

Unified Regulations for Postgraduate Studies in Saudi Universities and Its Executive Rules at Hafer Al-Batin University



بيت الحكيم

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

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

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

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

Definitions

Academic Year: It consists of two major semesters and, if applicable, a summer semester.

Academic Semester: A period of at least fifteen weeks during which academic courses are delivered, excluding any registration periods and final exams.

Summer Semester: a period of no more than eight weeks, excluding any registration periods and final examinations; during this time, the time permitted for each course is doubled.

Academic level: indicates the stage of schooling. In accordance with the authorized study plans.

Regular Period: This is the time allowed to develop the academic stage's needs.

Curriculum: An academic subject that follows a specified level within each major's (program's) authorized study plan. Each course is assigned a number; A code, name, and full explanation of its vocabulary that differentiates it from other courses in terms of content and level, as well as a specific file retained by the department for the purposes of follow-up, assessment, and development. Some courses may have prerequisites, or they may be synchronized with prerequisites.

Course Code: It has four fields: the first and second from the left reflect the college code, while the third and fourth represent the department code.

Study Unit: A weekly theoretical lecture lasting at least fifty minutes, or a practical or field lesson lasting at least one hundred minutes.

Joint Program: A program that is autonomous in its aims and composition, needs various disciplines, and is delivered jointly by two or more departments, or two colleges, or more.

Academic Warning: A notification sent to a student when his cumulative average falls below the minimum specified in this rule.

Semester Work Degree: A degree awarded to work that demonstrates the student's success throughout a semester of tests, research, and educational activities linked to the course.

Final Exam: A course test given once at the conclusion of the semester.

Final Exam Score: The score received by the student in each course on the semester's final test.

Final Score: The total of the semester work scores plus the final exam score for each course, calculated on a scale of one hundred.

Comprehensive Examination: A high degree of ability in thinking, analysis, and deduction that qualifies a person to carry the score assigned to a person at a specific level.

Semester or Annual GPA: It is calculated by dividing the points earned by the student by the total number of units studied in any semester or academic year.

Cumulative GPA: The result of dividing the entire number of units prescribed for each course by the total number of points acquired by the student in all of the courses he has studied since beginning the program, including courses he failed or re-studied.

Grade: A description of the percentage or alphabetical code of the student's final grade in any course.

Incomplete Grade: A temporary estimate issued for each course for which the student is unable to fulfill the requirements on the designated date, represented in the academic record by the letter [IC].

Continuous Assessment: A temporary evaluation done for each course whose study nature takes more than one semester to finish, represented in the academic record by the letter (IP).

DN Grade: An estimate granted to a student in any course in which he is banned from continuing his studies and taking the final test due to exceeding the stipulated percentage of absence, and it is represented in the academic record by the letter (DN).

Postponement or Deletion: An estimate prepared for all semester courses in which the student's apologies for continuing or discontinuing studies is accepted, denoted by the letter (W).

Overall Rating: Measuring a student's degree of educational achievement during his university studies.

Withdrawal: The student's final recovery of his university file.

Dropout: Failure to register on time or failure to begin studies after registration for at least three weeks in semester study or six weeks in yearly study for individuals who have spent at least a semester.

Enrollment Fold: Refusing to allow a student who has completed at least one semester to register and study owing to being stopped without a valid basis.

Enrollment Cancellation: The student's postgraduate studies are terminated, and he is no longer permitted to pedal.

Admission Postponement: a time of up to two semesters allowed to a student following acceptance, after which he begins his studies.

Academic Warning: This is the notification provided to the student because his cumulative average is less than (very good), he is not serious about his studies, or he has failed to complete any of his academic tasks.

Deletion: It is a request to stop studying for a semester or an academic year before the final test, and its duration is considered among the academic postponement periods.

Chapter One

Objectives of Postgraduate Studies

Article One:

Graduate Studies aim at:

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

Chapter Two

Academic Degrees

Article Two:

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

1. Diplomas
2. Master Degree (Global)
3. PhD (Higher Global)

Article Three:

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

1. Medical Diplomas
2. Medical Fellowships

Rules issued by the University Council regulate these exceptional cases.

