

Guide for Postgraduate Students



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contents
Introduction
Definitions
Dean's Website
Academic calendar
Study System
Study Style
Examinations System
Academic Operations
Application for Postponement of Admission
Postponement of Study
Application for Deletion or Apology
Exceptional Opportunities to Raise The GPA
Application for a Transfer
Academic Warning
Application for a Restriction Folding
Application for Re-Enrollment
Termination
Withdrawing
University ID
Students' Excuses
Procedures Of Excuses Consideration
Medical Excuses Regulations

Procedures for Death Excuses
Procedures for Traffic and Criminal Accidents and Detention Excuses
Activities Participation Excuses
Procedures, Supervision, Discussing and Results Approval for Scientific Theses
Rights and Duties Of Student
A Request for Research Plan Registration
Scientific Supervisor's Report
Scholarship and Graduation
Graduation
Clearance
Communication Methods with the Postgraduate Students' Deanship

Introduction

Indicators of development at the level of education and scientific research in all fields include postgraduate studies in their various programs and degrees, which, given their added value, positively affects the overall development and development movement. Scientific progress and the advancement of societies are two other pillars of sustainable development. A powerful cornerstone that offers the society skilled scientific competence and talents in many fields, On the other hand, postgraduate research has a significant impact on the quality of research that is published and the number of patents that are filed with international scientific organizations and research institutions, which helps universities throughout the world advance.

The Deanship of Postgraduate Studies is eager to create and run high-quality postgraduate programs that are compliant with international standards and the ambitious Kingdom's Vision 2030. The goal is to bridge the achievement gap between higher education and labor market demands. We all pray to God for assistance as we serve this kind nation.

Definitions

Academic Year:

Two main semesters and one summer, if any.

Semester:

A minimum of fifteen weeks' duration for which courses are taught, including both registration and final tests.

Academic Level:

It is the level of the study according to the approved study plans.

Statutory Period:

It is the available period to complete the study requirement.

Curriculum:

A course within the approved study plan in each specialization (programme). Each course has a number, code, name, detailed description of its vocabulary that distinguishes it in terms

of content, level of other courses, and a special file maintained by the Section for the purpose of follow-up, evaluation and development. Some courses may have a requirement, pre- requisite or contemporaneous with it.

Study Unit:

A lecture of at least 50 minutes' weekly duration, or a practical or field lesson of at least 100 minutes' duration.

Semester Work Grade:

The degree granted for work indicating the student's achievement during a semester of exams, research and educational activities related to the course.

Final Exam:

Exam in course held once at the end of the semester.

Grade Point Average (GPA):

The sum of the points obtained by the student in all the courses he/she has studied since joining the University is divided into the total units established for those courses.

Appreciation

Description of the alphabetical code of the final grade obtained by the student in any course.

Postponement or Deletion:

an estimate to be monitored for all courses of the semester in which a student's apology for continuing or deleting studies is accepted and symbolized by letter (w).

(Q) Code:

Code monitored in the student's academic record of the course in which they are found cheating on their final exam, or they continue and it has no point value.

Overall Rating:

Describe the level of educational achievement of the student during the period of his/her study at the university.

Withdrawal:

Permanently remove the student's file from the university.

Dropout:

are individuals who fail to enroll on time or who discontinue their studies after completing at least three weeks of course work (or six weeks of yearly study for those who have completed at least one semester) or both.

Folding Registration:

If a normal student discontinues their studies for a semester without having completed at least one semester, they are not permitted to enroll in classes and continue their studies.

Postponement of Admission

A period not exceeding two semesters, granted to the student after admission, and before registering for courses, and is not counted within the maximum period for obtaining the degree.

Deletion: The student may drop all the courses of the semester before the final exam, and the deleted semester shall be treated as semesters of study postponement in terms of duration

Academic Warning:

The notification given to the student because his cumulative GPA is lower than the minimum indicated.

