

Regulations

For postgraduate studies in
universities

Executive Regulations of Shaqa University

**Regulations governing postgraduate studies in universities issued
By decision of the Council of University Affairs No.) . ٩ / . ٢ / ١٤٤٤ (**
Adopted at the ninth meeting held on . ٣ / . ١ / ١٤٤٤ AH, corresponding to
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The amount in Circular No. (٤٤ ٦٨٤٣) dated . ١ / . ٤ / ١٤٤٤ AH

Chapter One: Definitions

THE MATERIAL

The following words and phrases - wherever they appear in the regulations - shall have the meanings indicated opposite each of them, unless the context requires otherwise

Postgraduate studies: A higher level of study than the bachelor's degree, such as a higher diploma, master's degree, or doctorate

Classification: The Saudi Unified Classification of Educational Levels and Specializations issued by Cabinet Resolution No. ٧٥ dated ١/٢٧/١٤٤٢ AH, and any amendments or updates thereto

framework: The National Qualifications Framework in the Kingdom of Saudi Arabia, issued by the decision of the Board of Directors of the Education and Training Evaluation Commission in its first meeting of the second session held on ٦/٦/١٤٤١ AH, and any amendments or updates thereto

The competent deputy or agent: The Vice President of the University, or the Vice President of the University concerned with postgraduate studies affairs at the University, according to the approved organizational structure of the University

Executive Management: The deanship, department or unit in the university responsible for implementing academic procedures related to postgraduate studies, in accordance with the university's approved organizational structure

Program: A set of courses, a thesis, a graduation research, or a comprehensive examination, that a student studies during a specific period of time to obtain a degree or higher certificate in the field of specialization

Joint Program:A scientific program in which more than one department or college participates from within the university, or from outside educational institutions, or .research institutions inside or outside the Kingdom, with specific learning outcomes

Study unit:The weekly theoretical lecture, the weekly scientific seminar, the clinical lesson, the exercise lesson that is no less than fifty minutes long, the practical lesson that is no less than one hundred minutes long, or the field lesson specified in the .study plan

Course:The study material in each program plan. It includes a number, code, and description of the content. It is subject to monitoring, evaluation, and development in each section. It may be studied independently, or it may have a prerequisite or concurrent requirement. It is possible to be exempted from the prerequisite or .concurrent requirement based on a test of specific learning outcomes

Deferment of admission:Please specify the student's study start date after issuing his university number, and before registering for any course. This will be done once, .and cannot happen after the start of the study

Postponement of study:The student shall be suspended from the period prescribed according to these regulations - to obtain the academic degree after the - .commencement of his studies

Withdrawal:The student terminates his relationship with the university in which he .is registered permanently, before completing his study program

Unregister:The university may terminate its relationship with the student before he .completes his study programme, for specific reasons stipulated in these regulations

Re-enrollment:The university shall restore its relationship with the student whose .registration has been cancelled

Comprehensive test:Testing the knowledge and skills required to obtain graduate degrees (higher diploma, master's, doctorate), and the comprehensive test may be .the final qualification for some of these degrees except the doctorate degree

Graduation research:A research that may take one or two semesters, has a specific .topic, qualifies for a degree, and is required within the program's courses

Scientific message: The scientific thesis, which represents the research and its results, prepared and submitted by the student for the purpose of obtaining a .scientific degree

Chapter Two: Objectives and validity of the regulation

THE MATERIAL

Taking into account the provisions of the study and examination regulations for the undergraduate stage in universities, these regulations aim to organize postgraduate studies in universities, in a way that achieves raising the efficiency and quality of the

educational process and academic procedures for the stages of postgraduate studies
in the university

THE MATERIAL

The provisions of these regulations apply to universities that apply the Higher Education and Universities Council System, issued by Royal Decree No. (M/٨) dated ١٤١٤/٤/٦ AH, and universities that apply the Universities System issued by Royal Decree No. (M/٢٧) dated ٣/٢/١٤٤١ AH

Chapter Three: Postgraduate study objectives

THE MATERIAL

:Postgraduate studies aim to achieve the following

1. Caring for advanced studies and research that serve national goals,
.expanding them, and working to publish them
2. Contributing to enriching human knowledge in all its branches, through
specialized studies and scientific research; to reach innovative scientific and
.applied additions, and to uncover new facts
3. Providing educational opportunities for students to continue their higher
.education locally
4. Providing qualified materials and programs for students to raise their level of
qualification and efficiency to provide studies and research that serve the
.nation and contribute to enriching their specializations
5. Attracting an elite group of distinguished students from all over the world in
the most important research fields, to improve the outcomes of scientific
.research and enrich the cultural diversity required in graduate programs
6. Preparing and qualifying specialized scientific and professional competencies
.needed by society
7. Encouraging creativity and innovation to keep pace with the requirements of
cognitive and technical development, raising the level of scientific research,
and directing it to address the issues and challenges of sustainable
.development in Saudi, regional, and global society
8. Enhancing opportunities for cooperation and various partnerships locally,
.regionally and globally
9. Developing the outputs of the knowledge economy to contribute to
.achieving the sustainable development goals of Saudi society

Chapter Four: Detailed criteria for the approval of graduate programs

THE MATERIAL

The University Council sets detailed criteria for approving postgraduate programmes, subject to the following

