# SCHOOL OF HUMANITIES AND SOCIAL SCIENCES

# GRADUATE STUDENT HANDBOOK

Revised May 2020

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# A. Use of this Handbook

The School of Humanities and Social Sciences (SHSS) includes five separate degree-granting programs: the Master of Arts in International Studies & Diplomacy (MAISD), the Master of Arts in North African & Middle Eastern Studies (NAMES), the Master of Arts in Islamic & Religious Studies (MAIRS), Master of Arts for Communication Studies & Digital Media (MACDM), and the Master of Science in Human Resource Development (MSHRD). The following descriptions provide a very general overview of program requirements.

The formal requirements for obtaining an M.A. in one of the five degree-granting programs in SHSS are provided in the Al Akhawayn University catalog. The explanations provided in this Graduate Handbook are designed to provide a quick reference to help guide your planning. It is advised that you use this Handbook in conjunction with the catalog, advice from your Faculty Adviser, and Program Coordinators. You should always refer to the AUI Catalog for more detailed explanations of the requirements. Ultimately, it is your individual responsibility to ensure that you have fulfilled all necessary requirements.

MAISD students should take note of the option of completing a Policy Paper rather than a Thesis/project/paper as explained in this Handbook and AUI Catalog.

A Glossary is included toward the end of this Handbook to explain terms (such as "SCH" and "CGPA") that might initially be unfamiliar to you.

You are advised to pay close attention to the dates and deadlines provided at the end of this Handbook.

# B. Faculty Advisers, Coordinators, and Staff

The SHSS will assign a member of the SHSS Faculty to serve as your Faculty Adviser beginning in your first year. Your Faculty Adviser will help you select courses, provide advice on SHSS and university requirements, and will sign necessary forms.

In addition to the SHSS Dean and your Faculty Adviser, there are two other designated Faculty members with whom you may consult about requirements and who will sign forms for you. The Graduate Coordinator is responsible for coordinating all SHSS graduate programs under the supervision of the SHSS Dean. Each individual graduate program also has its own Program Coordinator who can assist you with questions relative to your particular Master's Program. These include: The MAISD coordinator, the NAMES coordinator, the MAIRS coordinator, the MACDM Coordinator, and the MSHRD coordinator.

Ms. Laila Elhamdani as the SHSS Program Manager also provides valuable advice about SHSS.

# C. Academic Integrity

Students should be familiar with and follow strictly all Al Akhawayn University policies on academic integrity and honesty as outlined in the Catalog. This includes prohibitions on plagiarism of papers, cheating on exams, and falsifying documents. Violations of Al Akhawayn policies will be dealt with strictly and may result in failures of classes and expulsion from the university.

# D. Degree-granting Program Descriptions

### Master of Arts in International Studies & Diplomacy (MAISD)

The Master of Arts in International Studies & Diplomacy (MAISD) in the School of Humanities and Social Sciences responds to the growing need to understand, analyze, and deal with political issues in an international framework. It aims to provide students with the necessary tools and knowledge to achieve this objective. The program is designed to provide all students with knowledge of the foundations of the discipline (theories of international relations, diplomacy, and political economy) together with the various research and critical thinking skills necessary to analyze relevant issues. For further details, see the Catalog and the MAISD website: [http://www.aui.ma/shss-maisd/index.html](http://www.aui.ma/shss-maisd/index.html). The total SCH requirement for the MAISD is 30 or more SCH. In addition, students are required to submit and defend a thesis or a policy paper, as provided further below.

### Master of Arts in North African & Middle Eastern Studies (NAMES)

The Master of Arts in North African & Middle Eastern Studies (NAMES) offers an intensive study of social sciences and humanities courses focusing on North Africa and the Middle East. The program takes advantage of the school's faculty expertise in Northern Africa, in particular, while also offering opportunities to attend lectures by regional specialists and to conduct fieldwork or archival research. For further details, see the Catalog. For course and thesis requirements, see below.

