



Unified Regulations for Postgraduate Studies in Saudi Universities

Team Works

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Kingdom of Saudi Arabia

Ministry of Education

King Faisal University

Deanship of Graduate Studies



المملكة العربية السعودية

وزارة التعليم

جامعة الملك فيصل

عمادة الدراسات العليا

Higher Education Council Resolution N. (3/6/1417)

The Higher Education Council in accordance with the provisions stated in item (7) of Article (15) of the Statutes and Regulations of the Higher Education Council & Universities, stating that the Higher Education Council is entitled to issue conjoint regulations for Saudi Universities.

And as long as the Unified Regulation for Graduate Studies in Universities is considered as a conjoint regulation, its approval will definitely lead to organization and control of all procedures concerning Graduate studies in universities, And upon reviewing the attached memorandum of the General Secretariat of the Higher Education Council General Secretariat in this respect, and after reviewing the draft of the Unified Regulations for Postgraduate studies in Universities, the Council decrees the following:

((Approval of the Unified Regulations for Graduate Studies in Universities according to the form attached to the Resolution))



Definitions:

The following terms used in this regulation shall mean the following:

University:

King Faisal University.

University Council:

King Faisal University Council.

Deanship Council:

The Council of the Deanship of Graduate Studies.

College:

Any of the colleges of King Faisal University that offer postgraduate programs.

Department:

Any of college department at King Faisal University that offers postgraduate programs.

A Student:

A student enrolled in one of the university's graduate programs.

Academic year:

Is two main semesters and if applicable, a summer term.

Academic Semester:

Consists of a period not less than 15 weeks in which students attend courses. The periods of registration and final examinations are not considered as part of the 15 weeks.

Summer Semester:

Consists of a maximum period of 8 weeks; the periods of registration and final examinations are not considered as a part of the 8 weeks. The time of each course is doubled during the summer semester.

A Course:

Is a subject that meets the needs of the study stage specified within the approved Study Plan of each program. Each course has a number, a code, a title, and a description of course content that distinguishes it in terms of content and stage from other courses. It also has a special file



kept by the department for the purpose of follow up, assessment and improvement. Some courses may have prerequisite(s) or required concurrent courses.

Credit Hour

Is a weekly theoretical lecture that is not less than fifty minutes or a clinical lesson that is not less than fifty minutes or a lab/field lesson which is not less than one hundred minutes.

Semester Work Grade

Is the grade given for work done by the student during the semester which consists of exams, research, or other forms of classroom activities related to the course.

Final Examination

Is an examination held once at the end of the study semester.

The Grade of the Final Examination:

Is the grade that is earned by the student in the final examination of each course.

Final Grade:

Is the total of the semester work grade and the final exam grade for each course which is calculated out of 100 %.

Grade:

Is a substitute word for the percentage or alphabetical symbol for the final grade which is earned by the student in each course.

Semester Cumulative Grade Point Average (Semester GPA):

Is the total grade points divided by the total credit hours of the courses studied in a given semester. The grade point is calculated by multiplying the grade value of the course by the credit hours of that course (see appendix B).

Cumulative Grade Point Average (Cumulative GPA)

Is the total grade points divided by the total credit hours of all courses studied by the student since s/he joined to the university (see appendix B).

General Grade:

Is the description of a student's level of academic achievement during the period of his/her study at the university.



Chapter (1)

Objectives of Postgraduate Studies

Item (1):

Graduate Studies aim at:

1. Generating interest in Islamic and Arabic studies and promoting, expanding and disseminating research in these fields.
2. Contributing to the progress of human knowledge in all possible fields through specialized studies and serious research in the theoretical and applied sciences in a manner that would lead to their development, innovation, and enrichment with new findings.
3. Enabling outstanding students with university degrees to pursue higher education locally.
4. Preparing scientifically and professionally specialized graduates in varied fields of knowledge and empowering them to become highly qualified.
5. Encouraging scientifically proficient graduates to keep pace with the rapid progress of science and technology, and inspiring them into creativity, innovation and greater participation in the development of scientific researches directed to the needs and interests of Saudi society.
6. Contributing to the improvement of undergraduate programs so they can properly interact with postgraduate programs.



Chapter (2)

Academic Degrees

Article 2

On recommendations of Departments and Colleges Councils and endorsement of the Graduate Studies Deanship Council, the University Council grants the following degrees:

1. Diplomas
2. Master's Degrees (global)
3. Doctorate Degrees (global high)

Article 3

Regulations of this Statute apply to all degrees stated in Item 2 except for:

1. Medical Diplomas.
2. Medical Fellowships.

Rules issued by the University Council regulate these exceptional cases.



Chapter (3)

Organization of Postgraduate Studies

Article 4

A Deanship for Graduate Studies is established in each university, maintaining links to the university Vice-Rector of Graduate Studies and Scientific Research. Its role is to supervise all graduate programs and involves coordination among them, initial endorsement of each, continuous assessment, evaluation and review of all.

Article 5

The Deanship of Graduate Studies should have a council to look into and decide on all matters related to graduate studies in the university provided that they fall under its jurisdiction as defined by items in this Statute. The council's main responsibilities are as follows:

1. To propose, amend and follow up implementation (after approval) of graduate studies' general policy and coordinate with all colleges and university institutes in this respect.
2. To propose internal regulations, in coordination with academic departments, for the organization of graduate studies.
3. To propose, implement and supervise admission criteria into graduate studies.
4. To study and recommend new programs for endorsement and coordinate them with current ones.
5. To recommend graduate courses for approval, amendment and modification, with the last two applying to programs as well.

