

Guidelines for Postgraduate Admission



البرامج المعتمدة

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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.

Accredited Programmes

PhD Programs:

- 1- PhD Degree in Health Services Management.

Master's programs:

- 1- Master's Degree in Health Services Management.
- 2- Master's Degree in Internal Surgical Nursing.
- 3- Master's Degree in Management and Leadership in Nursing.
- 4- Master's Degree in Critical Care Nursing.
- 5- Master's Degree in Clinical Laboratories.
- 6- Master's Degree in Educational Leadership.
- 7- Master's Degree in Educational Guidance and Counseling
- 8- Master's Degree in Curricula and Teaching Methods.
- 9- Master's Degree in Early Childhood.
- 10- Executive Master of Business Administration (EMBA).
- 11- Master's degree in Public Social Service.
- 12- Master of Science in Mathematics.

Diploma Programs:

- 1- Higher Diploma in Law
- 2- Higher Diploma in Human Resources
- 3- Higher Diploma in Family Counselling

Administration and Registration

- On the suggestion of the Department Council and with the consent of the Council of the Deanship of Postgraduate study, the University Council decides how many students will be accepted each year to postgraduate study.
- The following criteria must be met for each department to be eligible for admission to postgraduate programs:

- If the program is taught in a course-and-thesis format, there should be a maximum of five students admitted for each faculty member with the authority to supervise. The proportion is estimated based on the current enrollment and anticipated postgraduate enrollment.

If the program is in the course of study, the rate of admission must be no more than fifteen students per faculty member.

- There cannot be more than 25 students accepted into the diploma program for each faculty member.
- If the increase does not exceed 30% of the total number of admissions, the number of postgraduate program admissions may exceed the threshold outlined in paragraph (1) of this Executive Rule.
- A student's admission to the program, for example in the event that the program is not opened, is considered to be below the minimum number of enrolments in the program in accordance with paragraph (3) of this executive rule, and may make a new submission when the program is opened.
- A minimum of 10 students shall be required to open any program in order to complete the grounds for final admission.

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.
- A total of no less than (24) and no more than (36) study units (hours). The University Council will decide the courses necessary to earn the certificate and the degree's name based on suggestions from the Department and College of Specialists Councils and the Council of the Deanship of Postgraduate Studies.
- When a program is accepted, the length of the diploma is established within that program, taking into mind that a semester course cannot be fewer than (8) study units (hours) nor more than (15) study units (hours).

Number of semester courses (methodology)		Total program study hours		Number of course study units (research project or thesis)		Number of course study units (methodology)		Degree	
Maximum	minimum	Maximum	Minimum	maximum	minimum	maximum	minimum		
3	2	42	32	14	6	32	(24)	Courses and theses	Master
5	3	*60	* (30)	6	3	*60	* (30)	Courses and research project	

Master's Program:

Master's degree study is one of the following strategies:

1. The amount of study units in the curriculum, including the thesis, must be at least twenty-four.
2. Professional specialization curricula that must contain at least 42 of the more advanced courses and a research project that is expected to require at least three study units. The master's study plan should, where possible, contain graduate courses from other departments that are pertinent to the area of specialization.

PhD Program:

PhD Degree study is one of the following strategies:

1. Curriculum and thesis, with a minimum of thirty study units of postgraduate and master's courses in addition to the thesis.
2. Depending on the student's specific expertise and scientific background, a thesis and certain courses, but no fewer than twelve units, are devoted to focused research and seminars.

The curriculum unit (hour) and scientific thesis thresholds must meet the following minimum and maximum requirements:

Number of semester courses (methodology)		Total program study hours		Number of course study units (research project or thesis)		Number of course study units (methodology)		Degree	
maximum	minimum	maximum	Minimum	maximum	minimum	maximum	minimum		
5	3	57	42	15	12	42	(30)	Courses and theses	PhD
2	1	48	32	30	20	18	(12)	Courses and research project	

A master's degree cannot be completed in fewer than four semesters or more than eight semesters; summer courses are not included in this calculation.

1. The semester shall include the following public official leave.
- 2- The Scientific Department advises against awarding a master's or PhD before the minimum required time has passed.
3. Based on the Department Council's proposal, the University Council and the Deanship of Postgraduate Studies Council waive up to three regular-length courses for students who have extenuating circumstances. This is done in line with the following rules:

Each case's reports and supporting documentation must be presented with the Department Council's approval.

According to a report from the scientific supervisor, the time allotted must be long enough to finish the program's needs.

The supervisor must provide a report on the student's progress every two months to the Department Council.

The following situations call for consideration of consent for not counting discovered courses:

- Organic or psychological problems that, provided they are substantiated by medical reports recognized by the relevant authorities, forbid studying and finishing for a period of one or more periods.
- Arrest or imprisonment for offenses other than terrorism or transgressions of morality and decency.
- The student's thesis registration is delayed for a cause that is not his fault.