Deanship's Website

The Deanship has launched its website, which aims to be one of the resources for graduate students and contains the most crucial links to obtain all forms for admission and registration, educational and financial affairs, and to view all the most recent information on postgraduate programs, as well as the most recent Deanship news.

<https://www.uhb.edu.sa/Pages/PageNotFoundError.aspx?requestUrl=https://www.uhb.edu.sa/ar/Administration/Agencies/GraduateAgency/Deanships/dgs/Pages/default.aspx>

Academic Calendar

The Deanship of Postgraduate Studies releases an academic calendar at the start of each academic year that includes crucial dates for postgraduate students, colleges, and departments, such as the start of the semester, postponements for admission and study, subject registration deadlines, and other important dates. This calendar and its associated dates, which are published on the websites of the University and the Deanship of Postgraduate Studies, must be followed by postgraduate students.

Study System

PhD Program:

The following strategies include enrolling in PhD programs:

- The degree must be earned within six semesters and ten semesters, and summer semesters are not included in this duration.
- A program of study that includes a thesis and at least 30 postgraduate and master's level courses.
- The thesis and certain courses, but not less than 12 study units, are devoted to specialized studies, or seminars, depending on the student's particular competence and scientific background.
- All lectures are attended at the University.

Master's Program:

The following strategies include enrolling in Master's programs:

- Neither less than (4) semesters nor more than (8) semesters may be required to complete the degree.
- A program of study that consists of a thesis and at least 24 courses at the master's and postgraduate levels.
- university professional major curricula in specialized subjects, with a minimum of 42 postgraduate courses and a research project requiring at least three units. The master's study plan should, where possible, contain graduate courses from other departments that are pertinent to the area of specialization.
- Everyone attends all lectures at the university.

Diploma's Program:

For diploma programs, the following coursework, fieldwork, and practical work are necessary:

- Neither less than (2) semesters nor more than (4) semesters may be required to complete the degree.
- No less than (24) study units and no more than (36) study units.
- Everyone attends all lectures at the university.

Study Style

The academic year will be split into two main semesters that will each last at least 15 weeks, excluding enrollment and exam periods. In compliance with the policies and guidelines endorsed by the University Council, some institutions may allow students to enroll for the entire academic year.

Examination System

The following are the examination procedures for postgraduate courses leading to a diploma, master's degree, or PhD:

- A grade of "good" or above is required in order to consider a student to have completed the course successfully.
- A student with less than (70%) shall be deemed to be in compliance with the course.

- The Council of Deanship of Postgraduate Studies shall take such action as it deems necessary with regard to alternative tests and courses that require more than one semester of study, upon recommendation of the Council of the Department and approval of the College Council.
- The semester work grade is determined by testing, research, and costs, and it cannot be less than 40% of the final mark.
- Without previous written notification, a student receives an academic warning if their grade falls to less than (3.75) of (5) or its equivalent.
- A student is considered enrolled in the course and earns a failing grade (DN) if they miss more than 20% of the study units for a particular subject.
- The Department Council's recommendation and the College Council's approval may prevent lifting the deprivation and allowing the student to take the test if the student offers an explanation that is accepted by the Council and if their attendance rate is not less than (50%) of the lectures and scientific lessons required for the course.
- The alternative exam must be held in the first month of the new semester.

Unless there is an acceptable excuse, the student must submit an application for an excuse from failing to the head of the department in question between the time the excuse arises and the excuse of the second week of the exam period.

b. The councils of the department and college approve the excuse.

- If a student fails one or more courses, the study and exam period during the subsequent semester will be reinstated in addition to the subsequent semester's course, unless the failed course was a prerequisite for any of the subsequent semesters.

After finishing all necessary courses, candidates for a PhD are required to pass a written, oral, and comprehensive test.

This test must cover all relevant subfields in addition to the main subjects. The student will be considered a candidate for the degree if he successfully completes the exam the first time by earning (70%) or above on one of the two tests; however, if he fails the test or succeeds only partially after being given one chance over the course of two semesters, he will not be permitted to enroll in classes and continue his studies.