Chapter Three

Organization of Postgraduate Studies

Article Four:

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

Article Five:

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

The council's main responsibilities are as follows:

- 1.To propose, amend and follow up implementation (after approval) of graduate studies' general policy and coordinate with all colleges and university institutes in this respect.
- 2.To propose internal regulations, in coordination with academic departments, for the organization of graduate studies.
- 3.To propose, implement and supervise admission criteria into graduate studies.
- 4.To study and recommend new programs for endorsement and coordinate them with current ones.
- 5.To recommend graduate courses for approval, amendment and modification, with the last two applying to programs as well.
- 6.To recommend titles of graduate degrees in both Arabic and English on recommendation of college councils.
- 7.To recommend awarding of graduate degrees.
- 8.To decide on all matters related to graduate students in the university.
- 9.To issue approval of theses supervision committees and Judging Panels.
- 10.To set the general framework for research plans, rules for theses writing, format for their production and templates of theses exam reports.
- 11.To periodically assess graduate programs at the university through specialized committees from inside or outside the university.
- 12.To examine periodic reports submitted by the departments of the university.
- 13.To study matters forwarded to it for consultation by the University Council or its Rector and offer suggestions and advice.

The Executive Rules of Article Five

1-5 After consultation with the colleges and scientific departments, the Council of the Deanship of Graduate study establishes any regulations governing postgraduate study at the university.

2-5 The Postgraduate Studies Deanship Council issues the requisite postgraduate evidence.

5-3 The Deanship of Postgraduate Studies shall place any electronic or paper forms required for the administration of postgraduate studies at the institution.

5-4 Any problem for which there is no legal text is decided by the Council of the Deanship of Postgraduate Studies.

Article Six:

The Graduate Studies Deanship Council should include the following members:

- 1.The Dean of Graduate Studies, assuming the presidency of the Council.
- 2.The Dean of Scientific Research.
- 3.The Deputy-Dean of Graduate Studies, assuming the secretariat of the Council.
- 4.Faculty members (Associate or full Professors) as representatives of colleges holding graduate studies. These are appointed by the University Council on the recommendation of respective colleges' councils and the consent of the University Rector. Their term is two years each, subject to renewal.

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

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

The Executive Rules of Article Six

6-1 It is recommended that the college's representation on the deanship council be the vice dean of postgraduate studies and scientific research.

6-2 The Graduate Studies Deanship Council is expanded to include all vice deans of the deanship.

6-3 The Committee of the Deanship of Postgraduate Studies and the committees linked with the Deanship Council are the university's permanent committees.

Chapter Four

New Programs

Article Seven:

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

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

The Executive Rules of Article Seven

1-7 All postgraduate study programs are subject to arbitration.

2-7 That the department has at least three faculty members in the program's field of specialty, including professors and associate professors, or both. This percentage can be waived if valid arguments are offered and authorized by the Graduate Studies Deanship Council.

7-3 The program does not begin until the number of male and female students who have fulfilled the program's final entrance criteria reaches five. The Deanship Council may make an exemption to the numerical requirement based on the Department and College Councils' recommendations, explaining why.

7-4 To meet the numerical criteria, the male and female student programs might be merged.

7-5 To begin a master's program in any major - save those that do not offer bachelor's programs - at least one bachelor's degree must be earned or four years must have elapsed since the department's inception.

7-6 Prior to beginning a doctorate program in any field, at least two master's batches must be completed.

7-7 The department may design a master's program even though it does not have a bachelor's degree program in the same Speciality, if appropriate justifications are proposed by the department and college councils and authorized by the postgraduate studies council.

8-7 Any new program should take into account international quality requirements and academic accreditation.

7-9 That the department has the appropriate financial resources for the program.

Article Eight:

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

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

The Executive Rules of Article Eight

1- The department presents to the College Council a proposal from its council along with a detailed draft (Arabic / English) of the program that contains, in addition to what is indicated in Article (8), the following matters:

A- The stage's title

b- The research approach adopted.

c- The faculty members' Curriculum Vitae.

D- A table displaying the courses, their unit count, and their semester allocation.

E- Basic and Elective Subjects.

F- Distribution of courses for each semester as follows:

☐ Course Name

☐ Course Code and Number

☐ Course Objectives.

☐ Course Description.

☐ Course References.

G- Courses from other departments that are part of the program project, if any.

H- Coordination with other departments if the program contains related courses in terms of teaching course, description, and approval by the department and college or institution councils.

I- The program proposal is submitted for debate to department and college councils before being referred to the Deanship of Graduate Studies for arbitration.

2-8 The Deanship of Graduate Studies refers the program to foreign arbitrators, at least two of whom are experienced faculty members, and the institution covers the associated expenses.

3-8 The Deanship of Graduate Studies provides arbitration reports to the college, and the scientific department in charge of the program must make changes and submit them to the Deanship of Graduate Studies.

Article Nine:

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

The Executive Rules of Article Nine

9-1 By a decision of the Rector of the University, the Council of Deanship of Postgraduate Studies shall form a permanent committee to study projects of scientific programs, to undertake study of postgraduate programs proposed to be created, and to ensure that they meet the requirements of presentation to Council. Projects that are not in accordance with applicable college regulations may be returned by the committee.

9-2 After making the necessary changes to the programs, the committee recommends that they be submitted to the Graduate Studies Deanship Council.

