism to those students with whom they are associated in outside employment. Generally, full-time research assistants should not be employed in outside professional activities of faculty, both to avoid conflicts of interest and in light of the obligations of the fulltime research assistants. A part-time research assistant may engage in such employment if the outside work is not thesis-related and if the faculty member is not his or her supervisor.

## **5. Rights and Responsibilities**

### **5.1. General Information**

This section attempts to: 1) define and address the roles, relationships, and expectations which currently exist between the graduate student and various units of the Institute with which he/she comes into daily contact, and 2) identify the fundamental principles that guide these relationships.

Part of this section addresses the faculty/graduate student relationship, which is crucial to the success or failure of a graduate student's study here at Masdar Institute. The ideal relationship is a collegial one, in which the common goals are the completion of the student's degree program in a reasonable time frame and the ongoing success of the faculty member's research program. The graduate student and faculty share responsibility for the establishment of a relationship which achieves these goals.

This section also considers graduate students issues on departmental and Institute wide levels. The majority of educational, recreational, and social opportunities are found at the program level. There may be differences among the academic programs and interdisciplinary programs in philosophical approaches, procedures, physical settings and budgets. Policies and regulations may vary. Some of these variations are appropriate to particular program's field of research and study. Many policies, however, are applicable to graduate students regardless of program.

The two underlying principles in this section are open communication and respect. Both graduate students and the other members of the Masdar Institute community share responsibility for maintaining these principles.

### **5.2. Students' Responsibilities**

#### **5.2.1. Substance Use**

The following policies address the use of cigarettes, alcohol, and drugs at Masdar Institute.

Smoking is prohibited in all spaces of all Masdar Institute academic and service buildings. This policy is intended to be self enforcing and the cooperation of all members of the Masdar Institute community is expected.

No alcoholic beverages may be served or consumed in any work area of the Institute at any time

The unlawful use, manufacture, distribution, dispensation, sale, or possession of any illegal drug is prohibited in any work area of Masdar Institute at any time. Violations of this policy may be grounds for serious disciplinary action, up to and including discharge.

### **5.2.2. Policy on Harassment**

Harassment of any kind is not acceptable behavior at Masdar Institute; it is inconsistent with the commitment to excellence that characterizes Masdar Institute's activities. Masdar Institute is committed to creating an environment in which every individual can work, study, and live without being harassed. Harassment may therefore lead to sanctions up to and including termination of employment or student status.

Harassment is any conduct, verbal or physical, on or off campus, that has the intent or effect of unreasonably interfering with an individual or groups educational or work performance at Masdar Institute or that creates an intimidating, hostile, or offensive educational, work, or living environment.

Any member of the Masdar Institute community who feels harassed is encouraged to seek assistance and resolution of the complaint. Masdar Institute provides a variety of avenues by which an individual who feels harassed may proceed, so that each person may choose an avenue appropriate to his or her particular situation. Institute procedures are intended to protect the rights of both complainant and respondent, to protect privacy, and to prevent supervisory reprisal.

action, up to and including discharge.

## **5.3. Academic Policy**

### **5.3.1. Role of the graduate student**

Each graduate student bears a responsibility of respect and maturity in his or her behavior towards the Institute and members of the Institute community. Ideally this respect will be manifested by contributions to the Masdar Institute community beyond his or her research. Graduate students form a large part of the Masdar Institute community. Their involvement can have a significant influence on the Institute.

### **5.3.2. Role of the graduate student and faculty**

The establishment and maintenance of a proper relationship between faculty and graduate student are fundamental to the Institute's success. This relationship should be founded on mutual respect and open communication. The responsibility for the success of the relationship rests with both graduate students and faculty members.

Frequent and open communication between graduate student and faculty is important for many reasons. It provides the graduate student an opportunity for evaluation of his or her work. It improves the efficiency of research through discussion of important issues. It prevents conflicts which may result when a faculty member or student is unaware of or unwilling to discuss a potential problem. Graduate students and faculty therefore, should have regular contact; graduate students have a right to regular contact with their faculty advisor; a faculty advisor has a right to regular contact with his or her graduate students.

To avoid unnecessary surprises, graduate students and faculty have a responsibility to inform each other as soon as they have knowledge of a possible change on their status. Faculty members should inform

graduate students promptly of matters that affect their graduate status. Graduate students should provide reasonable notice to their advisors if they intend to leave or change advisors. When leaving a research project, graduate students should provide a summary of their work so that any delay associated with continuation of the project is minimized.

Graduate students must be notified of subject requirements, including grading criteria and procedures, at the beginning of each subject. Graduate students share with the faculty the responsibility for securing, maintaining, and protecting the integrity of grades, scholarship, and research.

The graduate student/faculty relationship should be free of personal exploitation and harassment. Both faculty and graduate students should avoid personal or professional relationships which conflict with their respective roles and duties at Masdar Institute, particularly those which may jeopardize the relationship between advisor and student.

Graduate students should receive recognition for scholarly assistance to faculty, and vice versa.

Graduate students should be permitted to participate in extra-academic activities.

#### **5.4. Role of the Program**

Each program should inform all incoming graduate students of program requirements and procedures. Necessary skills and prerequisites should be clearly stated, both in admissions and recruitment literature.

In order to provide graduate students with the necessary information to plan their work, each program should insure that their students have ready access to at least the following information:

- Degree requirements
- Academic deadlines
- Time limits for seeking advanced degrees
- Program procedures for general and/or qualifying exams
- Guidelines for resolving concerns or conflicts within the program
- Individuals available for consultation regarding student issues and problems
- Criteria for termination or withdrawal of a graduate student
- Rules governing teaching assistant and research assistant appointments and fellowships

If a program is considering terminating a graduate student, that student should be made aware of the reasons for such consideration at an early stage, and should be notified in writing when formal consideration of termination is initiated.

Students who believe for any reason that they have been treated improperly are encouraged to raise their concerns. When possible, concerns relating to academic situations should be raised directly to the professors, instructors, or advisors relevant to the case. If the problem remains unresolved or if direct discussion is not possible, the student should follow the grievance procedure described in Section 2.5. All communications related to a grievance are to remain confidential for the entire process and documented via email. Individuals will not be reprimanded or discriminated against for voicing a concern.

### **5.5. Role of the Institute**

The Institute should provide direction and leadership on policies concerning graduate students. Graduate students should be able to provide opinion on Institute policies affecting them. Institute committees which set graduate student policy should either have graduate student representative or provide a mechanism for graduate student participation in the decisions which affect graduate students.

