



Kingdom Saudi Arabia
Ministry of Higher Education
King Saud University
Deanship of Graduate Studies

Unified Law Organizing the Graduate Studies in Saudi Universities

and The Organizational and Executive Rules and
Procedures for Graduate Studies at King Saud
University



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**Unified Law Organizing the Graduate
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Procedures for Graduate Studies at King Saud University
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**Translated by Deanship of Graduate Studies
King Saud University**

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<http://www.ksu.edu.sa/Deanships/DeanshipofGraduateStudies/Pages/home.aspx>

Statute of Graduate Studies

Objectives of Graduate Studies

Item I:

The 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 highly qualifying them.
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 the Saudi society.
6. Contributing to the improvement of undergraduate programs for proper interaction with postgraduate ones.

Academic Degrees

Item II:

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

1. Diplomas
2. Masters Degrees (global)
3. Doctorate Degrees (global high)

Item III:

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

1. Medical Diplomas.
2. Medical Fellowships.

Rules issued by the University Council regulate these exceptional cases.

Organization of Graduate Studies

Item IV:

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.

Item V:

The Deanship of Graduate Studies should have a council to look into and decide on all matters of graduate studies in the university provided that they fall into 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. Propose internal regulations, in coordination with academic departments, for the organization of graduate studies.
3. Propose, implement and supervise admission criteria into graduate studies.
4. Study and recommend new programs for endorsement and coordinate them with current ones.
5. Recommend graduate courses for approval, amendment and modification, extending last two to programs as well.
6. Recommend titles of graduate degrees in both Arabic and English on recommendation of colleges' councils.
7. Recommend awarding of graduate degrees.
8. Decide on all matters related to graduate students in the university.
9. Issue approval of theses supervision committees and Judging Panels.
10. Set the general framework for research plans, rules for theses writing, format for their production and templates of theses exam reports.
11. Periodically assess graduate programs at the university through specialized committees from inside or outside the university.
12. Examine periodic reports submitted by the departments of the university.
13. Study matters forwarded to it for consultation by the University Council or its Rector and offer suggestions and advice.

Item VI:

The Graduate Studies Deanship Council should include the following members:

1. Dean of Graduate Studies, assuming the presidency of the Council.
2. Dean of Scientific Research.
3. 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 upon the invitation of its president at least once a month. Meetings are valid with the attendance of two thirds of Council's members. Council's decisions are determined by highest votes of attending members. Even votes are resolved in favor of the president's side. Council's decisions stay valid unless contested by the University Rector (no later than fifteen days of their arrival). The Council can set up permanent or temporary committees, selected of its members or outside, for consultation on issues the Council assigns or requires.

New Programs

Item VII

On the recommendation of the Graduate Studies Deanship Council, the University Council 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 program and so on the master level if proposed program is a doctorate one.

3. Expectancy of students' number to enroll in the program should be sufficient to ensure a proper continuity.

Item VIII

Taking into account measures enforced in Item VII, the initiating department submits a detailed program draft to its College Council, elucidating the following:

1. Program's objectives and the extent of need for it in the Saudi society.
2. Nature of the program in terms of academic and professional focus and scientific methodology.
3. 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.
4. Available and required facilities in the department to allow proper academic and professional running of program, and identifying, in particular, main research areas of the department.
5. Ratio of faculty members' stability in the department over the past five years.
6. Curriculum Vitae of faculty members in the department and of those associated with the program at the university.

Item IX

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

Item X

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

Item XI

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.

Admission Requirements

Item XII

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

Item XIII

Admission into graduate programs requires the following:

1. Applicant should be a Saudi citizen or, if non-Saudi, have an official grant for graduate studies.
2. Applicant should be a university degree holder from a Saudi or any accredited university.
3. Applicant should be of good behavior, fair reputation and medically fit
4. Applicant should submit two letters of recommendations from professors who taught him/her.

5. Applicant, if employed, should provide employer's consent for studying. In cases that require it, consent submission can wait till registration period.
6. Applicant for a doctorate program should enroll as a full-time student.

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

Item XIV

The Diploma admission requirement is a minimum grade average of "good" in the bachelor degree.