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6. To recommend titles of graduate degrees in both Arabic and English on recommendation of college councils.
7. To recommend awarding of graduate degrees.
8. To decide on all matters related to graduate students in the university.
9. To issue approval of theses supervision committees and Judging Panels.
10. To set the general framework for research plans, rules for theses writing, format for their production and templates of theses exam reports.
11. To periodically assess graduate programs at the university through specialized committees from inside or outside the university.
12. To examine periodic reports submitted by the departments of the university.
13. To study matters forwarded to it for consultation by the University Council or its Rector and offer suggestions and advice.



Executive Rules for article (5)

- 5-1 The Council of the Deanship of Postgraduate Studies may propose any internal regulations regulating the work of postgraduate studies at the university, after coordination with the colleges and bodies concerned with postgraduate programs.
- 5-2 The Council of the Deanship of Postgraduate Studies approves the translation of the titles of all academic subjects and programs at the postgraduate studies stage after coordination with the colleges and bodies concerned with postgraduate programs.
- 5-3 The Deanship of Postgraduate Studies may issue the necessary evidence to organize postgraduate studies in coordination with the colleges and bodies concerned with postgraduate programs.
- 5-4 The Deanship of Postgraduate Studies may issue all forms necessary to conduct business related to postgraduate studies at the university.
- 5-5 The colleges submit the required reports to the Deanship of Postgraduate Studies according to the deadlines set for them.
- 5-6 The Council of the Dean of Graduate Studies shall form permanent or temporary committees to evaluate graduate studies programs.

Article 6

The Graduate Studies Deanship Council should include the following members:

1. The Dean of Graduate Studies, assuming the presidency of the Council.
2. The Dean of Scientific Research.
3. The Deputy-Dean of Graduate Studies, assuming the secretariat of the Council.



4. Faculty members (Associate or full Professors) as representatives of colleges holding graduate studies. These are appointed by the University Council on the recommendation of respective colleges' councils and the consent of the University Rector. Their term is two years each, subject to renewal.

The Council meets (at least once a month) upon the invitation of its president. Meetings are valid with the attendance of two thirds of Council's members. The Council's decisions are determined by a majority of votes of attending members. In the case of equality of votes, the president's favor shall be considered as the casting vote. The Council's decisions stay valid unless contested by the University Rector (no later than fifteen days from their arrival).

The Council can set up permanent or temporary committees, selected by its members or those from outside, for consultation on issues the Council assigns or requires.

Executive Rules for article (6)

- 6-1 The subordinate committees of the council are treated as permanent committees at the university.
- 6-2 The College shall be represented by the College Vice Dean for Graduate Studies and Scientific Research - if any - or whoever is nominated by the College Council if the conditions for membership in the Graduate Studies Council are met.
- 6-3 All Vice Deanship of Graduate Studies are considered members of the Deanship Council. In the event of more than one vice- president, the oldest of them shall assume the secretariat of the Council.



Chapter (4)

New Programs

Article 7

On the recommendation of the Graduate Studies Deanship Council, the University Council will set detailed criteria for endorsing graduate programs. The following measures should be taken into account:

1. The initiating department should have a sufficient number of faculty members (professors and associate professors) specialized in the program area, in addition to research facilities (laboratories, computers and others) to ensure the success of the program in terms of teaching, supervision and research.
2. The department should have gained appropriate experience on the undergraduate level if proposing a master's program and the same on the master's level if the proposed program is a doctoral one.
3. Expectancy of the number of students to enroll in the program should be sufficient to ensure proper continuity.

Executive Rules for article (7)

- 7-1 The Deanship Council determines the appropriate number of students to open programs based on the recommendation of the department and college councils.
- 7-2 To open a master's program in any college, at least one bachelor's batch must be graduated before starting the master's program, with the exception of majors that do not have bachelor programs.
- 7-3 To open a doctoral program in any college, at least one master's batch is required to be graduated before starting the doctoral program.



Article 8

Taking into account measures enforced in article(7), the initiating department will submit a detailed program draft to its College Council, elucidating the following:

1. The program's objectives and the extent of the need for it in Saudi society.
2. The importance of the program and the justifications for initiating it, in light of its availability inside the university or outside in other universities in the Kingdom.
3. The availability of required facilities in the department to allow proper academic and professional running of the program, and identifying, in particular, the main research areas of the department.
4. The extent of faculty members' stability in the department over the past five years.
5. The Curriculum Vitae of faculty members in the department and of those associated with the program at the university.

Executive Rules for article (8)

8-1 The department council submits a recommendation to the college council with a detailed project (Arabic / English) on the program, so that the project includes - in addition to what was mentioned in Article 8 - all the axes mentioned in the form for creating or developing a postgraduate program issued by the Deanship of Graduate Studies at the university .

8-2 The department presents the program project to at least three arbitrators for arbitration with academic experience in the field of specialization, and the university bears the fees arising therefrom.

8-3 The department submits the program project after it is approved by the department council to the faculty council, and after the approval of the faculty council, it is submitted to the council of the deanship of graduate studies for recommendation and submission to the university council.