1. The university must have institutional accreditation from the Education and Training Evaluation Commission
2. The bachelor's program - in the same specialization - must have obtained programmatic accreditation from the Education and Training Evaluation Commission, or from one of the international bodies approved by the Commission; to approve the higher diploma or master's program, and the master's program - in the same specialization - must have obtained programmatic accreditation from the Education and Training Evaluation Commission, or from one of the international bodies approved by the Commission; to approve the doctoral program
3. The department must have a sufficient number of faculty members, including professors and associate professors, who specialize in the field of the master's or doctoral program, in addition to the availability of research capabilities, such as laboratories, computer facilities, etc.; in order to ensure the success of the program in terms of teaching, supervision, and research
4. The number of students expected to be accepted into the program must be appropriate to ensure its continuity, and the number of students in one section must not exceed ٢٥ students
5. When approving its program, the university shall adhere to the following, in order
 - .A. Saudi Unified Classification of Educational Levels and Specializations
 - .B. National Qualifications Framework in the Kingdom of Saudi Arabia

6. Suspending admission to master's and doctoral programs that do not obtain programmatic accreditation from the Education and Training Evaluation Commission or from one of the international bodies accredited by the .Commission within two years of the graduation of the first batch of programs

Executive rule of Article ٥
The program must contain no less than two study units, the aim of which is to enable -١ students to learn about scientific research methods and use its techniques and tools. .Executive programs may be exempted from this

Chapter Five: Organization of the Standing Committee for Postgraduate Studies

THE MATERIAL

A permanent committee for postgraduate studies shall be formed at the university (the permanent committee), and shall be organizationally linked to the relevant deputy or agent, and shall be headed by him and include the following as members

١. Five deans of colleges and institutes that offer postgraduate programs at the university, taking into account the diversity of specializations of colleges and ..institutes

٢. Dean Development and quality at the university

٣. Dean, Director, or Head of the Executive Management Unit, who shall be Secretary of the Committee

٤. Three members A group of experienced and specialized graduate students from within or outside the university

The members referred to in paragraphs ١ and ٤ of this article shall be appointed by a decision of the University Council, based on a nomination by the University President, for a renewable period of two years

THE MATERIAL

The Standing Committee shall undertake the following tasks, in accordance with the provisions of these regulations

1. Proposing the general policy for postgraduate studies at the university, and following up on its implementation after its approval by the University Council.
2. Recommending approval of admission requirements for postgraduate programmes and updating them, based on the proposal of the councils of the relevant departments, colleges and institutes.
3. Supervision of joint graduate programs.
4. Recommending the approval and amendment of postgraduate programmes - after studying and reviewing them - to the University Council, based on a proposal from the Department Council, and the endorsement of the proposal from the College Council.
5. Recommending the approval of study plans and detailed standards to the University Council, based on a proposal from the Department Council and endorsement from the College Council, in accordance with international benchmarks and comparisons.
6. Proposing standards for graduate programs for approval by the University Council.
7. Proposing the rules governing the evaluation of postgraduate programmes, for approval by the University Council.
8. Supervising the evaluation of postgraduate programmes at the university on a regular basis, through specialised committees or bodies from within or outside the university.

9. Study the comprehensive report prepared by the executive management on the university's postgraduate programmes, and the results of evaluating .those programmes, and submit them to the university council
10. Recommending approval of college councils' proposals regarding postgraduate study programmes that are consistent with the needs of society, the Kingdom's plans and visions, and global directives, for approval .by the University Council
11. Endorsing proposals to define academic degrees and certificates, and their names in Arabic and English, based on proposals from department and .college councils
12. Recommending the number of students who can be accepted each academic year into graduate programs to the University Council, based on a proposal from the relevant department councils and endorsement from the college .councils
13. Proposing controls for forming supervisory committees and discussing .scientific theses
14. Setting general frameworks and standards for comprehensive tests and .graduation research
15. Developing the general framework for research plans, the rules governing how to write, print, produce and submit scientific theses, preparing .discussion committee report forms, and judging theses
16. Studying periodic reports related to postgraduate studies, submitted by the .university's academic departments
17. Proposing the provision of postgraduate programmes outside the university's headquarters, and submitting this to the university council to take the .appropriate action regarding it
18. Recommending approval of college proposals regarding development initiatives related to postgraduate studies, to develop the university's .financial resources
19. Recommending the financial consideration for applying to graduate programs, the financial consideration or tuition fees for programs, and the

financial consideration for support services related to graduate studies, based
.on the proposals of department and college councils

20. Recommending the allocation of free scholarships for students - full or partial
.according to the controls approved by the University Council -
21. Recommending the closure or suspension of graduate programs that do not
.comply with quality standards or the university's strategy
22. Consider what is referred to it by the Chairman of the Standing Committee,
the President of the University, or the University Council for study and
.opinion

The Standing Committee may delegate some of its powers to its Chairman, and may
also form permanent or temporary committees from among its members or others
.to study what it is assigned to do

THE MATERIAL

The Standing Committee shall meet at the invitation of its Chairman at least once a month. The meeting shall not be valid unless attended by at least two-thirds of its members, including the Chairman or his representative from among the members of the Standing Committee. Its decisions shall be issued by a majority vote of the members present, and in the event of a tie, the side with which the Chairman of the meeting voted shall prevail. The decisions of the Standing Committee shall be effective unless there is an objection from the University President within fifteen days from the date of their receipt. If the University President objects to them, he shall return them to the Standing Committee - accompanied by his point of view - for reconsideration. If the Standing Committee maintains its opinion, the objected decisions shall be referred to the University Council to decide on them in the first regular or extraordinary session. The University Council may ratify, amend or cancel the decisions, and the University Council's decision in this regard shall be final. The Chairman of the Standing Committee may invite whomever he deems necessary to
.attend some of the Standing Committee's sessions, without having the right to vote

Chapter Six: Study programs and study system

THE MATERIAL

Joint postgraduate programmes may be created between departments, colleges, or institutes within the university, or between the university and educational or research institutions from within or outside the Kingdom, in accordance with rules approved by the University Council based on the recommendation of the Standing Committee, after coordination with the colleges, departments, or relevant authorities.