The maximum time frame for earning a degree must be computed from the start of postgraduate course enrollment until the date on which the student supervisor submits a report to the department head together with a copy of the thesis, or any other requirements of his program.

The supervisor is required to give the department head a course report on the progress of the student's studies.

The time frame will finish when the supervisor submits a report on the thesis' viability for discussion, along with a copy to the department head.

- A graduate student at the institution who will receive a degree teaches at least 70% of the mandatory courses. He is responsible for overseeing the whole preparation of his thesis.

Only after completing all prerequisites for their degree and maintaining a cumulative GPA of at least very excellent do students graduate.

On the recommendation of the Department Council, it may be thought about giving the student an additional one-time opportunity for one or two higher semesters to re-examine some of the courses he has already taken if he has completed the requirements for granting the degree with a cumulative GPA that is below very good and has never been given an additional opportunity to raise the GPA.

Exams are given in postgraduate courses for the following diplomas, master's degrees, and PhDs, as well as monitoring estimates:

1. Only if a student has a "good" GPA or higher is he or she regarded to have completed the course successfully.
2. On the suggestion of the Departmental Council and with the appropriate College Council's permission, the Council of the Deanship of Postgraduate Studies shall take whatever action it considers necessary with regard to alternative exams and courses that need more than one semester of study.

Examination System

1. Testing, research, or both methods may be used to determine the class of the semester work grade.
2. At least 40% of the final grade is determined by the semester work grade.
- 3- The final and complete written tests cannot last longer than four hours.
- 4- If a student's GPA drops below (3.75) from (5) or an equivalent, they are given an academic warning without having to give formal notice.
- 5- The student is deemed a depositor in the course and receives a (DN) if they are absent for more than 20% of the study units and are not allowed to take the final exam.
- 6- If a student presents a acceptable excuse that is acknowledged by the College Council or its representatives, and if they attend at least 50% of the required lectures and scientific lessons for the course, the College Council or its representatives may lift the DN and permit the student to take the exam.
- 7- In order to complete the alternative, the student must:
 - a. Apply for an excuse from failing to the head of the relevant department from the moment the reason arises until the conclusion of the second week of the test period, unless there is an admissible cause.
 - b. The justification is accepted by the college and departmental councils.
- 8- The substitute examination will take place in the first month of the new semester.
- 9- If a student fails one or more courses, they must study and take tests during the subsequent semester in addition to the courses they are taking, unless the course they failed was previously required for one of the subsequent semesters.

Academic Operations

1. Application for Postponement of Admission

1- 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 beginning of the program, the student enrolls. The student's acceptance to the program shall be revoked if the beginning of the program is postponed for four semesters.

2- There is only one chance to postpone admission.

3- The Council of the Deanship of Postgraduate Studies' procedures must be followed while approving the postponement of admission.

4- The applicant must submit an application for a postponement of admission to the responsible department at least 15 days before the start of the program's study period. This application will be reviewed by the department council.

5- No later than the end of the third week after the commencement of the study, the request for a postponement must be submitted to the Deanship of Postgraduate Studies.

6- If a student postpones admission by one semester, he or she may enroll in the second semester unless the courses they are taking have prerequisites from the previous semester. The first semester, during which the program offers courses lasting up to four semesters, must be taken as soon as possible.

7 - Accepting a delay won't take effect unless the Deanship of Postgraduate Studies approves it.

8- If the justifications are insufficient or there is a negative impact on the numbers allotted for subsequent admission to the program, the Deanship of Postgraduate Studies has the power to refuse to postpone entrance.

9- The postponement is not a normal student during the postponement time and is not entitled to regular student benefits.

2. Postponement of Study

With the approval of the Competent Department Council and the Deanship of College and Postgraduate Studies, the student's studies may be postponed in the following ways:

1. The student has successfully completed the necessary number of semesters or the thesis.
- 2- The total number of semesters that may be postponed is limited to four (two years of study).
3. Make a postponement request at least two weeks before the semester's beginning.
- 4- The maximum degree duration does not include the postponement interval.
5. The student submits a postponement request to the head of the pertinent department no later than the end of the second week of the semester to be presented to the department council.
- 6- The request for a postponement must be made to the Deanship of Postgraduate Studies no later than the end of the fourth week of the semester. The postponement won't go into effect without the endorsement of the Dean of the Faculty and Postgraduate Studies.
- 7- He may enroll in the adjournment that follows the term of the postponement unless his decisions have requirements of the adjournment or postponed courses, or if his decisions have requirements of the postponed semester and shall be examined at the earliest opportunity not exceeding two semesters.

8 - After the courses have been finished or the thesis subject has been registered, the candidate has the option to postpone.