9-3 The committee presents its recommendations and minutes for approval to the Dean of Postgraduate Studies.

9-4 If there are programs that are similar or identical at other institutions connected with the university, consider discontinuing one of them or incorporating it into a combined program.

9-5 If a program is requested to be developed in one of the university's affiliated colleges and is similar to one of the university's existing programs; he requests the college in which the program is held to express its opinion and present it to the Deanship of Graduate Studies.

Article Ten:

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

The Executive Rules of Article Ten

10-1 If the need requires an amendment in the courses, program requirements, or admission conditions for each department, in a way that does not contradict the conditions stipulated in the regulations; And what was stated in its executive regulations; Provided that these amendments or conditions are sent to the Deanship of Postgraduate Studies for approval and are added to the regulations; The specialist academic departments guarantee that candidates have access to them.

Article Eleven:

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

The Executive Rules of Article Eleven

11-1 A joint program is defined as: A- The cooperation of two or more departments in a college in determining the study program plan's courses.

B- The involvement of two or more departments from two schools in developing courses for a program requiring a wide range of expertise.

11-2 The program is scientifically monitored by the department with the most units submitting requirements, and administratively by the college where the program is held. In the case of equality, the department that proposed the program's establishment is overseen.

11-3 Create a program vision and execution plan in compliance with Article (8).

11-4 Formation of a joint committee between the relevant departments, with two or more members from each department of specialists participating in the program, and the dean of the college appointing a chair for it, or the dean of postgraduate studies appointing the chair in the case of joint programs between two colleges.

Admission & Registration

Admission Requirements

Article Twelve:

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

The Executive Rules of Article Twelve

12-1 The Deanship of Postgraduate Studies establishes the entrance and registration processes.

12-2 It is permitted to expand the number of students enrolled to programs that involve graduation projects or supplemental research but do not need scientific theses.

12-3 The number of students enrolled in the master's program is no fewer than five, and the number of students enrolled in the doctorate program is no less than three. The Graduate Studies Deanship Council has the authority to issue exceptions based on department and college council recommendations.

Article Thirteen:

Admission into graduate programs requires the following:

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

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

The Executive Rules of Article Thirteen

13-1 Part-time study for a master's or diploma student is permitted with the agreement of the employer to which the employee belongs.

13-2 Passing the written test is necessary when this is a prerequisite of the scientific component of the program to which it is applied.

13-3 With the approval of the reference, some limited cases may be excluded from the sabbatical decision based on the recommendation of the Department and College Councils, the endorsement of the Graduate Studies Deanship Council, and the approval of the University Council for exceptional cases that have urgent justifications but do not require full dedication.

4-13 After completing the entrance criteria and processes, the student is admitted.

13-5 Admission is limited to the number of available seats.

13-6 Non-Saudi students must consider their legal status (current residence permit).

Article Fourteen:

The Diploma admission requirement is a minimum grade average of "good" at the bachelor's level.

Article Fifteen:

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

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

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

The Executive Rules of Article Fifteen

15-1 Admission is based on the applicant's average at the undergraduate level, and (50%) of his admission is based on written examinations and personal interviews. The Deanship of Graduate Studies Council distributes them in accordance with the nature of the program.

15-2 In order to be included for the final comparison, the applicant must acquire a percentage of no less than (70%) of the total score.

15-3 In consultation with the relevant colleges, the Deanship of Postgraduate Studies may decrease the final comparison ratio to (65%) as a bare minimum.

15-4 Before entering the final comparison, the involved departments check that all papers are available and that all requirements are satisfied.

15-5 Undergraduate study should be done on a regular basis, although the Graduate Studies Deanship Council may make an exemption based on the department and college councils' recommendations.

15-6 Those with a good grade may be admitted, provided that the department gives convincing scientific explanations for the student's acceptance and that the College Council approves.

Article Sixteen:

The admission requirements for doctoral programs are a minimum grade of "Very Good" at the master's level, if awarded by a university that uses such a grading system. The Graduate Studies Deanship Council can stipulate, on recommendation of Department Councils and support of College Councils, any additional conditions it deems necessary for admission.

Article Seventeen:

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

The Executive Rules of Article Seventeen

17-1 According to the rules of Article Eighteen of these bylaws, the student may be assigned to study course materials approved by the department.

Article Eighteen:

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

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

The Executive Rules of Article Eighteen

18-1 It is not necessary to study complementing courses full-time.

18-2 Everyone enrolled in supplemental undergraduate courses will be assigned a temporary university number, which will be used to determine the semester and cumulative averages in collaboration with the Deanship of Postgraduate Studies and the Deanship of Admission and Registration.