Academic Operations

1. Application for Postponement of Admission

- Admission may be postponed for one or two semesters with the approval of the Department Council and the Deanship of College and Postgraduate Studies, provided that the postponement period does not exceed two semesters and the postponement period is not accounted for when determining the maximum length of the degree. At the start of the program, the student enrolls. The student's acceptance to the program shall be revoked if the start of the program is postponed for four semesters.
- There is only one chance to postpone admission.
- The candidate submits a request for postpone of admission to the department at least 15 days before the start of program study.
- If a student postpones admission by one semester, he or she may enroll in the following semester, unless the courses they are taking have prerequisites from the previous semester.

The first of the program's four possible semesters must be completed as soon as possible.

The Deanship of Postgraduate Studies has the right to refuse to postpone admission if the reasons are not satisfactory or if there is an impact on the numbers specified for future admission to the program.

- During the postponement period, the postponement is not a regular student and does not enjoy regular student benefits.

2. Application for Postponement

The student's studies may be postponed as follows with the permission of the Department Council and the Deanship of College and Postgraduate Studies:

1. The student has successfully completed the necessary number of semesters or the thesis.
- 2- A total of four semesters (two academic years) may be postponed.
3. The maximum degree duration does not include the postponement time.
- 4- The student files a postponement request to the department chair no later than the end of the second week of the semester.
5. For the postponement to be effective, it must be approved by the deans of the faculty and graduate studies.
6. Unless the course includes requirements from the postponed semester(s), in which case the student must complete the prerequisites as soon as feasible, the student may enroll in the course after the postponement period if the postponement happens during the course examination time.

If this is not possible, the Council of the Deanship of Postgraduate Studies will make the appropriate decision.

7- After registering for the thesis subject or after completing the required courses, the applicant may postpone.

8 - Scientific bodies will take the thesis subject of the student whose defense has been postponed into consideration. The scientific guidance and control will continue throughout the postponed phase.

9. Intermittent or continuous postponing courses are available to students.

10-If the applicant is given an additional opportunity and the postponed period has not been exhausted, the applicant may postpone the additional opportunity or some of it.

11- After providing the go-ahead, a full-time applicant agrees to and is fully responsible for alerting his or her company of the postponement.

3. Application for Deletion or Apology

All semester courses may be deleted by students as follows:

1. Request for deletion before the last exam.

2. The Department Council and Deanship of College and Postgraduate Studies approval.

3. There won't be any further opportunities this term.
- 4- The postponement period includes this semester.
5. The student has not used up all of the postponement time and has completed at least one semester.
- 6- The student, assuming they do not discontinue their studies, submits a request for deletion to the department chair before the result of the twelfth week of the semester.
- 7- A deletion cannot go into effect before the College and Postgraduate Studies Deanship has approved it.
- 8-Unless the subsequent semester's courses have prerequisites from the deleted semester course, the student may enroll in the next semester course after dropping a semester course. If any of his or her courses have prerequisites from the semester course that was eliminated, he or she must complete those courses as soon as possible, but no later than two semesters. Additionally, the relevant decision will be made by the Council of the Deanship of Postgraduate Studies.
- 9-An candidate for a full-time position agrees to notify his or her employer of the deletion after giving the go-ahead and is solely accountable for it.

10-For instances that it has resolved, the Council of the Deanship of Postgraduate Studies shall be excluded from the requirements set forth in this regulation.

4. Exceptional Opportunities to Raise The GPA

Based on the suggestion of the Department and College Councils, the approval of the Council of the Deanship of Postgraduate Studies, and the consent of the University Council, a student may be offered one additional opportunity for a maximum of one or two semesters as follows:

1. The additional chance to increase the GPA must be given during the student's regular term and must not preclude the giving of a further opportunity after the time has expired.
- 2.If the student's GPA cannot be raised or the regular time is more than one semester, the student is not offered a second chance.
- 3-If the program is longer than two semesters and the student's performance has declined in two consecutive courses, the additional opportunity will be used during the courses for which it has been granted; if the student has already completed the semester courses, the opportunity will be used during the courses that came before it.