Executive rule of Article ۹

A permanent committee is formed for each joint program between departments or -۱ colleges., or Institutes inside or outside the university, provided that the Joint Program Committee is formed based on the recommendation of the Permanent Committee based on the proposals of the parties participating in the program, and it has all the supervisory, administrative and academic powers enjoyed by the Department Council with regard to this program, and the term of the Joint Program Committee is until the .completion of the program

The joint program is housed in the department that has the largest number of -۲ academic units in the program plan, and when the contribution to the program is .equal, the department with the greatest experience in graduate studies is presented

The joint program shall benefit from the laboratories, educational materials, and -۳ classrooms in the relevant departments and colleges, in coordination with the .relevant department or college council - or joint program committee

The relevant departments are committed to implementing the requirements of the -۴ program and providing the joint program with the resources necessary for its operation based on the request of the Chairman of the Joint Program Committee. The Standing Committee has the right to decide on any dispute, and its decision in this .regard is final

THE MATERIAL

The number of credit hours that a graduate student studies at the university that will grant him the degree shall not be less than fifty percent of the total number of credit hours required to grant the degree, and the student must complete his graduation research or academic thesis - if any - entirely under its supervision.
.Students in joint programs are exempt from this provision

:Article Eleven

THE MATERIAL

The study for the higher diploma shall be through academic courses, field work, application and laboratory work, provided that the duration of the study of the programme and the number of academic units are in accordance with what is specified in the classification and framework. The University Council, based on the proposal of the Standing Committee, may increase the duration of study of any programme, not to exceed half of the prescribed duration

THE MATERIAL

The study for a master's degree is either through academic courses only, or through academic courses and a thesis, or through academic courses and a comprehensive examination, or through academic courses and a graduation research, provided that the duration of the program's study and the number of academic units are in accordance with what is specified in the classification and framework. The University Council, based on the proposal of the Standing Committee, may increase the duration of study for any program, not to exceed half of the specified duration

THE MATERIAL

The University Council shall approve, based on the recommendation of the Standing Committee, the method of studying for a doctorate, provided that the duration of the program's study and the number of prescribed academic units are in accordance with what is specified in the classification and framework. The University Council may, based on the proposal of the Standing Committee, increase the duration of the study of any program, not to exceed half of the prescribed duration.

THE MATERIAL

The period for obtaining the academic degree is calculated from the beginning of registration in the graduate studies courses for the program in which the student is enrolled until the date of completion of the program requirements, or the student's supervisor submitting a report to the head of the department, attaching a copy of the academic thesis - if any.

Chapter Seven:Acceptance

THE MATERIAL

The Executive Administration shall implement academic procedures, including the admission and registration of students, in accordance with the provisions of these regulations and the controls approved by the University Council

:Article Thirteen

THE MATERIAL

Taking into account what is stated in Article (Fifteen) of these regulations, a student may be accepted in a field other than his specialization, based on the recommendation of the relevant department council and the approval of the college council

THE MATERIAL

The relevant department may require that a student be accepted into the Master's and PhD stages, provided that he/she passes a number of supplementary courses from a previous stage, or passes a learning outcomes test related to them, so that the student becomes eligible to join the program, according to controls approved by the Standing Committee, based on a proposal from the Department Council and endorsement from the College Council

Executive rule of Article Seventeen
<p>١- It is not required to devote full time to studying supplementary courses</p> <p>٢- Courses that the applicant has previously studied are exempted from studying supplementary courses, unless there is a justification for studying them again</p> <p>٣- Those who did not pass the supplementary courses due to acceptable compelling circumstances may reapply for admission to the same or another specialization, and this shall be by decision of the Permanent Committee for Postgraduate Studies based on a recommendation from the Department Council</p> <p>٤- The duration of the supplementary courses shall not exceed two semesters, and the Standing Committee may make an exception to this</p>

The time period required to complete the supplementary courses is not included in the -٥
.time period specified for obtaining the degree

Supplementary courses are not included in calculating the cumulative GPA for the -٦
.postgraduate stage

THE MATERIAL

A student may be accepted into two postgraduate programmes at the same time, provided that the two programmes are from the same stage or from a previous stage, according to controls approved by the University Council, based on the .recommendation of the Standing Committee

Executive rule of Article ١٨

The student's enrollment in the two programs shall not result in -٧
any disruption to the educational process or university regulations
.and controls, or any conflict between them

THE MATERIAL

It is permissible to equate academic courses that a student has previously passed at a university or educational institution inside the Kingdom, or from outside the Kingdom, provided that they

are licensed by the competent authority in the country of study, based on the recommendation of the department council, and the approval of the college council. The academic courses that have been equated are recorded in the student's academic record, and the university council determines the controls regulating this, including the possibility of calculating them within the student's cumulative average in his academic record

Executive rule of Article Nineteen

The equivalency of courses studied by the student outside – \ :the university shall be according to the following

A. The equivalent units must not have been studied for .more than three academic years

for. To be consistent in terms of subject matter with the requirements of the program to which it is being .transferred

C. The percentage of these units shall not exceed thirty percent. The hundred From the units of the programme .transferred to, excluding the units of the scientific thesis

D. His grade in the equivalent units should not be less .than (very good) or its equivalent

H. The courses that the student will study outside the university must be similar or equivalent in terms of vocabulary and study units to what is in his study plan at .the university, by no less than ٧٠ %

and.InsertEquivalent units inregisterThe
studentAcademic, and included in his cumulative
.average