Article 9

The Graduate Studies Deanship Council examines the draft program, coordinates between its requirements and the requirements of other extant programs, if any, to preclude duplication, and, on being satisfied, recommends to the University Council for endorsement.

Article 10

The University Council issues resolutions on course amendments, program requirements, and admission conditions on the recommendation of the Graduate Studies Deanship Council as coordinated with relevant departments.

Article 11

Joint graduate programs between two departments (or more) and two colleges (or more) can be established at the university according to rules set by the University Council on the recommendation of the Graduate Studies Deanship Council in coordination with relevant departments.

Executive Rules for article (11)

11-1 Joint Program means:

- A- The participation of two or more departments in one college to develop a study program plan.
- B - The participation of two or more departments in two or more colleges to develop a study program plan whose nature requires a multi- specializations.



- 11-2** If the interest requires the establishment of a joint program between two departments (or two majors) or more in one college, a joint interdepartmental committee approved by the relevant department councils and the college council shall be formed, so that each department nominates two or more members of the committee from specialists in the proposed program. Its establishment, and the dean of the college selects a chair for the committee, and the committee works to develop a common vision for the proposed program according to the form for creating a joint graduate program issued by the Deanship of Graduate Studies at the university, taking into account the rules for establishing the program contained in Articles (8 and 7) of the unified regulation for graduate studies in Saudi Universities and their Executive Rules at King Faisal University. After studying the proposed scenario in the council of each department separately, it is presented to the college council for approval, then it is submitted to the Council of the Deanship of Graduate Studies for study and recommendation to the university council for decision making.
- 11-3** If the interest requires the establishment of a joint program between two departments (or specializations) or more in two or more colleges at the university, an inter-faculty committee is formed, approved by the councils of the concerned departments and colleges, so that each college nominates two or more members of the committee from specialists In the proposed program to be established, the Dean of Graduate Studies selects a chair for the committee, and the committee works to develop a common vision for the proposed program according to the form for creating a joint graduate program issued by the Dean of Graduate Studies at the university, taking into account the rules for establishing the program contained in Articles (8 and 7) of the Regulations The Unified Postgraduate Studies in Saudi Universities and its Executive Rules at King Faisal University. After studying the proposed scenario in the council of each department separately, it is presented to the councils of the departments and colleges concerned for approval, then it is submitted to the Council of the Deanship of Graduate Studies for study and recommendation to the University Council for decision-making.



11-4 The admission requirements for programs are common to the departments concerned with the program, and in accordance with the general admission procedures contained in Articles (12) to (31) within the unified regulations for graduate studies in Saudi universities and their executive rules at King Faisal University, including postponement, deletion, and withdrawal, Interruption, cancellation and reinstatement of enrolment, additional opportunities, and transfer.

11-5 The Deanship of Graduate Studies, in coordination with the Vice Dean for Graduate Studies and Scientific Research, nominates a general supervisor for joint programs who is affiliated with the Deanship of Graduate Studies, and the Deanship determines his administrative and academic tasks.

11-6 The general supervisor of joint programs, in coordination with the competent authorities, shall determine the colleges related to the offered programs, and place each program in one of the colleges, with priority given to the college advanced in the program unless there are strong justifications for placing the program in another.

11-7 The college in which the program is accommodated shall undertake the administrative supervision of the program and recommend the granting of an academic degree after completing the requirements

11-8 Each department undertakes the scientific supervision of the implementation of the program requirements it is concerned with

11-9 The council of the concerned college or colleges nominates a coordinator for joint programs from specialists for each college concerned with those programs at the rank of assistant professor or above, and his administrative and academic tasks are determined, and the Deanship of Graduate Studies is notified if the coordinator is approved.



11-10 The college council may seek the assistance of the joint programs coordinator to attend the meetings of those programs in the college council in which the program is housed, without having a voice in the council.

11-11 The Deanship of Graduate Studies nominates a registrar for all graduate studies programs in each college, including the joint (inter-) programs in the colleges it hosts. The concerned colleges are notified when the registrar is approved, and the deanship determines his administrative and academic tasks.

11-12 In addition to what was included in Article (11), the unified regulation for graduate studies in Saudi universities and its executive rules at King Faisal University apply to all joint programs for graduate studies, especially the articles contained in Chapter Four of the regulation (New programs), chapter five (admission and registration), chapter six (study system), chapter seven (examination system), and chapter eight (scientific theses).



Chapter (5)

Admission & Registration

Admission Requirements

Article 12

The University Council determines the annual number of students to be admitted into graduate programs. Numbers are proposed by departments and college councils and recommended by the Graduate Studies Deanship Council.

Article 13

Admission into graduate programs requires the following:

1. The applicant should be a Saudi citizen or, if non-Saudi, have an official grant for graduate studies.
2. The applicant should be a university degree holder from a Saudi or any accredited university.
3. The applicant should be of good behavior, fair reputation and medically fit.
4. The applicant should submit two recommendation letters from professors who taught him/her.
5. The applicant, if employed, should provide employer's consent for studying.
6. The applicant for a doctorate program should enroll as a full-time student.

Each university council can stipulate any additional conditions it deems necessary.

Executive Rules for article (13)



13.1 The employee applying to study is obliged to include the approval of his employer in the documents required for enrolling the program.

13.2 The regulations for scholarships are applied to non-Saudi applicants in accordance with Cabinet Resolution No. 94, dated 3/29/1431 AH.