Item XV

Admission requirement for a master program is a minimum grade average of "Very Good" in the bachelor degree. However, the Graduate Studies Deanship Council can admit a student with a "high good" average, provided that student has scored a minimum of "Very Good" in specialization courses in the bachelor degree.

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.

Item XVI

Admission requirement for doctorate program is a minimum grade average of "Very Good" in the master degree, if awarded by a university that uses such a grading system.

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.

Item XVII

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

Item XVIII

Departments Councils may stipulate that students applying for a master or a doctorate 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 cumulative grade average of total number 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 hand in hand with one or two of the supplementary courses towards the end of this preliminary stage.
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 grade average of the graduate courses.

Item XIX

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

Registration. Admission procedures are as follows:

1. Applicants should apply and submit full documents to the Deanship of Graduate Studies the first semester of the academic year preceding the one they would wish to enroll in.
2. The Deanship of Graduate Studies forwards documents to the respective departments.
3. Department Councils recommend students for admission, and documents of applicants are returned to the Deanship of Graduate Studies in two weeks' time from the date of recommendation.
4. The Graduate Studies Deanship Council issues decisions of students' admission.
5. The Deanship of Graduate Studies forwards all documents to the Deanship of Admission and Registration (keeping copies in the meanwhile); and provides respective departments with lists of admitted students at least two weeks prior to registration period.

Item XX

No student shall be allowed enrolment in two graduate programs at the same time.

Drop and Postponement

Item XXI

Admission Postponement

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.

Item XXII

Registration Postponement

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. Postponement Period will not be counted within the maximum time limit for obtaining the degree.

Item XXIII

Drop of a Semester

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

1. Applying to the Head of the Department at least five weeks before the final exam period.
2. Receiving approval of Department Council and Deans of both College

and Graduate Studies.

3. Semester should not be part of the Additional Opportunity period.
4. Semester counts as part of Postponement Period.
5. Student shall be considered as having failed all courses he registered in (in the dropped semester) if not abiding by the above rules of dropping.

Withdrawal and Interruption

Item XXIV

Withdrawal

A student who voluntarily withdraws from a master program will be treated as a new applicant on deciding to rejoin. All updates of conditions will be applied to his case. Withdrawal becomes effective when accorded with the following regulations:

1. The student should apply (for withdrawal) to the Deanship of Graduate Studies before commencement of final exams.
2. The Deanship of Graduate Studies ought to notify both the Deanship of Admission and Registration and the relevant department of a student's withdrawal in two weeks time from the date of completion of withdrawal procedures.

Item XXV

Interruption of Study

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 in the courses and did not attend them.

Termination of Enrolment

Item XXVI

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 did not register during regular registration period.
2. If failed to pass supplementary courses in accordance with the required conditions set out in (Item XVIII).
3. If dropping courses for a whole semester or withdrawing from the program without an acceptable excuse.
4. If proving not to be serious in study or neglecting academic obligations. in stated in (Item XXV) of this Regulations Article.
5. If cumulative average drops below "Very Good" in two consecutive semesters.
6. If using up all permissible postponement periods, identified in (Item XXII), without completing the degree.
7. If breaching ethics during course work or thesis writing, or breaking university rules or regulations.
8. If failing the comprehensive exam (where applicable) twice.
9. If thesis exam committee finds it not discussable before or unacceptable after the defense.
10. If not obtaining degree within maximum time limit specified in (Item XXXVI).

Item XXVII

Resuming Study

A dropout or a terminated student who 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 terminated 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 terminated 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 grade 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.

Additional Opportunities

Item XXVIII

With the exception of Clause (5) of Item (XXVI)), the student whose grade 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.

Item XXIX

With the exception of Clause (10) of Item (XXVI), 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 is to initiate 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 University Council.

Transfer

Item XXX

Transfer to the University

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:

- a) Local conditions for admission should apply to transfer students, in addition to any further conditions relevant departments may deem necessary.
- b) Student should not have been dismissed (regardless of reasons) from the transferring university.
- c) Courses studied earlier may be transferred, according to the following regulations:
 1. Courses should not have been completed more than six semesters ago.
 2. Course content should be directly related to the program transferred to.
 3. Courses transferred should not exceed in ratio thirty per cent of the courses of the program transferred to.
 4. Student's grade in transferred courses should minimally be "Very Good."
 5. Courses transferred are not included in the computation of new cumulative average.
 6. Transfer of courses should be based on recommendation of Department Council and the approval of both College and Graduate Studies Deanship Councils.

