



Kingdom of Saudi Arabia

Ministry of Education

Shaqa University

University Agency for Postgraduate Studies and Scientific Research

Deanship of Graduate Studies

Procedural guide for writing

Scientific messages at Shaqa University

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Prepared by the Deanship of Graduate Studies

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Praise be to God, Lord of the Worlds, and prayers and peace be upon our Prophet Muhammad and upon all his family and companions.

And then,

The Deanship of Graduate Studies is pleased to provide graduate students at Shaqra University with a practical thesis writing guide, to help, support and guide them in preparing and writing their theses, saving time and effort, and striving to produce their scientific theses in a manner that conforms to the standards for writing scientific theses recognized in local and international universities. Because Shaqra University includes various and multiple specializations in the fields of humanities and natural sciences, the Deanship sought to make this guide comprehensive for all specializations. This guide contains a brief scientific description of how to write a scientific thesis

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and the conditions for each step of the thesis, in order for these theses to be produced in a way that benefits the researcher and the reader. Similar guides have been used in some local and Arab universities, in addition to books specialized in the field of scientific research methods.

In this introduction, I cannot but extend my sincere thanks to His Excellency the University President, the main supporter of the Deanship of Graduate Studies at the University, and His Excellency the Vice-Rector for Graduate Studies and Scientific Research for his efforts in supporting graduate studies and their programs.

I ask God Almighty to make this guide a help to graduate students, both male and female, and an enlightenment for them in preparing their theses.

May God bless and grant peace to our Prophet Muhammad, his family and all his companions.

Dean of Graduate Studies

Dr. Fahd Bin Hamad Al Shammary

First: The scientific message plan:

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The research plan is submitted before starting the research to complete the requirements for obtaining the academic degree. After the student has passed the study of 50% of the courses in the graduate studies program, according to the subject (Article Forty-One of the Unified Regulations for Graduate Studies), the student begins to choose the research topic and prepare his plan to submit it to the department. After his academic advisor approves it, the plan is discussed with the students in a research circle (If) seminar He was a PhD advisor in the presence of a number of faculty members and postgraduate students. He led some students to repeat some of their thesis before it was approved by the department and college councils and then promoted to the Deanship of Postgraduate Studies at the university.

The message plan includes the following:

First: Title, introduction, type of study, its methods (hypotheses), objectives of the study, most important aspects of the study, its scientific method, limits of the study, and study terminology.

(This is a unique message, with its subject, problems, and scientific method, and the capabilities of the specialized scientific department and the thesis supervisor.)

Second: The content of the message, which includes the following:

1- Message title: Thesis Title

The title performs an informative function about the research topic and its field. The title, by definition, is the shortest possible summary of the content. A good title is characterized by the following:

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- It should be as short as possible, about fifteen words, and convey the main ideas in an intelligent way.
- The title describes the research topic and clarifies its scope.
- It does not include anything that is not part of its subject matter.

• Title page contains:

- 1- Title of the thesis as approved by the department and the Deanship of Graduate Studies.
- 2- Shaqra University, then the following phrase:

This thesis is submitted in partial fulfillment of the requirements for the degree (called the degree) in (called the major).

- 3- Student's name (as officially registered at the university).
- 4- Supervisor's name (and co-supervisor if applicable).
- 5- Academic year

2- The first pages:

A--The cover page in the language of the message (it is not numbered).

B- The negotiation page, on which is the negotiation form below: (to be placed after approving the message and making any amendments) and

the Shaqra University authorization form.

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C-- Discussion committee decision handshake. It is as follows: Handshake of the names of the members of the discussion committees (and the names of the members of the department and the college are decided according to the custom).

- A decision for the discussion committees (to be drawn up after the thesis discussion) and is based on the decision to form the discussion committees and is in accordance with the form prepared for this purpose (the discussion committee report form, first page only, with the signatures of the discussion committee members).

3- The first pages are numbered alphabetically:

A- Basmala.

B-Summary pageAbstract

The summary page begins with the title of the thesis or dissertation, then the name of the researcher, followed by the name of the supervisor and co-supervisor, if any.