Article 14

The Diploma admission requirement is a minimum grade average of “good” at the bachelor’s level.

Executive Rules for article (14)

14.1 In addition to what is stated in Article (13) of the admission requirements, the scientific department determines the criteria for differentiation among students applying for higher diploma programs. The department also ensures that the admission requirements are met.

Article 15

The admission requirement for a master’s program is a minimum grade of “Very Good” at the bachelor’s level. However, the Graduate Studies Deanship Council can admit a student with a “high good” average.

The Graduate Studies Deanship Council can, on recommendation of Department Councils and support of College Councils, admit students with “good” average in some programs (determined by the College Council), provided that the student has scored a minimum of “Very Good” in the specialization courses at the bachelor’s level.

The Graduate Studies Deanship Council can stipulate, on recommendation of Departments Councils and support of Colleges Councils, any additional conditions it deems necessary for admission.



Executive Rules for article (15)

15.1 In addition to what is stated in Article (13) of the admission requirements, the scientific department determines the criteria for differentiation among students applying for master's programs. The department also ensures that the admission requirements are met.

Article 16

The admission requirements for doctoral programs are a minimum grade of “Very Good” at the master’s level, if awarded by a university that uses such a grading system.

The Graduate Studies Deanship Council can stipulate, on recommendation of Department Councils and support of College Councils, any additional conditions it deems necessary for admission.

Executive Rules for article (16)

16.1 In addition to what is stated in Article (13) of the admission requirements, the scientific department determines the criteria for differentiation among students applying for doctoral programs. The department also ensures that the admission requirements are met.

16.2 To accept students who have obtained a master's degree from universities that grant the degree without In-Letter Grade, the approval of the Council of the Deanship of Graduate Studies is required based on the recommendation of the department and college councils.



Article 17

A student may be admitted into a master's or doctoral program in a field different from his specialization. Such admission requires the recommendation of both the Department and College Councils and the approval of the Graduate Studies Deanship Council.

Article 18

Department Councils may stipulate that students applying for a master's or a doctoral program ought to complete a number of supplementary courses from the previous level. The time limit allotted to such courses should not exceed three semesters. The following conditions should also be taken into account:

1. A student should pass each supplementary course at first sitting with a minimum grade of "Good."
2. The grade of supplementary courses should be a minimum of "Very Good."
3. Registration in the graduate program becomes possible after proper completion of supplementary courses; Department Councils may permit registration in some graduate courses before the completion of one or two supplementary courses.
4. Time spent in supplementary courses is not counted within the time limit for obtaining the degree.
5. The grades of the supplementary courses are not included in the computation of the cumulative average of the graduate courses.

Article 19

The Deanship of Graduate Studies admits students into graduate programs and registers them in coordination with the Deanship of Admission and Registration.



Article 20

A student is not allowed to enroll in two graduate programs at the same time

Drop & Postponement

Article 21

Department Councils, College Deans and the Dean of Graduate Studies may approve postponement of students' admission into a program for a maximum period of two semesters; the period will not be counted within the time limit for obtaining the degree.

Executive Rules for article (21)

21.1 The student must submit a request to postpone admission to the relevant department within the time period specified within the academic calendar of the Deanship of Graduate Studies.

21.2 The student is given the opportunity to postpone the study acceptance once.

21.3 In the event that the program is suspended by the university during the period of postponing the admission granted to the student, the student's admission to the program is canceled, and he is entitled to apply for other programs offered in accordance with the conditions for joining them.



Article 22

Department Councils, College Deans and the Dean of Graduate Studies may approve postponement of students' registration under the following conditions:

1. The student must have successfully completed at least one semester in the program or covered a substantial part of the thesis.
2. The time limit of postponement should not exceed four semesters (two years of study).
3. Requests for postponement should be submitted at least two weeks before the start of the semester.
4. The postponement period will not be counted within the maximum time limit for obtaining the degree.



Article 23

The student may (after registering) drop all the semester's courses according to the following regulations:

1. S/he must apply to the Head of the Department before the final exam period.
2. S/he must receive the approval of the Department Council and Deans of both College and Graduate Studies.
3. The semester should not be part of the Additional Opportunity period.
4. The semester counts as part of Postponement Period, as it stated in article 22.

Withdrawal: (Withdrawal means that a student's University record will be completely terminated.)

Article 24

A student who voluntarily withdraws from a graduate program will be treated as a new applicant on deciding to rejoin, and all new conditions will be applied to his case.

Interruption of Study

Article 25

The student shall be considered as a dropout and his record as closed in the following cases:

1. If accepted in the program and did not register on time.
2. If registered on the courses and did not attend them.



Executive Rules for article (25)

- 25.1 The competent college shall inform the Deanship of Graduate Studies of students who are accepted for study and who have not registered according to the deadlines specified in the academic calendar of the Deanship of Graduate Studies.
- 25.2 The competent college shall upload the names of students who are registered and who have not started studying according to the deadlines specified in the academic calendar of the Deanship of Graduate Studies.