A student wishing to discuss a concern or to present a grievance may seek assistance from the following Institute offices: Office of Academic Affairs for academic matters and Student Affairs Office.

For other personal matters. All discussions shall remain confidential if the student so requests. Individuals will not be reprimanded or discriminated against for initiating an inquiry or complaint. If the problem remains unresolved or if direct discussion is not possible, the student should follow the grievance procedure described in Section 2.5.

### **5.6. Assistantships and Fellowships**

Teaching Assistants help faculty members in grading, classroom and laboratory instruction, preparing apparatus or material for demonstrations, and conducting tutorials and discussion sections. Research Assistants contribute to an Institute research program. In addition, some graduate students are supported by Masdar Institute administered fellowships.

The Institute should develop guidelines and provide current information covering, but not limited to, the following:

- Resolution of concerns and grievances
- Stipends
- Notification of renewal of funding

This information should be distributed to all graduate students and to all subsequent new graduate students.

The monthly stipend recommended by the Academic Council for each assistantship category should be publicly announced in Institute publications as soon as the decision is made.

The Institute should notify a graduate student of any unexpected or unusual change in his or her funding status as soon as the change is known, particularly if funding might be terminated. The student should be notified of the type and amount of funding in question, and one of the following:

- That the funding will not be renewed for the following term
- That the funding will be renewed if the student meets certain specified conditions
- Or, that the funding will be renewed of certain external conditions, such as contract funding, will be met

If a fellowship or assistantship is not to be renewed, the reasons should be given.

All assistants are entitled to a clear description, from their faculty supervisor, of their responsibilities when they begin an assistantship. This description should include a statement of expected work load. Full-time teaching assistants should not be expected to do research unrelated to their theses, and full-time

research assistants should not be expected to assume substantial teaching duties. The faculty should assign assistantship responsibilities that students have time to study and prepare for their courses.

## **5.7. Privacy and disclosure of Information**

### **5.7.1. Protection of Privacy**

Masdar Institute is committed to protecting the personal privacy of members of the Masdar Institute community. Invasions of privacy can take many forms, often inadvertent or well-intentioned. The mutual trust and freedom of thought and expression essential to the Institute rest on a confidence that privacy will be respected and disclosures of personal information will be made with the informed consent of the individual. While the organizations collecting and having custody of information are immediately responsible for its protection, the ultimate protection comes from a community-wide awareness of the importance of privacy in our society and the many ways it can be eroded.

### **5.7.2. Policy on Privacy of Information**

Recognizing that specific items of information about current (as well as former) individual students, faculty, and staff must be maintained for educational, research, and other institutional purposes, it is Masdar Institute's policy that such information be collected, maintained, and used by the Institute only for appropriate, necessary, and clearly defined purposes, and that such information be controlled and safeguarded in order to ensure the protection of personal privacy to the extent permitted by law. The educational records of students are also subject to Masdar Institute's policy on the privacy of student records.

When a member of the Masdar Institute community is asked by an office or individual at the Institute to provide information about himself or herself, that person should be informed of the purposes for which it will be used and the consequences, if any, of not supplying it. Such information should not be used or exchanged within the Institute for purposes other than those stated or legitimate purposes that would be reasonably expected.

Personal information, other than directory information about students and standard personnel information, should not be released to anyone outside Masdar Institute without the permission of the individual, except in the case of court orders and/or legal process, in cases where such release would be clearly expected (employment references, award nominations, etc.), or in extraordinary circumstances. Directory information about students includes name, semester and permanent addresses, semester telephone number, semester electronic mail address, department, class, degrees received and dates of attendance. Standard personnel information comprises dates of Masdar Institute employment, job classification or title, the department in which an individual is or was employed, and telephone extension for current employees.

Requests for information about foreign nationals, other than directory information about students and standard personnel information, should be directed to the Provost, who may release such information provided that the query is specific (rather than general, as in a form letter), that it is made by a senior government official, and that it is lawful to release the information; it must also be apparent that a response is warranted by serious considerations of national security or law enforcement.

Persons with responsibility for records containing personal information should exercise care to ensure accuracy and completeness. Safeguards should be provided to protect personal information against accidental or intentional misuse or improper disclosure within or outside Masdar Institute.

When records containing personal information are no longer actively needed, they should be retired and maintained in accordance with the Institute Archival Policy, which ensures all rights of privacy stated in this section, with one modification: Under special circumstances, the Archivist may grant scholarly researchers access to records that have been inactive for many years.

### **5.7.3. Court Orders and Legal Process**

In the case of court orders or subpoenas for information about an individual, that individual should ordinarily be notified of the request as soon as possible, unless a court order prohibits such notification, and the required information should be released only by an authorized officer of the Institute.

### **5.7.4. Privacy of Student Records**

“Education records” means those records that are directly related to a student and are maintained by Masdar Institute. Educational records at Masdar Institute include those that are kept by the offices of the Registrar, Admissions, Graduate Education, the Bursar, academic programs and advisors, standing committees of the Faculty, and the Archives. Records that are kept in the Office of the Registrar are permanent. The Institute is obliged under certain regulations to retain certain educational records for specific periods of time. Subject to the provisions of these regulations, persons responsible for the maintenance and control of information must review the disposition of that information with the Institute’s Archivist and cognizant senior officer when it has served its intended purpose. Certain records are not considered educational records; these include personal files held by Institute faculty and staff that are not accessible or revealed to others.

### **5.7.5. Review of Records and Challenges to Record Content**

Subject to the exceptions stated below, all educational records of the Institute that are identified with an individual student or former student will be available for review at the request of that individual. Such a student may make a request directly to the custodian of the record. An individual shall not be permitted to review those specific portions of his or her educational record that refer to other identified students. An individual may challenge the content of his or her educational record with the custodian or through the Academic Performance Committee (APC). If a dispute pertaining to the accuracy or completeness of the record remains, the student shall be afforded a hearing. A letter of recommendation in a student’s educational record will not be made available to the student for review if the student has previously waived his or her right to review that specific letter.

### **5.7.6. Disclosure of Information about Students**

Institute officials may have access, without the student’s prior consent and without a record being made, to specific student records in which they have a legitimate educational interest. For this purpose, Institute officials include both academic and administrative personnel. Only those Institute officials who need to obtain information about the student may have access to that information. For example, faculty advisors may have access to relevant educational records of their advisees. In addition, custodians of students’ educational records have the responsibility to treat personal information with appropriate care and discretion and not exchange such information unnecessarily, and to ensure that the transfer of information

between persons not in the same office or working group serves a legitimate Institute purpose (when such transfer is unusual, permission should be obtained, if practicable).

