



جامعة فهد بن سلطان  
FAHAD BIN SULTAN UNIVERSITY

**Organization Bylaws of  
Graduate Studies in Saudi Universities  
and  
Rules of Implementation at  
Fahad Bin Sultan University  
2022 AD – 1444 AH**

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**Resolution of the Council of Universities Affairs No. (02/09/1444 AH)  
dated 03/01/1444 AH University Affairs Council.**

Based on the powers granted to him by law.

Based on Paragraph (6) of Article (Fifteen) of the Regulations of the Council for Higher Education and Universities issued by Royal Decree No. (M/8) dated 04/06/1414 AH, and what it contains, it states that one of the Council's powers is to issue joint regulations for universities.

Based on Royal Decree No. (M/27) dated 02/03/1441 AH, approving the university system and what was included in Article (Fourth) that the University Affairs Council exercise the powers of the Higher Education Council (repealed) contained in the Higher Education and Universities Council system, Issued by Royal Decree No. (M/8) dated 04/06/1414 AH, on the universities that will continue to implement that system.

Based on Paragraph (3) of Article (Seven) of the Universities Law issued by Royal Decree No. (M/27) dated 02/03/1441 AH, which included that among the powers of the Council is to approve the financial, administrative and academic regulations of universities.

**Decides the following:**

- First: Approval of the regulations governing postgraduate studies in universities, in accordance with the formula accompanying this decision.
- Second: This regulation replaces the unified regulations for postgraduate studies in universities amended by Higher Education Council Resolution No. (3/6/1417) dated 26/08/1417 AH, and repeals any previous provisions that conflict with it.
- Third: These regulations shall be effective as of the beginning of the academic year 1444 AH.
- Fourth: The Council of each university shall establish the executive rules for these regulations within fifteen days from the date of this decision.
- Fifth: The General Secretariat of the University Affairs Council will review the regulations according to the formula accompanying this decision three years after its entry into force.

Allah grants success ,,,

## **Chapter One: Definitions**

### **Article 1**

The following terms and phrases whenever they appear in this Regulation shall have the meanings herein specified unless the context indicates otherwise:

#### **University**

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#### **College**

The academic college in which the graduate program is offered.

#### **Department**

The department of specialization in which the student intends to study.

#### **Council**

Council of the Deanship of Graduate Studies.

#### **College Committee**

The Graduate Studies Committee of the relevant college.

#### **Department Committee**

The graduate studies committee in the relevant college department.

#### **University**

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#### **Graduate Studies**

A stage of education above the bachelor's, such as a graduate certificate, master's degree, or doctorate.

#### **Classification**

The unified Saudi Classification of Educational Levels and Specializations issued by Council of Ministers' Resolution No. (75) dated 27/1/1442 H, 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 at its 1st meeting for the 2nd session held on 6/6/1441 H, and any amendments or updates thereto.

#### **Authorized Vice-President**

The university competent vice-president concerned with the affairs of graduate studies at the university according to the organizational structure of the university.

### **Executive Management**

The deanship, department, or unit in the university in charge of carrying out graduate studies-related academic procedures in accordance with the university's approved organizational structure.

### **Program**

The set of courses, the thesis, the graduation research, the comprehensive exam, or those that the student studies during a specified period of time in order to obtain an academic degree or a higher certificate in the field of specialization.

### **Joint Program**

An academic program in which more than one department or college from within the university, or from the educational institutions or research institutions inside or outside the Kingdom participate; and it has specific learning outcomes.

### **Study Unit**

The weekly theoretical lecture, the weekly academic symposium, the clinical lesson, or the exercise lesson of no less than 50-minute duration, the practical lesson of no less than 100-minute duration, or the field lesson specified in the study plan.

### **Course**

The study material in the plan of each program, which includes a number, code and description of the content, is subject to follow-up, evaluation and development in each section. It may be taught independently or have a prerequisite or concurrent requisite. The prerequisite or the concurrent requisite may be waived based on an examination of specific learning outcomes.

### **Postponement of Admission**

Postponing the commencement date of the student's studies following the issuing of his university identification number and prior to course registration. This can only be done once, and it cannot be done after the study has begun.

### **Postponement of Study**

The student suspends the continuance of the period specified - pursuant to this Regulation - for obtaining the academic degree after the commencement of his studies.

### **Withdrawal**

The student permanently terminates his relationship with the university in which he is enrolled before completing his academic program.

### **Termination of Enrollment**

The university terminates its relationship with the student before he completes his academic program for specific reasons stipulated in this Regulation.

### **Re-enrollment**

The university restores its relationship with the student whose enrollment has been terminated.

### **Comprehensive Exam**

A test of the knowledge and skills required for obtaining a graduate program degree (higher diploma/master's/doctorate). The comprehensive exam may be the final qualifier for some of these degrees except for the Ph.D.

### **Graduation Research**

A research requirement that may be completed over the course of one or two semesters. It qualifies for the academic degree and is a subject-specific course within the program's courses.

### **Thesis**

The thesis or dissertation that represents the research and its results, which the student prepares and submits for the purpose of obtaining the degree.

### **Curriculum**

The study plan approved by the University Council.

### **Academic Year**

Two main semesters and a summer semester if available.

### **Semester**

A period of time of no less than fifteen weeks during which the courses are taught, excluding the registration periods - if any - and final exams.

### **Summer Semester**

A period of time not exceeding eight weeks, not including the two registration periods - if any - and the final exams, during which the period allocated for each course will be doubled.

### **Academic level**

It indicates the level of study, according to the approved study plans.

### **Academic Probation**

The notice given to the student due to his cumulative GPA falling below the minimum specified in these regulations.

### **Semester Grades**

The grade awarded for work that shows the student's achievement during a semester of tests, research, and educational activities related to the course.

### **Final Exam**

An in-course test is held once at the end of the semester.

**Final Exam Grade**

The grade that the student obtains in each course in the final exam of the semester.

**Final Grade**

The sum of the semester work grades plus the final exam grade for each course, and the grade is calculated out of one hundred.

**Rank**

The A description of the percentage or alphabetical code of the final grade obtained by the student in any course.

**Incomplete Grade**

A grade is assigned temporarily for each course for which the student is unable to complete the requirements on the specified date and is symbolized in the academic record with the symbol (L) or (IC).

**Continuous Grade**

A grade assigned temporarily for each course whose nature of study requires more than one semester to complete and is symbolized in the academic record by the symbol (M) or (IP).

**Semester Average**

The sum of the total points obtained by the student is divided by the sum of the assigned units for all the courses that he studied in any semester. The points are calculated by multiplying the assigned unit by the weight of the grade that he obtains in each course that the student studied.

**Grade Point Average (GPA)**

The result of dividing the total points obtained by the student in all the courses he has studied since joining the university by the total units assigned for those courses.

**Overall Rank**

Measuring the level of a student's academic achievement during the period of his studies at the university.