Termination of Enrolment

Article 26

A student's enrolment in the graduate program will be terminated by a decision of the Graduate Studies Deanship Council in the following cases:

1. If accepted in the program and does not register during regular the registration period.
2. If s/he fails to pass supplementary courses in accordance with the required conditions set out in (article 18).
3. If s/he drops courses for a whole semester or withdraws from the program without an acceptable excuse.
4. If s/he proves not to be serious in study or neglects academic obligations, as stated in (article 52) of these Regulations.
5. If his/her cumulative average drops below "Very Good" for two consecutive semesters.
6. If s/he uses up all permissible postponement periods, identified in (article 22), without completing the degree.
7. If s/he breaches scientific ethics during course work or thesis writing, or breaks university rules and regulations.
8. If s/he fails the comprehensive exam (where applicable) twice.
9. If the thesis judging committee finds that the thesis is not discussable or unacceptable after the defense.
10. If s/he doesn't obtain the degree within the maximum time limit specified in article (36).

Executive Rules for article (26)

26.1 The Termination of enrollment is to be decided by the Deanship Council based on the recommendation of the relevant department and college councils.



Article 27

A student whose record was terminated because he was impeded by personal obstacles, that both Department and College Councils excuse, may resume studying in a program on the subsequent recommendation of the Graduate Studies Deanship Council and the final approval of the University Council. However, the following conditions should also be taken into account:

1. On the lapse of more than six semesters, a student shall be treated as a new student regardless of the number of semesters completed in the program.
2. On return after six semesters or less, a student may be asked to repeat some of the courses already covered. Courses should be specified by Department and College Councils and approved by the Graduate Studies Deanship Council; the courses studied earlier are to be counted within the cumulative average after resuming study; the period spent in the program before termination is also to be counted within the maximum time limit for obtaining the degree.

Additional Opportunities

Article 28

With the exception of item (5) of article (26), the student whose cumulative average drops to less than "Very Good," may exceptionally be granted an extension period (technically called an additional opportunity) not exceeding in length two semesters to continue in the program; the recommendation of both Department and College Councils and approval of the Graduate Studies Deanship Council are necessary in this case.

Article 29

With the exception of item (10) of article (26), a student (whose time limit for obtaining the degree has expired) may exceptionally be granted an extension, or additional opportunity (not exceeding in length two semesters). A report from the supervisor initiates the procedures in this case, to be followed by the recommendation of Department and College Councils, the Graduate Studies Deanship Council, and the final approval of the University Council.



Transfer:

Article 30

Transfer of students to the university from another accredited university is possible upon the recommendation of both Department and College Councils and the Graduate Studies Deanship Council, taking into account the following regulations:

1. Local conditions for admission should apply to transfer students, in addition to any further conditions relevant departments may deem necessary.
2. Student should not have been dismissed (regardless of reasons) from the transferring university.
3. Courses studied earlier may be transferred, according to the following regulations:
 - a) Courses should not have been completed more than six semesters ago.
 - b) Course content should be directly related to the program transferred to.
 - c) Courses transferred should not exceed in ratio thirty per cent of the courses of the program transferred to.
 - d) Student's grade in transferred courses should not be less than "Very Good."
 - e) Courses transferred are not included in the computation of a new cumulative average.
 - f) Transfer of courses should be based on the recommendation of the Department Council and the approval of both the College and Graduate Studies Deanship Councils.

Article 31

The student may transfer from one major to another in the university on the recommendation of the respective department and college councils and approval of the Graduate Studies Deanship Council. The following regulations should be taken into account:

1. The current conditions for admission should apply to transfer students in addition to any further conditions the relevant department may deem necessary.



2. Courses already studied at the university may be transferred if related departments find that they correspond to their programs; they will be included in computing students' cumulative average.
3. The student's registration in the previous department should not for any reason have been repealed.
4. The time spent in the program transferred from shall be counted within the maximum time limit for obtaining the degree.
5. The transfer from one program to another is allowed only once during the period set for obtaining the degree.

Chapter (6)

Study System



Article 32

The study for a diploma shall be through courses as well as practical application, laboratory training and field work. The following regulations should be taken into account:

1. The study period ranges from between two to four semesters.
2. Study units range between a minimum of 24 to a maximum of 36 accredited hours.

The University Council endorses, at the proposal of Department and College Councils and the recommendation of the Graduate Studies Deanship Council, courses required for the diploma as well as its title.

Article 33

The study for a master's degree is possible through one of the two following routes:

1. The Course/Thesis mode: a minimum of twenty-four hours of graduate courses plus thesis.
2. The Course only mode: in some specializations of a professional nature, provided that study units are a minimum of forty-two accredited hours of graduate courses inclusive of a three units research project.

The study plan for a master's degree should preferably include graduate courses related to specializations from other departments whenever possible.

Article 34

Study for a doctorate degree is possible through one of the two following modes:

1. The Course/Thesis mode: a minimum of thirty accredited hours of graduate, post-master's courses plus thesis.
2. The Dissertation/Course mode: a minimum of twelve accredited hours of graduate courses of directed studies, symposia and seminars, as called for by student's academic interests and specific specializations, plus a dissertation.



Article 35

The academic year is divided into two main semesters, (the duration of each is not less than fifteen weeks exclusive of registration and examination periods). A summer session of not less than eight weeks is also available, where the time span allotted to each course is to be doubled.

A one-year study system is possible in colleges that require it, to be conducted in accordance with rules and procedures endorsed by the University Council and complying with provisions of this Statute.

Article 36

1 The duration for obtaining a master's degree is a minimum of four semesters and a maximum of eight; summer sessions are not counted within this period.

2. The duration for obtaining a doctorate degree is a minimum of six Semesters and a maximum of ten; summer sessions are not counted within this period.

