

Theses Guidelines

D. Academic Integrity

There are many types of violations of academic integrity, the most important are:

- Plagiarism

It's the act of taking the ideas and/or expressions of another and representing them as one's own. So it's your responsibility to document all the work that is not your own by proper citation of sources. Offering the work of another as one's own, even unintentionally, is a serious offense, and is problematic in a research document that purports to be original work. If you are using information that you have previously published under your own name, you should still, nonetheless, cite yourself in your document.

For Plagiarism policy statement, refer to the Forms section.

To avoid plagiarism you are requested to use Turnitin Software.

- Turnitin

It's a web-based checking service that is used by many universities worldwide. When a student work is submitted to Turnitin it is matched against millions of Internet pages, electronic journals, books, and a database of all previously and concurrently submitted assignments. Turnitin then generates an originality report providing a summary of matching or similar text found in the submitted paper. The student should insure that, irrespective of the results of Turnitin originality report, all copyright requirements as well as the University's standard on avoiding plagiarism are met.

- Third party copyright materials

Third party copyright materials were included, traditionally, in a print thesis without requesting permission. This is no more the case if the thesis is going to be Open Access. Such materials may include graphs, figures, photographs, artworks, musical passages etc. If it's not possible to clear third party copyright materials for any reasons this means that you will not be able to make your thesis freely available online. You nevertheless, don't need to seek permission to include:

- ✓ Work which is out of copyright: an author copyright lasts 70 years after the author's death.
- ✓ A short extract of a work in order to critique or review it.
- ✓ A short quotation from a published work.

- ✓ Material which is licensed for your intended use, e.g., under Creative Commons License.

How to seek permission?

To seek permission you have to contact the rights holder, it could be the author of the work, the publisher, the illustrator, a photographer, etc. Use "The Third Party Copyright Materials" form available in the Forms section, asking the right holder the permission to include the material in the electronic version of your thesis. If you get permission the form must be added to your thesis in the Appendices. You will not be able to make the full version of your thesis publicly available online if the permission is not granted.

- Involving Human Subjects in research

All research involving human subjects under the jurisdiction of the Lebanese American University and its affiliates (LAUMC-RH), or by its students at off-site locations must be submitted to the Institutional Review Board (IRB) for review and approval prior to initiation <http://www.lau.edu.lb/irb/>.

The IRB approval is contingent upon the subjects' voluntary participation in your research project that they are being appropriately informed and protected from risk. This includes protecting the participants' rights, safety and welfare as well as protecting the privacy and the confidentiality of the data collected, and ensuring anonymity of their identity. The approval includes continued monitoring of your research study by the board to assure that the subjects are being adequately and properly protected from such risks. If at any time a subject becomes injured or complains of any form of injury, you must notify your advisor immediately.

Injury includes but is not limited to bodily harm, psychological trauma, and also extends to legal and/or economical harm, such as release of privately identifiable personal information. The approval from the IRB for the human subject component of your project is in effect from the date on the IRB approval letter, and data collection beyond the expiry date requires an extension request and approval from the board.

Please also be advised that all subjects need to be fully informed and aware that their participation in your research project is voluntary, and that he or she may withdraw from the project at any time. Further, a subject's participation, refusal to participate, or withdrawal will not affect any services that the subject is receiving or will receive at the institution in which the research is being conducted.

The research thesis is conducted under the supervision of the thesis advisor, and that LAU will not be financially or otherwise liable for any cost incurring as a result of this research project.

You can find the list of meetings and deadlines for presenting your applications at the below link: <http://www.lau.edu.lb/irb/meeting.php>.

All submission requirements, applications, forms and supporting documents are found under this link:
<http://www.lau.edu.lb/irb/submission-requirements.php>.

To know if your research involves participation of Human subjects and must be submitted to the board or if you have more questions about Human subjects in research check the following link:
<http://www.lau.edu.lb/irb/faq.php>.

The approval letter signed by the IRB chair must be added to your submissions.