9- Before registering the thesis from the postponed student, scientific councils must analyze its issue. The scientific guidance and control will continue throughout the postponed phase.

3. Deletion or Apology:

Students may withdraw from all semester courses in the following ways:

- 1-Apply for deletion before final test.
- 2- The Department Council and Dean of Graduate and College Studies Deanship approval.
- 3-This semester shall not be an additional opportunity.
- 4-This semester is counted as postponement periods.
- 5- The student has finished at least one semester and hasn't missed the deadline.
- 6-The student makes a request for deletion to the department chair before the end of the twelfth week of the semester, if they haven't already been dropped.
- 7-The deletion request must be submitted to the Deanship of Postgraduate Studies no later than the end of the fifteenth week of the semester. Unless the Dean of the Faculty and Postgraduate Studies accepts it, the deletion will not take effect.
- 8- If a student withdraws from a semester, they may register for the next one as long as no prerequisites from the dropped semester are present in the new semester's courses. If the student's courses still have prerequisites from the course they abandoned, they must be studied as soon as practical.
- 9- Courses that last no more than two semesters must be evaluated appropriately by the Council of the Deanship of Postgraduate Studies.

- 10- The applicant for a full-time employment agrees to be fully responsible for the deletion and promises to tell his or her employer after giving the deletion their approval.
- 11- The provisions of this regulation shall not apply to disputes that are settled by the Council of the Deanship of Postgraduate Studies.

4. Additional Opportunities

- On the recommendation of the Departmental and College Councils and with the consent of the Council of the Deanship of Postgraduate Studies, the student is offered one extra opportunity for one or two semesters.
 - Based on the supervisor's report, the councils of the department, the college, the council of the deanship of postgraduate studies, and the consent of the university council, give the student one more chance that cannot last longer than two semesters. Two studies were conducted on the advice of the departmental and college councils and with the council of the deanship of postgraduate studies' consent.
1. The candidate applies for the additional opportunity with the department well in advance of the end of the regular semester.
 - 2- The supervisor must give the head of the concerned department a full report on the student's academic progress along with a suggestion for how long the extra chance should last.
 - 3- The Department Council must, at the very least, recommend that the thesis proposal or graduation project be authorized before a student's request for an extra opportunity would be considered.
 - 4- For those who did not benefit from the postponement during the regular term, they may be given another chance in one of the two semesters.

5. Transfer

a. Application for External Transfer

On the recommendation of the departmental and college councils and with the council of the deanship of postgraduate studies' permission, the student's transfer from another accredited institution to the university may be approved, taking into consideration the following factors:

- 1-The prerequisites for the converted student's entrance as well as any additional requirements the department considers essential.
- 2-For whatever reason, the student cannot be academically expelled from the university from which they have transferred.
- 3-The number of study units (hours) may be determined using the formulas below:
- 4-Equivalent units have studied for more than six semesters.
- 5-substantially in line with the transferee's program's criteria.
- 6- These units shouldn't make up more than 30% of the software units that were transformed.
- 7- His grade point average in the equivalence units must be at least (very excellent).
- 8- Equivalent study units (hours) are not taken into account when calculating the cumulative GPA.
- 9- The formula must be authorized by the College Council and the Deanship of Postgraduate Studies after being suggested by the departmental council that oversees the programme.
- 10- The following is the transfer to the university:
- 11- The student has completed at least one semester and refuses the incoming student's transfer.
- 12- Within the time frame allowed for the transfer, the student may submit an application for transfer to the Deanship of Postgraduate Studies with the following materials attached:
 - His acceptance into the institution from which he is moved.
 - Accepted full descriptions of the student's coursework materials.
 - The quantity of study units (hours) per course that the university from which it is transferred has approved.
 - An authorized copy of the academic transcript.

13- Equivalent study units (hours) are recorded in the student's registration but are excluded from the overall GPA calculation.

14- The time that the student spent in the program at the university from which they transferred should be included in the allotted maximum time for receiving the degree.

b. Application for Internal Transfer

On the recommendation of the two councils of the department and college that are postponed to him and with the consent of the Council of the Deanship of Postgraduate Studies and taking the following factors into consideration, the student may transfer from one Speciality to another within the institution.

1-The requirements for admitting the converted student, as well as any additional requirements the department considers essential.

2-Study units already completed at the university may be counted if the responsible department determines that they are comparable to the program to which the transfer is intended and that they fall within its cumulative GPA.

3-The student must have kept his registration in good standing and not canceled it for any of the reasons listed in article 26 of the Uniform Regulation on Postgraduate Studies at Universities.

4-The student's transfer program must be completed within the maximum time frame allowed for receiving a degree.

5-The student only transfers programs once throughout the allotted time in order to get his degree.