Executive Rules for article (36)

36.1 The semester in which the department is unable to teach its courses shall not be counted within the maximum period for obtaining the academic degree under study.



Article 37

The maximum period for obtaining a degree starts with registration in graduate courses until the date of submission of the thesis (or any other program requirements) together with a report by the student's supervisor to the Head of the Department.

Article 38

The minimum number of study units covered by the graduate student at the University which will grant him the scientific degree is seventy per cent of program required units; the student should also fully prepare the thesis under the supervision of that university.

Article 39

The student shall only graduate on having completed all program requirements, with a minimum grade of "Very Good".



Chapter (7)

Exam Regulations



Article 40

Exams for graduate courses in a diploma, a master's or doctoral program and recording of scores are conducted in accordance with the regulations in effect on the undergraduate level as issued by the Higher Education Council on its second session held on 11/6/1416 H, with the exception of the following:

1. The passing grade in a graduate course is an average of "Good."
2. Decisions on makeup exams and incomplete courses are made by the Graduate Studies Deanship Council on recommendation of the Department Council and approval of the College Council.
3. Students of master's programs (that require a comprehensive exam), and students of doctorate program should sit for the exam after completion of all required courses. An oral exam prepared by a specialized committee should follow. Both oral and written exams are governed by rules approved by the University Council on the recommendation of the Department Council and the approval of both the College and Graduate Studies Deanship Councils. The exam is supposed to cover the student's main and sub-specializations. Students shall be nominated for the granting of a degree on passing the test at first sitting, but on failing it, or part of it, a second chance will be granted to be used in the span of one or two semesters; on failing again, the student will be terminated from the program.

Executive Rules for article (40)

Examinations and Grades

- 40.1 In the dates of conducting exams and monitoring grades, reference is made to the articles (from twenty-second to forty-first) of the university study and examination regulations issued by the Higher Education Council and its executive rules at the university.



40.2 The weight of the estimate is based on a scale of (five).

40.3 The First Honor Class is awarded to the student with a GPA from (4.75) to (5.00) upon graduation, and the Second Honors Class is awarded to the student with a GPA from (4.25) to less than (4.75), the followings are required:

- a- The student should not have failed in any course he studied at the university or at another university.
- b - The student must have completed graduation requirements within a maximum period of three years for a master's degree and four years for a doctorate.

40.4 The student will be warned if his cumulative average falls below (3.75)

40.5 A student is considered to have failed the course in one of the following cases:

- A- Depriving the student of entering the course test.
- B - If the student's score in the course test is less than 70%.

40.6 The Deanship Council, based on the recommendation of the College Council - in cases of extreme necessity - accept the excuse of the student who failed the exam and allow him to be given an alternative exam during the next semester, and the grade he gets after taking the exam is given, provided that the student submits the excuse within a maximum time of the first two weeks from the beginning of the semester following the semester in which the course test was held.



- 40.7 The student is prevented from continuing to study the course and entering the final exam, and he is considered a failure in the course if the percentage of his absence exceeds (25%) of the total lectures and scientific and field lessons specified for the course.
- 40.8 The student is notified of the deprivation at the time, and the course professor submits a report to the head of the department to which the course belongs, stating that the student has been denied continuing to study the course, and the states the dates in which the student was absent.
- 40.9 The head of the department to which the course belongs shall notify the Deanship of Graduate Studies, and the head of the department to which the student belongs - if he belongs to another department - that he has been deprived of continuing to study the course.
- 40.10 The College Council to which the course belongs or whomever he delegates, based on a report submitted by the department head (who presents the course), may lift the student's deprivation, if the student presents to the department head an excuse acceptable to the college council, provided that the percentage of absence does not exceed (40%) of the total lectures and scientific and field lessons specified for the course.



The Final Examination:

40.11 If a student cheats, attempts to cheat, or violates the instructions and rules of conducting the exam, the following procedures shall be taken against him:

A- The professor of the course or any member of the monitoring committee prevents the student from continuing the exam, and a report of that shall be written, showing exactly what happened, and then refers it to the college vice-dean to which the course belongs.

B - The Vice Dean of the College submits a report to the college dean on the case of cheating or violation, and then the matter is referred to the relevant committees.

Comprehensive Examination:

40.12 The Comprehensive Exam is held in the semester following the semester in which the student has completed all required courses.

40.13 A student may postpone the comprehensive exam for one semester based on the recommendation of the concerned department and college councils, and the Deanship of Graduate Studies shall be informed of this, provided that this semester is calculated from the total period allowed for postponement in accordance with Article (22) of these regulations.



40-14 The council of the concerned department shall form at the beginning of each academic year a committee for the comprehensive examination of not less than three members who meet the supervision requirements at this stage from specialists in the main specialization and sub-specialties (if any).

40-15 The Comprehensive Examination Committee may seek the assistance of any of the specialized faculty members it deems necessary, based on the approval of the relevant department council.

40-16 The Comprehensive Exam Committee is responsible for determining the topics and references of the comprehensive exam, conducting the oral and written exams, determining the answering time, setting questions, correcting the answer and preparing the result.

40-17 A student is considered to have passed the comprehensive exam if he/she obtains (70%) or more in both exams (oral and written), provided that the student's oral exam score is calculated based on the average grades stated by the committee members.