18-3 In line with the executive norms of Article (40), the student shall be handled in terms of absence during the study of extra subjects.

Article Nineteen:

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

The Executive Rules of Article Nineteen

19-1 The Deanship of Postgraduate Studies is responsible for enforcing the admission requirements outlined in the articles of these regulations, as well as for the academic departments involved in admission, and ensuring that each applicant meets the requirements and is available at the time of the written test and personal interview.

19-2 Following approval by the Dean of Postgraduate Studies, the Deanship of Postgraduate Studies publishes final admission results.

19-3 Complementary courses prior to the master's level are registered in collaboration with the Deanship of Postgraduate Studies and the Deanship of Admission and Registration.

19-4 The Deanship of Admission and Registration is in charge of issuing academic records for master's level additional courses.

19-5 The Deanship of Postgraduate Studies is in charge of awarding academic records for doctoral-level supplemental courses.

Article Twenty:

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

The Executive Rules of Article Twenty

20-1 If it is shown that the student has enrolled in another postgraduate study program, either inside or outside of the university, his enrollment will be terminated.

Article Twenty-One:

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

The Executive Rules of Article Twenty-One

21-1 If an accepted student chooses to postpone his entrance, he must fill out the appropriate form and send it to the head of the relevant department at least three weeks before the start of the study so that it may be presented to the department council. Following that, he will begin accepting applications for his program.

21-2 The Council of the Deanship of Graduate Studies declined to postpone admission if doing so would result in the program being closed owing to a lack of applications.

21-4 If the period surpasses two semesters, the student's entrance will be revoked, and he will have to reapply under the revised enrollment circumstances.

Article Twenty-Two:

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

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

22-1 Those desiring to postpone should fill out the appropriate form and send it to the head of the relevant department at least three weeks before the start of the academic semester, so that it may be presented to the department council.

The Executive Rules of Article Twenty-Two

22-2 A postponement is not effective until granted by the college and postgraduate studies deans.

22-3 If the student is enrolled full-time, the Deanship of Graduate Studies must advise the student's employment of the deferral.

22-4 The student is not considered a regular student during the delay period.

Article Twenty-Three:

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

1. S/he must apply to the Head of the Department before the final exam period.

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

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

The Executive Rules of Article Twenty-Three

1-23 If he has not met the percentage of deprivation, the student fills out the deletion form and submits it to the head of the relevant department at least five weeks before the final test.

23-2 The deletion takes effect once the Dean of Graduate Studies approves it.

23-3 Deletion is not permitted if the student has exhausted all delay options.

Article Twenty-Four:

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

Interruption of Study

Article Twenty-Five

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

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

The Executive Rules of Article Twenty-Five

25-1 Within four weeks of the start of the study, the appropriate college notifies the Deanship of Postgraduate Studies of students who have been admitted for study but have not yet enrolled.

25-2 The competent college should elevate the names of enrolled students who have not begun studies after four weeks from the start of the study or six weeks from the start of the academic year.

25-3 The decision to close enrollment is based on the department and college councils' recommendations. The Dean of Postgraduate Studies makes the appropriate decision.

Article Twenty-Six

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

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

The Executive Rules of Article Twenty-Six

26-1 If a student is away from his studies for a semester and does not give an appropriate justification, his registration will be closed.

26-2 The decision to close enrollment is based on the department and college councils' recommendations.

26-3 If a student fails to register on time in accordance with Article 25 and its implementing rules, his registration shall be closed.

26-4 Those whose cumulative GPA in two consecutive semesters is less than very excellent will be excluded, subject to the restrictions of Article 28 and its implementing laws.

26-5 If he violates academic integrity, whether during course study or thesis preparation.

26-6 The student's enrollment is terminated if one of the discussion committee members' report said that he violated scientific integrity in drafting the thesis, and the department council approved what was stated in the report.

26-7 If he does something that breaches university rules and traditions.

26-8 Any breach of the Disciplinary Regulations is regarded as one of the offenses that causes the termination of the record.

26-9 If the committee considers that the thesis is not valid for discussion or that it is not approved after discussion, the fifth paragraph of Articles (55, 54) and Article 57 must be followed.

26-10 If the term ends and the degree criteria are not met, his admittance will be closed, even if he was not previously warned.

Article Twenty- Seven:

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

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

The Executive Rules of Article Twenty-Seven

27-1 A student whose enrollment has been canceled must apply to the head of the relevant department with a request for re-enrollment, accompanied by the enrollment cancellation decision and proof that the cancellation was due to force majeure.

27-2 For disciplinary reasons, a student whose enrollment has been folded may not be re-enrolled.

Article Twenty- Eight:

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

The Executive Rules of Article Twenty-Eight

28-1 If the student's average falls below very good for one semester, he will be cautioned.