Educational records may be disclosed, without a student's prior consent, to officials of another educational institution in which the student seeks or intends to enroll, or in which the student is enrolled concurrently. In such cases, the student must be notified of the disclosure, provided with copies of the disclosed records if he or she requests them. Except in cases of court orders and legal process or when the student consents, all educational records that are released to persons or organizations outside of Masdar Institute must be released on the condition that they will be used only for their stated purpose and that no other party will have access to them without the student's written consent. The disclosed material should contain a statement to the effect that acceptance of these materials constitutes an agreement to abide by this condition.

Students who hold temporary, non-immigrant visas are required by the UAE Immigration, when applying for these visas, to authorize Masdar Institute to release to UAE Immigration, upon its request, certain information and documents about themselves. It is Masdar Institute's policy to release such information only to the extent required by law.

Certain kinds of personally identifiable information from a student's educational record, designated by the Institute as directory information, may be released without the student's prior consent and without a record being made. This information includes name, semester and permanent home addresses, Masdar Institute office address, semester telephone number, semester electronic mail address, course, year and registration type, degrees received and dates of attendance. Although containing some of the items of information listed above, the Student Directory, and equivalent electronic versions are intended primarily for use by members of the Masdar Institute community and should not be distributed to non-Masdar Institute employees.

#### **5.7.7. Letters of Recommendation**

Candid appraisals and evaluations of performance and potential are an essential component of the educational process. With appropriate permission, the provision of such information to prospective employers, to other institutions, or to other legitimately concerned outside individuals or agencies is in the interest of the student.

A student's request for a letter of recommendation to be written by Institute faculty or staff constitutes a consent to disclosure and should, therefore, be made in writing as indicated in the section on Disclosure of Information about Students.

A student or former student may voluntarily waive his or her right to review or receive copies of letters of recommendation or other documents sent to Masdar Institute or written by a member of the Masdar Institute faculty or staff in connection with admission to educational institutions, employment, or consideration for an honor or recognition. Such a waiver must be in writing and must include adequate identification of the concerned individual, the author of the letter, and the purpose for which the letter is intended. Such waivers must not be required as a condition for admission to, receipt of financial aid from, or receipt of any other services or benefits from any agency or institution. Faculty and staff should take care not to encourage waivers unnecessarily.

**5.7.8. Personal Files**

The personal files of members of the Faculty and staff that concern students, including private correspondence and notes that refer to students, are not regarded as educational records and are not subject to review by students. However, if the personal files are made available to others within the Institute or to parties outside Masdar Institute, then they are part of a student’s educational records, and the student has a right to review those personal files.

**5.7.9. Record Maintenance and Inventory**

Offices maintaining records, files, and data pertaining to students should also maintain a record of the persons who have had access to them. Each office should periodically take inventory of its records, files, and data on students to ensure that information about students and former students is being retained only for the purposes for which it was collected and is not being retained beyond reasonable periods of utility. Unless retention of the information about students is required, individuals and offices must consult with the Institute Archivist and the cognizant senior officer to receive advice on disposition. No educational record may be destroyed if there is an outstanding request to inspect or review it.

**5.7.10. Retention of Student Records**

The Registrar’s Office will store students' academic records of grades achieved at the Institute permanently. These records are normally stored electronically for optimized use of space but may include other formats where necessary.

Student records that are no longer needed will be properly disposed of once the minimum retention period is reached. This is done with the following compliance:

- Disposal of the records are in compliance with all legal laws;
- Records disposed of do not relate to or contain information regarding a current, pending, or known pending investigation or audit involving the Institute;
- Records containing sensitive and/or confidential information are shredded or otherwise rendered unreadable (eg, CDs) in the process of disposal.

The following table shows the minimum retention period for student records. It is not meant to be an exhaustive list and will be amended from time to time as necessary.

<b>Type(s) or Records</b>	<b>Retention Period</b>
Academic records of grades at Institute	Permanent
Final grade sheets	Permanent
Transfer credits	Permanent
Change of grades	Permanent
Course registration	2 semesters after graduation
Add/Drop requests	2 semesters after graduation
Program change authorization	2 semesters after graduation
Leave of absence	2 semesters after graduation or 2 years from date of leave if student does not return
Withdrawal or Dismissal	5 years after date of withdrawal or dismissal
Disciplinary records	5 years after graduation or last date of attendance
Application materials of applicants who are not admitted or who do not enroll – transcripts, letters of recommendations, etc.	One year after application. A limited set of data solely in electronic form is retained for statistical purposes.
Application materials of applicants who enroll	5 years after graduation or last date of attendance

## Appendix 1

# Master's Thesis Manual

## 1 Overview

The thesis is an essential part of the program. It comprises an original investigation, including a written document on a subject approved by a program or inter-program faculty committee prior to the beginning of the research. The thesis involves both the application of skills learnt in the past and the acquisition of new skills. It allows the students to demonstrate their ability to carry out and organize a major piece of work according to sound scientific and engineering principles.

Thesis credit cannot be granted for work done previous to registration as a graduate student at the Institute or for work initiated without previous approval by the department of registration. The thesis must be completed while in residence.

A thesis may not be presented on research work done at the Institute while on academic, administrative, or research staff appointments, or hourly payrolls at Masdar Institute. Supervision by a faculty member of the Institute or a staff member approved by the program is a fixed requirement for master's thesis. Preliminary plans for pursuing an approved thesis may be required by thesis supervisors according to the requirements and time schedules of the programs. A thesis supervisor may, at his or her discretion, require progress reports in oral or written form as deemed necessary. Before the final written document is submitted a draft may be required for editorial comments. An oral examination of the doctoral thesis will be held, in the form of a thesis defense.

## 2 Advisor & Research Supervisory Committee (RSC)

*Research Supervisory Committee (RSC)*

In the course of their research, all students will be required to form a research supervisory committee for the Master's level. Formation of the committee should occur before the end of the third semester of their studies by submitting a RSC Approval Form (Appendix 2) to the Office of Graduate Education. The RSC will be responsible for conducting the thesis final exam (Defense) where the passing criteria of the exam is a unanimous decision by the RSC.

For the Master's levels, the committee consists of a minimum of three voting members who are familiar with the research conducted by the student. To serve on an RSC, an individual must have been granted a PhD or equivalent degree and must have experience in a field relevant to the thesis topic. Chair of the committee is the research advisor. Committee members can be faculty members of the Masdar Institute, other PhD granting accredited universities of high-standing, and qualified practitioners from relevant industries.