4-Always organize the student's registration for additional opportunity courses with the department.

5 The applicant must do their study and enroll in the appropriate course(s).

6-A student's enrolment in a semester course for which the department was unable to provide additional opportunity courses is not taken into consideration.

7-If a student is granted an additional chance for two semesters and improves his GPA in one semester, the second semester is automatically deleted.

8. The student is not given another chance to increase the GPA if he drops after discussing the scientific thesis, after the end of his statutory period, by turning in his report to the scientific supervisor. If he or she still has one or more courses to take, anyone who has not yet finished the required amount of time may seek the additional opportunity.

9-The student submits an application to the department chair requesting an additional chance for the two periods during which his GPA has reduced, not to exceed two weeks of study time from the next semester.

5. Application for Exceptional Opportunities

1. Based on a supervisor's report, the Department and Postgraduate Council's suggestion, the Deanship of Postgraduate Studies' support, and the University Council's permission, students may be awarded an extra opportunity lasting no more than two semesters.
2. To request the extra opportunity, the candidate contacts the appropriate department well before the last semester course within the statutory time ends.
3. The supervisor is required to submit to the department chair a full report on the student's academic development along with a request for an additional opportunity period.
4. The Department Council must, at the very least, recommend that the thesis concept be approved before a student's request for an additional opportunity would be considered.
5. Those who did not benefit from the postpone within the statutory period may be given another chance or one of the two semester courses.

6. Application for External Transfer

On the suggestion of the councils of the department and college and with the consent of the council of the Deanship of Postgraduate Studies, the student's transfer from another accredited institution to the university may be approved, taking the following factors into consideration:

1. The prerequisites for admitting the converted student and any other conditions the department deems necessary.
2. Regardless of the reason, the student cannot be expelled from the institution from which they have been transferred.
3. The total number of study units may be calculated using the following formulas:

No more than six semester courses may have been studied by comparable units, and no more than 30% of the transferred program units may be made up of these units in order to adapt the content to the transferee's program's requirements.

- He has a grade point average (GPA) in the relevant courses of at least (very good).
- Equivalent units are not taken into consideration when calculating the cumulative GPA.

- After being proposed by the council of the department that manages the program, the formula must be approved by the College Council and the Deanship of Postgraduate Studies.

The prerequisites for transfer to the university are as follows:

- Within the time frame allocated for the transfer, the student may submit an application for transfer to the Deanship of Postgraduate Studies with the following supporting documentation attached:
 1. He was accepted into the college from which he transferred.
 2. A full explanation of the terminology used in the student's course.
 - 3- The overall amount of study units (hours) per course that the university accepted.
- The time that the student spent in the program at the institution from which they transferred shall be considered against the maximum term permitted for obtaining the degree.
- Equivalent study units are recorded in the student's academic record but are not taken into account for calculating the cumulative GPA.

7. Application for Internal Transfer

With the approval of the Council of the Deanship of Postgraduate Studies and the recommendation of the two departments and colleges that were proposed to him, the student may switch academic specializations within the institution:

- If the competent department approves that the study units are equivalent to the program to which the transfer is intended and that they fall within its cumulative GPA, then the study units previously taken at the university may be counted.
- For whatever reason, the student has not canceled his registration.

The length of the student's transfer program must be considered when calculating the maximum time permitted for earning the degree.

- The length of the student's transfer program must be taken into consideration when determining the maximum time frame for earning the degree.
- The student has received a cumulative GPA of at least (3.75) of (5) or its equivalent, has completed at least one semester, and has only moved from one institution to another during the given period to get the degree.

- Unless there are joint courses between the two programs enabling the applicant to terminate the program within the specified period, the applicant must not have spent more than half the regular period in the assigned section.
- The applicant must submit an application for transfer to the Deanship of Postgraduate Studies within the timeframe specified for transfer.
- Course equivalent must follow University's regulations and procedures for course equivalency.