Item XXXI

Transfer inside the University

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

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

Study System

Item XXXII

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

1. Study period ranges between two to four semesters.
2. Study units range between minimally 24 to maximally 36 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.

Item XXXIII

The study for a master degree is possible through one of the two following modes:

1. Course/Thesis mode: of minimally twenty-four hours of graduate courses plus thesis.

2. Course only mode: in some disciplines of professional nature, provided that study units are minimally forty-two hours of graduate courses inclusive of three units research project.

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

Item XXXIV

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

1. Course/Thesis mode: of minimally thirty hours of graduate, post-master courses plus thesis.

2. Dissertation/Course mode: of minimally twelve hours of graduate courses of directed studies, symposia and seminars, as called for by student's academic interests and specific specializations, plus dissertation.

Item XXXV

The academic year branches off into two main semesters. The duration of each is minimally fifteen weeks (exclusive of registration and examinations periods). A summer session of minimally eight weeks, doubling the time span allotted to each course, is also available.

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 comply with provisions of this Statute.

Item XXXVI

1 The duration for obtaining a master 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.

Item XXXVII

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 student's supervisor to the Head of the Department.

Item XXXVIII

The number of study units covered by the graduate student at the degree granting university should be minimally seventy per cent of program required units; the student should also fully prepare the thesis under the supervision of that university.

Item XXXIX

The student shall only graduate on having completed all program requirements, provisionally with a minimum accumulative grade average of "Very Good".

Exams Regulations

Item XL

Exams of graduate courses in a diploma, a master or doctorate 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 Graduate Studies Deanship Council on recommendation of Department Council and approval of College Council.
3. In programs that require a comprehensive exam on the master's level, the student 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 College and Graduate Studies Deanship Councils. Exam is supposed to cover student's main and sub-specialization. Student shall be nominated for degree granting 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, student will be terminated from program.

Rules of Doctorate Comprehensive Exams

First: Goals of the Exam

Comprehensive exams aim at measuring the ability of students in two main respects:

1. Knowledge Acquisition:
Exam tests the depth and comprehensiveness of students' understanding of the main topics of their specialization (and sub-specialization if any).

2. Intellectual Growth:

Exam tests student's ability to think and analyze in a methodical manner; to infer and assess concepts; and to provide proper responses to posed questions.

Second: Components of the Comprehensive Exam

1. The comprehensive exam consists of two parts: written and oral.
2. Both written and oral exams branch off into two parts: one tests student on main specialization and the other on sub-specialization (where applicable).

Third: Exam Committee

1. Related department council sets up a committee of at least three teaching staff members (professors and associate professors) with competence in student's main specialization or sub-specialization (where applicable)..
2. The committee may seek help from other specialized members of the department.
3. The committee shall be responsible for preparing, evaluating and determining the outcome of the exam.
4. In cases where a program includes specialization or sub-specialization outside the department, a specialist from the relevant department should participate in exam committee.
5. The committee for both written and oral exam should be the same.

Fourth: The Written Exam

1. Students sit for the exam during the semester following completion of course work. Sitting for the exam can be postponed, on the approval of the department council, for one semester.
2. The duration of the exam is minimally five hours in main specialization and three for each sub-specialization (where applicable). Dividing exam writing into two separate periods is highly recommended.
3. In the event of failing the exam (or part of it) a student may re-sit for the failed part the following semester.
4. Failing the exam (or part of it) a second time would cause the student to be terminated from the program.

Fifth: The Oral Exam

1. Students sit for the oral exam after passing all parts of the written one, on a date determined by the committee.
2. Oral exam duration for main and sub specialization (where applicable) is a minimum of two hours.
3. In the event of failing this exam, a student shall be given another chance the following semester; a second failing would terminate the student from the program.

Sixth: Dates of Exams

Both parts of the comprehensive exam (written and oral) are held once in the semester between the fourth and the tenth week; a minimum of two weeks time should separate the two.