40-18 The results of the comprehensive exam are announced after being approved by the department council and approved by the college council no later than one month from the date of the last stage of it, and a copy of the result is delivered to the Deanship of Graduate Studies as soon as it is issued (with or without passing).



Chapter (8)

Theses



Theses Preparation and Supervision:

Article 41

Each graduate student should, at start of enrolment in a program, have an academic guide to direct the study, assist in selecting a thesis topic and preparing a research plan according to University Council regulations initiated by the Deanship of Graduate Studies.

Article 42

The student should submit (where applicable) a thesis proposal to the department. The procedure is permissible after meeting all admission requirements and completing at least fifty per cent of the course work with a cumulative average of at least "Very Good." Once it recommends a proposal for approval, the Department Council should name a supervisor (and an Assistant Supervisor where applicable) of the thesis. In cases that require a Supervisory Committee, the council should name committee members and specify a Chairman. The College Council's approval of all previous procedures is necessary before ultimate approval by the Graduate Studies Deanship Council.

Executive Rules for article (42)

42-1 The student submits a thesis project (research plan) in accordance with the rules and procedures set by the Deanship of Graduate Studies.

42-2 Passing the comprehensive exam - if any - is a condition for obtaining the degree, and not a condition for registering the thesis.



Article 43

Master's theses subjects should be characterized by newness and originality; doctorate dissertations by originality, innovation and active contribution to the development of knowledge in the student's discipline.

Article 44

Master's theses and doctoral dissertations should be written in Arabic. It is permissible to have some written in a different language in certain disciplines on the recommendation of respective Department and College Councils, the Graduate Studies Deanship Council and the decision of the University Council, provided that an abstract in Arabic is supplemented to the thesis.

Executive Rules for article (44)

44-1 Theses submitted in Arabic must contain a summary in English.



Article 45

Theses should be supervised by Professors and Associate Professors from the University faculty members. Assistant Professors, holding this rank for two years, may supervise master's theses only on having published (or obtained acceptance for publication of) two research items (in the student's area of specialization) in a refereed academic journal.

Executive Rules for article (45)

45-1 Assigning supervision shall take into account the supervisor's specialization and his/her research interests.

Article 46

Theses and dissertations may be supervised by outstanding and highly competent experts in the field of scientific research who are not necessarily teaching faculty members of the University, on the recommendation of respective Department and College Councils, the Graduate Studies Deanship Council and the decision of the University Council.



Executive Rules for article (46)

46-1 The supervisor of master's theses who is not a faculty member at the university is required to:

- (a) To have a doctorate degree.
- b- At least three years have passed since he obtained his doctorate.
- c- He must have at least three research papers - in his field of specialization - that have been published or accepted for publication in refereed scientific journals.

46-2 The supervisor of doctoral dissertations who is not a faculty member at the university is required to hold the rank of associate professor or professor, and have scientific research published in refereed scientific journals.



Article 47

Faculty members of other departments may assist in supervision, depending on the nature of the thesis, provided that the main supervisor comes from the student's department.

Executive Rules for article (47)

47-1 The supervisory conditions mentioned in Article (45) and its implementing rules shall apply to the nominated assistant supervisor.

47-2 If the assistant supervisor is from outside the department and from within the university, the following should be taken into account:

A- Coordination takes place between the department in which the student studies and the department to which the assistant supervisor belongs.

B - In the event of the approval of the department council to which the nominated assistant supervisor belongs, the procedures shall be completed in accordance with what was stated in Article (42) of these regulations.

47-3 If the assistant supervisor is from outside the department and from outside the university, the following should be observed:

A- Coordination takes place between the department in which the student studies and the entity to which the assistant supervisor belongs.

B - In the event of approval by the nominated assistant supervisor, the procedures shall be completed in accordance with Articles (46 and 42) of these regulations.



Article 48

Supervisors (individuals or joint) can supervise a maximum of four theses at a time; the number of theses may in urgent cases (on the recommendation of the relevant Department Council and the consent of both College and Graduate Studies Deanship Councils) be increased to five. Theses supervision counts as one credit hour each in faculty members' teaching loads (whether as individual or main).

Article 49

If the supervisor cannot continue, or his service in the University comes to end, a substitute will be proposed by the Department Council, approved by the College Council and authorized by the Graduate Studies Deanship Council.

Executive Rules for article (49)

49-1 If the student's completion of the thesis coincides with the termination of the supervisor's service at the university, the supervisor will continue until the student's thesis is discussed, whenever possible.



Article 50

The supervisor should, at the end of each semester, submit a detailed report to the Head of Department on the student's progress in the study, a copy of the report should be sent to the Dean of Graduate Studies.

Executive Rules for article (50)

50-1 The supervisor and the assistant supervisor, if any, shall submit a detailed report on the student's progress in his research according to the form prepared by the Deanship of Graduate Studies, and in accordance with the academic calendar of the Deanship. The report shall be approved by the head of the department, and a copy of it shall be sent to the Deanship.



Article 51

On student's completion of thesis, the supervisor should submit a report to the Head of the Department to announce this and declare the thesis's suitability for discussion. The act comes as a prelude to the rest of the procedures specified by the Graduate Studies Deanship Council.

Executive Rules for article (51)

51-1 Adherence to the procedures, controls, and forms regulating the process of discussing master's and doctoral theses, and approved by the Council of the Deanship of Graduate Studies.



