

Name of Committee	4. The Committee of Postgraduate Studies and Scientific Research
Head of Committee	Vice-Dean for Post-Graduate Studies and Scientifics Research
Name of Head	Dr Saif Khuzaym Aldossari
Coordinator	Dr Lorina Ineta Badger-Emeka
Members	
	Dr Amina Abdul Aziz Al-Hamam (aalhumam@gmail.com)
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Task and Functions	
	1. Arranging the postgraduate students' affairs, which including: scheduling courses, course registration, add or omit courses, delaying, interruption, folding records and reopen them, deprivation, transforming, exams scheduling, monitoring grades, welcoming new students, reviewing students documents, considering students excuses who accidently interrupted from study. All the aforementioned must be compatible with the university regulations.
	2. Coordinating with the deanship of postgraduate studies in every issues regarding to the B.A and M.A students.
	3. Enhancing and reviewing the conditions of enrollment in postgraduate studies.
	4. Cooperating with the deanship and centers of scientific researches to encourage and support researchers in the university
	5. Encouraging academic staff in the college to publish proposed researches to the supporting entities.
	6. Considering proposed researches which are delivered to the deanship of scientific researches and making sure if they are compatible with the college interests.
	7. Reviewing proposed researches from postgraduate students and making sure of their objectivity and if they are compatible with the community and environment needs which are eventually match the college interests.
	8. Coordinating with the college departments to develop, modernize and assess the postgraduate programs.

	9. Assessing and encouraging research performance and scientific publishing in the college and determining the obstacles and seek for ways to overcome them.
	10. Increasing the efforts to root the scientific publishing in the most effective scientific periodic.
	11. Supervising and operating the central lab if found.
	12. Helping teacher assistances to obtain scholarships to well-known universities.
	13. Constituent assistance to follow up the college scholars' conditions in abroad.
	14. Attracting the outstanding researchers to the college.
	15. Reviewing the documents which are referred by the college dean to the committee and giving opinion and necessary recommendations.
Performance Indicators	
	1- The number of proposed researches which are studied by the committee and had supporting form inside or outside of the university.
	2- The number of postgraduate programs which have been modernized or going to be updated and assessed.
	3- The number of programs which have been reviewed internally or externally.
	4- The number of postgraduate students who have been admitted in different programs according to their number in the past year.
	5- The number of postgraduate students who had their degrees within the regular period without delaying according to their number in the past year.
	6- The number of academic staff and postgraduate students according to the benefits they got from the central laboratory and their percentage from the total average.
	7- The number of academic staff who published at least one paper and had refereed during the past year.
	8- The number of scientific papers according to the number of academic staff which have been shown in the scientific references during the past year.
	9- The number of scholars who have got advantages from the committee.
	10-The number of scholars who have got assistance because of such obstacles faced them during their study in abroad.
	11-The number of researchers who have been attracted by the committee.
	12-The number of textbooks for different courses which are available in the college programs and the library
	13-The number of references in the college programs which are available in the central library.
	14-The number of memberships in the academic programs database.
	15-The percentage of individuals and beneficiary entities satisfaction from the committee events and activities.