6-The following regulations apply to transfers inside an academic institution across specialties:

The following requirements must be met:

- The applicant must not have spent more than half the regular period in the assigned section, unless there are joint courses between the two programmes that allow the

applicant to terminate the programme within the specified period.

- The student must apply for transfer to the Deanship of Postgraduate Studies within the specified period of the transfer.
- According to the University's rules and procedures on course equivalence, courses must be equal.
- The study units (hours) that can be calculated from the content that the student studied in the department of transfer are specified by the department to which a transfer is made.
- The semester courses in which the student begins their studies is determined by the department to which the transfer is made.
- The cumulative and uncounted GPAs, which remain on the student's academic record but are not tallied against the student's GPA, must contain the estimations of the transferee's study units.

6. 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.
- If the student's GPA is below a (very good) after discussing his or her thesis and there is still time left in their duration, they are given another chance to improve their GPA. If they have already been given this chance or have used up all of their regular duration, their restriction will be folded.
- A new application will be considered for the program if an applicant's registration is scheduled to expire.
- If he doesn't get his degree within the allotted time.
- The Department and College Councils' recommendations must be taken into consideration when deciding whether to terminate registration.
- It is not incompatible with the cancellation and postponing of next semesters.

- If a student's GPA drops below a very high GPA, it is regarded as an academic warning.
- In the event that he does not complete the program in the allocated time.
- According to the University's Disciplinary Regulation, the punishment for a disciplinary offense is final dismissal.

7. 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.
- For disciplinary reasons, the complainant's registration cannot be renewed.

8. Dropout

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.
- If the student has not registered on time or has registered but has not started his or her studies four weeks after the start of the study, the student's enrolment will be folded by a decision of the Council of the Deanship of Postgraduate Studies on the recommendation of the councils of the Department and the College.

9. 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.

Approval of Research Plan

Appointment of a Scientific Supervisor for the New Student:

At the start of the program, each postgraduate student is assigned a scientific supervisor who will help him with his studies, help him choose a thesis topic, and help him create a research plan in accordance with the guidelines that have been approved by the university council on the advice of the council of the deanship of postgraduate studies.

- At the start of each student's enrollment in the master's and PhD programs, the Department Council designates a faculty scientific supervisor.

- A co-supervisor may serve as a scientific supervisor.
- If possible, the scientific supervisor should also oversee the student's thesis after registration, unless doing so would conflict with his area of expertise or the degree he holds in teaching and supervision.
- The student is required to speak with the supervisor at least once per month.
- When a student takes a break during the course, the supervisor will either notify the department or follow up and get in touch with the student.
- A full report on the student's progress, seriousness in selecting the thesis subject, and preparation of the research plan, according to the form created for this, must be sent by the Scientific Supervisor to the Head of Department at the conclusion of each semester.
- To learn about each professor's interests, research, and teaching style, the department hosts scientific meetings between faculty members and graduate students.

Scientific/Academic Supervision:

- Academic supervision is given to postgraduate students as soon as they enroll in the program, taking into consideration both their preferences and the fair distribution of faculty members within the department.
- Scientific supervision is given to PhD students and students of participating supervisors and co-supervisors; scientific supervision is given based on a faculty member's performance in academic supervision of students.
- The Department Council will appoint co-supervisor's scientific supervision when their loads are finished, taking into account their exact scientific specialization.

Scientific/Academic Supervision:

The thesis supervisor and co-supervisor, if any, or the members of the supervisory committee with identification of its chairman, shall be submitted to the College Council and the Section Council, if recommended for approval, by the graduate student after completion of all admission requirements and passing it with a grade of (very good) and a

cumulative GPA of (50%) lower than the course.

- The student follows the council regulations for creating a thesis plan that have been authorized by the Deanship of Postgraduate Studies, as well as the rules and regulations of the College Council and the department.
- The research project (e.g., supplementary research) is treated as a curriculum and does not take the provisions of scientific theses, and is enrolled in the semester specified in the program's description. Passing the comprehensive test is a requirement for receiving the degree, not a requirement for registration of the thesis. If the thesis plan is written in another language, an Arabic summary with search subcategories is supplied.
- If a change to the thesis plan that has been accepted by the Council of the Deanship of Postgraduate Studies is required, the applicant must submit an application to the appropriate department, stating the reasons for the change and endorsing the scientific supervisor in accordance with the following:

-approves changes to the thesis title, the main research divisions (appendices or chapters as appropriate), the research curriculum, the community, the study sample, and its tools as recommended by the departmental and college councils to the Council of the Deanship of Postgraduate Studies.

Subjects for master's theses should stand out for their uniqueness and originality, and those for PhD theses should exhibit these qualities as well as an active contribution to the advancement of knowledge in the student's field of major.

Originality and uniqueness are defined as: - The entirety or the majority of the subject.

-Knowledge, sources, and information that influenced earlier studies have undergone fundamental change.

-New methods for conducting study on the subject.