## **Chapter Two: Objectives and Enforcement of the Regulation**

### **Article 2**

Without prejudice to the provisions of Regulations on Studying and Examinations at the University Undergraduate Level, this Regulation aims to organize graduate studies in universities in order to increase the efficacy and quality of the educational process and academic procedures for the graduate studies stages at the university.

### **Article 3**

The provisions of this Regulation shall apply to universities that are subject to the Law of the Higher Education Council and Universities issued by Royal Decree No. M/8 dated 4/6/1414 H and universities that are subject to the Law of Universities issued by Royal Decree No. M/27 dated 2/3/1441 H.



## **Chapter Three - Objectives of Graduate Studies**

### **Article 4**

Graduate studies aim to achieve the following:

1. Maintain advanced studies and research that serve the national goals, expanding them, and endeavoring to publish them.
2. Contributing to the enrichment of all areas of knowledge by means of specialised studies and academic research to gain access to innovative scientific and applied research additions and to reveal new facts.
3. Providing students with the educational opportunities to pursue graduate courses locally.
4. Offering qualifying courses and programs to students to increase their level of qualification and competence in conducting studies and research that benefit the country and contribute to the enrichment of their respective specialisations.
5. Recruiting a group of exceptional students from across the world in the most essential research subjects in order to enhance the outputs of academic research and increase the required cultural diversity in graduate programs.
6. Preparing and developing the academic and professional specialists that society needs.
7. Encouraging creativity and innovation to keep pace with the demands of knowledge and technical development, elevating the level of academic research, and directing it to address issues and challenges of sustainable development locally in Saudi society, regionally, and globally.
8. Enhancing local, regional, and international cooperation and partnership opportunities.
9. Developing the knowledge economy outputs to contribute to achieving the sustainable development goals of Saudi society.

## **Chapter Four: Detailed Criteria for Approving Graduate Programs**

### **Article Five:**

The University Council sets detailed standards for approving postgraduate programs while adhering 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 specialty must have obtained programmatic accreditation from the Education and Training Evaluation Commission, or from one of the international bodies approved by the body to approve the higher diploma or master's program, and the master's program in the same specialty must have obtained programmatic accreditation from the Education and Training Evaluation Commission, or From one of the international bodies accredited by the Authority 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, laboratories, computer facilities, etc., 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 should be appropriate to ensure its continuity, and the number of students in one section should not exceed (25) students.
5. When approving its programs, the university adheres to the following, in order:
  - a. The unified Saudi classification for educational levels and specializations.
  - b. The National Qualifications Framework in the Kingdom of Saudi Arabia.
6. Suspending admission to master's and doctoral programs that do not obtain program accreditation from the Education and Training Evaluation Commission or from one of the international bodies accredited by the Commission within two years of graduating the cohort from the programs.

## **Chapter Five: Organizing the Permanent Committee for Postgraduate Studies**

### **Article Six:**

A Standing Committee for graduate studies (the Standing Committee) shall be formed at the university, and it is to be organizationally linked to the authorized Vice-President and chaired by him/her and the membership of the following:

1. Five deans of university colleges and institutes that offer graduate programs, considering the diversity of colleges and institutes' specializations.
2. Dean of Development and Quality at the university.
3. Dean, director, or head of the Executive Management unit, who shall be the secretary of the committee.
4. Three members who are experienced and specialized in graduate studies from inside or outside the university.

The members specified in Clauses (1) and (4) of this Article are appointed by a decision of the University Council upon the University President's nomination for a two-year term that is renewable.

### **Article Seven:**

Without prejudice to the provisions of this Regulation, the Standing Committee shall undertake the following tasks:

1. Proposing the general policy for graduate studies at the university and supervising its implementation after approval by the University Council.
2. Recommending the approval of the admission requirements for graduate studies programs and updating them upon the request of the councils of competent departments, colleges, and institutes.
3. Supervising joint graduate programs.
4. Recommending the approval and amendment of graduate studies programs, after studying and refereeing, to the University Council based on a proposal from the Department Council, and endorsement of the proposal by 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 by the College Council in accordance with international benchmarks and comparisons.
6. Proposing standards for graduate studies programs for approval by the University Council.
7. Proposing the rules regulating the evaluation of graduate studies programs for approval by the University Council.

8. Supervising the evaluation of graduate studies programs at the university on a regular basis, through specialized committees or bodies inside or outside the university.
9. Reviewing the comprehensive report prepared by the Executive Management on the graduate studies programs at the university and the results of evaluating those programs and submitting them to the University Council.
10. Recommending the approval of the college councils' proposals regarding graduate studies programs that are compatible with the community's needs, the Kingdom's plans and visions, and global trends, for approval by the University Council.
11. Supporting proposals for determining academic degrees and certificates and their names in both Arabic and English, based on the proposals of Department and College Councils.
12. Recommending the numbers of students who can be accepted each academic year in the graduate studies programs to the University Council, based on a proposal from the councils of the competent departments and the approval of the College Councils.
13. Suggesting the guidelines for forming supervisory committees and thesis defense committees.
14. Setting general frameworks and standards for comprehensive exam and graduation research.
15. Setting the overall framework for research plans and the rules governing writing, printing, producing, and submitting thesis; preparing forms for the thesis defense committee reports; and evaluating thesis.
16. Studying periodic reports related to graduate studies that are submitted by the academic departments at the university.
17. Proposing the offering of graduate studies programs outside the university premises and submitting this to the University Council to take what it deems appropriate.
18. Recommending the approval of the colleges' proposals regarding development initiatives related to graduate studies in order to develop the university's financial resources.
19. Recommending the determination of the fees for applying to graduate programs, the tuition fees for the programs, and the fees for support services related to graduate studies, based on the proposals of the Department and College Councils.
20. Recommending the allocation of scholarships for students, in full or in part, in accordance with the regulations approved by the University Council.
21. Recommending the termination or suspension of graduate studies programs that do

not comply with quality standards or with the university's strategy.

22. Reviewing the referrals made by the Chair of the Standing Committee, the University President, or the University Council in order to provide its opinion. The Committee may delegate some of its authorities to its Chair, and it may also form standing or temporary committees from among its members or others to study what they are asked to do.

#### **Article Eight:**

The Standing Committee shall meet upon a call by its Chair at least once a month, and the meeting shall only be valid if attended by at least two-thirds of its members, including the Chair or whomever he deputizes from among the members of the Committee. The Committee's decisions are issued by a majority vote of the members present. In case of a tie, the Chair of the meeting shall have the casting vote. The decisions of the Standing Committee shall be effective unless contested by the University President within fifteen days from the date of receipt. If contested, they shall be returned with the University President's comments to the Standing Committee. If the Standing Committee maintains its position, the disputed decisions shall be referred to the University Council to be decided in its first ordinary or extraordinary meeting. The University Council may ratify, amend, or cancel the decisions. The decision of the University Council on this is final. The Chair of the Standing Committee may invite whomever he deems necessary to attend some of the Standing Committee meetings in a non-voting capacity.