All committee members who are not Masdar Institute faculty, which may include affiliates of other institutions or post-doctoral fellows and research scientists at Masdar Institute, have to be approved by a committee that consists of the Associate Dean for Graduate Education, Associate Dean for Research and Director of Institute Initiatives. In addition and for all external committee members, an External Member Approval Form (Appendix 2) should be submitted along with the RSC Approval Form. All Masdar Institute Post-Docs are considered non-voting members.

The RSC will convene at least twice during the program of study, the first time to verify that the level of the student's research has reached a point where it can be defended, and then for the defense of the student's thesis.

Change of Research Supervisory Committee (RSC) Member:

A change in members of the RSC requires submission of the Changing a Research Supervisory Committee Request Form (Appendix 2). This form should be submitted to the Office of Graduate Education no later than the thesis defense deadline date in the semester in which the student wishes to graduate. This form will not be accepted without all of the required signatures. Changes to the RSC members have to be approved by the Academic Performance Committee. Once approved, the new RSC member(s) must receive the student's thesis and in addition provide their signature on the Thesis Submission Form (Appendix 2).

The Committee is responsible for the following:

- Approving the student's program of study, the thesis prospectus;
- Providing input throughout the development of the thesis;
- Evaluating the submitted thesis, and approving the committee's recommendation.

The Advisor is responsible for the following:

- Chairing the student's RSC and is responsible for leading all meetings of the Research Supervisory Committees and for directing the student's defense;
- Supervising the student's work throughout the thesis process;
- Advising on the details of the program of study,
- Advising on the Masdar Institute's graduate program policies.

### **3 Thesis Prospectus**

All students have to submit a thesis prospectus to the Office of Graduate Education before the end of their second semester along with a Thesis Prospectus Approval Form (see Appendix). The thesis prospectus is a maximum of 10 pages that should contain the following sections:

- (a) Overview
  - a. Problem definition
  - b. Motivation
  - c. Objectives
  - d. Literature review
- (b) Research Plan
  - a. Methodology
  - b. Preliminary results (if available)

- c. Gantt chart
- d. References

#### **4 Restrictions on Thesis**

Thesis research should be undertaken in light of Masdar Institute's policy of open research and the free interchange of information. Openness requires that as a general policy thesis research should not be undertaken on campus when the results may not be published. From time to time, there may be good reason for delaying the distribution of a thesis to obtain patent protection, or for reasons of privacy or security. To assure that only those theses that meet certain criteria are withheld from distribution, and that they are withheld for the minimum period, the Associate Dean for Graduate Education has established specific review procedures.

Written notification of patent holds and other restrictions must reach the Institute Librarian before the thesis in question; as under normal circumstances all theses are open and available for public inspection once they have been received by the Institute Librarian.

#### **5 Patent Protection**

When Masdar Institute holds the rights to any intellectual property contained in a thesis, students and their advisors must work with the Masdar Institute Technology Transfer Office to determine if a patent application is to be filed. If so, the Technology Transfer Office will on rare occasions request a delay in publishing by notifying the Institute Librarian, and the thesis will be withheld from distribution for up to one year. If an extension to this original period is required, application must be made to the Associate Dean for Research. If approved, the Associate Dean for Research will inform the Institute Librarian in writing of the extension. The Technology Transfer Office will inform the Institute Librarian as soon as the thesis can be released.

When a student holds the rights to the intellectual property contained in his or her own thesis, application must be made to the Associate Dean for Graduate Education for permission to withhold a thesis. If granted, the Dean will inform the Institute Librarian, and the thesis will be withheld from circulation for a period of three months. If an extension to this original period is required, application must be made to the Associate Dean for Research.

#### **6 Government Restrictions**

The Intellectual Property Committee recognizes that certain government agencies which sponsor research may require that theses be submitted for security review before they can be placed in the Masdar Institute Libraries or published. In the event that the agency does not permit immediate public disclosure of a thesis, this does not preclude its acceptance, but the Associate Dean for Graduate Education will appoint a special subcommittee of the Intellectual Property Committee to determine what steps can be taken to ensure eventual publication. A student should not embark on such a thesis without prior approval.

## **7 Privacy and Security**

Occasionally, on completing a thesis, a student may feel that its distribution will jeopardize the privacy or safety of the author, other individuals, or companies. If the thesis cannot be rewritten to remove the problematic material, the author and supervisor should submit the thesis and a recommendation for the Associate Dean for Graduate Education in consultation with the Associate Dean for Research. The Dean will advise the Institute Librarian in writing of the restricted period. In all cases the restricted period will be kept to a minimum.

## **8 Thesis Research in Absentia**

Thesis research is ordinarily done in residence at the Institute. However, on some occasions and in some fields, work (such as the gathering of data) away from the Institute may be essential or desirable.

Approval for thesis research to be done in absentia is given in writing by the Academic Performance Committee (APC), after establishing that there are compelling educational reasons to do so. A copy of that approval must be filed in the Registrar's Office.

Such approval must be requested before leaving the Institute, with ample time for full consideration by the program and notification of the Registrar's Office.

Students must register and pay full tuition while pursuing thesis research in absentia. In unusual circumstances, the Dean may set a special tuition rate for such students.

In consultation with the Dean, programs may establish certain subjects and/or locations as exempt from the individual approval procedures noted above.

The following requirements must also be met:

- The opportunity for the continuing intellectual growth of the student must be clearly evident
- The thesis must continue to be supervised by an Institute faculty member, or by a senior staff member approved by the program
- The student must be registered as a full time resident during the final term
- A master student must normally have completed the general examination requirement for the degree, and devote full time to thesis research in absentia

## **9 Copyright**

The Institute will retain ownership of the copyrights to theses only if the thesis research is performed in whole or in part by the student with financial support in the form of wages, salary, stipend, or grant from funds administered by the Institute, and/or if the thesis research is performed in whole or in part utilizing equipment or facilities provided to the Institute under conditions that impose copyright restrictions. In all other cases ownership of a copyright shall reside with the student.

Students may request a waiver of the Institute's copyrights by written application to the Institute's Technology Transfer Office.

Where copyright ownership is retained by the student, the student must, as condition of a degree award, grant royalty-free permission to the Institute to reproduce and publicly distribute copies of the thesis, and must place the following legend on the thesis title page or page immediately following: "The author hereby grants to Masdar Institute permission to reproduce and to distribute publicly paper and electronic copies of this thesis document in whole or in part."

Where copyright is retained by the Institute, any further publication in whole or in part shall be made only with the authorization of the Technology Transfer Office, in consultation with the program in which the student was registered when the thesis was accepted. Guidance on current copyright procedures is included in the Specifications for Thesis Preparation published each year by the Masdar Institute Libraries.