- Originality and innovation mean:

-Tackle a problem that hasn't been addressed before, or make up for a prior shortfall.

- The use of data in a novel way, frequently revealing outcomes not found in earlier research.
- The use of novel research methods yielding ground-breaking study results.
- The application of well-known research techniques in a situation where the outcomes are different.
- Acquire new data and evaluate it to generate fresh findings.
- Fix significant issues.
- Access new practical applications by using theoretical knowledge.
- Effective contribution to knowledge development means:
 - Reframe information, theories, and forms in new contexts; test theories in new frameworks; or evaluate a specific model in new contexts.
 - Confirm that an existing form is correct and updated to reflect new circumstances.
 - the scientific critique of knowledge, theory, or an example of the abuse of a thesis field.
 - Draw new theory or information by merging old ones.
 - Execute theoretical concepts in practice and show difficulties in implementation.
 - Experimentally adapt various phenomena to arrive at new hypotheses.

The Council of the University, acting on the advice of the Department and College Council and the Deanship of Postgraduate Studies Council, has decided that Master's and PhD theses must be written in Arabic and may be prepared in another language in particular subjects.

- A summary of theses plan must be presented in Arabic for presentation to the Deanship Council.
- The College prepares comprehensive regulations for writing scientific theses in a variety of areas, and these manuals are authorized by the Deanship of Postgraduate Studies.
- Theses should include an English synopsis of them.

1. A faculty member from outside the department may be given supervision in the following ways:

Unless there is a good justification, the supervisory duties of the faculty members of the competent department must be performed.

- b. The supervision portion of a faculty member's load is computed.
- 2-on research initiatives that are neither time- or publication-bound.
- 3-One study unit (hour) each student, up to a maximum of five study units (hours), is allotted for the supervision of research projects in the fields of Shari'a (Islamic Studies) and humanitarianism.
- 4-Supervision must consider the supervisor's interest in and relevance to the thesis's subject area.

By decision of the University Council, on the recommendation of the relevant Department Council, College Council, and Council of the Deanship of Postgraduate Studies, supervisors of scientific theses may be non-faculty members of the University who have distinguished scientific experience and competence in the field of research.

Unless there is a compelling reason, the Department's supervisory responsibilities must be finished before supervising a supervisor from outside the University.

The rules of article 19 of the Regulation Governing the Affairs of Saudi University Staff Members and Their Rulers shall be used to identify the proper scientific rank for those who are not at the academic rank.

Depending on the nature of the thesis, a faculty member from another department may help with supervision, provided that the supervisor also serves as the department head in which the student is an instructor.

- When the President, who serves as the student's supervisor, and the Co-Supervisor have differing perspectives on a subject within the co-supervisor's area of expertise, the student will rely on the co-supervisor's judgment.

Co-supervision is calculated in the faculty member's load, and, unless specifically stated otherwise, the Co-Supervisor shall be subject to the supervisory provisions of these Regulations and their executive rules.

The Co-Supervisor shall submit his/her report that the applicant has completed the thesis and is competent for discussion within the statutory period.

The supervisor may oversee up to four theses at once, either alone or in collaboration with others.

The supervision of each thesis shall be calculated at one study unit (hour) of the faculty member's load where strictly necessary, with the recommendation of the department council, approval of the respective college councils, and the deanship of postgraduate studies.

- The co-supervisor treats the main supervisor in calculating the study units (hours) of supervising scientific theses.
- The scientific department shall consider the completion of course reports on students in each supervisor's previous semesters before increasing the teaching load in each semester.
 - The maximum supervision of theses applies to both within and outside the department.
- The faculty member must continue to supervise while on leave for a scientific sabbatical, and any new supervision must have his permission.
- If necessary, the department advises switching supervisors as a pretext for the supervisor to speak with the student for one or more semesters.
- By decision of the Council of the Deanship of Postgraduate Studies on the recommendation of the councils of the department and faculty, he may continue as supervisor until the discussion of the student's thesis, if possible, if the student's termination of the scientific thesis coincides with the termination of the supervisor's service at the university.
- Anyone who may continue to supervise the student after his employment with the university has ended by retirement, resignation, transfer, or contract termination will be regarded as an external supervisor. Up until the student's thesis is discussed, supervision must continue.

Supervisor's Rights:

1. The applicant's application for a postponement, an additional opportunity, or sickness must take the supervisor's reports into consideration.
2. Any information relating to the student and the subject of his or her study must be shared with the supervisor by the department.
3. Each indicative/supervisory meeting must be recorded by the supervisor, who must also maintain a written record of the applicant's input.
4. The supervisor notifies the department chair that the thesis is finished at the end of the thesis's period of supervision.