## **Chapter Six: Study Programs and Study System**

### **Article Nine:**

Joint graduate studies programs may be established between departments, colleges, or institutes within the university; or between the university and educational or research institutions from inside or outside the Kingdom, in accordance with rules approved by the University Council based on the recommendation of the Standing Committee and after coordination with the colleges and departments or competent entities.

### **Article Ten:**

The number of study units a graduate student must study at the university that will grant him/her the academic degree shall not be less than fifty percent of the total number of credits required to grant the degree; and the student must complete his graduation research or his thesis, if any, entirely under its supervision. Students of joint programs are excluded from this Article.

### **Article Eleven:**

The study for the higher diploma shall consist of academic courses and field study, applied, and laboratory work, provided that the study period of the program and the number of study units are in accordance with specifications in the Classification and Framework. The University Council, based on a proposal of the Standing Committee, may increase the study period for any program, not exceeding half the specified period.

### **Article Twelve:**

Study options of a master's degree shall be either coursework only, coursework and thesis, coursework and comprehensive exam, or coursework and graduation research, provided that the study period of the program and the number of study units are in accordance with what is specified in the Classification and Framework. The University Council, based on a proposal of the Standing Committee, may increase the study period for any program, not exceeding half the specified period.

### **Article Thirteen:**

The University Council, based on the recommendation of the Standing Committee, shall approve the method of doctoral study, provided that the study period of the program and the number of study 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 study period for any program, not exceeding half the specified period.

### **Article Fourteen:**

The period for obtaining the academic degree starts from the beginning of registration

for the graduate courses of the program in which the student is enrolled until the date of completing the requirements of the program or the student's supervisor submitting a report to the Head of Department with a copy of the thesis if any.

## **Chapter Seven Admissions**

### **Article fifteen:**

The Executive Management shall undertake the implementation of academic procedures, including student admission and registration, in accordance with the provisions of this Regulation and the regulations approved by the University Council.

### **Executive Regulations for Article Fifteen**

The executive administration is responsible for implementing academic procedures (through the Deanship of Graduate Studies in coordination with the Deanship of Admission and Registration) according to the approved university calendar, as follows:

1. Application of admission requirements and procedures approved by the University Council for each program. The academic departments ensure that each applicant meets the conditions before the written and oral exams.
2. Announcement of final admission results based on the recommendation of the department council and approval of the college/institute council.
3. Completion of academic procedures in the university's student information system.

General requirements for admission to graduate programs include:

1. The applicant must hold a university degree from a Saudi university or another recognized university.
2. The applicant must be of good conduct and behavior and medically fit.
3. The applicant must provide two academic recommendations from professors who have previously taught them.
4. Approval from the applicant's employer to study, if they are employed.
5. Full-time commitment to study for the PhD stage. The University Council may grant exceptions if necessary.

The University Council, based on the recommendation of the Standing Committee, may add additional requirements as deemed necessary, which will be applied after announcement.

Requirements for admission to the Master's stage:

1. The student must have obtained at least a "Very Good" grade in their undergraduate studies (Bachelor's degree). The University Council may, based on the recommendation of the Standing Committee, accept applicants with a "Good" grade.
2. The University Council may, based on the recommendation of the Standing



Committee, department council recommendation, and college council approval, accept applicants with a "Pass" grade in certain programs specified by the University Council, provided the applicant submits a letter proving a minimum of two years of work experience in their field.

3. Applicants with a "Pass" grade or higher are accepted into the Executive Master of Business Administration (MBA) program.
4. Fulfillment of other conditions proposed by the relevant department committee and approved by the Standing Committee. These may include supplementary courses that the student must complete as mandatory requirements within their program, which are not part of the program's plan. The supplementary courses must not exceed 15 credit hours.

#### **Article sixteen:**

Without prejudice to Article (15) of this Regulation, a student may be accepted in a field other than his specialization, based on a recommendation from the competent Department Council and approval from the College Council.

#### **Article Seventeen:**

The competent department may require for admission of the student to the master's and doctoral level that he pass a number of supplementary courses from a previous stage or pass a related learning outcome assessment in order for the student to become eligible to join the program in accordance with regulations approved by the Standing Committee based on a proposal from the Department Council and endorsement from the College Council.

#### **Executive Regulations for Article Seventeen**

The relevant department may require a student to pass a number of supplementary courses from the previous stage as a condition for admission to graduate programs, within a period not exceeding three semesters, taking into account the following:

1. Passing the supplementary course on the first attempt with a grade of at least "Good."
2. Registration in the graduate program is only permitted after completing the supplementary courses. However, the department may allow registration in graduate courses if the student has only one or two supplementary courses remaining.
3. The time taken to complete supplementary courses is not counted within the limited duration for obtaining the degree.
4. Supplementary courses are not included in the calculation of the cumulative GPA for the graduate stage.

### **Article Eighteen:**

A student may be accepted into two graduate studies programs at the same time provided that the two programs are from the same stage or from a previous stage, in accordance with regulations approved by the University Council based on the recommendation of the Standing Committee.

### **Article Nineteen:**

It is permissible to transfer courses previously passed by a student at a university or educational institution inside the Kingdom or from outside the Kingdom provided that these institutions are licensed by the competent authority in the country of study. This should be based on the recommendation of the Department Council and the approval of the College Council. The courses that have been transferred are recorded in the student's academic record. The University Council shall issue the regulations governing this and the possibility of including their grades in the student's cumulative GPA in his academic record.

### **Executive Regulations for Article Nineteen**

The credit hours completed by a student at another university may be recognized according to the following:

1. The student must submit a request for course equivalency to the relevant department within the first week of their acceptance at the university and provide all necessary supporting documents for the equivalency process.
2. The courses to be equated must not have been completed more than six semesters prior to the request.
3. The content of the courses must align with the requirements of the program to which the student is transferring.
4. The credit hours recognized must not exceed thirty percent of the total credit hours required for the program to which the student is transferring.

### **Article Twenty:**

With the approval of the competent Department Council and the College Dean, the student may postpone his admission one time. The postponement cannot be accepted after the student starts his studies. This shall be in accordance with the regulations approved by the University Council based on the proposal of the Standing Committee.

### **Executive Regulations for Article Twenty**

1. Postponement of admission may be approved by the relevant department council, the college dean, and the dean of graduate studies, provided that the postponement

period does not exceed two semesters. The postponement period is not counted within the maximum duration for obtaining the degree.

2. The student must submit a request for admission postponement to the Deanship of Graduate Studies no later than the end of the second week from the start of the semester, provided that the student has not registered for any courses in that semester.
3. The academic department and the dean of the college/institute have the authority to reject the postponement request if the reasons are not convincing or if it may affect the specified admission numbers for the program in the future.
4. During the postponement period, the student is not considered a regular student and does not enjoy the benefits or rights of a regular student.
5. The executive administration (Deanship of Admission and Registration) is responsible for tracking the implementation of the postponement or cancellation of admission in the university's student information system.