Z.The equivalency shall be based on the
recommendation of the department council to which
the course belongs and the approval of the college
.council

THE MATERIAL

With the approval of the relevant department council and the dean of the college, a student may postpone his admission, and this shall be for one time. The postponement cannot be accepted after the student has begun his studies, in accordance with the controls approved by the University Council, based on the .proposal of the Permanent Committee

Executive rule of Article Twenty

Admission may be deferred for a maximum of one –١
.academic year

to be postponedAcceptanceConvincing justifications –٢
.are considered by the relevant department

The deferment period does not count towards the –٣
.maximum period for obtaining the degree

The Standing Committee for Postgraduate Studies –٤
may make exceptions to what is stated in this rule in cases
it approves, based on the recommendation of the
.Department and College Councils

THE MATERIAL

Taking into account the decisions issued by the University
:Affairs Council, the university may charge
Tuition fees or financial compensation; to offer .1
postgraduate programs or courses, provided that these programs
have obtained programmatic accreditation, and with a number of
students not exceeding the number of students accepted – for the
same programs or courses – without fees or financial
compensation, and the University Council sets the controls
regulating this, based on a recommendation from the Permanent
.Committee

mFinancially eligible for services related to and .2
supporting postgraduate studies, according to controls approved
by the University Council, based on the recommendation of the
.Standing Committee

Chapter Eight: Academic Procedures

THE MATERIAL

A student may postpone his studies upon the recommendation of the relevant department council and the approval of the college council, in accordance with the controls approved by the university council, based on the proposal of the standing .committee

Executive rule of Article Twenty-Two

There must be convincing justifications for postponing the study and they must be -١
.considered by the relevant department

.The student must have completed at least one semester -٢

The total postponement period shall not exceed half the period of study specified in the -٣
.program

The student must submit a postponement request no less than two weeks before the -٤
start of the semester. The request will not be considered accepted until its implementation is
.approved by the Executive Administration

.The postponement period is not counted within the period set for obtaining the degree -٥

The Permanent Committee for Postgraduate Studies may exempt from what is stated in -٦
this rule in cases it approves, based on the recommendation of the Department and College
.Councils

THE MATERIAL

A student may apologize for continuing to study one or more courses, or all courses of the semester, after the end of the registration period, upon the recommendation of the relevant department council, and the approval of the dean of the college, in accordance with controls approved by the University Council .based on the proposal of the Permanent Committee

Executive rule of Article Twenty-Three

The student must not have exhausted the deferment periods referred –١
.to in the executive regulations of the article.٢٢

The student must have convincing reasons and justifications that he –٢
submits to the relevant department two weeks before the start of the
.final exams according to the approved academic calendar

.The student must not have dropped out of school–٣

When a student apologizes for a semester, this semester is counted –٤
within the postponement periods referred to in the executive
regulations of Article ٢٢, and the period of apology is counted within
.the maximum period for obtaining the degree

It is not permissible to withdraw from all courses for more than one –٥
academic year, and it is not permissible to withdraw from a course
.more than twice at most

The Standing Committee for Postgraduate Studies may make –٦
exceptions to what is stated in this rule in cases it approves, based on
.the recommendation of the Department and College Councils

THE MATERIAL

If a graduate student withdraws from the university and then
wants to re-enroll, the university may apply the admission
.requirements to him at the time of the new application

THE MATERIAL FIFTH

A student is considered to have dropped out of school if he does not register during the specified registration period in each semester in which he is available to register

THE MATERIAL SIXTH

1. :The student's registration will be cancelled in the following cases
 - A.If he stops studying, in accordance with the provisions of Article (Twenty-Five) of these regulations
 - for.If he does not pass the supplementary courses, according to the controls approved by the Standing Committee
 - G.If his cumulative GPA falls below (Very Good) in two consecutive semesters
 - D.If it becomes clear that his acceptance is based on his submission of information or documents that are wholly or partially incorrect
 - H.If he does not obtain the degree within the specified period of the program
2. The student's registration shall be cancelled by a decision of the Standing Committee, based on the recommendation of the Department Council, and the approval of the College Council in the following cases

A.If it is proven that he is not serious in the scientific thesis stage in accordance with the provisions of Article (Forty-Four) of these .regulations
for.If he does not pass the comprehensive .test, he will be allowed to retake it once
G.If the thesis committee decides that the thesis is not suitable for discussion, or does .not accept it after discussion
D.If he breaches academic integrity, whether during the course of his studies, or during the preparation of the academic thesis, or breaches the relevant regulations, .bylaws, or decisions

THE MATERIAL

A student whose registration has been cancelled may be re-registered if the reason for not continuing his studies is

circumstances acceptable to the department and college councils.
Re-registration shall be by decision of the Standing Committee,
:taking into account the following

1. A student whose registration has been cancelled for more than three academic years shall be treated as a new student in terms of re-studying the courses, regardless of what he has previously completed in the study phase. The University Council may make an exception to this, in accordance with controls issued by the University Council based on a proposal from the Permanent Committee

2. A student whose registration has been cancelled for three academic years or less shall retake some courses determined for him by the department council and approved by the college council. The units he studied after resuming his studies shall be counted within his cumulative average. The period the student spent studying before his registration was cancelled shall also be counted within the maximum period for obtaining the degree

THE MATERIAL

The College Council, as an exception to Paragraph (c) of Clause of Article Twenty-Six of these regulations, may grant the student one exceptional opportunity, not exceeding one academic year as a maximum, based on the recommendation of the Department Council

Executive rule of Article Twenty-Eight

1- The student submits a request for an additional opportunity to the head of the relevant department

2- The student may retake one or more courses in order to raise his cumulative GPA to (very good)

3- The semester in which the department was unable to teach the additional opportunity courses will not be counted against the student

4- If he is granted an extension for an academic year and is able to raise his GPA in one semester, then the following semesters will be: Falling down About it automatically

THE MATERIAL NINTH

The Standing Committee, as an exception to Paragraph (e) of Clause ١ of Article (Twenty-Six) of these regulations, may grant the student an exceptional opportunity not exceeding one academic year, based on a report from the supervisor and a recommendation from the department and college councils.