## **10 Intellectual Property Policy**

The Institute reserves the sole right to determine the disposition of inventions and other developments by faculty, staff, students, or others, developed wholly or in part under a sponsored research or other agreement or with the significant use of Institute facilities or funds administered by the Institute. In certain circumstances the Institute may grant thesis rights to a student. This disposition will be in a manner which, in its opinion, and subject to restriction imposed by any contract with a sponsoring agency, will be in the best interest of the Institute, the public, and the inventors. The Institute requires all individuals who receive Masdar Institute administered funds or who are in a position to invent or develop technology using significant funds or facilities to enter into formal agreements to assign intellectual property to the Institute for ultimate disposition of rights.

## **11 Assessment of Master's Thesis**

- Upon completion of the thesis, a public "thesis defense" of the student's work is required which will be attended by all members of the student's Research Supervisory Committee. The passing criteria of the defense is a unanimous decision by the RSC.
- The Thesis Examination Report will be prepared by the Registrar's Office and should be handed to the candidate's research advisor. The candidate's research advisor is responsible to hand the report to the Office of Graduate Education within one week after the defense examination date.
- Each member of the RSC assigns a grade of "Pass" or "Fail", and the decision of the RSC is unanimous. The results of the thesis defense must be submitted to the Registrar's Office, and the examination report must be signed by all RSC members.

- If the decision is “Pass”, that degree requirement is now satisfied and the student will be able to walk in the commencement. However, the RSC may recommend some changes. If this does occur, the changes must be specified on the examination report and the student will be handed the remarks of the RSC. The student should submit the final version of the thesis on the final thesis submission deadline.
- If the decision is “Fail”, the student has not fulfilled this degree requirement and will not be able to walk in the commencement.
- Please refer to Thesis Examiners Report (Appendix 2).

## **12 Language of the Master’s Thesis**

The thesis must be written in English.

## **13 Thesis Manuscript Preparation**

The thesis write-up is considered a major part of the thesis project. The report should include a clear statement of the problem and why it is of interest or importance, a description of the history and background literature on the subject, a statement of the author's work and observations, a discussion of the author's findings in relation to those of predecessors, the author's conclusions and suggestions for further work. Extensive data, code, or mathematical derivations should be in appendices rather than in the body of the report. Specific bibliographic citations should be included whenever reference is made to documents or other communications. It must be well written, clearly organized, and contain no stylistic or grammatical errors. Supervisors are encouraged to require early drafts, to provide criticism of the writing as well as the technical content, to require re-writes, and to insist that the final document conform to accepted standards of technical writing. The final recommendation should be based in part on the writing quality of the thesis.

### **A. Thesis Abstract**

You must include an abstract right after your title page, which includes your thesis title, your name, your thesis supervisor, the degree and the date (see the sample in Appendix). Start by writing out a full title, with all the adjectives and phrases you cut from the title. Describe your methods or procedures in a couple of sentences, and your conclusions or results in another sentence or two. It should be no longer than 350 words. It may be helpful to refer back to your Thesis Prospectus.

### **B. Thesis Defense**

#### **Before the Thesis Defense**

- Once the RSC members have received and approved the draft thesis, the thesis defense can be scheduled.
- It is the student’s responsibility to reserve a room for the defense. It is suggested that the student block 2 hours for the defense.
- The student should provide an electronic copy of the abstract to [OGE@masdar.ac.ae](mailto:OGE@masdar.ac.ae) .
- The Office of the Dean will arrange for the invitation announcement of the defense to be sent to Masdar Institute community.

- Thesis examination report cards will be prepared by the Registrar's Office and will be handed to the candidate's academic advisor two days before the defense.

#### **During the Thesis Defense**

- The advisor will chair the defense meeting.
- The first part of the defense is open to the public and includes the student's presentation followed by Q&A session.
- The student should consult with the advisor and the RSC members on the duration and format of the presentation.
- The advisor and the RSC members may wish to conduct a closed Q&A session with the student after the audience is excused.
- At the conclusion of the Q&A session, the student will be excused and the RSC members will discuss the student's performance and assign a pass or fail grade on the thesis examination report card. The thesis examination report card must be signed by all the committee members.
- The RSC members may nominate the subject thesis to the Outstanding Thesis Award by checking the appropriate box on the form.
- The committee may indicate on the report card what revisions are required, if any.

#### **After the Thesis Defense**

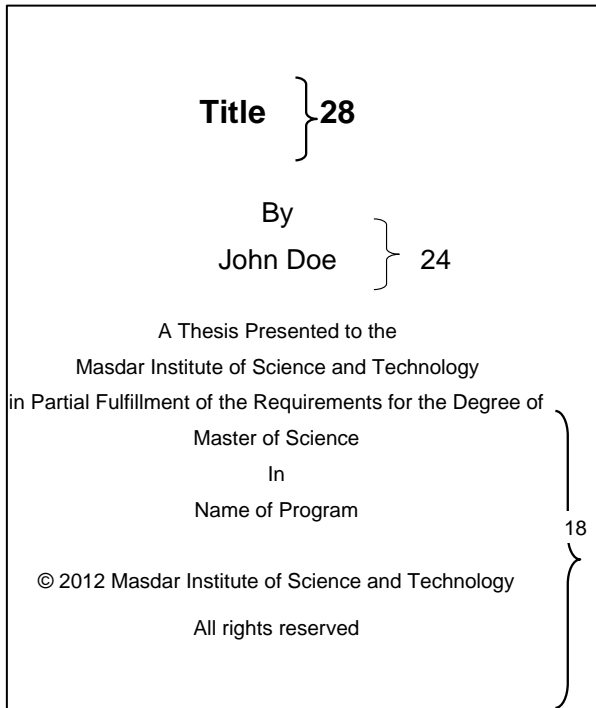
- The report should be handed to the Associate Dean for Graduate Education by the advisor within a week of the thesis defense.
- The OGE will forward the report card to the Registrar.
- It is the student's responsibility to ensure that all revisions requested by the RSC members are addressed before the final thesis' due date.
- It is the student's responsibility to obtain the signatures of the RSC members on the final thesis.