Seventh: General Rules

- a) Student is deemed a doctorate candidate after passing both written and oral parts of the comprehensive exam
- b) The Head of the Department notifies the Deanship of Graduate Studies of both exams' results in a maximum of two weeks time after decision is made by the exam committee

Theses Preparation and Supervision

Item XLI

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 Deanship of Graduate Studies.

Item XLII

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. College Council's approval of all previous procedures is necessary before ultimate approval by Graduate Studies Deanship Council.

Item XLIII

Masters theses 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

Item XLIV

Masters theses and doctorate 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.

Item XLV

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

Item XLVI

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. Recommended experts should meet the following conditions:

a) Masters Theses:

1. Have a doctorate degree.
2. Have held the degree for at least three years
3. Have at least three items of research (in student's area of specialization) published or accepted for publication in a refereed academic journal.

b) Doctorate Dissertations:

1. Have a doctorate degree.
2. Have held the degree for at least five years
3. Have at least six of research items (in student's area of specialization) published or accepted for publication in a refereed academic journal.

Item XLVII

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.

Item XLVIII

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 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 (when individuals or main).

Item XLIX

If the supervisor cannot continue, or his service in the University comes to end, a substitute is proposed by Department Council, approved by College Council and authorized by Graduate Studies Deanship Council. The contribution of the former supervisor should be accredited in the thesis.

Item L

The supervisor should, at the end of each semester, submit a detailed report to 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.

Item LI

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

1. The College Council proposes (upon suggestion of Department Council) the thesis Judging Panel in accord with Items (LV), (LVI) of this Statute.
2. Names of panel members should be forwarded to the Graduate Studies Deanship Council, for approval, within a period not exceeding one month from the date of the College Council's decision.
3. Following the Graduate Studies Deanship Council's approval of panel members, the Head of relevant Department forwards thesis to members and sets a date for defense.
4. Thesis defense should be conducted in public, but might be done, at the discretion of the department, in private when necessary; the verdict is immediately pronounced after the defense.
4. In case thesis proves entirely unsuitable for defense, the Deanship of Graduate Studies must be notified to terminate the student's enrolment, in compliance with Clause (9) of Item (XXVI).
5. The time limit between the Graduate Studies Deanship Council's approval of Judging Panel and the date of the defense should not exceed four months; public holidays do not count within this period.

Item LII

If student is proven not to be serious in study or neglectful of academic obligations, the student then, based on a report by the supervisor of study, shall be warned in a letter from the department. If student is warned twice

but does not rectify the situation, the Graduate Studies Deanship Council, on commendation of the Department Council, may terminate his enrolment in the program.

Item LIII

The time limit between approval of thesis proposal by the Deanship of Graduate Studies and submitting a completed thesis to the department should be minimally two semesters for a master thesis and four for a doctorate

Thesis Defense

Item LIV

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

Item LV

The following is required in judging panel for a master thesis:

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

Item LVI

The following is required in a judging panel for a doctorate dissertation:

1. Its members should be odd in number, minimally 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.

Item LVII

In the event of thesis supervisor's inability to participate in the judging panel (due to death, retirement or a long-term task assumed outside the country), the department proposes a substitute to be approved by the College Council and authorized by the Graduate Studies Deanship Council.

Item LVIII

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

1. Accepting thesis and recommending degree awarding.
2. Accepting thesis with some amendments, but no further defense. A member of the panel shall be authorized to recommend degree awarding on ascertaining that amendments are made. Amendments should be completed within a time span not exceeding three months from date of defense. However, the University Council may exceptionally permit time extension on the recommendation of the Graduate Studies Deanship Council and the judging panel report.
3. Require rectifying of deficiencies in 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 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 Head of Department and Dean of Graduate Studies within a time limit not exceeding two weeks from the date of thesis defense.

Item LIX

Head of related Department forwards panel's report to the Dean of Graduate Studies within a time limit not exceeding three weeks from the date of thesis defense.

Item LX

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

Item LXI

A master 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.

Item LXII

A committee member participating in the judging panel of a master thesis or doctorate dissertation is paid a single reward of one thousand Riyals (on being a teaching faculty in the same university to which thesis is submitted). University personnel (non-teaching member) and participant 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. Panel members from outside the Kingdom receive two thousand five hundred Riyals.

Panel members from outside the city where 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 escort, if panel member is a female, in addition to (up to two nights) accommodation.