### Master of Arts in Islamic & Religious Studies (MAIRS)

The Master of Arts in Islamic & Religious Studies (MAIRS) at AUI offers students with an interest in Islam and Religious Studies a unique opportunity to combine the academic study of Islam with a wide range of opportunities for original research in a Muslim-majority country with a rich variety of Islamic traditions. Students gain the tools and training necessary to explore and to engage with Islam as both a historical phenomenon and a diverse living tradition.

*Master of Arts in Communication Studies & Digital Media (MACDM)*

The Master of Arts in Communication & Digital Media (MACDM) will prepare the next generation of media professionals to meet the increasing demand for local and global expertise in communications and media design. This multidisciplinary liberal arts MA program is grounded in the social sciences and emphasizes communication theory, research methods, practical skills and critical inquiry into the nature and processes of traditional and digital media and how they impact society, culture and politics. Students of this program will acquire advanced professional skills in public relations, as well as visual communication and digital media design. The program is aimed at students from AUI and our partner universities, career professionals interested in further training, and international students. It draws upon the expertise of AUI faculty from different disciplines and professionals from the field, including those from our partner institutions.

*Master of Science in Human Resource Development (MSHRD)*

The Master of Science in Human Resource Development aims to develop HRD Professionals and Specialists able to identify strategic individual and organizational capabilities and leverage them through different developmental actions to shape individual and team leadership, build collective intelligence, foster business innovation, and achieve superior performance. The way the program has been tailored offers trainees innovative, highly stimulating and challenging learning experiences. The program intends to be a milestone in participants' career in which they can share ideas, learn, and grow, to make a difference to them that is not just professional, but also personal.

# E. Requirements for Master's Degree Candidates

## 1. Good Academic Standing

All SHSS graduate students must maintain good academic standing throughout (CGPA of 3.00 or higher). A student may receive no more than two "C"s. A third "C" will lead to dismissal from the program. A student dismissed for poor academic standing may apply for readmission to the program by going through a readmission procedure including: a letter of appeal, two letters of recommendation from program faculty, and a readmission interview.

## 2. Online Foundation Course Requirements for SHSS Graduate Students

**General**

Online foundation courses are designed to help students who may not have had sufficient training in their undergraduate studies obtain the necessary academic background for their graduate studies. At the time the decision is made to admit a graduate applicant, the Admissions Committee for each program (MAISD, MAIRS, NAMES, MACDM, MSHRD) will decide which (if any) online foundation courses are required to be taken by the admitted student. Evaluation of each student will be made by the Graduate Admissions Committee on a case-by-case basis to determine which courses are necessary in order to pursue the master's degree.

All foundation courses are graded on a pass/fail basis. A failing grade will be recorded as an FR (failed and needs to repeat). A pass will be recorded as a "P." Grades earned taking foundation courses will not be counted in the student's GPA. With the counsel of the student's Faculty Adviser, the Dean may require additional foundation classes to fill gaps in the student's educational background.

*MAISD*. Students who lack the academic background in International Studies are required to take one or more foundation courses. The decision as to which foundation courses are required will be taken by the Admission Committee and will be based on the student's undergraduate transcripts and experience. For a listing of possible foundation courses, see the AUI Catalog and the MAISD website (under 'Courses'): http://www.aui.ma/shss-maisd/index.html.

*NAMES*. After admission decisions are made, the Graduate Admissions Committee will evaluate each candidate's academic record to determine which, if any, undergraduate foundation courses the student will take during the summer prior to the start of their first semester in the program. For a listing of possible foundation courses, see the AUI Catalog.

*MAIRS.* After admission decisions are made, the Graduate Admissions Committee will evaluate each candidate's academic record to determine which, if any, undergraduate foundation courses the student will take during the summer prior to the start of their first semester in the program. For a listing of possible foundation courses, see the AUI Catalog.

*MACDM.* After admission decisions are made, the Graduate Admissions Committee will evaluate each candidate's academic record to determine which, if any, undergraduate foundation courses the student will take during the summer prior to the start of their first semester in the program. For a listing of possible foundation courses, see the AUI Catalog.