#### **Article Twenty-One:**

Without prejudice to the decisions issued by the Council of Universities' Affairs, the university may charge:

1. Tuition fees or a charge to offer graduate studies programs or courses provided that these programs have program accreditation, and the number of students does not exceed the number of accepted students - for the same programs or courses - without fees or charge. The University Council shall set the regulations governing this based on a recommendation from the Standing Committee.
2. A service fee for graduate studies and their support in accordance with regulations approved by the University Council based on the recommendation of the Standing Committee.

## **Chapter Eight: Academic Procedures**

### **Article Twenty-Two**

The student may postpone the study at the recommendation of the competent Department Council and the approval of the College Council in accordance with regulations approved by the University Council based on the proposal of the Standing Committee.

#### **Executive Regulations for Article Twenty-Two**

1. The duration for obtaining a Master's degree must be no less than four semesters and no more than eight semesters. Summer semesters are not counted within this duration.
2. The duration spent by the student in the program is calculated from the start of their registration in graduate courses until the date the supervisor submits a report to the department head, accompanied by a copy of the thesis or the chapter submitted by the student for the comprehensive exam (in non-thesis tracks), or the completion of any other program requirements.
3. The student must have completed at least 12 credit hours or made appropriate progress on their thesis, as confirmed by the thesis supervisor's report.
4. The total postponement period must not exceed four semesters (two academic years) throughout the student's study period.
5. The student must submit a postponement request at least two weeks before the start of the semester.
6. The postponement period is not counted within the maximum duration for obtaining the degree or for any other purpose.

### **Article Twenty-Three:**

The student may withdraw from one or more courses or all courses of the semester after the end of the registration period upon the recommendation of the competent Department Council and the approval of the College Dean according to regulations approved by the University Council based on the proposal of the Standing Committee.

#### **Executive Regulations for Article Twenty-Three**

A student may withdraw from all courses of a semester under the following conditions:

1. The student must submit a withdrawal request to the department head before the final exam.
2. Approval from the department council, the college dean, and the dean of

graduate studies is required.

3. The semester in question must not be part of the additional opportunities granted to the student.
4. This semester will be counted within the postponement periods mentioned in Article (22).

### **Article Twenty-Four**

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

#### **Executive Regulations for Article Twenty-Four**

1. If a student wishes to withdraw from the university, they must submit a withdrawal request to the department head, who will then forward their recommendation to the dean of graduate studies.
2. If the dean of graduate studies approves the student's withdrawal, a notation of "Withdrawn" will be recorded in their academic record. The student will lose their seat, their enrollment at the university will be canceled, and the dean of graduate studies will notify the college dean, the department head, and the Admission and Registration Department of the withdrawal.

### **Article Twenty-Five**

A student shall be deemed to have dropped out if he does not register within the specified period for registration in each semester in which he is allowed to register.

#### **Executive Regulations for Article Twenty-Five**

A student is considered to have withdrawn and forfeited their seat, and their enrollment is canceled. The academic record will note "withdrawn" in the following cases:

1. If the student withdraws from studies for a semester while being registered and does not provide an excuse accepted by the Dean of Graduate Studies within the first two weeks of the start of the semester following the withdrawal. If the excuse is accepted, the withdrawal period is counted from the maximum duration of study, and the student is responsible for the tuition fees for the withdrawal semester.
2. If the student is admitted for study but does not register within the specified time.
3. Department heads inform the Dean of Graduate Studies of students who have dropped out for a full semester at least two weeks before the end of the semester, mentioning the reasons for the dropout, if any.

### **Article Twenty-Six:**

1. The student's enrollment shall be terminated in the following situations:
  - a. If he stops studying, in accordance with the provisions of Article (25) of this Regulation.
  - b. If he does not pass the supplementary courses, in accordance with the regulations approved by the Standing Committee.
  - c. If his cumulative GPA falls below (Very Good) in two consecutive semesters.
  - d. If his acceptance is found to be based on his submission of completely or partially incorrect information or documents.
  - e. If he does not obtain the degree within the specified period of the program.
2. The student's enrollment shall be terminated by a decision of the Standing Committee based on the recommendation of the Department Council and the endorsement of the College Council in the following situations:
  - a. If it is proven that he is not in academic good standing at the thesis stage in accordance with the provisions of Article (44) of this Regulation.
  - b. If he does not pass the comprehensive exam after being allowed to repeat it once.
  - c. If the thesis is not accepted by the defense committee as being unsuitable for defense.
  - d. If he violates academic integrity, during the coursework or thesis-writing phases, or if he violates the laws, regulations, or related decisions.

### **Article twenty-seven**

A student whose enrollment has been terminated may be re-enrolled if the conditions preventing him/her from continuing his studies are acceptable to the Department and College Councils. Re-enrollment decision shall be made by the Standing Committee in consideration of the following:

1. A student whose enrollment has been terminated for more than three academic years is deemed as a new student in terms of re-studying courses, regardless of what he has previously accomplished from the study stage, and the University Council may except from that in accordance with regulations issued by the University Council based on a proposal from the Standing Committee.
2. A student whose enrollment has been terminated for three academic years or less re-studies some of the courses specified by the Department Council and approved by the College Council. The units he studies after re-enrolling are included in his cumulative GPA, and the period the student spent in the study before terminating

his enrollment shall be calculated within the maximum period for obtaining the degree.

#### **Executive Regulations for Article Twenty-Seven**

1. The student must submit a request for re-enrollment to the relevant department, accompanied by the decision to cancel their enrollment and evidence supporting the circumstances they faced.
2. The college/institute shall forward the requests to the executive administration (the Deanship of Graduate Studies in coordination with the Deanship of Admission and Registration) for review and submission to the Standing Committee to make the appropriate decision.

#### **Article Twenty-Eight:**

As an exception to Clause (c) of Item (1) of Article (26) of this Regulation, the College Council may grant the student one exceptional opportunity, not to exceed one academic year, based on the Department Council's recommendation.

#### **Executive Regulations for Article Twenty-Eight**

1. An exceptional opportunity to improve the GPA is granted within the specified period for obtaining the academic degree.
2. The student is not granted an exceptional opportunity if it is mathematically impossible to raise their GPA through it.
3. The exceptional opportunity is provided in the following semesters. If the student has completed all semesters, the opportunity is given for courses from previous semesters, and the relevant department determines the courses the student will register for.
4. The student is required to study and take exams for the course(s) designated for the exceptional opportunity.
5. The semester in which the department is unable to offer the courses for the exceptional opportunity is not counted against the student.
6. If a student is granted an exceptional opportunity for one academic year and succeeds in raising their GPA in one of the semesters, the following semester is automatically canceled.
7. The student must submit a request for the exceptional opportunity to the relevant department within a period not exceeding two academic weeks from the start of the semester following the two semesters in which their GPA declined.
8. Requests for exceptional opportunities are submitted by the colleges to the

executive administration to complete the necessary procedures in the university's student information system.