Executive rule of Article Twenty-Nine

١- The student submits a request for an additional opportunity to the head of the relevant department.

٢- The supervisor submits a detailed report to the head of the department on the progress of the student's studies, proposing the duration of the additional opportunity, not to exceed one academic year.

٣- If it is not possible to grant the student an exceptional opportunity, the provisions of Article Fifty-Seven of these regulations shall be observed.

THE MATERIAL

Subject to Article (Fifteen) of these regulations, the Executive Administration may accept the transfer of a student to the University from a university or educational institution inside or outside the Kingdom, provided that it is licensed by the competent authority in the country of study, and that the student has not been dismissed from it for any reason, based on the recommendation of the Department and College Councils. The courses that have been equated shall be recorded in the student's academic record, and the University Council shall determine the

controls regulating this, including the possibility of calculating it within the student's cumulative average in his academic record

Executive ruleFor Article Thirty

Taking into account the provisions of Article ١٠ and Article ١٩ and their executive rules -١ :of these regulations: Transfer to the university requires the following controls to be met

- A. Fulfilling the admission requirements for the program to which you wish to transfer
- B. Passing at least one semester with a grade point average of no less than (very good) after the courses have been equated
- C. Submit a certified copy of the academic record
- D. Authentication of documents from the Cultural Attaché and Saudi consulates for foreign universities
- E. The recommendation of the department and college councils shall be submitted to the executive management for approval of the transfer request

THE MATERIAL

A student may be transferred from one program to another within the university, based on the recommendation of the council of the department to which he is transferred, and the approval of the college, in accordance with the terms and conditions approved by the university council, based on the proposal of the standing committee

Executive rule of Article Thirty-One

Taking into account the provisions of Article ١٠ and Article ١٩ and their executive rules -١ of these regulations: In order for a student to transfer from one program to another within the university, the following controls must be met

- .A. Fulfilling the admission requirements for the program to which you wish to transfer
- B. Passing at least one semester with a grade point average of no less than (very good) after the courses have been equated
- .C. Submit a certified copy of the academic record
- D. The remaining period for the student shall be sufficient to obtain the academic degree in the program to which he has transferred
- E. The department council's recommendation and the college's approval are submitted to the executive management to implement the transfer request

THE MATERIAL

A graduate student may, based on the recommendation of the department council and the approval of the college council, study some courses at a university or educational institution inside or outside the Kingdom, provided that they are licensed by the competent authority in the country of study. The academic units he has studied will be equated for him, and the courses that have been equated will be recorded in the student's academic record. The university council will determine the controls regulating this, including the possibility of calculating them within the student's cumulative average in his academic record.

Executive rule For Article Thirty-Two

The equivalence of academic courses shall be in accordance with Article ١٩ and its executive regulations

The courses that the student will study outside the university must be similar or equivalent in terms of vocabulary and study units to what is in his study plan at the university, by no less than ٧٠٪.

Equivalent units are included in the student's academic record and are included in his cumulative average. Those that are not counted are included in his record and are not included in his average

unless The number of courses that the student studies outside the university exceeds ٣٠٪. From the total curriculum requirements

Please note that the student's studies do not entail any fees or financial burdens on the university

THE MATERIAL THIRD

A graduate student from a non-Saudi university may study some courses at a Saudi university, according to regulations

approved by the University Council based on the proposal of the
.Standing Committee

Executive ruleArticle Thirty-Three

The student must comply with all regulations governing postgraduate studies at the -١
.university

The application is accepted based on the recommendation of the department council -٢
.and the approval of the college council

The recommendation is submitted to the executive management to implement the -٣
.request

Chapter Nine:Evaluation mechanism

THE MATERIAL

Examinations in postgraduate courses are conducted, and
grades are recorded, in accordance with the study and
examination regulations for the undergraduate stage, except for
:the following

.١ A student is not considered to have passed the course unless he obtains at least a "good" grade .

.٢ The student must pass the supplementary course the first time with a grade of no less than (high good), and his cumulative average in all the
.supplementary courses must not be less than (very good)

.٣ Regarding alternative exams and courses that require more than one semester to study, the College Council shall take whatever it deems
.appropriate regarding them, based on the recommendation of the Department Council

THE MATERIAL FIFTH

The University Council sets the rules governing the comprehensive examination, both written and oral, for the Master's and Doctoral levels, based on the proposal of the Standing Committee

Executive rule of Article Thirty-Five

The comprehensive exam is mandatory for the doctoral stage, and is done for the master's stage if the nature of the program requires it. In both cases, the student does not take the comprehensive exam until he has completed all the required courses

The comprehensive test consists of two parts: Written test and Oral test, The two parts of the comprehensive exam (written and oral) shall be in the main specialization and sub-specializations, if any, provided that no more than two weeks shall separate the oral and written exams :Comprehensive Examination Committee-۳

A. The relevant department council forms a comprehensive examination committee from professors and associate professors who are specialists in the student's major and sub-major or specializations (if any). If the program requirements include a specialization or sub-specializations from outside the department, the comprehensive examination committee shall include one of the professors specialized in the field from the relevant department or departments for. The comprehensive examination committee is responsible for Recommend comprehensive test topics and references. heSetting test questionsyenEditorialAnd oralCorrecting the answer and monitoring the results