*MSHRD.* After admission decisions are made, the Graduate Admissions Committee will evaluate each candidate's academic record to determine which, if any, undergraduate foundation courses the student will take during the summer prior to the start of their first semester in the program. All students entering the MSHRD must take the online foundation courses **except**: 1) Students holding a bachelor degree in HRD from AUI or an equivalent institution, 2) AUI graduates with a minor in HRD, or 3) AUI graduates who took the required foundation courses as electives. For a listing of possible foundation courses, see the AUI Catalog.


**Exemptions from Foundation Courses**

Prior to their arrival at AUI, new graduate students typically will be advised which (if any) online foundation courses they are required to take. As explained above, decisions about which foundation courses are required are normally made by the Graduate Admissions Committees of the three programs (MAISD, MAIRS, NAMES, MACDM, MSHRD).

Students seeking exemptions from foundation courses assigned to them should write a letter to their Program Coordinator during the summer prior to their arrival at AUI identifying the

foundation courses for which they seek exemptions and providing a brief justification for their request (including providing a transcript showing that an equivalent course has been successfully passed). The decision whether to grant the exemption will be made by a faculty committee appointed by the Graduate Coordinator who also may ask an appropriate faculty member to conduct an oral exam to determine whether the students seeking the exemption have previously learned the material covered in the foundation course.

**Foundation Courses for Students Transferring from One Graduate Program to Another**

See "G: Transferring from one SHSS program to another" below.

## 3. Regular Course Requirements (and Exemptions)

*MAISD Program.* In addition to fulfilling foundation course requirements as explained above, MAISD students are required to take at least 30 graduate credits (SCH) of MAISD courses. Students must take six required courses (18 SCH) and four optional courses (12 SCH) from those listed in the AUI catalog and on the MAISD website: http://www.aui.ma/shss-maisd/index.html

*NAMES Program.* A minimum of 30 graduate credit hours is required for graduation. Students must take four required courses (12 SCH) and six approved content courses (18 SCH) from those listed in the AUI catalog.

*MAIRS Program.* A minimum of 30 graduate credit hours is required for graduation. Students must take three required courses (9 SCH) and seven (21 SCH) approved content courses from those listed in the AUI catalog.

*MACDM.* A minimum of 30 graduate credit hours is required for graduation. Student must take five required core courses (15 SCH), five optional courses (15 SCH) and the successful defense of a thesis or applied research project. A maximum of 6 graduate credits taken at other institutions can be transferred and used towards the degree.

*MSHRD.* A minimum of 30 graduate credit hours is required for graduation. The program offers online foundation courses (7 SCH), six core courses (18 SCH), two electives (6 SCH), and a research project (6 SCH). The core courses are split up into two certificate programs: a first level program focusing on Strategic HRD and Change and an advanced certificate on Leadership and Performance Improvement.

*Exemptions from regular course requirements.* Students seeking exemptions from courses that are otherwise required to be taken as a part of their regular SHSS-required courses should write a letter to their Program Coordinator at some point *during their first semester in residence* with an explanation as to why they seek the exemption and provide evidence (including a syllabus of the course and a transcript) that they have already taken and passed an equivalent course at another university. A faculty committee appointed by the Graduate Coordinator will make the decision and may seek the advice of a faculty member who teaches the course and who may administer an oral exam to the student to help ascertain whether he or she has learned the material. Receiving an exemption from a required

course does *not* reduce the student's obligation to complete the total specified number of SCH required by the program.

## 4. Final Project: Thesis/Project/Paper

**Thesis seminar**

SHSS MA students are required to enroll in the thesis seminar (MAISD student can enroll in the policy practicum instead) prior to the thesis defense in the semester immediately following completion of course work, including SSC 5302 Research Methods. Exceptionally, students can take thesis seminar with one other remaining course. Students should start thinking about their thesis project upon entering the program and plan to begin secondary research in earnest during the semester in which they take Research Methods. Ideally, the summer or winter break before the thesis seminar should be used for fieldwork. The goal of the thesis seminar is to guide students in the process of writing the thesis rather than to find a research topic.

*MAISD Program.* All students must complete a final project. This can take the form of *either* a policy paper or a thesis. The orientation towards one or the other is determined based on the student's preference.