Then the word summaryThey are all in the middle of the page. Then the summary begins at the beginning of the line (ABSTRACT).

New, and its word count does not exceed (250) words. The abstract includes the objectives of the study, the specification of the study

methodology, and the main results and conclusions. The abstract does not include any references, figures or tables. The

message/thesis should include:

- Summary written in Arabic and English.

C- Dedication page.(DEDICATION

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D-Thanks page.AKNOWLEDGEMENT

E - Table of contents or topics.TABLE OF CONTENTS)

And - Index of Tables (TABLES

Z- Index of shapes (FIGURES

H- Index of verses and hadiths, if any.)VERSES and HADITHS

4- Study classes (Study Chapters

This depends on the study methodology, style, hypotheses and methods, and includes both the theoretical and practical aspects.

(Each thesis has its own characteristics according to its topic, problem, and scientific method, as determined by the relevant scientific department and the thesis supervisor.)

5- Study results () Results or Findings

6- Conclusion of the study. Conclusion of a Study

7- Study recommendations. Study Recommendations



8-Study proposals.) Study proposals

9- Sources and references.Sources and References

10- Appendices (APPENDICES)

Third: The general framework for writing a scientific thesis:

- 1- The number of pages in the thesis/dissertation shall not exceed (500) five hundred pages (excluding appendices) and that it shall be avoided. The

students are encouraged to write in detail, with emphasis on brevity and focus on the type of the thesis, as the topics of the master's

theses must be innovative, original and scientifically significant. The topics of the doctoral theses must also be distinguished by

originality, innovation and effective contribution to the knowledge of the students' specialization, and printed using high-quality

technology on paper (White, single sided, and in case there is a need to increase the number of pages (A4) The message is placed in two

volumes.

- 2- Master's and doctoral theses are written in Arabic, but they may be written in another language in some specializations.

The University Council, based on the recommendations of the Department and College Councils and the Graduate Studies Deanship

Council, shall include a summary of the thesis in Arabic and shall submit it to the discussion committee free of grammatical, spelling and

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typographical errors. The final copy of the thesis shall also be submitted to the Deanship of Graduate Studies free of errors or deletions to

be delivered in accordance with the rules to the University Library.

- 3- The sentence must begin with a word, and must not exceed a number, abbreviation or symbol. In these cases, the numbers are written or

Abbreviations or symbols writing.

- 4- Abbreviations are written when they appear in full for the first time, and the abbreviation is placed between brackets. For example, if it appears in a sentence:

United Nations Then the abbreviation (UN) is used, and its abbreviation is written as follows: United Nations Organization The subsequent Emirates

pickers without placing it between brackets, provided that a list of the abbreviations included in it is placed in the introduction to the message.

- 5- Chapter titles of the thesis begin on new pages, and should not go beyond the middle or end of the page. It is possible to

write titles on a separate page.

- 6- Its pages are numbered sequentially using a program. Glossy Traditional Arabic and sewn, Ms Word



Please note that the writing should be in size 16 for Manu, 18 for titles and 12 for subjects. As for the English language, it is written in

cursive. In Times New Roman sizes 12, and 14 for the main characters, and the line size is 12 or A for writing equations if they are

long, the line spacing is: 1.5, and the text margins are justified.

- 7- The vermin: They are as follows: top, bottom and left. 2.45 cm, and 3.50 cm, and if writing in the language The dimensions are as follows: top and bottom 2.45cm, left 3.50cm.

- 8- As for the verses, the Ottoman script approved for the verses of the Holy Quran is used, and the hadiths are written in bold (.) Bold

- 9- The distance between the cleaver and the writing club in Arabic is a straight distance, while in English it is a straight distance.

English is two spaces.

- 10- The spacing when writing the main titles, titles of tables, figures and references should be one space.

The distance between the reference and the next one is two spaces.

- 11- The title of the table is written at the top with the numbers, and the title of the shape or drawing is written at the bottom with the numbers.

In both cases, the title must express its content.