Below are some hints for preparing your presentation:

1. Practice in front of friends, supervisor, and mirror. Practicing gives smoothness and polish. Do at least one complete 'dry run' for timing.
2. Keep it short. Budget your time. Wear a watch or put it where you can see it, and stay aware of the time. Don't rush by talking fast. If you're running long, go straight to your conclusions, and omit detail.
3. Don't read, but use notes or an outline. Speak clearly and more slowly than seems reasonable. Make eye contact. Don't turn your back to the audience to look at your slide! Have an outline you can refer to.
4. Be extremely organized and use a logical structure. Avoid getting bogged down in excessive detail. Give the Big Picture quickly, but mostly talk about your thesis project, not the total research project. Consult your supervisor for advice about which parts to cover in more detail.
5. Use a few (<20) professional-looking slides. *Don't clutter up slides with many equations; keep them simple.* Use figures, diagrams and pictures.
6. It's better to be too formal than too casual. Dressing up and speaking properly may help cover lack of sleep and nervousness. This doesn't mean your speech has to be humorless or lifeless.
7. Your target audience is neither your supervisor nor a freshman, but your fellow students, as well as other interested faculty and staff, among others.

## 14 Formatting the Thesis

- The title page is always page (i) and must be included in the count regardless of whether a number is physically printed on a page.
- The Thesis Abstract should be kept under 350 words. In the final thesis version, the Abstract should be numbered page number (ii).



The Thesis Cover Page must be in the Arial font with the font sizes illustrated in the sample image.

<p><b>Title</b></p> <p>By</p> <p>A Thesis Presented to the Masdar Institute of Science and Technology in Partial Fulfillment of the Requirements for the Degree of Master of Science in Mechanical Engineering Month, Year</p> <p>© 2012 Masdar Institute of Science and Technology</p> <p>All rights reserved</p> <p>AUTHOR'S DECLARATION</p> <p>I understand that copyright in my thesis is transferred to Masdar Institute of Science and Technology.</p> <p>Author _____</p> <p>RESEARCH SUPERVISORY COMMITTEE MEMBERS</p> <p>Dr. Faculty Name Family, Chair, _____ Masdar Institute of Science and Technology</p> <p>Dr. Faculty Name Family, _____ Masdar Institute of Science and Technology</p> <p>Dr. Faculty Name Family, _____ Masdar Institute of Science and Technology</p>
--

Thesis title as submitted in the Final Thesis Submission form.

Copyright Statement.

The Thesis Title page must have original signatures of the author, the Research Supervisor, and the Research Supervisory Committee members.

Full name and affiliated institutions of Research Supervisory Committee members.

**C. Order of Thesis Items**

- Thesis Cover Page (see Appendix 2 for sample –Areal Font)
- Thesis Title Page (see Appendix 2 for sample)
- Abstract of Thesis (narrative description of work –350 words or less)
- Dedication and/or Acknowledgment Pages (optional)
- Table of Contents (required)
- List of Tables, Illustrations, Charts, or Graphs (must fit inside regular margins)
- Text
- Bibliography and/or References
- Appendix (if applicable)
- Glossary (if applicable)

**D. Initial Submission**

The Master student is to initially submit a Master Thesis Submission Form (Appendix 2) which confirms that the RSC members have received and approved the draft thesis. Once the Office of Graduate Education receives this form, the thesis defense can then be scheduled.

The student is requested to submit the Thesis Defense Scheduling Form (Appendix 2) to the Office of Graduate Education (OGE) with all signatures and information requested.

The student should provide an electronic copy of the abstract to the Office of Graduate Education upon submitting the thesis defense scheduling form.

It is the student’s responsibility to reserve a room for the defense. It is suggested that the student blocks two hours for the defense.

The Office of the Dean will arrange for the invitation announcement of the defense to be sent to Masdar Institute community.

Thesis defense examination reports will be prepared by the Registrar's Office and will be handed to the candidate's academic advisor two days before the defense.

## E. Final Submission and Bound Thesis

For final thesis submission, students are required to submit the following to the Office of Graduate Education (OGE):

- All students should submit the Master Thesis Final Submission form (Appendix 2) to the Office of Graduate Education. This form will not be accepted without all of the required Research Supervisory Committee (RSC) signatures and should be submitted with other forms as per the final thesis submission process.
  - A CD. that has a PDF and Word or Latex versions of final thesis. The CD should be labeled with the name of the student (permanent markers are to be used).
  - Seven copies of the thesis title page of the final thesis with original signatures of RSC members.
  - The Thesis Title Page requires *original* RSC member signatures. The Thesis will be printed and bound on high quality acid free paper. Students will therefore collect this type of paper from the OGE and must prepare SEVEN copies of the Thesis Title Page for RSC signing, to be submitted with the C.D. documents. These signed pages will be added to the Thesis by the printer/binder. Students must prepare the Thesis Title Page exactly as per the displayed sample below (name of the student and the RSC members should be printed on the title page).
- At least 2 days prior to the deadline of the final thesis submission, students are required to obtain the Thesis Formatting Approval Form (Appendix 2). This will ensure that the thesis conforms to the organization and layout that were provided to the students.
  - It is the student's responsibility to hand the Thesis Formatting Approval Form, the CD, and the seven copies of the Thesis Title Page to the OGE.

Below is a checklist for preparing your final thesis submission:

1. Get you Master Thesis Final Submission Form approved by all your RSC members (submitted to the Office of Graduate Education).
2. Get your Thesis Formatting Approval Form approved (HARDCOPIES submitted to the Office of Graduate Education).
3. Save your Final Thesis in Latex or Word version, and PDF (SOFTCOPIES submitted to the Office of Graduate Education in a C.D.).
4. Start your Final Thesis from your Abstract.
5. Save your Thesis Cover Page in a separate document in Latex or Word version, and PDF (SOFTCOPIES submitted to the Office of Graduate Education in a C.D.).

6. Collect the Seven acid free Title pages from the Office of Graduate Education. Note that this document requires original signature from all members of your Research Supervisory Committee. No scanned copies will be accepted. It is recommended that you get the signatures of your RSC members well in advance (HARDCOPIES submitted to the Office of Graduate Education).
7. Indicate the Graduation date of the final thesis submission on the thesis Title Page **Month Year**.
8. Indicate the appropriate affiliated institution of your RSC members on the thesis Title Page.

Note that upon submitting any softcopy, you have the option to save documents in either Latex or Word versions. In addition, you must save a PDF version of the softcopy.

Following approval and signatures of all the members of the Research Supervisory Committee, the student submits one complete final original manuscript in CD along with seven hardcopies of the signed Title Pages as well as the Master Thesis Final Submission Form to the Office of Graduate Education.

The Office of Graduate Education will send the theses to a local company that will handle the thesis printing and binding process to provide MI with seven final theses copies, printed on acid-free paper:

- One bound and one loose manuscript to the Office of Graduate Education.
- One copy to the Author.
- One copy to the Advisor.
- One copy will be given to the Managing Director & Chief Executive Officer of Masdar.
- One of the thesis copies will be made publically available in the library.
- One copy will be given as a reference to the library.