1. *Policy paper option.* The policy paper is a document that contains an in-depth analysis of a topic of relevance to international studies and includes policy recommendations. In drafting the policy paper students will follow the Guidelines for the SHSS Final Project provided below. The policy paper must be defended before a committee that includes an external examiner. During their last semester, students pursuing the policy paper option must register for INS 5392 Policy Practicum.

2. *Thesis option.* The thesis is an academic document that analyses a topic of relevance to international studies. The thesis should include proper reference and contribution to any relevant theoretical framework and should aim to comply with the standards of peer-reviewed academic publications in the field. In drafting the thesis students will follow the Guidelines for the SHSS Final Project provided below. The thesis must be defended before a committee that includes an external examiner. During their last semester, students pursuing the thesis option must register for SSC 5310 Thesis Seminar.

*NAMES Program.* The student writing a thesis must produce an academic level paper on some aspect of North African and Middle Eastern Studies. The thesis must be prepared under the guidance and close supervision of a thesis supervisor. In drafting the thesis, students follow the Guidelines for the SHSS Final Project provided below. The thesis must be defended before a committee that includes an external examiner.

*MAIRS Program.* All MAIRS students must complete a thesis prior to graduation. The thesis must follow the Guidelines for the SHSS Final Project. The thesis must be defended before a committee that includes two faculty members and an external examiner (from outside AUI).

**MACDM.** All MACDM students must complete a thesis project or applied research project prior to graduation. Students interested in pursuing doctoral studies must write a thesis. The thesis/applied project must follow the Guidelines for the SHSS Final Project. The thesis must be defended before a committee that includes two faculty members and an external examiner (from outside AUI).

**MSHRD.** All MSHRD students must complete a Research Project prior to graduation, following SHSS Guidelines for the Final Project. The Research Project must: 1) be an independent inquiry into an HRD-related issue, 2) follow scientific process & methodology, and 3) investigate a specific HRD-related problem that a real Moroccan organization is experiencing. The Research Project must be defended before a committee that includes two faculty members and an external examiner (from outside AUI, including HRD practitioners).

## F. Theses Reference, Length, and Other Formatting Guidelines

## Reference/Citation Style

All Papers and Theses Should Follow the **Turabian/University of Chicago Footnote Citation System**. The citation reference system used by the SHSS graduate programs is Kate L. Turabian, *A Manual for Writers of Research Papers, Theses, and Dissertations* (7th edition). Students should be particularly familiar with and follow Turabian's section on footnotes (chapter 17). For a quick reference to the Turabian system, please consult chapter 16 of Turabian as well as:
http://www.press.uchicago.edu/books/turabian/turabian_citationguide.html

It is the responsibility of the student to know and follow the Turabian system. All term papers, bibliographies, and theses should follow the Turabian footnoting style.

## Length Guidelines

*MAISD/NAMES/MAIRS/MSHRD Programs.* Students must complete a written thesis (or policy paper for MAISD; Research Project for MSHRD) of **10,000 words** in length, double-spaced in 12-point font, standard margins on A4 paper. This word count includes footnotes but excludes bibliography and any additional appendices (including electronic appendices, companion websites or databases, etc.).  Theses significantly (i.e. 1,000 words) shorter or longer than this will not be accepted.

*MACDM Program.* Please check with the MACDM coordinator for thesis or applied research project guidelines.

## Additional Formatting Guidelines (Template)

Students in all SHSS graduate programs completing a thesis should follow the provided "SHSS Graduate Programs Thesis Template."

# G. Transferring from One SHSS Program to Another

SHSS students who seek to transfer from one SHSS program to another must follow the procedures below. Requests for transfer during the first semester will be granted automatically and the student will join the new program the following semester. If the request is made after the first semester, the student must first finish the semester and apply for a change of program. In this event, the student needs to have at least a 3.25 CGPA. The degree change is subject to the approval of the Graduate Coordinator and the Dean.

**Foundation Course for Students Transferring from One Graduate Program to Another**

If students admitted into one SHSS graduate program wish to transfer to another SHSS graduate program, they should first speak to their advisor and obtain approval from the Program Coordinator of the program to which they were initially admitted and from the Program Coordinator of the program to which they wish to transfer. After the decision to transfer programs has been approved, a faculty committee, including the Program Coordinator, will decide which if any foundation courses the transferring student should take in the new Program.