General Provisions

Item LXIII

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

Item LXIV

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

Item LXV

Issues un-provided for in this Statute, fall under the regulations of the Council of Higher Education and Universities, its implemented rules, and decisions in force in the Kingdom

Item LXVI

This Statute repeals all previous Statutes of Graduate Studies at the universities, and is effective the first academic year following date of approval. The University Council shall address cases of students enrolled under previous, now repealed, Statutes

Item LXVII

University Councils can set up rules, regulatory and executive procedures

for graduate studies provided that they do not conflict with provisions of this Statute.

Item LXVIII

The Higher Education Council has the right to interpretation of this Statute.



**Rules and Regulatory Procedures
of Graduate Studies
At King Saud University**

**King Saud University Internal Regulations
(In accordance with Item V, Clause 10
Of the Consolidated Statute
Of Graduate Studies at Universities)**

General Framework of Research Plan

1. Student's Information

Student's Name University Number:

.....

Department

Specialization.....

Date of Admission into Program (Master /
Doctorate).....

Credit Hours Completed..... Accumulated

Average.....

Thesis Title:

a) In Arabic:

.....
.....
.....

b) In English:

.....
.....
.....

2. Research Subject

The researcher should briefly point out thesis subject and its significance in theory and practice, and reasons for choosing it in view of research problem and data available.

3. Literature Review

The researcher should briefly review the most significant previous studies relevant to the research subject, objectives and methods, identifying previous studies and their findings.

4. Research Objectives

The researcher should present a precise and clear statement of the research topic and its objectives.

5. Assumptions and Inquiries (if any)

The researcher should explain the aims of the research to be articulated in the form of assumptions the study seeks to test, or questions it tries to answer.

6. Research Methodology and Techniques

This refers to the method the researcher intends to follow in order to fulfill the aim of the research, and tools used, including research methodology:

- a) Identifying research methodology according to need (comparative, descriptive, analytical, quantitative etc.).
- b) Giving details of methodological procedures employed in collecting information and library data (preliminary and secondary references) as well as field, laboratory data, etc. and methods of analysis.

7. Initial Division of Thesis Parts

This includes the preliminary titles of sections or chapters, a list of references and appendices (if any).

8. Timetable for Plan Implementation

It includes steps of working on research in stages, set up by topic and time of execution on monthly basis. Item LIII of the Consolidated Statute of Graduate Studies at Saudi Universities should be taken into account. It stipulates that the time limit between approval of thesis proposal by the Deanship of Graduate Studies and submitting a completed thesis to the department should be minimally two semesters for a master thesis and four for a doctorate dissertation.

9. Estimated Budget

The researcher should explain the anticipated necessary expenses to obtain objects, indispensable to research accomplishment, that are not normally available in the departments, such as machinery, small equipments and consumables of special relevance to the research. The researcher should also name the sources of funding for such expenses.

**Rules for Writing, Typing and Producing
Theses King Saud University Internal
Regulations (In accordance with Item V,
Clause 10 Of the Consolidated Statute
Of Graduate Studies at Saudi Universities)**



Rules for Writing, Typing and Producing Theses

1. Master theses and doctoral dissertations should be written in sound Arabic, void of linguistic errors and have a clear abstract in Arabic of no more than 700 words; in doctoral dissertations, the Arabic abstract should be translated into English or any other modern European language. In theses approved by authorized councils to be written in other language than Arabic, the language should be sound, void of linguistic errors and theses should have a clear abstract in that language of no more than 700 words, in addition to an Arabic translation of the abstract.

2. Thesis cover should contain the following (as indicated in attached model)

- a) The title of the thesis
- b) The name of the author
- c) The date of defense
- d) The following statement:

"قدمت هذه الرسالة استكمالاً لمتطلبات الحصول على درجة الماجستير (أو درجة الدكتوراه) في قسم بكلية جامعة الملك سعود."

As for thesis written in English, the following statement should be inscribed:

Submitted in partial fulfillment of the requirements for the Master degree (or the Doctor of Philosophy degree) in the Department of at the College of at King Saud University.

As for thesis written in other languages, a corresponding statement should be introduced.