### **Article Twenty-Nine:**

As an exception to Clause (e) of Item (1) of Article (26) of this Regulation, the Standing Committee may grant the student an exceptional opportunity not to exceed one academic year, based on a report from the supervisor and the recommendation of the Department and College Councils.

### **Executive Regulations for Article Twenty-Nine**

1. The student must submit a request for an exceptional opportunity to the relevant department at least thirty days before the end of the final semester of the regular duration.
2. If the student is under the thesis system and has not registered the topic, the request for an exceptional opportunity will not be considered unless the relevant department council recommends approval of the topic registration.
3. If the student is under the thesis system and has registered the topic, the academic supervisor must submit a detailed report to the head of the relevant department on the student's progress in the program, proposing the duration of the exceptional opportunity.
4. The exceptional opportunity or one of its semesters may be postponed for those who did not utilize postponement during the regular duration.
5. The college/institute must submit the requests to the executive administration before the start of the semester for review and submission to the Standing Committee to make the appropriate decision.
6. The executive administration is responsible for following up on the implementation of decisions in the university's student information system.

### **Article Thirty:**

Without prejudice to Article (15) of this Regulation, based on the recommendation of the Department and College Councils, the Executive Management 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, on the condition that he is not dismissed from it for any reason. The transferred courses shall be recorded in the student's academic record, and the University Council shall issue the regulations governing this and the possibility of including their grades in the student's cumulative GPA in his academic record.



### **Executive Regulations for Article Thirty**

A student may be allowed to transfer to the university from another recognized university based on the recommendation of the department and college councils and the approval of the Council of the Deanship of Graduate Studies, provided that the transferring student meets the admission requirements and any other conditions deemed necessary by the department.

The number of credit hours completed by the student at another university may be counted according to the following:

1. The student must submit a request for course equivalency to the concerned department within the first week of acceptance to the university and provide all necessary supporting documents for the equivalency process.
2. No more than six semesters should have passed since the student studied the equivalent courses.
3. The courses must align in content with the requirements of the program to which the student is transferring.
4. The credit hours for these courses must not exceed thirty percent of the total credit hours of the program to which the student is transferring.
5. The student's grade in the equivalent courses must not be less than "Very Good."
6. The equivalent courses will not be included in the calculation of the cumulative GPA.
7. Equivalency is granted based on the recommendation of the department council to which the course belongs, the approval of the college council, and the Deanship of Graduate Studies.

### **Article Thirty-One:**

A student may be transferred from one program to another within the university based on the recommendation of the Department Council to which he is transferred and the approval of the College Council in accordance with the guidelines and conditions approved by the University Council based on the proposal of the Standing Committee.

### **Executive Regulations for Article Thirty-One**

1. The transferring student must meet the admission requirements and any other conditions deemed necessary by the department.
2. Credit hours previously completed at the university may be counted if the relevant department determines that they are equivalent to the program the student wishes to transfer to, and they will be included in the cumulative GPA.

3. The student must not have had their enrollment canceled for any of the reasons mentioned in Article (26) of these regulations.
4. The duration spent by the student in the program they are transferring from will be counted within the maximum period specified for obtaining the degree.
5. Transfer from one program to another is permitted only once during the period specified for obtaining the degree.

### **Article Thirty-Two:**

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 it is licensed by the competent authority in the country of study. The academic units he studied shall be transferred and recorded in the student's academic record. The University Council shall issue the regulations governing this and the possibility of including their grades in the student's cumulative GPA in his academic record.

### **Executive Regulations for Article Thirty-Two**

1. The student must have completed at least one academic semester in the program within the university.
2. Approval must be issued by the College/Institute Council based on the recommendation of the Department Council before studying courses outside the university.
3. The credit hours studied by the student outside the university must not exceed (20%) of the total credit hours of the program's plan within the university.
4. The student must provide the relevant department with official results of the courses studied outside the university within two weeks of the start of the first academic semester following their study period.
5. The College/Institute must submit the student's results before the end of the third week to the Executive Administration to complete the necessary procedures in the university's student information system.
6. Courses may be included in the cumulative GPA in the student's academic record based on the recommendation of the Department Council and the approval of the College/Institute Council.
7. In exceptional cases within the Executive Master of Business Administration (EMBA) program, where a student or students are required to study a course not offered in the semester, the following procedures shall be followed:
  - a. The student submits a written request to the Dean of Graduate Studies,

- explaining the reasons for registering for the desired course.
- b. Upon approval from the Dean of Graduate Studies, the student pays the credit hour fees for the course they wish to register for, in addition to the fees for the registered semester.
  - c. The Dean of Graduate Studies coordinates with the Registration Department and the relevant department to offer the course.
  - d. An EMBA student may request to study more than one unoffered course, provided that the total registered credit hours for the semester do not exceed 12 credit hours.

**Article Thirty-Three:**

A graduate student from a non-Saudi university may study some courses at a Saudi university in accordance with regulations approved by the University Council based on the proposal of the Standing Committee.

## **Chapter Nine: Evaluation Mechanism**

### **Article Thirty-Four:**

Exam in graduate courses shall be conducted and grades shall be recorded in accordance with the Regulations on Studying and Examinations at the University Undergraduate Level, except for the following:

1. The student shall not be considered to have passed the course unless he obtains at least an (above average) grade.
2. The student must pass the supplementary course on the first attempt with a grade of no less than (above average), and his cumulative GPA in all supplementary courses must not be less than (very good).
3. Regarding alternative exams and courses that require more than one semester to be studied, the College Council decides what is considered appropriate based on the Department Council's recommendation.

### **Executive Regulations for Article Thirty-Four**

1. The College Council to which the course belongs - based on the proposal of the Department Council - shall determine a grade for coursework that constitutes no less than (50%) of the final grade for the course.
2. The coursework grade for the course shall be calculated using one of the following two methods:
  - a. Oral or practical exams, research, classroom activities, or a combination thereof, along with at least one written exam.
  - b. At least two written exams.
3. The College Council to which the course belongs - based on the recommendation of the Department Council - may include practical or oral exams in the final exam for any course and determine the grades allocated to them from the final exam grades.
4. The Department Council responsible for teaching the course, based on the instructor's recommendation, may allow a student to complete the requirements of any course in the following semester. The student's academic record will show an "Incomplete" grade (I) or (IC), which will not be included in the semester or cumulative GPA until the student completes the course requirements. If the incomplete grade is not resolved by the end of the next semester, it will be converted to a failing grade (F) or (F), which will be included in the semester and cumulative GPA.