28-2 A student's registration is suspended if his GPA falls below "very good" for two semesters or an academic year.

28-3 The scientific supervisor must send a thorough report on the student whose registration has been suspended to the chairman of the relevant department.

28-4 The department council may suggest that the student be given a two-semester opportunity to enhance his cumulative GPA to very excellent.

28-5 A student may retake one or more courses in which he had a good mark in order to boost his cumulative average to very excellent.

28-6 The suggestion, together with the advisors' reports and the student's academic record, must be presented to the College Council for review and suitable recommendation.

28-7 The College Council's suggestion will be forwarded to the Deanship of Postgraduate Studies for consideration.

Article Twenty- Nine:

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

The Executive Rules of Article Twenty-Nine

29-1 The student applies to the relevant department for the additional opportunity before the conclusion of the ordinary period's last semester.

29-2 The supervisor provides a thorough report on the student's academic achievement to the chairman of the relevant department, suggesting the additional opportunity period.

29-3 Based on the supervisor's request, the department council may propose that the student be granted an extra opportunity of no more than two semesters.

29-4 The College Council makes recommendations about the subject.

29-5 The College Council's suggestion, along with its arguments, shall be given to the Deanship of Graduate Studies Council for consideration.

29-6 Following approval from the University Chancellor, the Graduate Studies Deanship Council's suggestion is forwarded to the University Council for action.

Article Thirty:

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

1. Local conditions for admission should apply to transfer students, in addition to any further conditions relevant departments may deem necessary.
2. Student should not have been dismissed (regardless of reasons) from the transferring university.
3. Courses studied earlier may be transferred, according to the following regulations:

- a) Courses should not have been completed more than six semesters ago.
- b) Course content should be directly related to the program transferred to.
- c) Courses transferred should not exceed in ratio thirty per cent of the courses of the program transferred to.
- d) Student's grade in transferred courses should not be less than "Very Good."
- e) Courses transferred are not included in the computation of a new cumulative average.
- f) Transfer of courses should be based on the recommendation of the Department Council and the approval of both the College and Graduate Studies Deanship Councils.

The Executive Rules of Article Thirty

30-1 The student submits a transfer application (on the form provided) to the Dean of Graduate Studies, along with an approved statement of the units he studied at the university from which he wishes to transfer and an approved detailed description of the vocabulary of the courses he studied.

30-2 The application and any attachments must be submitted to the dean of the appropriate college for presentation to the department and college councils.

30-3 The department and college council recommendations are forwarded to the Deanship of Graduate Studies for consideration.

30-4 If the transfer is accepted, the courses (clearance) that the student previously studied will be transmitted to the relevant department or departments for equivalent in accordance with paragraph (3) of the original subject.

30-5 The equivalence is determined by the department council to which the course is associated, as well as the consent of the college council to which the department is affiliated.

30-6 The subject will be presented to the Graduate Studies Deanship Council for a determination.

30-7 Equivalent units must be recorded in the student's file, and the number of units computed must be submitted to the department to which he is moved.

Article Thirty-One

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

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

The Executive Rules of Article Thirty-One

31-1 First, in addition to what was mentioned in the original article, the prerequisites for transferring from one major to another or from one department to another within the institution are as follows:

- a. That the student has completed at least one semester of college, excluding omitted semesters.
- d. The student's remaining time must be adequate to complete the academic degree in the program to which he is moved.

31-2 Second: Transfer procedures are as follows:

- a. At the Deanship of Graduate Studies, the student completes the transfer form.
- b. The application will be forwarded to the dean of the relevant college, together with an authorized description of the units he studied in the department from which he was moved, for presentation to the department and college councils.
- c. The department and college council recommendations are forwarded to the Graduate Studies Deanship Council for consideration.
- d. If the transfer is granted in both situations, the Deanship of Postgraduate Studies completes the relevant transfer processes.

31-3 Third: Departmental functions to which it is transferred:

- A. The department to which he is transferred determines the study units that can be calculated from what the student studied in the department from which he is transferred, and the transferred student's estimates of academic units are included in his accumulative average, while what is not calculated remains in his record and is not included in his average.

Chapter Six

Study System

Article Thirty-Two:

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

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

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

Article Thirty-Three:

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

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

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

Article Thirty-Four:

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

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

Article Thirty-Five:

The academic year is divided into two main semesters, (the duration of each is not less than fifteen weeks exclusive of registration and examination periods). A summer session of not less than eight weeks is also available, where the time span allotted to each course is to be doubled. A one-year study system is possible in colleges that require it, to be conducted in accordance with rules and procedures endorsed by the University Council and complying with provisions of this Statute.

The Executive Rules of Article Thirty-Five

35-1 After consultation with the Deanship of Graduate Studies, several courses may be given during the summer semester.