The comprehensive exam, in its written and oral sections, is held in – ξ the semester following the semester in which the student completed all the required courses. It is permissible The student may postpone the exam for a period not exceeding two semesters, based on the approval .of the relevant department council

Be The written test score is ١٠٠ points, and when divided, it is – σ calculated by extracting the average score of the total., and Each committee member will receive ١٠٠ points in the oral exam, and the final score will be calculated by dividing the total score obtained by the .student by the number of members

The student is considered to have passed the comprehensive exam if – γ he/she obtains ٧٥% or more in the average of the written and oral .exams

A failed student is given one opportunity to retake the test he failed, – ν within two semesters from the semester following the announcement .of the result

An alternative exam will be held for the student who fails to attend – λ it with an excuse accepted by the department and college councils within two semesters of the semester following the comprehensive ..exam

The student's registration shall be cancelled by a decision of the – η Permanent Committee for Postgraduate Studies if he fails to pass the comprehensive examination based on a recommendation from the .Department and College Councils

Chapter Ten: Scientific messages, supervision and discussion

THE MATERIAL SIXTH

The University Council sets the rules governing the registration of the graduation research project and the scientific thesis of the postgraduate student – if any – and the mechanism for determining the supervisor of the scientific thesis and the assistant supervisor – if any – based on the recommendation of the Standing Committee

Executive rule of Article Thirty-Six

:Graduation research project -١

A. The teaching load for a professor of a graduation research course is one teaching hour for each student, up to four students. Anything more than that is calculated for each student as half an hour during one semester. No additional teaching load is calculated if the graduation research extends for more than one semester, even if his students are given an (incomplete) or (continuing) grade in their first semester

B. Two students may participate in one graduation research project, and each student is assigned a specific part of the research project, provided that the two students participating in that research project are counted as one student

:Master's and PhD theses -٢

- A. Each graduate student will have an academic advisor at the beginning of his enrollment in the program, to guide him in his studies, assist him in choosing the thesis topic, and preparing the research plan. It is preferable for the academic advisor to be the supervisor of the thesis
- B. The student may submit a proposal for the thesis research plan, including the name of the thesis supervisor and assistant supervisor - if any - to the department council after passing one semester with a grade of no less than very good
- C. In the event that the research proposal is recommended for approval, the request is submitted to the College Council for approval
- D. The student may submit a request to the head of the department to change the thesis supervisor if there is a reason for this, and the change will be approved by the college council based on the recommendation of the department council
- E. The Executive Management shall ensure that these controls approved by the University Council are achieved

THE MATERIAL

Master's and doctoral theses shall be written in the language of instruction approved for the programme by the University Council. The thesis shall contain a comprehensive summary in Arabic if the thesis is not in Arabic

Executive rule of Article Thirty-Seven

1- The Permanent Committee sets detailed guidelines for writing theses and scientific research and works to update them on an ongoing basis

THE MATERIAL

Academic theses are supervised by professors and associate professors from the university's faculty members. An assistant professor may supervise graduation research and master's theses, and assist in supervising academic theses for the doctoral stage, if he has two research papers – in his field of specialization – published, or accepted for publication in a peer-reviewed academic journal

Executive rule of Article Thirty-Eight

A faculty member may continue to supervise while on academic leave, -١
.secondment, or loan

The supervisor may continue to supervise the thesis after the end of his service at -٢
.the university, through regular or early retirement

If the supervisor is unable to continue supervising the thesis, the department -٣
council shall propose an alternative supervisor, and the college council shall approve
.him

THE MATERIAL

Supervisors with experience and competence in the field of scientific thesis research, who are not faculty members, may

supervise or assist in supervising scientific theses, whether from within or outside the university, based on the recommendation of the department council and the approval of the college council

Executive rule of Article Thirty-Nine

**Supervisors other than faculty members from outside the department shall -١
not be hired except in case of need and there are convincing justifications
approved by the department and college councils**

THE MATERIAL

The University Council sets controls for assistant supervisors of scientific theses, based on the proposal of the Standing Committee

Executive rule of Article Forty

**An assistant supervisor is nominated if the nature of the thesis topic requires -١
.it**

**If necessary and with the approval of the College Council, a second assistant -٢
supervisor may be added based on the recommendation of the Department
Council**

**If the assistant supervisor is unable to continue supervising the thesis, or if his -٣
service at the university ends, the department council will recommend an
alternative supervisor, based on the proposal of the main supervisor, and the
college council will approve it**

**The assistant supervisor may continue to supervise while on sabbatical leave, -٤
secondment or loan**

**The assistant supervisor may continue to supervise the thesis after the end of -٥
his service at the university, through regular or early retirement**

THE MATERIAL

A faculty member may supervise scientific theses outside his university – whether inside or outside the Kingdom – without prejudice to his job duties, in accordance with controls approved by the University Council, based on the proposal of the .Permanent Committee

Executive rule of Article Forty-One

The university does not bear any financial consequences arising from this -١
.supervision

The regulations of the external party shall not conflict with the regulations and -٢
.policies of the Kingdom of Saudi Arabia

THE MATERIAL

The supervisor evaluates the student's performance at the end of each semester, and determines the extent of his progress in the scientific thesis, according to the mechanisms approved by the .Permanent Committee

Executive rule of Article Forty-Two

If the student does not communicate with the supervisor or assistant supervisor for a -\ period not exceeding one month without an acceptable excuse, then the following shall .apply:By his right What was mentionedIn the article (٤٤) of this list