5. Seminar courses, research courses, and courses with practical or field components may be exempted from the provisions of clauses (a, b, c) of Article (43) or some of them, by a decision of the College Council based on the recommendation of the Department Council responsible for teaching the course. The College Council shall determine the method of assessing student achievement in these courses.
6. If the study of research courses requires more than one semester, the student shall be given a "Continuing" grade (P) or (IP). After the student completes the course, they will be awarded the grade they earned. If the course is not completed within the specified time, the Department Council responsible for teaching it may approve recording an "Incomplete" grade (I) or (IC) in the student's record.
7. Exams for graduate courses shall be conducted and grades recorded as follows:
  - a. The College Council may form a committee to collaborate with departments in organizing final exam procedures. The committee's tasks include reviewing grade sheets and submitting them to the relevant committee within no more than three days from the date of the exam for any course.
  - b. The College Council may decide to apply confidentiality in final exam procedures.
  - c. The course instructor shall prepare the exam questions. If necessary, based on the department head's proposal, the College Council may assign someone else to prepare them.
  - d. The course instructor shall grade the final exam papers. If needed, the department head may involve one or more specialists in the grading. The College Council may, if necessary, assign the grading to someone it deems appropriate.
  - e. A student cannot be scheduled for more than two exams on the same day, though exceptions may be made by the University Council.
  - f. Students are prohibited from entering the final exam after half an hour has passed from its start or leaving within the first half an hour.
  - g. The final examiner is responsible for recording and assigning grades in the prepared grade sheets, sign them, and have them approved by the department head.
  - h. The instructor must record the grades on the electronic admission and registration system. After completion, the grades are finalized and cannot be modified except with the approval of the Dean of Graduate Studies.
  - i. The Dean of Graduate Studies shall approve the grades and submit them electronically to the Director of Admissions and Registration.

- j. The Director of Admissions and Registration shall finalize the grades and send them to the student's academic record.
  - k. The College Council, based on the recommendation of the relevant Department Council, shall determine the duration of the final written exam, which shall not be less than one hour nor exceed three hours.
  - l. The College Council may, in cases of necessity, decide on regrading of the exam sheet which must be completed before the beginning of next semester's exams
8. Cheating in exams, attempting to cheat, or violating exam instructions and rules are offenses punishable under the student disciplinary regulations issued by the University Council.
9. After grades are approved by the Director of Admissions and Registration, no grade may be modified except through a form designed for this purpose, signed by the course instructor, department head, and Dean of Graduate Studies.
10. A student aiming to improve their academic standing may retake courses in which they received a grade of (ج) or (C). The most recent grade will be considered in their GPA calculation. If the student retakes a course to improve their academic standing and fails, they must retake the course, and the last grade will be included in the student's overall GPA on the certificate.
11. For courses requiring more than one semester to complete, the Graduate Studies Council shall take appropriate action based on the recommendation of the Department Council and the approval of the relevant College Council.
12. A master's student - if required by their program - must pass a comprehensive written and oral exam conducted by a specialized committee after completing all required courses. This exam shall be in the student's major and any minors, if applicable. The student is considered a candidate for the degree if they pass the exam on the first attempt. If they fail the exam or part of it, they are given one additional opportunity within two semesters. If they fail again, they are dismissed from the program and their enrollment is canceled.
13. The grades obtained by the student in each course shall be calculated as follows:

<b>Percentage</b>	<b>Grade</b>	<b>Code</b>	<b>GPA Weight (out of 5)</b>
95 - 100%	Excellent (A+)	A+	5.00
90 - 94.99%	Excellent	A	4.75
85 - 89.99%	Very Good (B+)	B+	4.50
80 - 84.99%	Very Good	B	4.00
75 - 79.99%	Good (C+)	C+	3.50
Below 75%	Fail	F	3.00

14. Cumulative GPA classifications for graduation are based on the following scale:
  - a. First Class Honors: If the cumulative GPA is not less than 4.75 out of 5.00.
  - b. Second Class Honors (First Division): If the cumulative GPA is from 4.50 to less than 4.75 out of 5.00.
  - c. Second Class Honors (Second Division): If the cumulative GPA is from 4.25 to less than 4.50 out of 5.00.
  - d. Very Good: If the cumulative GPA is from 3.75 to less than 4.25 out of 5.00.
15. The following conditions must be met to obtain First or Second Class Honors:
  - a. The student has not failed any course at the university or at any other university.
  - b. The student completed the graduation requirements within the period specified for graduation in their college.

#### **Article Thirty-Five:**

The University Council shall issue the rules regulating the oral and written comprehensive exam for the master's and doctoral stages, based on the proposal of the Standing Committee.

## **Chapter Ten: Scientific Dissertations, Supervision and Discussion**

### **Article Thirty-Six:**

The University Council shall issue the rules regulating the registration of the graduation research project, the thesis of the graduate student if any, and the mechanism for determining the thesis supervisor and the assistant supervisor if any, based on the recommendation of the Standing Committee.

### **Executive Regulations for Article Thirty-Six**

1. Each graduate student shall be assigned an academic advisor upon enrollment in the program to guide them in their studies, assist in selecting a thesis topic, and prepare a research plan in accordance with the rules approved by the University Council based on the recommendation of the Standing Committee for Graduate Studies.
2. After completing all admission requirements and passing at least fifty percent of the coursework with a cumulative GPA of no less than "Very Good," the graduate student must submit the thesis proposal—if applicable—to the department. If the proposal is recommended for approval, the Department Council shall propose the name of the thesis supervisor, the co-supervisor (if any), or the names of the supervisory committee members, specifying its chair. This shall be submitted to the Council for approval.
3. Master's thesis topics must demonstrate novelty and originality.
4. The first page of the thesis shall include the following: the thesis title, the student's name as registered in the university records, the name of the supervisor and co-supervisor (if any), the date, and the following statement: "This thesis is submitted in partial fulfillment of the requirements for the degree of Master's at Fahd bin Sultan University" or its equivalent in English.
5. The second page of the thesis shall include the names and signatures of the thesis examination committee members.
6. The third page of the thesis shall include a list of research papers resulting from the thesis that have been published or submitted for publication in conferences or scientific journals.
7. The thesis shall be submitted in printed form according to the template approved by the Deanship of Graduate Studies.
8. If the supervisor is unable to continue supervising the thesis or their service at the university ends, the department shall propose a replacement supervisor, who shall be approved by the relevant College Council and ratified by the Deanship of Graduate Studies.



9. The period from the acceptance of the thesis proposal by the Deanship of Graduate Studies to the submission of the complete thesis to the department shall not be less than two semesters for a Master's thesis.

#### **Article Thirty-Seven:**

Thesis are written in the language approved for the program by the University Council, provided that the thesis contains an adequate summary in Arabic if it is in a language other than Arabic.

#### **Article Thirty-Eight:**

Thesis are supervised by professors and associate professors from the university faculty. An assistant professor may supervise graduation research and master's thesis and assist in supervising doctoral dissertations if he has two published research papers or accepted for publication in a refereed academic journal in his field of specialization.

#### **Article Thirty-Nine:**

Experienced and specialized individuals in the field of the thesis re- search who are not faculty member whether from inside or outside the university may supervise or assist in the supervision of thesis based on a recommendation of the Department Council and an approval of the College Council.

#### **Article Forty:**

The University Council shall issue the guidelines for the thesis assistant supervisors based on the proposal of the Standing Committee.