Article 52

If it proves that the student is not serious in study or violates any of the study duties based on the supervisor's report, a warning notification should be delivered to the student by the concerned department, if a student is warned twice and does not obey, the council of postgraduate studies deanship will cancel the student's registration based on the department council's recommendation.

Thesis Defense:

Article 53

The Thesis Judging Panel is set up by the Graduate Studies Deanship Council on the recommendation of respective Department and College Councils

Article 54

The following are required in a judging panel for a master's thesis:

1. Its members should be odd in number and the supervisor should be chairing it.
2. The minimum number in a panel is three teaching faculty members; the supervisor and assistant supervisor (if any) should never form a majority in the committee.
3. Conditions for thesis' supervisors apply to judging panel members.
4. At least one professor, or an associate professor, should be among the committee members.
5. Its decisions are made through consensus of, at least, two thirds of its members.



Executive Rules for article (54)

- 54-1 Each member of the discussion committee has an independent grade in evaluating the student's thesis, including the supervisor or the assistant supervisor (if any).
- 54-2 One of the members of the Master's thesis discussion committee must be from outside the scientific department, preferably from outside the university.
- 54-3 When discussing a master's thesis, the principal supervisor shall have one vote, and the assistant supervisor or the assistant supervisors, if any, shall have one vote.



Article 55

The following conditions are required in a judging panel for a doctoral dissertation:

1. Its members should be odd in number, a minimum of three, and the supervisor should be chairing it.
2. Its membership should be exclusive to professors and associate professors; the supervisor and assistant supervisor (if any) should never form a majority in the committee.
3. One of the committee members, at least, should be a full professor.
4. One of the committee members, at least, should come from outside the university.
5. Its decisions are made through consensus of, at least, two thirds of its members.



Executive Rules for article (55)

55-1 Each member of the discussion committee has an independent grade, including the supervisor and the assistant supervisor (if any).

55-2 One of the members of the PhD dissertation committee must be from outside the scientific department, preferably from outside the university.

55-3 When discussing a doctoral thesis, the principal supervisor shall have one vote, and the assistant supervisor or the assistant supervisors, if any, shall have one vote.



Article 56

In case the thesis supervisor cannot participate in the judging panel (due to death, retirement or a long-term task outside the country), the department shall propose a substitute to be approved by the College Council and authorized by the Graduate Studies Deanship Council.

Article 57

The Judging Panel will issue a report to be signed by all members and processed by the Head of Department within one week from the date of the defense. The report should include one of the following recommendations:

1. Accepting the thesis and recommending degree awarding.
2. Accepting the thesis with some amendments, but no further defense. A member of the panel shall be authorized to recommend degree awarding after ascertaining that the amendments have been made. Amendments should be completed within a time span not exceeding three months from the date of defense. However, the University Council may exceptionally permit a time extension.
3. Require rectifying of deficiencies in the thesis and another defense within a time limit (not exceeding in length one year from the first) to be specified by the Graduate Studies Deanship Council on recommendation of the relevant Department Council.
4. Not accepting the thesis.

Each member of the judging panel has the right to present different views or reservations in a detailed report to both the Head of Department and the Dean of Graduate Studies within a time limit not exceeding two weeks from the date of thesis defense.

Article 58

The head of the related department will forward the panel's report to the Dean of Graduate Studies within a time limit not exceeding three weeks from the date of thesis defense.



Article 59

The Dean of Graduate Studies will forward recommendations of degree awarding to the University Council for approval.

Article 60

A master's degree supervisor from outside the university shall be paid a single reward of five thousand Riyals, and a doctoral degree supervisor from outside the university shall be paid a single reward of seven thousand Riyals.

Article 61

A committee member participating in the judging panel of a master's thesis or doctorate dissertation is paid a single reward of one thousand Riyals (on being a teaching faculty in the same university to which the thesis is submitted). University personnel (non-teaching member) and participants from outside the university are paid a single reward of one thousand five hundred Riyals for a doctoral dissertation and one thousand Riyals for the master's. Panel members from outside the Kingdom receive two thousand five hundred Riyals.

Panel members from outside the city where the thesis is examined (whether from inside or outside the Kingdom) are paid (in addition to the aforementioned reward) a two-way flight ticket, adequate accommodation (up to two nights), and subsistence allowance; a flight ticket is also paid for the person escorting the panel member if blind, and for the legal male, chaperone, if the panel member is a female, in addition to (up to two nights) accommodation.

"The Postgraduate Council, based on a recommendation of the concerned college and department council may add one or two nights if necessary, and if the nature of study required it."



Chapter (9)

General Provisions



Article 62

The University Council sets up rules to assess graduate programs based on the proposal of the Graduate Studies Deanship Council; the outcome of the assessment must be submitted to the University Council.

Article 63

The Head of Department should submit to both the College Dean and the Dean of Graduate Studies at the end of each academic year a report on the progress of graduate studies in the department.

Article 64

Any issue not stated in any of the provisions of these Rules and Regulations shall be subject to the Statute of the Higher Education Council, its implementing regulations and resolutions effective in the Kingdom.

Article 65

This Statute supersedes all previous Statutes of Graduate Studies at the universities, and it shall come into force at the first academic year following the date of approval. The University Council shall address cases of students enrolled under previous statutes.

Article 66

University Councils can set up rules, regulatory and executive procedures for graduate studies provided that they do not conflict with provisions of this Statute.

Article 67

The Higher Education Council has the right to interpret this Statute.