The department tasked with approving the transfer must also notify the Deanship of Postgraduate Studies.

- The section to which the transfer is made specifies the semester course in which the transferee begins their studies, and estimates of their study units are included in the cumulative and uncounted GPA, which remains on their record but is not factored towards their GPA.

8.Academic Warning

If it is decided, based on a report from their supervisor, that the student is not actually studying or is breaching any of their commitments, the student will be advised of a letter from the department.

If the warning is issued twice and the issues are not remedied, the Council of the Deanship of Postgraduate Studies will revoke the student's registration on the suggestion of the Departmental and College Councils.

This might happen in any of the following circumstances, but not only those listed:

- If the student receives denied (DN) in 50% or more of the courses they are registered for each semester.
- If the student fails to contact his supervisor for a whole semester without a justifiable explanation.

If the completion does not correspond to the time spent as reported by the supervisor or as recommended by scientific research. unless one exists.

9.Restriction Folding

The University Council may choose to fold a student's registration under the following conditions, with the agreement of the Deanship of Postgraduate Studies, on the recommendation of the two college and departmental councils:

- If you are accepted for postgraduate studies but don't register during the allotted enrollment period.
- If the further coursework is unsuccessful.

- If it is determined that he is not pursuing his studies seriously or that he has breached any of his assignments.
- If he withdrew from or dropped out of school for a semester without a legitimate explanation.
- The cumulative GPA drops below a very exceptional estimate in two consecutive semesters of coursework, all postponement options have been exhausted, or after discussing the thesis or graduation project.
- Whether it be during the course of his studies or the creation of his thesis, he will be expelled from the university if he works against university regulations and traditions or violates the Scientific Secretariat.
- If he fails the comprehensive test after being offered the option to retake it.
- If after discussion the examining committee concludes that it lacks the power to discuss or reject it. If the term finishes and the candidate doesn't meet the requirements for the degree, his registration will be folded even if he hasn't been warned.
- In this context, the terms "folding of restriction" and "cancellation of registration" are synonyms.

10. Application for Re-Enrollment

In severe situations, a student whose registration has been canceled may be re-enrolled if there is a compelling reason that prevents them from continuing their studies, as determined by the departmental and college councils. Re-enrollment is

contingent upon the University Council's approval and the Council of Deans of Postgraduate Studies' proposal, with the following factors taken into consideration:

- A student whose enrollment has been canceled for more than six semesters will be treated as a new student, regardless of any prior coursework that has been completed.

The request for re-enrollment must be given to the department head along with the decision to cancel the registration and evidence that these were compelling reasons for doing so.

- A student whose enrollment has been canceled for six semesters or less retakes a few courses that will be chosen by the departmental and college councils and approved by the council of the deanship of postgraduate studies.
- The Departmental and College Councils have the power to determine what qualifies as a compelling circumstance, and their decision is subject to approval by the Council of the Deanship of Postgraduate Studies.
- When a student re-enrolls and is treated as if they are a new student, neither they nor their equivalent may be excused from studying the courses they previously took until the registration process is complete.

11. Dropout

The Council of the Deanship of Postgraduate Studies, acting on the advice of the Departmental and College Councils, shall decide whether to terminate the student's enrollment. In the following situations, the student will be considered discontinued and restricted:

- If accepted for study but did not register in a timely manner;
- If enrolled in one of the courses but did not begin the study four weeks from the start of the study for this course.

12. Withdrawal

If a student withdraws from postgraduate courses at their own decision and subsequently decides to retake them, the following prerequisites for enrolment at the time of the new enrollment will apply to them:

- Within two weeks of the withdrawal procedure, the College shall notify the Deanship of Postgraduate Studies.
- The department chair must receive a withdrawal request from the candidate.
- The student's prior methodological education is not taken into consideration.