# H. Procedures for Completing a Graduate Thesis/Project/Paper

There are eight principal steps that should be followed in the preparation of a master's thesis (in MAISD, NAMES, or MAIRS), policy paper (in MAISD), or applied project (in MSHRD). Graduate students should become familiar with these steps and complete them in the proper sequence.

Please note that every proposal, outline, draft chapter, and final draft should provide the student's name, the date of the draft, pagination, and be submitted in hard copy. (Alternatively, supervisors may also request that papers be submitted in electronic format.) All chapter drafts and bibliographies MUST conform to the Thesis and Term Paper Formatting and Citation Guidelines for SHSS Graduate Students and follow the Turabian/University of Chicago footnote citation system.

## 1. Faculty Supervisor and the Supervising Agreement

The first step in the thesis preparation process is for the student to obtain the agreement of a faculty member to act as the student's supervisor. Students should talk to various faculty members in order to find one who has an interest and background in the topic that the student wishes to pursue. Faculty members are generally very willing to supervise students whose theses fall within their areas of knowledge and interest.

**The student should fill out the first section of the SHSS Thesis/Project/Paper Tracking Form (hereafter "Tracking Form") (attached here as an appendix)** that contains the Supervising Agreement. The student should complete the portions of the first section requesting the student's name, ID number, the topic of the thesis/project/paper, and student signature. The student should then take the form to be signed by the faculty member who has agreed to be the supervisor. After the Supervising Agreement portion of the Tracking Form has been signed

by the student and the faculty member, the student should give the supervisor a photocopy of the signed document and deliver the original to the SHSS office. The appointment of the supervisor is not complete until the form is received by the SHSS and the photocopy by the supervisor. If the student subsequently decides to change the topic, the Supervising Agreement will terminate and a new Supervising Agreement must be negotiated.

**The latest date for signing a Supervising Agreement is the first day of the semester in which the student intends to complete the thesis/project/paper,** which should be the semester in which students are enrolled in the SSC 5310 Thesis Seminar/INS 5392 Policy Practicum. Students are thus strongly advised to talk to faculty members at the very latest during the semester before they intend to graduate. Students should understand that, under these guidelines, changing supervisors after the beginning of the semester in which they intend to graduate will presumably cause at least a one-semester delay in graduation.

## 2. Preparing a Thesis/Project/Paper Proposal

The second step for the student is to prepare a proposal under the direction of the supervisor. The proposal is the intended outcome of SSC5302 Multidisciplinary Research Methods. Proposals should be 10-12 pages, double-spaced in 12-point font, standard margins on A4 paper, *not including the bibliography*.

The supervisor will explain to students exactly what is needed in their proposals, although supervisors should not require that proposals exceed the length specified above. The important elements likely but not necessarily required to be included are the following:

1. The general topic and why it is important.

2. The specific hypothesis **or** research question(s) to be answered.

3. A literature review that clearly identifies the most important secondary sources on the general topic, the most important secondary sources on specific research questions, and the other sources (primary and secondary) that are intended to be used in the thesis/project/paper. The literature review should explain why the sources are important and the value that they provide. The literature review should not merely summarize the content of the sources, but should offer critical comments about the importance of the texts and weaknesses that the thesis/project/paper intends to challenge (when appropriate) or to complement.

4. The methodology that will be employed (including, for example, content analysis of documents, survey research, interviews, analysis of original documents, ethnographic field methods, etc.).

5. The theoretical model or design that will be tested, the historical background, the economic implications, or the philosophical framework – but students can also use literature review to provide a theoretical background/framework within which they will situate their topic.

6. A tentative research timeline identifying the steps of the research, the dates by which tasks will be started and completed, the order in which the chapters will be written, and AUI deadlines.

7. A tentative outline of chapters and the contents of the chapters. Note that the outline of chapters suggested in the proposal is very likely to change during the course of research and writing. This outline of chapters should not be seen as a constraint on future work, but as a first step in thinking through the process.