- 12- The tables and figures - if any - must be clear and consistent, and must follow the sequence of their mention in the The form is printed on separate pages, and the table is written at the top. The title of the form is written at the bottom, as a summary of its content.
- 13- Internationally standardized abbreviations must be used instead of writing the whole word. Example: Sam. Malam. Kalam. (Centimeter, millimeter, kilometer and meridian, respectively). It is preferable to use metric measurements, and if other units are used, write their metric equivalents in square brackets.
- 14- Footnotes are used to provide the reader with explanatory information. Comments are indicated in the manuscript by numbers above the line without brackets. Footnotes are numbered sequentially within the manuscript and are written on the same page, separate from the straight line.
- 15- The title of the thesis and chapter titles are written in bold.
- 16- Page numbering: Roman numerals are used to number introductory pages when writing in English (e.g.The Arabic



letters of the alphabet (e.g. a, b, c, d, ...) are used to list the letters i, ii, iii. Introductory pages in case of writing in Arabic, and the

numbering begins using numbers from the introduction page, and the numbers or symbols are placed in the middle of the

bottom page, and the numbers do not appear on the title page and the signature page.

- 17- The thesis begins with an introduction and ends with conclusions or recommendations. The content of the thesis differs according to the topic.

The message/thesis and its methodology, which are arranged as follows:

Introduction, chapters, sections, conclusions, recommendations, then sources and references, appendices, and indexes (indexes). 18- Documentation

(The following should be taken into account in the documentation system:

- It adopts the global reference approach (New version of documentation (APA)
- Write only the references mentioned in the thesis/dissertation, and do not exceed writing any references that are mentioned.

In the message/thesis.

- Write references from right to left when writing in Arabic, and from left to right when writing in Writing in

English, adhering to the international documentation approach (New Edition (APA) 19- Quote Bas

Which scientific subject is the most important to a researcher?:) Quotations



Misrepresenting it may cause it to lose its scientific value. It must be presented as a textual quotation, exactly as it appears in the

source. The quotation may be an idea, a saying, a line of poetry, or a specific point of view, without the reference or page number being

lost.

- Write a list of references in Arabic, and arrange the names alphabetically in the list of references at the end of the letter. The

scientific thesis.

Fourth: Steps for preparing and discussing the thesis:

- 1- Each graduate student shall have a scientific advisor at the beginning of his enrollment in the graduate studies program to guide him in his

studies and assist him in choosing the thesis topic and preparing the research plan according to the approved rules. After completing

- 2- all admission requirements and passing at least 50 of the program's academic courses with a cumulative GPA of no less than very good, the

graduate student shall submit the thesis project - if any - to the Faculty of Arts and Humanities. In the event of a recommendation for approval,

the Faculty Council shall propose the names of the thesis supervisor and the assistant supervisor, if any, or the names of the thesis advisory

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committees, if any, with the identification of their chairpersons. This shall be submitted to the Faculty Council and the Graduate Studies

Deanship Council based on the approval of the Faculty Council (Form of Guidance for the Thesis Supervisor).

3- Registering the topic in the student's name with a reputable database and information source is a condition for approving

the thesis plan.

4- Academic theses are supervised by professors and associate professors who are members of the university's teaching staff.

An assistant professor may supervise master's theses if he has been appointed to this position for two years and has two

published or accepted research papers in his field of specialization in a peer-reviewed academic journal.

5- Scientific theses may be supervised by supervisors with scientific experience and competence in the field.

Researchers other than faculty members at the university, by decision of the university council based on the recommendation of the relevant

department council, the relevant college council, and the Deanship of Graduate Studies Council.



6- A faculty member from another department may assist in supervising the thesis.

The nature of the message, provided that the main supervisor is from the department in which the student is studying.

7- The supervisor, whether alone or in partnership with others, can send a maximum of four messages at a time. In cases

of extreme necessity, and with the supervision of the Dean of the College of Graduate Studies, the number of theses may be

increased to five, and supervision of each thesis shall be calculated as one hour of the teaching staff member's quota,

whether he is a sole supervisor or a principal supervisor.