## 15 Timeline

The table below summarizes the major milestones and activities involved in the thesis research and preparation.

Important: This timetable is only indicative. The specific dates will be announced each semester by the Office of Graduate Education.

Period / Deadline	Activity / Milestone
First two semesters	<ul style="list-style-type: none"> <li>• Identify thesis topic and advisor</li> <li>• Perform extensive literature review in areas of interest</li> <li>• investigate thesis topic, and prepare thesis prospectus</li> <li>• You may perform some of the research, and obtain preliminary results, which will help with your thesis plan.</li> </ul>
Before end of 2 <sup>nd</sup> semester	<ul style="list-style-type: none"> <li>• Complete “<i>Thesis Prospectus</i>” and get it approved by thesis Advisor</li> <li>• Complete “<i>Thesis Prospectus Approval Form</i>”</li> <li>• Submit both the “<i>Thesis Prospectus</i>” and “<i>Thesis Prospectus Approval Form</i>” to the <i>Office of Graduate Education (OGE)</i></li> </ul>

<p>By end of 3<sup>rd</sup> semester</p>	<ul style="list-style-type: none"> <li>• Complete “<i>Research Advisory Committee (RSC) Approval Form</i>” and submit it to the <i>Office of Graduate Education (OGE)</i></li> </ul>
<p>Minimum of 9 weeks before the end of classes in the semester in which student wishes to graduate</p>	<ul style="list-style-type: none"> <li>• With the approval of the Advisor, submit the thesis to the <i>Research Advisory Committee (RSC)</i></li> </ul>
<p>Within 4 weeks after thesis submission to RSC</p>	<ul style="list-style-type: none"> <li>• Present your thesis defense and invite <i>Research Advisory Committee (RSC)</i> members to attend.</li> <li>• <i>1 week before oral presentation:</i> Schedule for an announcement of the oral presentation time and place to be sent to all Masdar Institute community including faculty, students, staff and other interested audience.</li> </ul>
<p>Within 4 weeks from the thesis defense deadline</p>	<ul style="list-style-type: none"> <li>• If the decision is “Pass”, that degree requirement is now satisfied and the student will be able to walk in the commencement. However, the RSC may recommend some changes. If this does occur, the changes must be specified on the examination report and the student will be handed the remarks of the RSC. The student should submit the final version of the thesis on the final thesis submission deadline.</li> <li>• If the decision is “Fail”, the student has not fulfilled this degree requirement and will not be able to walk in the commencement.</li> <li>• Submit the Master Thesis Final Submission form with the signatures of the RSC along with other forms as per the final thesis submission process.</li> </ul>

## **Appendix 2: Master Thesis Forms**

- Thesis Prospectus Approval Form
- Research Supervisory Committee Approval Form for Master Students
- Research Supervisory Committee (RSC) External Member Approval Form for Master Students
- Changing Research Supervisory Committee (RSC) Member Request Form
- Master Thesis Submission Form
- Master Thesis Defense Scheduling Form
- Thesis Examiners Report
- Master Thesis Final Submission form
- Thesis Formatting Approval Form
- Sample Thesis Cover Page
- Sample Thesis Title Page

## Thesis Prospectus Approval Form

Submit this completed form with a copy of the thesis proposal to the Office of Graduate Education by the last day of the second semester.

Degree: Check One

M.S.

Ph.D.

Date Submitted: -----

Student Name: -----

Student ID: -----

Program: -----

E-Mail Address: -----

Print Thesis Title:

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-----  
-----

-----

Advisor Name (Print)

-----

Signature

-----

Date



# Research Supervisory Committee (RSC) External Member Approval Form For Master Students

For all external committee members, kindly submit this form along with the RSC form **by the end of the third semester.**

Date Submitted: -----

Student Name: -----

Student ID: -----

Program: -----

E-Mail Address: -----

Print Thesis Title:

-----  
-----

**External RSC Members:**

1. -----	-----	-----
Name of External Member	Signature	Date

(Kindly attach a supporting letter explaining the benefit from adding this external member to the RSC, and the CV of this external member)

Approval of Associate Dean for Graduate Education -----

Voting Member

Non-Voting Member

2. -----	-----	-----
Name of External Member	Signature	Date

(Kindly attach a supporting letter explaining the benefit from adding this external member to the RSC, and the CV of this external member)

Approval of Associate Dean for Graduate Education -----

Voting Member

Non-Voting Member

## Changing Research Supervisor Committee (RSC) Member Request Form

**This form should be submitted to the Office of Graduate Education no later than the thesis defense deadline date in the semester in which the student wishes to graduate. This form will not be accepted without all of the required signatures.**

Student Name: -----Student ID: -----

Program: -----Date of Request: -----

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TO BE COMPLETED BY THE STUDENT (Please sign at the bottom)

Please list your **current** and **new** RSC members:

Academic Advisor -----

Current RSC Members (Names and Signatures)

New RSC Members (Names and Signatures)

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-----	-----
-----	-----
-----	-----

Please state your reason for changing RSC member:

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Student's Name (Print)                      Signature                      Date:                      -----

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TO BE COMPLETED BY THE STUDENT'S ACADEMIC ADVISOR (Please sign at the bottom)

Please state your opinion for the request of changing RSC member for the above mentioned student:

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-----  
Academic Advisor (Print)                      Signature                      Date:                      -----

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**Approval of the Associate Dean for Graduate Education:**

Signature: -----                      Date: -----

## Master Thesis Submission

**All students should submit this form to the Office of Graduate Education no later than 9 weeks before the end of classes in the semester in which student wishes to graduate. This form will not be accepted without all of the required faculty signatures.**

The undersigned certify that they have received the thesis.

Thesis Title: -----  
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-----

Student Name: ----- Student Number: -----

Date of Request: ----- Program: -----

Research Supervisor	Signature	Date
---------------------	-----------	------

RSC Member # 1	Signature	Date
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RSC Member # 2	Signature	Date
----------------	-----------	------

RSC Member # 3	Signature	Date
----------------	-----------	------

## Thesis Defense Scheduling Form

**All students should submit this form to the Office of Graduate Education. The abstract of the thesis must be attached to this form and will be copied and distributed to all faculty members and students prior to the defense.**

The undersigned certify that I have agreed on the date and time of the examination.