8. An updated and expanded bibliography in the correct Turabian/University of Chicago format. (See F above.)

It is highly recommended, with regard to point 8 above, that once a topic has been accepted and the Supervising Agreement has been signed, the student should immediately prepare a draft bibliography in the correct Turabian/University of Chicago format that identifies the major works in the field. In preparing the bibliography the student should consult the AUI Library, JSTOR, EBSCO, Taylor & Francis, Google Books, and other databases, primary sources (whenever applicable), and online databases (including, for example, the U.S. Library of Congress) and other sources recommended by their supervisors. If important works are identified that are not available online or in the Mohammed VI Library, the student should undertake her or his best efforts to obtain the works or copies of them immediately. It is expected that this initial bibliography will expand during the course of research and will constitute, in effect, the "first draft" of the final bibliography.

Furthermore, in the course of preparing the draft bibliography, the student should begin reading the bibliographical sources and take detailed notes about them. These notes play an important role in the research and writing process. Some supervisors are likely to require that the students prepare an annotated bibliography early in the process.

### 3. Approval of the Proposal

The third step is to have the proposal approved by the supervisor and one additional AUI faculty member. This additional proposal reader is very likely to become a reader of the final thesis/project/paper, though this will be decided later. The supervisor should convene a meeting for an oral discussion of the draft proposal that includes the student, the supervisor, and one additional faculty member identified by the supervisor. Once the proposal has been approved, the supervisor and the additional faculty member sign the Tracking Form that is held in the SHSS office. After the proposal has been approved, the student should begin to work on the thesis/project/paper. Approval of the Proposal should be completed before the end of the exams period in the semester during which SSC5302 Multidisciplinary Research Methods is taken.

### 4. Drafting the Thesis/Project/Paper

The fourth step, which is the most time-consuming and important, is for the student to complete a draft thesis/project/paper under the direction of a faculty supervisor. The supervisor may recommend that the student consult with other faculty members (or external

readers) during the research and writing process. The supervisor may recommend that drafts of chapters be sent to other readers for consultation. The student and the supervisor should agree on a timetable for the timely completion of the thesis project/paper, outlined on the Tracking Form signed by both the supervisor and the student.

## 5. Application to Graduate Form

The fifth step is for the student to complete the Application to Graduate Form (which may be obtained from the Program Manager) during the semester in which the student intends to graduate.

## 6. Establishing an Oral Defense Committee

The sixth step is for the supervisor to determine that the thesis/project/paper is ready for the oral defense. At this point the student and supervisor identify at least one internal reader (SHSS faculty member) and one external reader (a non-SHSS faculty member who may be from another School at AUI or, more typically, a scholar not on the AUI faculty).

*Proposing an external reader*

The process for proposing an external reader is as follows. The thesis/project/paper supervisor or Graduate Coordinator proposes a non-SHSS faculty member to serve as the external examiner. This can be done either by choosing an existing name from the SHSS external examiner database or by requesting the appointment of a new examiner. The SHSS Dean's Approval for a new examiner is required and should be sought by submitting a written request to the Graduate coordinator accompanied by a copy of the CV of the potential examiner. The Graduate Coordinator will then contact the external examiner. The final step for determining the external examiner is carried out by the program manager, who will work with the Graduate Coordinator to contact the examiner to inform them of the defense procedures and to schedule a date for the defense.

To the extent that the supervisor believes it is advisable to add an additional second reader (internal or external), this also may be accommodated. In the typical case, however, there will be a total of three readers: the supervisor, a second SHSS faculty reader, and another outside examiner/reader. If there is any difficulty reaching a decision about the internal and external readers, the supervisor and student may request that the SHSS Dean make the decision. The Dean retains the ultimate authority to reject the proposed Oral Defense Committee and substitute another if the situation warrants. The names of the internal and external readers will be added to the Tracking Form (see above) and the SHSS office will help establish a date and time for the Oral Defense.