8- In the event that the supervisor is unable to indicate the actual message or his service at the university has ended, the department proposes

An alternate supervisor who takes his place and is approved by the relevant college councils and ratified by the Graduate Studies Deanship Council

(supervisor change form)

9- At the end of each semester, the supervisor submits a detailed report to the head of the department on the progress of the student in his studies,

and a copy of the report is sent to the Dean of Graduate Studies. (Form of the semester report on the progress of the student in completing his

thesis).



10- Students are obligated to submit the scientific message in its final, complete form to the relevant departments. The student must submit a written report to the relevant department to correct any errors in the integrity of the thesis, including plagiarism or academic quotations.

11- The participant in the thesis shall submit a report on the completion of the thesis after the students have finished preparing it.

Head of Department in preparation for completing the discussion procedures. (Form for completing a scientific thesis and students forming discussion committees)

12- If the student's lack of seriousness in studying is proven or he fails in any of his study duties based on a report from the

The student is warned by his supervisor in a letter from the department. If the students are warned, Martin and Retlafy are notified of the reasons for the warning.

The Graduate Studies Deanship Council, based on the recommendation of the department council, may cancel his registration.

13- The thesis submission material shall not be mentioned from the time the thesis project is accepted by the Deanship of Graduate Studies until its submission.

Complete to the department for two semesters for the master's thesis and four semesters for the doctorate. 14- The discussion committees shall be

formed by decision of the Deanship of Graduate Studies Council based on the recommendations of the Department Councils.

And the concerned college. (Form for forming a committee to discuss a scientific thesis)



- 15- The thesis discussion committee requires the following:
- 16- The number of its members should be odd and the supervisor should be its rapporteur.
- 17- The number of members of the discussion committee shall not be less than three, and the supervisor or assistant supervisor, if present, shall constitute a majority.

In it.

- 18- The conditions for supervising theses must apply to the members of the discussion committee.
- 19- The committee members must include professors, except in the case of a doctorate or professors.

Participants must have at least a master's degree.

- 20- To take its decisions with the approval of at least two-thirds of the members.
- 21- One of the members of the discussion committee must be from outside the university in the case of a female doctor.
- 22- In the event that the participant in the message is unable to participate in the discussion due to his death or the end of his service or
If he is out of the country for a long period, the department proposes a replacement for him and the relevant college councils approve it and the
Graduate Studies Deanship Council approves it. (Form for changing the supervisor of the scientific thesis)



23- The discussion committee shall prepare a report signed by all its members and submitted to the head of the department within a week from the date of The discussion

includes one of the following recommendations (sample report for the discussion committee members of a thesis submitted for a degree and

sample evaluation of a member of the discussion committee for a scientific thesis):

- Acceptance of the message and recommendation for the degree.
- Accepting the thesis with some amendments without discussing it again, and authorizing one of the members of the discussion committee. Recommending the degree after confirming that these amendments are taken into account in a subject not exceeding three months from the date of the discussion, and the University Council has the right to make an exception to that. (Form acknowledging making amendments to the thesis)
- Completing the deficiencies in the thesis and re-discussing it within the period specified by the Council of the Deanship of Studies.
The Supreme Court, based on the recommendation of the relevant department council, provided that it does not exceed one year from the date of the discussion.
- The message was not accepted.

24- Each member of the thesis discussion committee has the right to submit any other or different views.

Excavations in a detailed report to both the department heads and the deans of graduate studies in a subject not exceeding two weeks from the

date of the discussion.

25- The department head shall submit the discussion committee report to the Dean of Graduate Studies in a subject not exceeding three years.

Weeks of history Discussion.

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26- The Dean of Graduate Studies submits the recommendation for the degree to the University Council for decision.

27- Each student must submit a hard copy and an electronic copy of the thesis/dissertation in its original form.

The final approved copy after discussion and (after making any amendments) to the Deanship of Graduate Studies, the Central

University Library, and the King Fahd National Library, and attach proof of that before receiving the graduation document.

Navigation:

- Everything mentioned in this guide is referred to the unified regulations for postgraduate studies in universities.

Saudi Arabia.

The forms referred to in this guide are uploaded to the Deanship of Graduate Studies' website. To Shaqra

University.

And God is the source of success