#### **Article Forty-One:**

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

#### **Article Forty-Two:**

The supervisor shall evaluate the student's performance at the end of each semester and determines his progress in the thesis in accordance with the mechanisms approved by the Standing Committee.

#### **Article Forty-Three:**

The number of students enrolled in the class for the graduation re- search course shall not be less than five, and the College Council may make an exception from the minimum in accordance with regulations approved by the University Council based on the proposal of the Standing Committee.

### **Executive Regulations for Article Forty-Three**

1. The graduation research project shall be treated in accordance with the definition provided in Article One of these regulations.
2. If the student does not complete the graduation research project in the semester, the student shall be given a "Continuing" grade (ا) or (IP). After the student completes the project, they shall be awarded the grade they earned, in accordance with Article (Thirty-Four) of the Study and Examinations Regulations.
3. Registration for the graduation research project shall be with the course instructor and does not require the approval of the Department or College/Institute Councils.
4. Supervision of the graduation research project shall be counted as part of the teaching load for faculty members, based on the number of credit hours specified in the approved program plan for the designated semesters.

### **Article Forty-Four**

If it is proven that the student is not in academic good standing at the thesis stage, based on the report of the thesis supervisor, the student is warned by a letter from the competent department. If the student is warned twice and does not resolve the reasons for the warning, his enrollment will be terminated based on the recommendation of the Department and College Councils.

### **The Executive Regulations for Article Forty-Four:**

1. A student shall be warned in the following cases:
  - a. If their absenteeism rate exceeds (20%) of the total supervision hours specified for each semester.
  - b. If they fail to comply with the supervisor's academic instructions.
  - c. If they are unable to produce written work that aligns with the academic stage they are in.
2. The Head of the relevant department shall issue a confidential warning letter to the student based on a report from the supervisor. The report shall be kept confidential in the student's file.
3. The matter shall be referred to the Department Council if the student fails to respond after being warned twice in two different semesters, and the reason for the warning is the same.
4. The recommendation of the Department Council shall be raised to the College Council and then forwarded to the Permanent Committee for Postgraduate Studies to make a decision in accordance with the university's regulations.

### **Article Forty-Five**

Whether individually or jointly with others, the supervisor can supervise a maximum of seven thesis at one time. The Standing Committee may except from this based on the recommendation of the Department and College Councils in accordance with regulations approved by the University Council based on the proposal of the Standing Committee.

#### **The Executive Regulations for Article Forty-Five:**

1. The maximum limit for supervising theses applies to supervision both within and outside the department at the university.
2. The academic department shall ensure the equitable distribution of supervision responsibilities among the faculty members of the department.

### **Article forty-six**

The supervision load for a faculty member, whether he is a main supervisor or an assistant supervisor for each thesis is included in his teaching load in accordance with regulations approved by the University Council based on the proposal of the Standing Committee.

#### **The Executive Regulations for Article Forty-Six:**

1. Supervision of each thesis shall be counted as one hour of the faculty member's workload if they are the sole supervisor or the primary supervisor.
2. The co-supervisor shall be treated the same as the primary supervisor in calculating supervision hours for scientific theses.
3. Supervision of a graduation research project shall be calculated in accordance with Article (Forty-Three) and its executive regulations.

### **Article Forty-Seven:**

After the completion of the thesis, the supervisor shall submit a report on its completion to the Department Head attaching a copy of the thesis, in preparation for completing the defense procedures determined by the College Council.

### **Article Forty-Eight**

A committee shall be formed by a decision of the College Council based on the recommendation of the Department Council.

### **Article Forty-Nine:**

The University Council shall issue the rules for selecting the members of the master's

thesis and doctoral dissertations defense committees and the mechanism for conducting those discussions based on the proposal of the Standing Committee.

**Executive Regulations for Selecting Members of Master's Thesis Defense Committees and the Mechanism for Conducting Those Defenses**

1. The following conditions must be met for the Master's theses defense committee:
  - a. The number of committee members must be odd, with the supervisor serving as the chairperson.
  - b. The committee must consist of at least three faculty members, and the supervisor and co-supervisor (if any) must not constitute a majority.
  - c. The conditions for supervising theses must apply to the committee members.
  - d. At least one of the committee members must be a full professor or associate professor.
  - e. Decisions must be made with the approval of at least two-thirds of the members.
  - f. Preliminary approval must be obtained from the candidate for committee membership before recommending their inclusion in the committee.
2. If the thesis supervisor is unable to participate in the defense committee due to death, termination of service, being on an overseas assignment, or prolonged illness exceeding two months, the department shall propose a replacement, who must be approved by the relevant college council and ratified by the Deanery of Graduate Studies.
3. After the authorized party approves the college/institute council's decision on the formation of the discussion committee, a decision to form the committee is issued, and the thesis is delivered to the committee members through the department.
4. Each committee member must submit a report to the head of the academic department regarding the thesis, stating whether it is suitable for discussion or not. The review period for a Master's thesis must not exceed two weeks, and for a doctoral thesis, one month from the date of receipt.
5. The period between the approval of the college/institute council's decision to form the defense committee for the student and the holding of the defense must not exceed three months.
6. If it is unanimously decided that the thesis is unsuitable for defense and not acceptable for revision, the student shall be subject to the provisions of Article (26). If unanimity is not achieved, the matter shall be referred to the department council to take appropriate action, provided that the decision of unsuitability is made by a majority.

7. If a committee member declines to participate, the department shall immediately replace them with the alternate member specified in the college/institute council's decision to form the committee. The defense shall not be held until the alternate member submits a report on the thesis, stating its suitability or unsuitability within the timeframe stipulated in these regulations.
8. The student may not proceed to defend their thesis before the defense committee until all other requirements of their study plan have been completed.
9. Based on the supervisor's proposal and the department committee's recommendation, a date shall be set for the student's Master's thesis defense before the committee.
10. The student must provide a copy of their thesis to each committee member, along with the thesis evaluation form, at least two weeks before the scheduled defense.
11. Each committee member must submit the thesis evaluation form to the representative of the Deanery of Graduate Studies before the start of the defense session.
12. The relevant college shall announce the date and location of the defense and prepare the venue accordingly.
13. The defense committee shall issue its recommendation immediately after the defense and send it, along with the report, through the university's approved method to the head of the department, in accordance with Article (50) and its regulations.

#### **Article Fifty:**

The defense committee shall prepare a report signed by all its members and submitted to the Department Head within a week from the date of the defense, including one of the following recommendations:

1. Acceptance of the thesis and a recommendation to award the degree.
2. Acceptance of the thesis with minor amendments without re-defending it again. A member of the defense committee shall be delegated to recommend the awarding of the degree after ensuring the implementation of the amendments within a period not exceeding three months from the defense date. The College Council may make an exception to that provided that the period does not exceed six months from the defense date.
3. Completion of deficiencies in the thesis and re-defend it by the committee during the period determined by the College Council based on the recommendation of the competent Department Council, provided that it does not exceed one year from the defense date.