*Distribution of thesis/project/paper final draft*

When the supervisor has determined that the thesis/project/paper has met the standards and requirements for acceptance, the thesis/project/paper draft should be distributed to the internal and external readers. Each reader should complete the "SHSS

Thesis/Project/Policy Paper Reader Report" (attached here as an appendix) and return the report to the supervisor. The supervisor should return all signed documents to the Dean who will ask the program manager to announce the public defense

Should the readers determine that major revisions (i.e. requiring more than **two weeks** of revision) are necessary to accept the thesis/project/paper, the supervisor will notify the student and provide the student with appropriate time to carry out revisions. The revised copy should then be redistributed to the readers, who will confirm with the supervisor whether adequate revisions have been made.

Only when **the supervisor and both readers** have determined that the thesis/project/paper requires either no revision or minor revisions (i.e. requirement 2 weeks or less of revision) should the committee proceed to a formal oral defense.

## 7. Oral Defense and Thesis/Project/Paper Acceptance

The seventh step is the holding of the oral defense. The student will have an opportunity to present his or her thesis/project/paper, followed by questions by individual members of the Oral Defense Committee.

Immediately following the Oral Defense, the Committee will convene to complete the "SHSS MA/MS Thesis/Project Examination Report" (attached here as an appendix) at which time the Committee will formally accept the thesis/project/paper.

## 8. Exit Clearance

The eighth and final step before graduation is the completion of the Graduate Exit Clearance Form (which may be obtained from the Program Manager). This process is initiated by the student after the thesis/project/paper has been accepted. Students are responsible for obtaining clearance from the AUI Business Office (demonstrating that all funds owed to AUI have been paid) and from the Mohammed VI Library (demonstrating that there are no outstanding books or fines for which the student is liable).

# I. Glossary

**AUI**

Al Akhawayn University in Ifrane

**SHSS**

The School of Humanities and Social Sciences at AUI. One of the three schools (along with the School of Science and Engineering (SSE) and the School of Business Administration (SBA) that offer both undergraduate and graduate degrees at AUI.

**Coordinators**

Each Graduate Program (MAIRS, MAISD, NAMES, MACDM, MSHRD) has its own Coordinator. There is also a Coordinator for the graduate program as a whole. For current coordinators see the board at the entrance to building 8.

**CGPA**

Cumulative Grade Point Average. This is the combined GPA (see below) for a student's entire career at the university.

**GPA**

Grade Point Average. Each semester's grades are calculated to give an average for the semester on a 4.0 scale. The grade points assigned to each letter grade and their corresponding percentage ranges are as follows:

| A+ | 4.00 | 97-100% | B+ | 3.33 | 87-89% | C+ | 2.33 | 77-79% | D+ | 1.33 | 67-69% |
|----|------|---------|----|------|--------|----|------|--------|----|------|--------|
| A  | 4.00 | 93-96%  | B  | 3.00 | 83-86% | C  | 2.00 | 73-76% | D  | 1.00 | 60-66% |
| A- | 3.67 | 90-92%  | B- | 2.67 | 80-82% | C- | 1.67 | 70-72% | F  | 0.00 | < 60%  |

**Grades (meaning of individual grade marks)**

In addition to letter grades A, A-, B+, et cetera, there are other designations that are given to record the student's enrollment in a course:

**FR**

Transcript designation for a course that was failed and must be repeated in order to earn academic credit. An FR counts as a 0.0 for the GPA until the course has been repeated and successfully passed.

**P**

Transcript designation for a course that has been passed, but without a grade. Foundation courses typically are graded on a pass/fail basis. The P grade is not counted toward the GPA or the CGPA.

**W**

Transcript designation for a course withdrawn. It does not count toward the GPA or the CGPA.

MACDM

Master of Arts in Communication Studies & Developmental Media

MAIRS/MAIS

Master of Arts in Islamic & Religious Studies.

MAISD

Master of Arts in International Studies & Diplomacy.

MSHRD

Master of Science in Human Resource Development

NAMES

Master of Arts in North African & Middle Eastern Studies.

SCH

Semester credit hours. Most graduate courses consist of 3 SCH, meaning that a student attends a course for three hours per week. For example, 15 SCH is equal to 5 courses of 3 credit hours each.