35-2 When programs demand it, the Council of the Deanship of Postgraduate Studies establishes organizational and executive norms and procedures for studying for the entire academic year.

Article Thirty-Six:

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

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

Article Thirty-Seven:

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

The Executive Rules of Article Thirty-Seven

37-1 The term concludes when the student completes the course system by submitting a report to the department head and the academic adviser, which includes a statement on the student's fulfilment of the graduation criteria, as well as the research project and the authorized grade.

Article Thirty-Eight:

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

Article Thirty-Nine:

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

Chapter Seven

Exam Regulations

Article Forty:

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

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

The Executive Rules of Article Forty

40-1 Examinations for diploma, master's, and doctorate degrees are held in postgraduate courses in compliance with the Higher Education Council's university study and examination norms.

40-2 A student who receives a grade of less than 70% is regarded to have failed the course.

40-3 The semester work of the course is graded by test, research, or both.

40-4 The semester work score must account for at least 40% of the overall score.

40-5 The average period specified in Article 36: six semesters for the master's stage and eight semesters for the doctoral stage, calculated from the start of the student's enrollment in the program until the date the thesis supervisor submits his report to the scientific department, accompanied by a copy of the thesis, or the date the student completes the granting requirements Master's degree, including the delivery of the research; It does not include postponed semesters.

40-6 The student's grades in each course are determined as follows:

percentage degree	Appreciation	Appreciation symbol	Rating weight out of (5)
(95-100)	Very Excellent	A+	5.0
(90 to less than 95)	Excellent	A	75.4
(85 to less than 90)	Very good (High)	B+	4.5
(80 to less than 85)	very Good	B	4
(75 to less than 80)	Above Average	C+	3.5
(70 to less than 75)	Good	C	3.0
less than 70	Fail	F	0.0

Chapter Eight

Theses

Article Forty-One:

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

The Executive Rules of Article Forty-One

- 41-1 At the start of the program, the department council designates a scientific adviser from among the faculty members for students enrolled in the master's and doctorate programs.
- 41-2 An assistant professor may serve as the scientific supervisor.
- 41-3 It is preferred for the scientific adviser to oversee the student's thesis after it has been registered, unless this contradicts his Speciality and what is mentioned in Articles (48, 45) of this bylaw.
- 41-4 The student must make contact with the counselor at least once a month.
- 41-5 The adviser monitors the student and contacts him if he is interrupted during class, or notifies the scientific department.
- 41-6 At the end of each semester, the scientific adviser provides to the department chair a full report on the student's progress and the amount of his seriousness in selecting the subject of the dissertation and creating the research plan, using the form provided.
- 41-7 The scientific department hosts scientific meetings between professors and postgraduate students to learn about each professor's interests, research, and teaching style.

Article Forty-Two:

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

The Executive Rules of Article Forty-Two

- 42-1 The student presents a draft thesis written in clear scientific language and containing the key research topics.
- 42-2 The student follows the overall structure for preparing the dissertation plan, which has been authorized by the Deanship Council.
- 3-42 It is recommended for the student to propose his issue to the department council members in a seminar (seminar).

Article Forty-Three:

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

The Executive Rules of Article Forty-Three

1-43 It is acceptable to verify scientifically valuable heritage literature in the field of specialization as a topic for the thesis, with submission to it with a serious research, provided that this is in one of the two levels (Master's or Ph.D.).

43-2 The Council of the Deanship of Postgraduate Studies establishes the minimum and maximum page count for master's and doctoral dissertations.

Article Forty-Four:

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

The Executive Rules of Article Forty-Four

44-1 The Deanship of Postgraduate Studies provides specific guidelines for writing theses across fields.

44-2 To be presented to the Deanship Council, a synopsis of the thesis plan must be supplied in Arabic.

44-3 The theses must include an English Abstract.

Article Forty-Five:

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

The Executive Rules of Article Forty-Five

5-1 An assistant professor may oversee research projects and related research without requiring a time delay or publication of my results. Supervision of additional research and research projects counts as one academic unit for each student.

45-2 A scientific adviser has a greater right to oversee a student whom he mentors; If he has the right to supervise.

45-3 When allocating supervision, the supervisor's interest in the topic of the thesis and its link to it are considered.

45-4 It is specifically stated that research submitted or accepted for publication by the assistant professor selected for supervision may not be drawn from master's or doctoral theses.

45-5 If an assistant professor has been assigned to this level for at least one year, he may advance to the rank of assistant supervisor.

Article Forty-Six:

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

The Executive Rules of Article Forty-Six

46-1 Provide acceptable scientific arguments if the department council suggests a supervisor who is not a member of the university's teaching faculty.

