



Setting an appointment to discuss a scientific thesis

Student's name:.....	University number:	Degree.....
College:.....	Scientific Department:	Specialization:
Message Title:.....		
.....		
.....		
Dear Head of Department, May the peace, mercy, and blessings of God be upon you.		
With reference to the approval of the College Council at its meeting No. Date: / / 14 AH. (A copy of the decision is attached)		
Regarding the formation of the discussion committee for the student/H whose information is shown above, we would like to inform you of this.		
The discussion date has been set for: Date: / / 14 AH Time:		
In the hall:		
Supervisor Name: Signature: Date: / / 14 AH		
Head of Department:..... Signature: Date: / / 14 AH		
Dean of the College.....: Signature : Date : / / 14 AH		
<u>Important instructions</u>		
1- The department announces the discussion date in the designated places in the department and college and through other available channels.		
2- The thesis discussion shall be public, and may be made confidential if necessary, by decision of the College Council based on the recommendation of the relevant department..		
3- The discussion may not take place or begin in the absence of any of the members. If this happens, the department head shall inform the committee to set a new date for the discussion. The request to set a new date for the discussion shall be completed and approved by both the department head and the dean of the college and sent to the Executive Administration of Graduate Studies, accompanied by justifications for the absence of the committee member.		

**Send a copy of the form to the Executive Department of Graduate Studies.*

SU-DGS-DP-F022