University Identification Cards

It serves as a way of identifying the student, their enrollment, and their university. All students enrolled in the institution must get a university card. The student ID card includes:

University Number

Civil Registry

Specialization

College

Student Photo



The Importance of University Card:

1. Identity Verification on Campus
2. Enter the Exam Rooms
3. Library borrowing

Students fill out the form that was emailed to them. Students get university identification cards, which are then distributed to students in accordance with the procedures used by each college by the department responsible for the deanship of postgraduate studies.

Students' Excuses

- Medical excuses are accepted in cases of serious and infectious diseases, accident injuries, and diseases requiring hypnosis or preventing the student from attending.
- For those included in this guidance, the report must include the entry date, the issuer, and details regarding the cases' excellent status.

- The student must meet the following requirements: the source of the medical report, the treating physician's certification, the authority director or his designees, and issuer-stamp status.
- Only comprehensive medical records explaining the student's impairment or incapacity to attend university are allowed as attachments to sick leave paperwork.
- Medical reports issued by private centers and clinics are required to be certified from the region's health affairs and the maximum excuse period is only one day.
- The maximum period for an excuse is one day, and the region's health affairs must confirm any medical reports from private institutes and clinics.
- Medical reports supplied by primary health care institutions of the Ministry of Health need accreditation of the region's health affairs.
- If a student is accompanied by a first-class relative (father, mother, grandpa, grandfather, children, spouse, or wife) while undergoing treatment in a hospital, the patient must have paperwork establishing the beginning and conclusion of the accompanying time.

- All medical reports must be certified by private hospitals and clinics before being released, and there is a three-day maximum grace period. Examples of first-degree ties are grandparents, grandfathers, children, spouses, second-degree parents, grandfathers, uncles, and nephews.
- A first-degree relative's passing will only be allowed as an excuse for one day in the second and third grades; any more absences will be viewed as unjustified.
- The student must present evidence showing his connection to the deceased, such as a copy of the death incident report that includes the date of the incident.
- In the case of a traffic, criminal, or security detention, the student is asked to present a verified report from the relevant authorities stating the date and time of the incident.
- For an excuse to be accepted, it must be shown that the incident actually kept the student from going to class or taking a test.
- The student must obtain written permission from the dean of the college to which they are affiliated before participating in any activity (seminar, sporting event, cultural event, etc.) that calls for it.

- The student must provide evidence of his attendance at the event and a statement of his engagement in order to complete the steps for filing an excused absence.
- Within a window of no more than 10 working days from the date of the initial absence, the reason must be delivered at the issuer's stamp, with the form created for this purpose attached to the student's college, together with the delivery of all original reports and justifications.
- Supporting official documents that can be validated also need to have stamps, be real, and have all the relevant data.
- If the student is unable to deliver the reason themselves, he or she must select a deputy to do so on their behalf since the student will not accept excuses filed after the deadline has passed.
- For the period of the absence specified in the application, the "absence of an excuse" will be recorded in the student's file if the provided justification is accepted.

- Attendance is taken into account when calculating a student's absence rate in class. With or without a valid excuse, a student is not allowed to take the rapporteur's final exam if they miss more than 50% of the lectures and scientific courses.
- While the university retains the ability to prosecute the offense criminally through the appropriate official authorities, the student will be reported to the relevant authority where the punishment indicated in the regulations of the institution, which may exceed final semester, is imposed.
- The applicant must follow up on the application if the student's explanation is determined to be insufficient; otherwise, the penalty specified in the university's regulations, which may extend to the final semester, is imposed.
- If the rationale is accepted, the college will consult with the faculty to implement the necessary actions in line with standard procedure.
- In addition to maintaining a copy of the rationale, the student is responsible for confirming with the teacher to make sure it really arrives and is active.

Procedures for Scientific Theses, Supervision, Discussions and Adoption of Results

Student's Rights:

1. To understand more about the scientific and research interests of postgraduate students, the department conducts scientific meetings between teachers.
2. The candidate has the right to meet with the scientific advisor for one study hour for the thesis and half an hour for research in order to get the appropriate assistance.
3. The candidate has the right to request a change in mentor or supervisor after providing the department head with strong justifications.

