

## **ISSA SPECIAL REGULATIONS**

Article 2 bis- ISSA offers a Bachelor's degree in Insurance Science with a minimum duration of 6 semesters, and a Master's degree in Insurance Science with a minimum duration of 4 semesters.

Article 13-bis- In addition to the Lebanese baccalaureate, ISSA accepts the Lebanese technical baccalaureate - Business Management option.

Article 25- bis

a- At ISSA, the final exam accounts for 50% of the final grade. Continuous assessment also counts for 50% of the final grade and consists of an objective evaluation made up of 2 or 3 written or documented elements. Continuous assessment may include a partial exam, which will count for 25% of the final grade and last at least 1 hour and 15 minutes. Participation and attendance may potentially raise the final average of the continuous assessment by a maximum of one point. Deadlines for submitting various assignments must be strictly adhered to. The instructor may refuse any work submitted after the deadlines.

At the beginning of the semester, the instructor communicates to both the administration and the students the types of assignments planned and their corresponding weight.

In the Master's program, the evaluation of learning outcomes is somewhat flexible. It may consist of a project presented at the end of the year. Students may also be subject to elements of continuous assessment.

b-A mandatory internship of 100 hours is required. The student can only register for it once they have already completed 45 mandatory credits. An internship agreement outlines the expected learning outcomes as well as the conditions for validation. It is signed by the ISSA administration, the host organization, and the student.

Article 28- bis

a- At ISSA, if a student fails to provide a written excuse within three working days following their reintegration, or if the excuse presented is deemed invalid by a committee consisting of the instructor, the student's supervisor, and the director of the institute, a zero will be assigned for that assessment component. If the excuse is deemed valid by the same committee, the instructor will decide either to exempt the student from that assessment component or to schedule a replacement as soon as possible.

b. Any absence from the final exam will be recorded as a zero.

### **Regulations – Master's Thesis**

- At ISSA, a thesis of 80,000 characters is required to obtain the Master's degree.
- The thesis must include both a theoretical part (literature review on the topic) and an empirical part, preferably focused on Lebanon or the MENA region. In this section, the student may use existing data or generate new data through surveys, case studies,

interviews, etc. All parts and chapters must provide the reader with a relatively balanced structure.

- After enrolling in the "Research Methodology" course, the student must:
  - Clarify the research problem,
  - Choose 3 to 5 bibliographic articles and have them approved,
  - Summarize the articles and present their content orally,
  - Draft a provisional outline.
- The document must be written using Arial font size 12, with 1.5 line spacing. The bibliography must be formatted according to standard citation norms.
- Once the thesis text is approved for defense, the student must submit it electronically to the Director of the Institute and their thesis supervisor. They must also submit 2 printed copies to the secretariat.
- Plagiarism is severely penalized according to the following scheme:
  - More than 40% plagiarism: second session.
  - Between 25% and 40% plagiarism: modifications within a deadline specified by the instructor.
  - Less than 25% plagiarism:
    - If plagiarism from the same document exceeds 2%: modifications within a deadline specified by the instructor.
    - Otherwise, the document is accepted.
  - If the modifications are deemed unsatisfactory, the student will have to present its thesis during the second session.
- During the defense, the student must present their work in a maximum of 15 minutes. After the presentation, a discussion will be conducted by the jury. The quality of the responses, clarity of the presentation, and adherence to the time limit will be evaluated by the jury.
- The defense jury, appointed by the Director of ISSA, is usually composed of the Director and two instructors: the thesis supervisor and a second reader.
- The grades will be distributed as follows:
  - "Research Methodology" course: 20%
  - Content of the written thesis: 50%
  - Defense: 30%