The main supervisor and the assistant supervisor participate in the semester evaluation -٢ of the student's performance, and the reports submitted by the assistant supervisor are .treated as reports submitted by the main supervisor

THE MATERIAL THIRD

The number of students registered in the department for the graduation research course shall not be less than five students, and the College Council may make an exception from the minimum, according to controls approved by the University .Council, based on the proposal of the Standing Committee

Executive rule of Article Forty-Three

The College Council may, based on the recommendation of the Department -\ Council, make an exception to this number if it is not complete, or if the nature of the graduation research in some programs requires it.orFor other cases as deemed .appropriate by the scientific councils

THE MATERIAL

If it is proven that the student is not serious in the thesis stage, based on the report of the thesis supervisor, the student will be warned by a letter from the relevant department. If the student is warned twice and does not address the reasons for the warning, his registration will be cancelled, based on the recommendation .of the department and college councils

THE MATERIAL FIFTH

The supervisor – whether alone or jointly – has the right to supervise a maximum of seven scientific theses at one time. The Standing Committee may make an exception to this, based on the recommendation of the Department and College Councils, in accordance with controls approved by the University Council .based on the proposal of the Standing Committee

Executive rule of Article Forty-Five

The maximum supervision limit applies to scientific theses, –\n .whether the thesis is inside or outside the department
The Standing Committee may approve an increase in the –\n maximum supervision limit if there are no professors in the .department.othersQualified for supervision, but not in full

THE MATERIAL SIXTH

The supervision quota for a faculty member – whether head or assistant – for each thesis is calculated within the teaching load, according to controls approved by the University Council based .on the proposal of the Standing Committee

Executive rule of Article Forty-Six

The supervision quota for the main supervisor of a master's thesis – ١ is calculated as one hour, for a doctoral thesis as two hours, and for the assistant supervisor as one hour for a master's or doctoral thesis. Academic guidance in programs whose study plan includes a – ٢ scientific thesis is calculated for every two students as one hour in the faculty member's workload for one semester, provided that the number of students does not exceed five for each. waveScientific, and an exception may be made to this based on the recommendations of the department and college councils and the approval of the standing committee.

The period of supervision of the scientific thesis begins from the – ٣ time the name of the scientific supervisor is approved by the College Council.

THE MATERIAL

After the student has completed preparing the thesis, the supervisor of the thesis shall submit a report on its completion to the head of the department, attaching a copy of the thesis, in preparation for completing the discussion procedures determined by the College Council.

Executive rule of Article Forty-Seven

The period of supervision of the thesis ends with the supervisor – ١ submitting a report on its completion to the head of the department.

THE MATERIAL

A committee is formed to discuss the scientific thesis by a decision of the College Council, based on the recommendation of the Department Council

Executive rule of Article Forty-Eight

The decision to form the discussion committee must include two – ١ reserve members, one internal and the other external, for the master's and doctoral theses

The period for examining the thesis shall not exceed two months – ٢ for master's and doctoral degrees, starting from the date of sending the copy to the member of the examination committee. If the member of the examination committee is late for this period, the department council may propose an alternative examiner

THE MATERIAL NINTH

The University Council sets the controls for selecting members of the Master's and Doctoral dissertation discussion committees and the mechanism for conducting these discussions, based on the proposal of the Standing Committee

Executive rule of Article Forty-Nine

The following conditions must be met by the discussion committee – \

:for master's and doctoral theses

A. The number of its members must be odd, and the supervisor and .assistant supervisor (if any) must not represent a majority

.for. The chief supervisor shall be the rapporteur of the committee

A. One of the members of the master's and doctoral thesis discussion .committee must be a faculty member from outside the university

Dr. The members of the doctoral dissertation examination committee must include at least one professor, and the members of the master's dissertation examination committee must include at least one professor .or associate professor

H. An assistant professor may be called upon to serve on the discussion committee if he has two published research papers in his field of specialization, or accepted for publication in a peer-reviewed scientific .journal

and. The Committee shall take its decisions with the approval of at .least two-thirds of the members

THE MATERIAL FIFTY

The discussion committee shall prepare a report signed by all its members, which shall be submitted to the head of the department within one week from the date of :the discussion, including one of the following recommendations

.Acceptance of the scientific message and recommendation to award the degree . \

Accepting the scientific thesis with some amendments, without discussing it . \

again. One of the members of the discussion committee is authorized to recommend granting the degree after ensuring that these amendments have been taken into

account within a period not exceeding three months from the date of the discussion.
The college council may make an exception to this, provided that it does not exceed
.six months from the date of the discussion

Completing the deficiencies in the scientific thesis, and the committee re-discusses .٢
it within the period specified by the College Council, based on the recommendation
of the relevant department council, provided that it does not exceed one year from
.the date of the discussion

.Non-acceptance of the scientific message .٤

Each member of the thesis discussion committee has the right to submit any
opposing views or reservations he has in a detailed report to the head of the
department within a period not exceeding one week from the date of the discussion,
and it shall be submitted to the dean of the college with the discussion committee
.report

THE MATERIAL

The supervisor of a master's thesis from outside the university shall be paid a .١
lump sum reward of (٥,٠٠٠) five thousand riyals, and the supervisor of a doctoral
thesis from outside the university shall be paid a lump sum reward of (٧,٠٠٠) seven
.thousand riyals

If necessary, it is permissible to meet with the external supervising professor of the .٢
students he supervises, and with the approval of the Standing Committee, based on
a request from the university to which the student belongs, to delegate the external
:supervisor for master's or doctoral theses, according to the following