Article Forty-Seven:

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

The Executive Rules of Article Forty-Seven

47-1 If the nature of the thesis subject warrants it, the student's adviser or supervisor proposes the assistant supervisor.

47-2 If the proposed assistant supervisor is not from the department but is from inside the university, he must complete the following:

a. Coordination occurs between the department in which the student is enrolled and the department in which the assistant supervisor is employed.

b. If the department council to which the assistant supervisor belongs approves, the processes must be performed in accordance with Article (42) of these regulations.

47-3 If the suggested assistant supervisor is not a university employee, he must complete the following:

a. The department and the organization to which the assistant supervisor belongs collaborate.

b. If the candidate is approved, the processes must be performed in accordance with Articles (42 and 46) of these regulations.

Article Forty-Eight:

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

Article Forty-Nine:

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

The Executive Rules of Article Forty-Nine

49-1 If the student's end of the thesis coincides with the supervisor's termination of service at the university, the supervisor should, wherever feasible, remain until the student's thesis is discussed.

49-2 The supervisor is entitled to the pay specified in Article (60) for the time during which he commenced supervision following the end of his association with the institution.

49-3 If the supervisor's services are terminated and he is unable to continue overseeing the thesis, his contributions to the thesis must be noted.

Article Fifty:

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

The Executive Rules of Article Fifty

50-1 The supervisor and any assistant supervisors provide a thorough report on the student's progress in his research to the head of the department to which the student belongs, using the form issued by the Deanship of Graduate Studies.

Article Fifty-One:

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

The Executive Rules of Article Fifty-One

-51-1 The supervisor and, if applicable, the co-supervisor submit the report in accordance with the form prepared by the Deanship of Graduate Studies, which contains the following elements:

- The thesis title, total divisions, and page count.
- Their educational level and their adherence to the permitted curriculum.
- Debatable Validity.

51-2 The thesis supervision period culminates with the supervisor presenting and discussing a report on its completion to the department chair.

Article Fifty-Two:

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

The Executive Rules of Article Fifty-Two

52-1 The student is issued a warning in the following situations:

- a. If his absence, with or without justification, exceeds (25%) of the total supervision hours specified in each semester.
- b. If he fails to report to his supervisor or scientific adviser without justification during a semester.
- c. If the student did not present work that was comparable with the time he spent, as reported by the supervisor or scientific adviser.
- d. If the student fails to follow the instructions of his supervisor or scientific adviser.

52-2 In this scenario, the College Council's agreement is not necessary to fold the enrolment.

52-3 Based on a report from the supervisor, the responsible department head issues a confidential letter to the student, which is stored in the student's file. The Deanship of Postgraduate Studies will be given a private copy of it.

52-4 If a student does not answer after being warned twice in two successive semesters for the same cause, the subject is brought before the department council.

52-5 Submitting the department council's suggestion to the Deanship of Postgraduate Studies for discussion of theses. To make the proper judgment in light of the regulations' stipulations.

Thesis Defense:

Article Fifty-Three:

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

The Executive Rules of Article Fifty-Three

53-1 In order to create a committee to discuss and assess the dissertation, master's and doctoral students must pass all courses and, if applicable, the comprehensive test.

53-2 The members of the discussion committee are proposed by the concerned department council, who may also offer alternate members.

53-3 If the Faculty Council's recommendation varies from that of the Department Council, the Graduate Studies Deanship Council may take whatever action it considers appropriate.

53-4 If the majority of the reports state that the thesis is not valid for debate, the committee is convened. If the majority concludes that the thesis is not suitable for debate and cannot be modified, then paragraph (9) of Article (26) applies to the student.

Article Fifty-Four:

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

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

The Executive Rules of Article Fifty-Four

54-1 This article's provisions do not apply to the research project or related study.

Article Fifty-Five:

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

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

Article Fifty-Six:

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

The Executive Rules of Article Fifty-Six

In terms of financial rights, the substitute for the supervisor is regarded a member of the discussion committee, according to the committee's decision.

Article Fifty-Seven:

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

1. Accepting the thesis and recommending degree awarding.

2. Accepting the thesis with some amendments, but no further defense. A member of the panel shall be authorized to recommend degree awarding after ascertaining that the amendments have been made. Amendments should be completed within a time span not exceeding three months from the date of defense. However, the University Council may exceptionally permit a time extension.

3. Require rectifying of deficiencies in the thesis and another defense within a time limit (not exceeding in length one year from the first) to be specified by the Graduate Studies Deanship Council on recommendation of the relevant Department Council.

4. Not accepting the thesis.

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

The Executive Rules of Article Fifty-Seven

57-1 The discussion committee's report must follow the format established by the Deanship of Postgraduate Studies.