VPAA

Vice President of Academic Affairs.

DSA

Dean of Student Affairs

# SHSS Thesis/Project/Policy Paper Tracking Form

□ MAISD   □ MAIS   □ NAMES   □ MACDM □ MSHRD

### Section 1:  Supervising Agreement

Student's name: _____ ID Number: _____

Thesis/Policy Paper Topic: _____

The student agrees to follow SHSS Procedures for Completing a Master's Thesis, Policy Paper, or Applied Project.

Student's signature: _____Date: _____

The faculty member agrees to supervise the above student's Thesis, Policy Paper, or Applied Project on the topic identified above, based on the following timeline (to be filled out together by student and supervisor):

| Step in the thesis/project/paper process | Date by which the step will be completed |
|---|---|
| Submission of complete proposal | |
| Submission of first complete draft | |
| Submission of final draft for consideration by supervisor & readers | |
| Planned date for the defense | |

Faculty member's name: _____ Date: _____

Faculty member's signature: _____

SHSS Dean's signature: _____

### Section 2:  Proposal Acceptance

The two faculty members below have conducted an oral review and accepted the student's proposal entitled

_____

_____

and believe that the student is ready to proceed to draft the Thesis, Policy Paper, or Applied Research Project.

Supervisor's name, signature, and date: _____

Reader's name, signature, and date: _____

## Section 3:  Oral Defense of Thesis/Paper/Project

In the opinion of the supervisor, the above-identified thesis/paper/project should be scheduled for an Oral Defense with the following two readers:

Internal reader: _____

External reader: _____

Oral Defense Date: _____

(Please attach MA/MS Thesis/Project/Paper Oral Examination & Defense Report)

Accepted without modifications  ☐
Accepted with minor modifications ☐
Not accepted ☐


Supervisor's signature for *accepted* thesis/project/paper _____

Date:   _____

# SHSS Thesis/Project/Paper Reader Report

Date

From:
Dr.
Professor of
University

To:
Dr. Abdelkrim Marzouk
Dean, School of Humanities and Social Sciences
Al Akhawayn University, Ifrane Morocco

Student's name:
ID:
Discipline:
Title of the thesis/project/paper:
Academic year:
Academic Supervisor:
First reader:
External Reader:

Please comment on the following with regard to the readiness of the thesis/project/paper for public defense with regard to:

- ❖ Importance of the topic :
- ❖ Argument/Thesis:
- ❖ Methodology:
- ❖ Structure & Design:
- ❖ Language:
- ❖ References:
- ❖ Overall Assessment (please check one):

        □ Acceptable with no revisions
        □ Acceptable with minor revisions
        □ Acceptable with major revisions
        □ Not acceptable

Examiner

Signature

# MA/MS THESIS /PROJECT EXAMINATION REPORT

**School:** ☐ SBA     ■ SHSS     ☐ SSE

**Student Name:**

        **First Name**         **Family Name**         **ID Number**

**Title of Research:**
**Date of the Examination:**

**Committee Decision (Please Check One):**

**The student passed the examination:**         **The student failed the examination:**

☐     Without conditions         ☐     Should retake the oral exam

☐     With minor modifications to the written report     ☐     Should completely redo all work
      (To be submitted within two weeks of examination)

☐     With major revisions to the written report (To be submitted within two months)

**Committee Comments:**
……………………………………………………………………………………………………………………………………………………………

**Committee Members:**

**Supervisor:**                  **Date:** ……………………………..
**First Reader:**               **Date:** ……………………………..
**External Reader:**           **Date:** ……………………………..

The Coordinator and Dean of the school hereby certify that all revisions and remedial work, where applicable, have been incorporated into the Research Project/Thesis Report and that the above-named student has passed the exam and fulfilled all relevant requirements.

**Approval of the graduate coordinator:**

Dr. Eric Ross: ………………………………………………… **Date:** ……………………………………

**Approval of the Dean:**

Dr. Abdelkrim Marzouk: ……………………………………….. **Date:** ……………………….………

**Approval of the Vice-President of Academic Affairs:**

Dr. Nizar Messari: …………………………………………… **Date:** ………………………………