Student's Duties:

1. The mentor/scientific supervisor and the student must correspond at least once every month.

2. If it is decided, based on a report from their study supervisor, that the student is not serious about their studies or is not meeting any of their commitments, they will get a warning letter from the appropriate department. The student must provide work that is proportionate to the time spent, in accordance with the supervisor's report or the scientific manual for the department, if the student receives two warnings and the reasons of the warnings are not eradicated.
3. Obligation to uphold scientific research ethics and intellectual property rights, particularly where sensitive data is involved.

Application for Registration of the Research Plan

Graduate student with a cumulative GPA of at least (Very Good), who has satisfied all admissions standards and passed at least 50% of the required courses. The Department Council recommends the supervisor and assistant supervisor, if applicable, and, following approval by the College Council, presents the written thesis to the Department for review. If approved, the Department Council then recommends the name of the supervisor to the Deanship of Postgraduate Studies Council.

1. The student follows the particular rules and processes and the overall outline for drafting the thesis plan.

2. The research project and the supplemental research project are regarded as curricula and are registered in the semester course mentioned in the program's definition. They do not follow the rules of a scientific thesis.
- 3- If the thesis plan is in another language, a summary with search subcategories is given in Arabic.
- 4- If the thesis proposal authorized by the Deanship of Postgraduate Studies Council has to be changed, the applicant must submit a request to the appropriate department, outlining the reason for the change and approving the scientific advisor.

Scientific Supervisor's Report:

At the end of each semester, the scientific supervisor should submit a full report on the student's progress, in his study, and his sincerity in choosing the subject of the thesis and creating the research plan to the department chair.

The report will be sent in a copy form to the Dean of Postgraduate Studies. The supervisor's reports are taken into account when deciding whether to grant a request for a delay, an extra chance, or the presentation of a research concept.

Scholarship of the Student:

- The maximum period for obtaining a degree shall be calculated from the start of enrollment in postgraduate courses until the date of submission of a report by the student's supervisor to the head of the department with a copy of the thesis, or any other requirements of his program.
- The Scientific Department does not recommend the award of a master's degree or PhD before the completion of the minimum prescribed period.

Clearance:

- Only after successfully completing all degree requirements and maintaining a cumulative GPA of at least (very good), can the student get their diploma.

Application for Additional Opportunity

**Director of Deanship of
Postgraduate Studies**

**University Council
Secretary**

**Deanship of Postgraduate
Studies**

**Department and
College**

Student

Inform the department
of the university
council's decision.

Inform the Deanship
of Postgraduate
Studies of the
University Council's
decision.

Make a recommendation to
the University Council and
submit the application to the
Deanship of Postgraduate
Studies Council. The
Deanship of Studies must
complete the application.

Approving the
Deanship of
Postgraduate's
recommendation as
made by the
Department and
College Councils.

After completing the criteria
and within the time frame
specified in the university
calendar for postgraduate
students, lift the application to
the department. Application
Form Additional Opportunity
No. (...) Academic Record.

Procedure for Submission of Application for Deletion of Semester

Director of Deanship of
Postgraduate Studies

Deanship of Postgraduate Studies

Department and College

Student

Inform the department of
the Deanship of
Postgraduate Studies
Council's decision.

Submit the application to the Council for
Deanship of Postgraduate Studies for
approval or rejection. The application
must be completed and submitted to
the Deanship of Postgraduate Studies
no later than the end of the fourth week
of study. The deletion shall not be
effective prior to approval by the
Deanship of Postgraduate Studies.

Approving the Deanship of
Postgraduate's
recommendation as made by
the Department and College
Councils.