A. Not to exceed twice per academic year for each foreign university where he
.supervises students' theses

B. The number of universities to which he is seconded shall not exceed two
.universities in each academic year

- .C. The duration of the assignment shall not exceed three days each time
- D. The total number of days of secondment shall not exceed ten days in the .academic year for all universities
- E. The beneficiary university shall bear the expenses of the faculty member delegated to supervise the dissertations of its students, in accordance with what is .stipulated by the system according to his rank

The university may amend the lump sum reward referred to in paragraph ١ of this .٢ article after the issuance of a decision of approval by the Council of University .Affairs

THE MATERIAL

A lump sum reward of ١,٠٠٠ riyals will be paid to anyone who participates in the discussion of a master's or doctoral thesis if the discussant is a faculty member at the .same university to which the thesis is submitted

If the examiner is not a faculty member at the university where the thesis is being discussed, whether he is an employee of that university or someone invited from outside it, then a lump sum reward of (١,٥٠٠) one thousand and five hundred riyals will be paid to him to discuss the doctoral thesis and (١,٠٠٠) one thousand riyals to discuss the master's thesis. The reward will be increased to become (٢,٥٠٠) two .thousand and five hundred riyals if the examiner is from outside the Kingdom

If the examiner is from outside the city where the university headquarters are located, whether from inside or outside the Kingdom, he will be given, in addition to the reward referred to above, a travel ticket to and from his place of residence, suitable housing and food, for a maximum of no more than two nights. A travel

ticket will also be given to the examiner's companion if the examiner is blind, and to the examiner's guardian, in addition to suitable housing for a maximum of no more than two nights

The Standing Committee may add one or two nights in cases of necessity, and if the nature of the study requires it, based on a recommendation from the relevant department and college councils, with clarification of the justifications for staying for a period exceeding two nights

The university may amend the lump sum reward referred to in this article after the issuance of a decision of approval by the Council of University Affairs

Chapter Eleven: Graduation and award of degree

THE MATERIAL THIRD

The head of the relevant department shall submit the discussion committee report to the dean of the college within a

period not exceeding two weeks from the date of the discussion,
.to be submitted to the executive management

THE MATERIAL

The student graduates after successfully completing the graduation requirements according to the program plan, provided that his cumulative average is not less than the average determined by the University Council for each program, and in .all cases it is not less than a grade of"very good

THE MATERIAL FIFTH

If the student dies before being able to discuss, the degree will be awarded, according to the controls approved by the University Council based on the proposal of the Standing .Committee

Executive rule of Article Fifty-Five

The student must have completed the preparation of the scientific – ١
thesis if he is in a program based on the curriculum and scientific thesis
.method

The supervisor shall submit a report on its completion to the head of – ٢
.the department, attaching a copy of the scientific thesis

If death occurs after completing the academic courses and before – ٣
completing the academic thesis, the student may be granted the lower
.academic degree in accordance with Article (٥٧) and its executive rules

If the deceased student was in a program that does not include – ε academic courses and a scientific thesis, the provisions of Article (οϣ) .and its executive rules

THE MATERIAL SIXTH

The competent deputy or agent shall submit the recommendation to grant the academic degree to the University .Council for decision

Chapter Twelve:General Provisions

THE MATERIAL

Without prejudice to what is stated in the classification and framework, and in .1 accordance with the controls approved by the University Council, based on the proposal of the Standing Committee, the University Council, based on the endorsement of the competent deputy or agent and the recommendation of the :department and college councils, shall grant the student

A. A higher diploma degree upon passing a number of courses in the Master's program, without their total being sufficient to qualify him to obtain a Master's .degree

B. Master's degree upon passing a number of doctoral program courses, without .their total being sufficient to qualify him for a doctoral degree

Without prejudice to the provisions of Paragraph 1 of this Article, the Executive .2 Administration, based on the recommendation of the Department and College

Councils, may grant the student proof that he has passed a number of postgraduate courses without their total being sufficient to qualify him for a degree, in accordance with controls approved by the University Council based on the proposal of the .Standing Committee

Executive rule of Article Fifty-Seven

It is necessary to identify early exit points in the program – ١

.description

.The student's cumulative GPA must not be less than very good – ٢

To be awarded the lower academic degree, all requirements must – ٣
be met, including the minimum number of teaching units and the
.time period

THE MATERIAL

If a student obtains the same academic degree from two educational institutions within the framework of a joint programme, a joint graduation document may be issued between the two educational institutions, or an independent graduation document from one or both educational institutions. The University Council shall determine the controls and procedures governing this based on a proposal from the Standing Committee

THE MATERIAL

Health diplomas and health fellowships are exempted from the provisions of these regulations; the regulations and rules issued by the University Council shall apply to them

THE MATERIAL SIXTY

The Council of each university shall approve the executive rules for these regulations

THE MATERIAL

Unless specifically provided for in these regulations, the Higher Education and Universities Council System issued by Royal Decree No. (M/٨) dated ٤/٦/ ١٤١٤ AH for universities covered by the application of this system, and the Universities System issued by Royal Decree No. (M/٢٧) dated ٣/٠٢/١٤٤١ AH For the universities covered by this system, their regulations, and the systems, regulations and decisions in force in the Kingdom

THE MATERIAL

These regulations replace the unified regulations for postgraduate studies in universities issued by Higher Education Council Resolution No. (٦/٣/١٤١٧) dated ٢٦/٨/١٤١٧ AH And cancels any provisions that conflict with it

THE MATERIAL

.The University Affairs Council shall interpret these regulations

THE MATERIAL

This regulation shall be effective as of the beginning of the academic year ١٤٤٤ AH