Supervisor's Duties:

- 1-Awareness of the regulations of the University's Unified Regulation on Postgraduate Studies in Saudi Universities for supervision, direction, and executive rules.
2. The instructor will accompany the pupil and, in the event of dropout, notify the scientific department.
- 3 - The department council has designated the co-supervisor as the student's primary point of reference for the relevant matters.
- 4-A full report on the student's research and academic achievement must be submitted at the end of each semester by the supervisor and any co-supervisors, if applicable.
- 5-The Supervisor and Co-Supervisor, if any, should provide a report to the Department Head about the thesis that includes the following information:
 - a. The title of the thesis, its major sections and the number of pages.
 - b. Scientific level and conformity with the approved planning requirements.
 - c. The topic's Validity for discussion.
- 6- Creating an academic file (soft copy (electronic)/hard copy) for each student who supervises or guides them, including any department-provided materials pertaining to the student's study.
- 7- Scheduling scientific consultations with both internal and external examiners.

Co-Supervisor:

1. In the specialized areas of the Department Council, the Co-Supervisor is the student's primary point of reference.
2. The student considers the co-supervisor's viewpoint when the main supervisor's and the co-supervisor's views on a matter fall within the main supervisor's area of expertise.
3. Unless specifically stated differently, the supervisory requirements relied upon apply to the co-supervisor.
4. When determining the study units (hours) of supervision for a scientific thesis, the co-supervisor is considered as the primary supervisor.

Alternative Supervision:

1. The faculty member must continue to supervise while on academic sabbatical leave, and any additional supervision must have his permission.
2. The supervisor's unavailability to serve on the council for a semester or longer
3. The supervisor will stay on until the student's thesis is discussed whenever feasible, even if the student drops out of the scientific thesis and the supervisor's employment at the institution is terminated.

Study Report:

The supervisor is required to provide a thorough report on the student's academic achievement to the department chair head at the end of each semester. The report will be forwarded to the dean of postgraduate studies.

1. The student's semester report on the status of his thesis must follow the format provided by the Deanship of Postgraduate Studies.
- 2-The supervisor must inform him in writing and provide a copy of the notice to the scientific department to be kept in his file.

The thesis advisor must provide the department head with a report on the thesis' completion when the student has finished preparing it in order to follow the regulations

established by the Council of Deanship of Postgraduate Studies.

1-The supervisor and co-supervisor, if applicable, must submit the report in accordance with the template created by the Deanship of Postgraduate Studies, which includes the parts listed below:

- a. The title of the thesis, its major sections and the number of the pages.
- b. Scientific level and conformity with the approved planning requirements.
- c. The topic's Validity for discussion.

The period of supervision ends after talking with the department chair and reporting the thesis' completion.

According to a report from the student's supervisor, if it is determined that the student is not taking their studies seriously or has not finished any of their assignments, they will be cautioned in writing by the responsible department. On the advice of the Department Council, the Council of the Deanship of Postgraduate Studies shall revoke the student's registration if the student has received two warnings and the grounds for the warnings continue.

The following situations, including but not limited to those listed below, indicate that a student is not taking his or her education seriously:

- a. In the event where the student receives a DN of 50% or more of the total number of courses for the semester.
- b. If the student fails to contact his supervisor for the entirety of the semester without an acceptable excuse.
- c. Unless there is a good reason, the accomplishment must be proportional with the time spent, according to the supervisor's report or scientific supervisor.

2. Based on a report from the instructor or scientific supervisor, the head of the relevant scientific department should notify the student of a confidential letter. The report must be maintained on file for the student. It will be delivered to the Deanship of Postgraduate

Studies in a copy.

3. The Department Council recommends that the registration be canceled and the recommendation is forwarded to the Council of the Deanship of Postgraduate Studies if the student does not comply with the warning's conditions after receiving it twice in the course of two semesters and presents his case to the Department Council.

Discussion Formation Committee

On the recommendation of the departmental and college councils, the council of the Deanship of Postgraduate Studies will choose the discussion committee.

1. The Discussion Committee will consist of the following members:

- a. The thesis' suitability for discussion in light of the supervisor's report.
- b. Master's and PhD students successfully complete all coursework and comprehensive examinations, if applicable.

2-The Competent College Council shall be submitted to the Council of the Deanship of Postgraduate Studies for a period not to exceed three weeks following the date of the College Council's session, in accordance with the forms approved by the Council of the Deanship of Postgraduate Studies, and on the recommendation of the Department Council, the formation of discussion committees is recommended.

3-A master's thesis examiner and two examiners, one internal and one external, should be on the suggestion for a discussion committee for a PhD thesis.

4-A candidate must first receive preliminary clearance to join the Discussion Committee before being suggested for membership in the Committee.

5-The thesis is sent to the members of the Discussion Committee through the College once the Deanship of Postgraduate Studies Council has approved the Discussion Committee's suggestion.