After completing the
requirements, or at the very
least by the end of the
second week of the
semester, lift the
application to the
department. Attachments:
Deletion Form No. (...)
Academic Record

Procedure for Filing Application for Postponement

**Director of Deanship of
Postgraduate Studies**

Deanship of Postgraduate Studies

Department and College

Student

Inform the department of the
Deanship of Postgraduate
Studies Council's decision.

Submit the application to the Council
for the Deanship of Postgraduate
Studies for approval or denial. By the
end of the third week following the
commencement of the study, the
application must be submitted to the
Deanship of Postgraduate Studies. A
postponement cannot go into effect
before receiving the Postgraduate
Studies Deanship's approval.

Approving the Deanship of
Postgraduate's
recommendation as made by
the Department and College
Councils.

After meeting the
prerequisites, submit the
application to the
department at least 15 days
before the program's start
date. Annexes:
Postponement Form No. (...)
Acceptance Notice

Procedure for Submitting the Application for Study Postponement

The Department
Head

Inform the student of
the Deanship of
Postgraduate Studies
Council's decision.

Director of Deanship
of Postgraduate
Studies

Inform the
department of the
Deanship of
Postgraduate Studies
Council's decision.

Deanship of Postgraduate
Studies

Submit the application to the
Council for Deanship of
Postgraduate Studies for approval
or rejection. The application must
be completed and submitted to
the Deanship of Postgraduate
Studies no later than the end of the
fourth week of study. The
postponement shall not be
effective prior to approval by the
Deanship of Postgraduate Studies.

Department and
College

Approving the
Deanship of
Postgraduate's
recommendation as
made by the
Department and
College Councils.

Student

After completing the
requirements, or at the
very least by the end of
the second week of the
semester, submit the
application to the
department. Annexes:
Postponement Form No.
(...) Student's Academic
Record

Application for a Researcher's Task Facilitation

College

Inform the department of the dean of Scientific Research's decision

Department and College

Submission of application to Dean of Scientific Research for approval or rejection

Dean of Scientific Research

After reviewing the application and determining that it is complete, the application should be submitted to the dean of the college annex: task facilitation form No. (...), student academic records, copy of the study tool.

Student

Submit the application through the Scientific Supervisor to the Postgraduate Committee of the Scientific Department

Application for a Restriction Folding

Director of Deanship of
Postgraduate Studies

University Council
Secretary

Dean of Postgraduate
Studies

Department and
College

Student

Inform the
department of the
university council's
decision.

Inform the Postgraduate
Studies Deanship of the
university council's
decision.

After submitting the
application to the Council
for Deanship of
Postgraduate Studies,
make a suggestion to the
University Council. The full
application must be
submitted to the Deanship
of Postgraduate Studies.

submit the Postgraduate
Deanship's Department
and College Councils'
recommendation

A decision to fold the
registration is included with the
application submission to the
department and is
demonstrated to be the result
of compelling circumstances.
Attachments: Application Form
Re-entry No. (...) Student's
Academic Record, Restriction

Application for Re-Enrolment

Director of Deanship of
Postgraduate Studies

Postgraduate Studies
Deanship

Department and
College

Student

Inform the department of the university council decision and notify the student of the scientific department head's decision

Submit the application to the Deanship of Postgraduate Studies Council for approval or rejection

submit the Postgraduate Deanship's Department and College Councils' recommendation

Submit the application to the department after fulfilling the requirements. Attachments:
Additional Opportunity
Application Form No. (...)
Student's Academic Record

Application for Clearance

Dean of Postgraduate Studies

Accepting to receive the
document

Department

Completing the clearance form and
obtaining the required official signatures:

- * Deanship of Library Affairs
- * Deanship of Scientific Research
- * King Fahd National Library
- * Educational Institution

To communicate with the Postgraduate Studies Deanship

0137206851	Authorized Vice-President of Postgraduate Studies Phone	
Dgs@uhb.edu.sa	Email for Common Questions	 
Dgsadmission@uhb.edu.sa	Admission and registration Department Email	
Dgsbillings@uhb.edu.sa	Financial Affairs Department Email	