3. The page following the interior cover page should contain (according to the model attached) the name of the Supervisor and the signatures of members of the judging panel inscribed after the following statement:

«This thesis was defended and approved on (date).»

4. Thesis and abstract should be typed in identical copies, on white paper of good quality, (29.4 x 20.8) (A4) in size; typing should also be clear, elegant, void of errors, and on one side of the page; the color of the cover should be

light blue for a master thesis and black for a doctorate.

5. The name of the author, title and year of approval should be written at the bottom of the cover.

6. Pagination in Arabic goes at the left topside of the page, and at the right topside of the page in thesis written in a foreign language.

7. Lines should be double spaced.

8. The margin in a thesis written in Arabic is 3.5-cm to the right side of the page, and in a thesis written in a foreign language same goes to the left side of the page; other margins should all be 2.5 cm.

9. In a thesis that includes maps, pictures or any other diagrams, the materials used in implementing them should be of a good, long lasting quality; they also should be identical in all copies of the thesis.

10. Footnotes, bibliographies, catalogs and appendices follow the traditional order in each discipline, as directed by relevant department and supervisor.

11. Four copies of each thesis should be deposited at the University Library, one copy at the Deanship of Graduate Studies, and one at the department.

A Model for the Cover Page

(Title of Dissertation)

Submitted in Partial Fulfillment of the Requirements for the Master Degree
(or the Doctorate or Doctor of Philosophy Degree) in the Department
of..... at the College of at King Saud University.

By student

(.....)

Month..... Year

A Model for Approval Sheet

(Thesis Title)

By student

(Full name of the student)

«This thesis was defended and approved on (date).»

Supervisor

Assistant Supervisor (if any)

.....

.....

Members of the Exam Committee

.....

.....

.....

.....



**Rules of Comprehensive Exam
For a Doctorate Degree**

**King Saud University Internal
Regulations (In accordance
with Item XL, Clause 3 Of the
Consolidated Statute
Of Graduate Studies at Saudi
Universities)**

Rules of Doctorate Comprehensive Exams

First: Goals of the Exam

Comprehensive exams aim at measuring the ability of students in two main respects:

a) Knowledge Acquisition:

Exam tests the depth and comprehensiveness of students' understanding of the main topics of their specialization (and sub-specialization if any).

b) Intellectual Growth:

Exam tests student's ability to think and analyze in a methodical manner; to infer and assess concepts; and to provide proper responses to posed questions.

Second: Components of the Comprehensive Exam

1. The comprehensive exam consists of two parts: written and oral.
2. Both written and oral exams branch off into two parts: one tests student on main specialization and the other on sub-specialization (where applicable).

Third: Exam Committee

1. Related department council sets up a committee of at least three teaching staff members (professors and associate professors) with competence in student's main specialization or sub-specialization (where applicable)..
2. The committee may seek help from other specialized members of the department.
3. The committee shall be responsible for preparing, evaluating and determining the outcome of the exam.
4. In cases where a program includes specialization or sub-specialization outside the department, a specialist from the relevant department should participate in exam committee.
5. The committee for both written and oral exam should be the same.

Fourth: The Written Exam

1. Students sit for the exam during the semester following completion of course work. Sitting for the exam can be postponed, on the approval of the department council, for one semester.
2. The duration of the exam is minimally five hours in main specialization and three for each sub-specialization (where applicable). Dividing exam writing into two separate periods is highly recommended.
3. In the event of failing the exam (or part of it) a student may re-sit for the failed part the following semester.
4. Failing the exam (or part of it) a second time would cause the student to be terminated from the program.

Fifth: The Oral Exam

1. Students sit for the oral exam after passing all parts of the written one, on a date determined by the committee
2. Oral exam duration for main and sub specialization (where applicable) is a minimum of two hours.
3. In the event of failing this exam, a student shall be given another chance the following semester; a second failing would terminate the student from the program.

Sixth: Dates of Exams

Both parts of the comprehensive exam (written and oral) are held once in the semester between the fourth and the tenth week; a minimum of two weeks' time should separate the two.

Seventh: General Rules

1. Student is deemed a doctorate candidate after passing both written and oral parts of the comprehensive exam.
2. The Head of the Department notifies the Deanship of Graduate Studies of both exams' results in a maximum of two weeks' time after decision is made by the exam committee.



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