6-Within one month for a Master's thesis and two months for a PhD thesis from the date of receipt, the Discussion Committee's examiner must review the thesis in order to report to the head of the Section on it and assess whether or not it is qualified to be discussed. If the discussion is postponed, the Section must advise the reserve member to be aware of the change.

If it is determined that the thesis is not acceptable for discussion and that it does not accept the unanimous amendment to cancel the applicant's registration, the order must be sent to the Department's Council for it to take the appropriate action, provided that the thesis' unacceptability is decided by a majority.

The form for arranging the thesis defense, which has been accepted by the Deanship of Postgraduate Studies, is updated by the major supervisor, who also receives approval from the department head and the college. The Department makes the discussion date known through various methods and in the authorized areas of the Department and College. After confirming the validity of the thesis, a Discussion Committee examiner may withdraw their apologies; in this case, the replacement examiner will be compensated at the Department Council's proposal and with the College Council's approval. The alternate examiner will submit a report on the thesis that certifies its validity before the discussion can begin.

11-The committees' decision will be made public right after the discussion.

Master's Thesis Discussion Committees:

1. The supervisor shall determine the number of each member individually.
- 2- A majority must consist of at least three members of the faculty members, the supervisor, and any co-supervisors.
- 3- Committee members are subject to the guidelines for communication oversight.
- 4- The Committee includes at least one professor or associate professor.
- 5- Make decisions with at least two-thirds of the membership's approval.

6 Each Discussion Committee member, including their supervisor and co-supervisor (if applicable), must have an independent status.

7- The term "shall meet the requirements of the requested letters and forms" is used when nominating an assistant professor.

8- The rules of this article do not apply to the discussion of the research project and any supplemental research, and the committee is not required to discuss the supervisor's research project in order to evaluate it.

9- If a member is not present, it is appropriate to start the discussion; instead, a new date should be set for it.

PhD Thesis Discussion Committees:

1- The supervisor will choose the individual members, who must number at least three.

2-Only professors and associate professors may serve on the Committee.

3- The Committee includes at least one professor.

4- The Committee must have a representative from outside the University.

5- Make decisions with at least two-thirds of the membership's support.

- Every member of the Discussion Committee, including the supervisor and co-supervisor (if any), should have an independent standing.

- A retiring University professor will be handled as follows:

- There has been internal disagreement on who has retired and been hired by the university.

- The topic of who has retired and is not employed by the university is seen as being outside the university's purview.

- If a member is not present, it is inappropriate to start the discussion; a new date should be set.

- If the thesis supervisor is absent from the discussion committee due to illness, death, retirement, or a protracted assignment abroad, the department suggests a replacement

who is approved by the College Council and the Council of the Deanship of Postgraduate Studies.

- The length of time the supervisor must be present when working on a project abroad is set at one or more semesters.
- Discussions may be held remotely utilizing the technological rules approved by the University in instances determined by the Department Council.
- Within a week of the discussion date, the Discussion Committee shall create a report, signed by all of its members, to be delivered to the Head of the Department. This report shall include one of the following recommendations:

acceptance of the thesis and a suggestion that the degree be awarded.

3. The thesis is accepted with a few revisions but without further discussion. After verifying that such changes have been made no later than three months after the date of the discussion and the University Council is exempt, a member of the Discussion Committee may recommend the granting of the degree.

Correcting the thesis' flaws and reexamining it within the time frame set by the Council of the Deanship of Postgraduate Studies, in accordance with the Competent Section Council's proposal, but no later than one year after the discussion.

Thesis is not acceptable.

Each member of the thesis discussion committee has the right to provide their various opinions or concerns in a thorough report to the department chair and the dean of postgraduate studies no later than two weeks after the discussion.

- In the event of a longer-than-three-month exemption, the Council of the University must, on the recommendations of the Committee of Discussion, determine an appropriate time for modifications based on the recommendations of the Dean of Postgraduate Studies.
- The thesis should only be discussed once more.

- The declaration of the end of the discussion is not a grant of the degree and error in its statement is not enforceable. The grade should be determined at the average score provided by members at least (70).
- If the student has not already been given this chance, he or she will be offered another chance to enhance their GPA if their cumulative GPA after discussing their thesis is less than 3.75.

Within three weeks after the discussion date, the Head of the pertinent Department must submit to the Dean of Postgraduate Studies both the report of the discussion committee and the Council's proposal.

- The report of the discussion must be presented together with the Department Council's proposal to award a degree.

Following the Dean of the College's approval of the Department Council's recommendation to grant the degree, the Dean of Postgraduate Studies shall recommend award of the degree to the University Council for determination.

addressing the thesis' flaws and re-discussing it within the time frame set by the Council of the Deanship of Postgraduate Studies on the advice of the Competent Section Council, but no later than one year after the discussion.

Thesis is not acceptable.