57-2 With the majority permission of the committee, the advertising may contain a suggestion to print the thesis at the university's expense, and it is subject to the university's publishing and arbitration requirements.

57-3 The term for completing inadequacies in the dissertation should not exceed one year, and the supervisor shall agree to follow up on the student's work as far as practicable.

57-4 If the thesis is revisited and the committee determines that the defects in the thesis are not fully addressed, the committee may decide not to accept the thesis. The decision to reject the letter must be made by majority vote.

Article Fifty-Eight:

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

Article Fifty-Nine:

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

Article Sixty:

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

The Executive Rules of Article Sixty

60-1 The chief supervisor and the assistant supervisor are both paid.

60-2 In the event of multiple supervisors for a master's or doctoral dissertation, the reward will be distributed starting from the topic until the formation of the discussion committee, unless it exceeds the statutory period and the period of additional opportunities - if any - as follows:

A- (50%) is computed for the time spent with the student by the supervisor after registering the topic.

B- (50%) is based on the percentage of the thesis completed with each supervisor.

60-3 The supervisor's right to the authorized pay is not waived if the student fails to achieve the degree for any cause other than the supervisor's fault.

Article Sixty-One:

A committee member participating in the judging panel of a master's thesis or doctorate dissertation is paid a single reward of one thousand Riyals (on being a teaching faculty in the same university to which the thesis is submitted). University personnel (non-teaching member) and participants from outside the university are paid a single reward of one thousand five hundred Riyals for a doctoral dissertation and one thousand Riyals for the master's. Panel members from outside the Kingdom receive two thousand five hundred Riyals. Panel members from outside the city where the thesis is examined (whether from inside or outside the Kingdom) are paid (in addition to the aforementioned reward) a two-way flight ticket, adequate accommodation (up to two nights), and subsistence allowance; a flight ticket is also paid for the person escorting the panel

member if blind, and for the legal male, chaperone, if the panel member is a female, in addition to (up to two nights) accommodation. "The Postgraduate Council, based on a recommendation of the concerned college and department council may add one or two nights if necessary, and if the nature of study required it."

Chapter Nine

General Provisions

Article Sixty-Two:

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

The Executive Rules of Article Sixty-Two

62-1 Each department generates the appropriate reports for its study programs' periodic calendar, provided that the report includes the following:

- a. The names of the faculty members, their specialties, academic positions, status (discharged, seconded,...), the names of the students who are supervised by the titles of their theses, and the date of appointment of supervision.
- b. The number of students (applicants, accepted students, graduates, postponed, dismissed, discontinued, withdrawn, folded, and re-enrolled).
- c. Thesis (registered thesis titles, discussed thesis, suggested thesis for printing, re-discussed thesis, unsuitable thesis)

62-2 Each department creates the program assessment form, which must include the following information:

(Number of faculty members, available facilities, number of students applying, students accepted, number of research and literature produced by program faculty members, student counseling, number of graduate students expected to graduate, percentage of graduates, percentage of defaulters, number of theses recommended to be printed, Connect the section to universities and research institutes, with consultations available)

62-3 The Deanship of Graduate Studies examines the questionnaire on a yearly basis.

62-4 The outcomes of the evaluation are given to the Graduate Studies Deanship Council.

62-5 Following approval by the University Rector, the Graduate Studies Deanship Council's recommendation for the program will be forwarded to the University Council.

Article Sixty-Three

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

The Executive Rules of Article Sixty-Three

63-1 The report on the progress of postgraduate study includes the following elements:

- 1- Look into the available programs at the department.
- 2- The overall number of students admitted to each program.
- 3- A statement of the academic standing of each program's students in terms of:
 - ☐ Regularity.
 - ☐ Dropout and withdrawal.
 - ☐ Postponement of two types.
 - ☐ Deletion.
 - ☐ Registration Cancellation and Reinstatement.
 - ☐ Additional Opportunities.
 - ☐ The process of transferring.
 - ☐ Failure to succeed.
 - ☐ Activating the scientific guidance mission for postgraduate students.
 - ☐ The number of Theses submitted to each program.

- ☐ The number of debate Theses in each program.
- ☐ The number of students that are late in registering their thesis topics, as well as the reasons for this.
- ☐ Difficulties and hurdles experienced during postgraduate study in each program, as well as solutions for overcoming them.
- ☐ The department head's recommendations.

Article Sixty-Four:

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

Article Sixty-Five:

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

Article Sixty-Six

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

The Executive Rules of Article Sixty-Six

66-1 The University Council has the authority to interpret the executive rules that accompany these bylaws and to alter them as required.

66-2 These executive rules take effect on the day they are approved by the University Council, and any earlier executive regulations that contradict them are repealed.

Article Sixty-Seven:

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