**Senior Honors Adviser Contract – Political Science 2019-2020\***

This form is intended to inform the Political Science Department Office of a faculty member's commitment to advise a senior honors thesis. A signed contract is required prior to enrolling in POLS 4099, which is a mandatory course for all senior thesis writers.

Student's Name (Please print):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Intended Topic/Tentative Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Acknowledgement of AUC’s Institutional Review Board policy:

From the Institutional Review Board website: (see <https://www.aucegypt.edu/research/institutional-review-board> for contact information and explanation of procedures)

All research involving collecting data from human participants must gain approval from the Institutional Review Board (IRB) before research can begin. Examples of data sets that require human participation include, but not limited to, questionnaires, interviews, systematic observation, focus groups, blood samples, human tissues, and video-recording.

All research conducted by AUC faculty, students, and staff require IRB approval even if it will occur outside Egypt, and all research to be done at AUC or supported by AUC must receive IRB approval even if the principal investigator (PI) is not an AUCian.

As per AUC rules, undergraduate students may not make IRB proposals themselves. A faculty member must serve as principal investigator (PI). Once your student is in the field, she or he may not make substantial changes to the project (starting a new line of questioning, or studying a different population), without contacting the IRB again to find out if a revision to the application is needed (if in doubt, consult the IRB). The student may not proceed with new research before receiving revised approval from the IRB. By signing this contract, you are acknowledging that you understand and will comply with these rules, should your advisee plan to conduct research involving human subjects.

The signatures below indicate that the faculty adviser and the student have agreed that the faculty member will serve as the student's senior thesis adviser. In addition to providing substantive guidance on the project, the adviser will assist the student in complying with the requirements of the senior thesis program (please see the Thesis Writing Timeline for relevant details). **Please note that the adviser should be able to commit to advising the student throughout the entire thesis writing process (beginning from when this contract is signed until the completion and submission of the thesis in May of the following year) and should plan to meet regularly with the student to assess progress and offer guidance during term time.** **This form should be submitted to the Political Science department as soon as possible.**

Any preliminary questions should be addressed using the Thesis Advising Checklist and the Honors Thesis Timeline. Any further questions about advising expectations should be directed to the coordinator of the Honors program, Dr. Chris Barker (chris.barker@aucegypt.edu).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature (adviser) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature (student)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name (adviser) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name (student)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email (adviser) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email (student)

Any change in this commitment must be reported in writing to the Political Science Department office, Room 2004, Prince Alwaleed Bin Talal Bin Abdulaziz Alsaud Hall (HUSS), AUC Avenue P.O. Box 74, New Cairo 11835, Egypt

Email: polisci@aucegypt.edu

Tel: 20.2.2615.1967

\*This contract is adapted from Harvard University’s adviser contract (<https://undergrad.gov.harvard.edu/files/undergradgov/files/tf_thesis_advising_contract_19-20.pdf>).