Each member of the thesis discussion committee has the right to provide their various opinions or concerns in a thorough report to the department chair and the dean of postgraduate studies no later than two weeks after the discussion.

General Provisions

On the recommendation of the Council of Deanship of Postgraduate Studies, the University Council shall establish the regulations governing the evaluation of postgraduate programs, the findings of which shall be presented to the University Council.

1-Each program must be evaluated every five years according to the University's standards, provided that no program's calendar year may last more than three months.

On the recommendation of the Council of the Deanship of Postgraduate Studies, the Vice-Dean for Postgraduate Studies and Scientific Research in the university shall appoint a committee to assess the programs of each scientific department, with a minimum of three specialized faculty members holding the rank of associate professor, at least one member from outside the department, and the committee to be treated as a standing committee at the university.

3-Each committee is required to submit a thorough and in-depth report to the Council of the Deanship of Postgraduate Studies that includes the following information: -The program's goals and how well they align with societal needs and labor market demands.

a -Determine the quality of the program.

b -Identify the program's strengths and weaknesses.

c - Ascertain the program's level of implementation accordance with the description adopted at the time the program was established.

d - Suggestions and recommendations for the improvement, continuance, growth, or discontinuation of the program.

4- The competent department must receive a copy of the report from the Council of the Deanship of Postgraduate Studies and provide feedback within three months.

6 The Commission's report and the opinions of the pertinent department are examined by the Council of the Deanship of Postgraduate Studies.

7- Following the program's acceptance by the university president, the council of the deanship of postgraduate studies will make its suggestion to the council of the university.

8- At the end of each academic year, the Head of Department must submit a report on the progress of postgraduate studies to the Dean of the College and the Dean of Postgraduate Studies.

9- The postgraduate report must follow the format that has been adopted by the university.

10- The Council of Higher Education and Universities must implement its regulations, rules, and judgments that are in effect in the Kingdom, unless a particular provision is made in this Guide.

11- If the College Council's recommendation and the Department Council's recommendation conflict, the subject must be returned to the Department Council for reconsideration in accordance with the College Council's opinion within a time frame of not more than fifteen days from the date on which the College Council's opinion was delivered to the President of the Scientific Department. If the Council of Departments does not change its mind, College Council must submit its recommendation to the Deanship of Postgraduate Studies along with the Council of Departments' recommendation, both councils' justifications, the number of meetings where the subject was discussed, the dates of the sessions, and the authority holder's approval of the session's minutes.

12- University councils must create policies and guidelines that are compatible with the guidelines in this manual for the conduct of postgraduate studies.

13- The executive rules that accompany this guideline may be interpreted by the University Council, and those that require amendment may be done so.

14- This guideline will be in effect as of the day the University Council approved it

Application for Additional Opportunity

Director of Deanship of
Postgraduate Studies

University Council
Secretary

Deanship of Postgraduate
Studies

Department and
College

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.

Procedure for Submission of Application for Deletion of Semester Courses

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
deletion 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.

Additional Opportunity Application	
1	Extract from the council of the department explaining the need for the additional opportunity.
2	Fill out Additional Opportunity Application Form (form No.)
3	Fill out the graduate student's semester report form (Guide or Supervisor's report ; Form No....)
4	Fill out the department's follow-up, postponement, and deletion form.
Transfer	
Transfer Application from One Department to Another	
1	Department Council Extract
2	Fill out the transfer Application from One Department to Another (Form No.)
Transfer Application from Morning to Evening Studies and Vice Versa	
3	Department Council Abstract
4	Transfer Application from Morning to Evening Studies and Vice Versa
1	Department Council Extract Providing the Justification for Registration Folding
2	Fill out the registration folding and cancellation form. (Form No.)
3	A copy of Student's Academic Record

Re-Enrolment	
1	Department Council Abstract
2	Fill out Re-Enrolment Application Form (form No.)
3	A copy of Student's Academic Record
Application to form a Scientific Thesis Discussion Committee	
1	Department Council Abstract
2	Fill out the Application form of a Scientific Thesis Discussion Committee Formation
3	Fill out a confirming letter form of an academic thesis submission
4	A letter informing the Scientific Theses Review Committee of the lack of jurisdiction
5	A copy of the Research Cover Page with the Study Abstract
6	A copy of Student's Academic Record
Application to Register the Topic and Outlines of a Scientific Thesis	
1	Department Council Abstract
2	Fill out the Application form to Register the Topic and Outlines of a Scientific Thesis
3	Form modification for departmental notes from the postgraduate studies committee (the approval form for research proposals).
4	A duplicate copy of the study on a CD and in a copybook
5	A copy of Student's Academic Record
Application to transfer supervisors for the supervision of a scientific thesis	
1	Department Council Abstract
2	a letter of apology from the supervisor outlining the apology's reasons.

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	