Thesis Title: -----  
-----  
-----

Student Name: ----- Student Number: -----

Date of Request: ----- Program: -----

Date of Examination: ----- Time of Examination: ----- Place of Examination: -----

Research Supervisor	Signature	Date
---------------------	-----------	------

RSC Member # 1	Signature	Date
----------------	-----------	------

RSC Member # 2	Signature	Date
----------------	-----------	------

RSC Member # 3	Signature	Date
----------------	-----------	------



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The questions below are to be completed by the graduate student's Research Supervisor:

In reflection of the Program Outcomes of the Chemical Engineering Faculty, I certify that the above mentioned student has:

1. Successfully apply advanced concepts of fundamental sciences and engineering to identify, formulate and solve complex chemical engineering problems, particularly as they pertain to renewable energy and sustainability.

- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

2. Successfully apply advanced concepts of chemical engineering to the analysis, design and development of chemical reactors, processes, unit operations and chemical plants to meet desired needs of society professionally and ethically.

- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

3. Use advanced techniques, skills, and modern scientific and engineering software tools for professional practice.

- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

4. Successfully apply advanced concepts of chemical engineering to design and develop chemical reactors, unit operations and plant processes for renewable energy, sustainability and chemical production using environmentally- friendly "green engineering" concepts.

- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

5. Use an advanced approach to design and conduct experiments, and to analyze and interpret data.

- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

6. Communicate effectively in written and oral form, both, individually and as a member of a multidisciplinary team, and thus to put forward the scientific findings at national and international levels successfully.

- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

7. Engage in life-long learning and self-education

- Strongly Agree
  - Agree
  - Neutral
  - Disagree
  - Strongly Disagree
-

## Master Thesis Final Submission Form

**All students should submit this form to the Office of Graduate Education. This form will not be accepted without all of the required Research Supervisory Committee (RSC) signatures and should be submitted with other forms as per the final thesis submission process.**

The undersigned certify that they have received the final thesis.

Thesis Title: -----  
-----  
-----

Student Name: ----- Student Number: -----

Date of Request: ----- Program: -----

As research supervisor for the above student, I certify that I have read this student’s defended thesis (title above), have approved changes required by the final examiners, and recommend this thesis to the Office of Graduate Education for acceptance.

Research Supervisor	Signature	Date
RSC Member # 1	Signature	Date
RSC Member # 2	Signature	Date
RSC Member # 3	Signature	Date
RSC Member # 4	Signature	Date

## **Thesis Formatting Approval Form**

Student Name:

Submission Date:

Research Advisor:

This is to confirm that the thesis has been prepared and presented in accordance with the guidelines of Masdar Institute.

Suggested Revisions (if applicable):

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Reviewed By:

Date:

Sample Thesis Cover Page

**Title** } **28**

By  
John Doe } 24

A Thesis Presented to the  
Masdar Institute of Science and Technology  
in Partial Fulfillment of the Requirements for the Degree of  
Master of Science  
In  
Name of Program

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**Sample Thesis Title Page**

**Title**

By

A Thesis Presented to the Masdar Institute of Science and Technology in Partial

Fulfillment of the Requirements for the Degree of

Master of Science in Mechanical Engineering

Month, Year

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**AUTHOR'S DECLARATION**

I understand that copyright in my thesis is transferred  
to Masdar Institute of Science and Technology.

Author \_\_\_\_\_

**RESEARCH SUPERVISORY COMMITTEE MEMBERS**

Dr. Faculty Name Family, Chair, \_\_\_\_\_

Masdar Institute of Science and Technology

Dr. Faculty Name Family, \_\_\_\_\_

Masdar Institute of Science and Technology

Dr. Faculty Name Family, \_\_\_\_\_

Masdar Institute of Science and Technology

### **Appendix 3: General Academic Forms**

- Incomplete Request Form
- Internship Application Form
- Graduate Student Plan Form

## Incomplete Request Form

The deadline for submitting this form to the instructor is **on or before the final class meeting day**

Student Name: ----- Student ID: -----

Program: ----- Semester:-----

E-Mail Address: -----

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TO BE COMPLETED BY THE STUDENT (Please sign at the bottom)

Course Name & Number-----

Please state your reason for requesting an Incomplete grade:

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-----

List the remaining course work to be completed and submitted to the Instructor:

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Student Name (Print)

Signature

Date:

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TO BE COMPLETED BY THE STUDENT'S INSTRUCTOR (Please sign at the bottom)

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Instructor Name (Print)

Signature

Date:

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**Approval of the Associate Dean for Graduate Education:**

Signature: -----

Date: -----

## Internship Application Form

Please complete this form and submit it to the Office of Graduate Education.

Degree: M.S.  Ph.D.

Date Submitted: -----

Student ID: -----

Student Name: -----

Email Address: -----

Program: -----

Academic Advisor: -----

CGPA: -----

***Type of Internship:***

Research Oriented Internship (credit)

Non-Research Oriented Internship (non-credit)

TO BE COMPLETED BY THE STUDENT’S ADVISOR AT MASDAR INSTITUTE

***For Research Oriented Internship: Student’s Advisor must attach a supporting letter explaining the benefit of the internship to the student’s research.***

***For Non- Research Oriented Internship: Student’s Advisor must attach a supporting letter explaining how to make up for the research credits that are needed for graduation for the time spent at the Internship.)***

***(A statement of work should be provided)***

Company Name: -----

Address: -----

City/State: -----

Phone: ----- Fax: -----

Internship Supervisor: ----- Title: -----

Email: -----

Internship Title, Description and Scope of Work: Please use additional pages if needed

---

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---

Date Internship Begins: -----

Date Internship Ends: -----

---

---

Student's Advisor: ----- Signature: -----

Email: -----

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Student's Signature: ----- Date: -----

**Approval of the Associate Dean for Graduate Education:**

Signature: ----- Date: -----

## Graduate Student Plan Form

**Directions:** All graduate students should submit this form to the Office of Graduate Education by the end of Week 6. This form will not be accepted without all of the required Faculty Signatures.

STUDENT NAME: \_\_\_\_\_

MAJOR: \_\_\_\_\_

I. As part of the Research Advisor selection process, I have discussed possible research projects with the following Faculty in my program major:

Faculty Name	Date	Faculty Signature

II. Choice for Advisors and Projects:

**FIRST PROJECT CHOICE**

Advisor Name: \_\_\_\_\_

Project Title: \_\_\_\_\_

Advisor Agreement: I hereby agree that if (Student Name) \_\_\_\_\_ is assigned to me as one of students allowed by the Program, I will accept him/her as a student in my research group (Advisor Signature)

\_\_\_\_\_

**SECOND PROJECT CHOICE**

Advisor Name: \_\_\_\_\_

Project Title: \_\_\_\_\_