4. Not accepting the thesis.

Each member of the defense committee has the right to present what he has of different views or reservations in a detailed report to the Department Head within a period not exceeding one week from the defense date, and it is submitted to the College Dean with the report of the defense committee.

**Article fifty-one:**

1. A lump-sum payment of (5000) five thousand riyals will be paid to the master's thesis supervisor from outside the university, and a lump sum payment of (7000) seven thousand riyals to the doctoral dissertation supervisor from outside the university.
2. The standing Committee may approve, based on a request from the student's university, the assignment to temporary secondment of the external supervisor to meet the student whom he is supervising, provided the following:
  - a. The assignment shall not to exceed twice in each academic year for each external university in which students' thesis are supervised.
  - b. The number of universities to which they are assigned to temporary secondment 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 assignment days shall not exceed ten days in the academic year for all universities.
  - e. The host university shall bear the expenses of the external faculty member to supervise its students' thesis in accordance with what is legally prescribed according to his academic rank.
3. The university may amend the lump sum payment in Clause (1) of this Article upon an approval decision by the Council of Universities' Affairs.

**Executive Regulations for Article Fifty-One**

1. A lump sum payment of 1,000 Riyals shall be disbursed to the supervisor of a Master's thesis from within the university. This payment is made once after the thesis defense. Additionally, a lump sum payment of 4,000 Riyals shall be disbursed if a scientific paper derived from the thesis is published in a Scopus Q1/Q2 or Thompson ISI Q1/Q2 journal within two years of the defense date. In the case of a main supervisor and a co-supervisor, the mentioned payments shall be divided equally between them.
2. A financial reward shall be disbursed for each credit hour taught by a faculty member from within the university in the Executive Master's Program in

Management, regardless of their academic workload, as follows:

- 2,800 Riyals for a Professor.
- 2,500 Riyals for an Associate Professor.
- 2,200 Riyals for an Assistant Professor.

#### **Article Fifty-Two:**

A lump sum payment of (1,000) thousand riyals shall be paid to a defense committee member who participates in the discussion of a master's thesis or doctoral dissertation if he is a faculty member at the same university to which the thesis is submitted.

If the defense committee member is not a faculty member at the university in which the thesis is being discussed whether he is an employee of that university or someone invited from outside it, a lump sum payment of (1,500) one thousand five hundred riyals shall be paid to him/her for a doctoral dissertation and (1,000) one thousand riyals for a master's thesis. The payment shall be increased to (2,500) two thousand five hundred riyals if the defense committee member is from outside the Kingdom.

If the defense committee member is from outside the city in which the thesis is being discussed whether he is from inside or outside the Kingdom, he shall be issued, in addition to the aforementioned payment, a round-trip ticket from his place of residence and appropriate accommodation and subsistence fees, for a maximum of two nights. A ticket is issued for the escort if the discussant is blind and for the guardian if the defense committee member is a female in addition to the appropriate accommodation fee with a maximum of two nights.

The Standing Committee may add one or two nights in certain situations and if the nature of the study so requires based on a recommendation from the competent Department and College Councils, with the justifications for staying for a period of more than two nights.

The university may amend the lump sum payment referred to in this Article after the issuance of a decision of approval by the Council of Universities Affairs.

## **Chapter Eleven: Graduation and Degree Awarding**

### **Article Fifty-Three:**

The head of the competent department shall submit the defense committee's report to the College Dean within a period not exceeding two weeks from the defense date to submit it to the Executive Management.

### **Article Fifty-Four:**

The student graduates after successfully completing the graduation requirements according to the program plan, provided that his cumulative GPA is not less than that required by the University Council for each program on the condition that it is below a "very good".

### **Executive Regulations for Article Fifty-Four**

1. If a student completes the degree requirements with a cumulative GPA of less than "Very Good" and has not completed the regular duration of the program, they may be granted an exceptional opportunity to improve their GPA for one academic year—if they have not previously been granted such an opportunity—based on the recommendation of the department council and the decision of the college/institute council. This opportunity involves retaking some of the courses they have previously studied, taking into account the provisions of Article (Twenty-Eight) and its executive regulations.
2. The Executive Administration (Deanship of Admission and Registration) shall issue the graduation certificate and final academic transcript after the issuance of the university council's decision to award the student the academic degree. The certificate shall bear the name of the college/institute, the program, the overall grade, and the cumulative GPA.

### **Article Fifty-Five:**

If the student decease before being able to defend the thesis, the degree is awarded in accordance with regulations approved by the University Council based on the proposal of the Standing Committee.

### **Article Fifty-Six:**

The authorized Vice-President shall submit the recommendation to award the academic degree to the University Council to take the decision.



## **Chapter Twelve: General Provisions**

### **Article fifty-seven:**

1. Without prejudice to what is stated in the Classification and Framework, and in accordance with regulations approved by the University Council based on the proposal of the Standing Committee, the University Council, based on the recommendation of the Department and College Councils and the support of the authorized Vice-President, may grant the student:
  - a. A higher diploma when he passes a number of the master's program courses, without being qualified to obtain a master's degree.
  - b. A master's degree when he has passed a number of doctoral program courses, without being qualified to obtain a doctorate degree.
2. Without prejudice to what is stated in Clause (1) of this Article, the Executive Management, based on the recommendation of the Department and College Councils, may grant the student evidence of passing a number of graduate courses without all of them contributing towards a degree in accordance with regulations approved by the University Council based on the proposal of the Standing Committee.

### **Article fifty-eight:**

In the event that the student obtains the same academic degree from two educational institutions within the framework of a joint program, a joint graduation certificate may be issued between the two educational institutions or an independent graduation certificate from one or both educational institutions. The University Council shall issue the guidelines and procedures regulating this based on a proposal from the Standing Committee.

### **Article fifty-nine:**

Health diplomas and health fellowships are excluded from the provisions of this Statute, and the regulations and rules issued by the University Council shall apply to them.

### **Article Sixty:**

The council of each university shall approve the executive rules for this Regulation.

### **The Executive Rules for Article Sixty:**

1. These executive rules shall come into effect from the date of their approval by the University Council, and any previous executive rules that conflict with them shall be canceled.

2. The University Council has the right to interpret the executive rules accompanying these regulations.

**Article sixty-one:**

Whenever there is no a special provision in this Regulation, the Law of the Council of Higher Education and Universities issued by Royal Decree No. (M/8) dated 6/4/1414 H shall be applied to the universities that are subject to this Law, and the Law of Universities issued by Royal Decree No. (M/27) dated 2/3/1441 H shall be applied to the universities that are subject to this Law and their Regulations in addition to the effective laws, regulations, and decisions in the Kingdom.

**Article sixty-two:**

This Regulation shall nullify the Unified Statute for Graduate Studies in Universities issued by the Higher Education Council Resolution No. (3/6/1417) dated 08/26/1417 AH, and all provisions inconsistent therewith.

**Article sixty-three:**

The Council of Universities' Affairs has the right to interpret this Regulation.

**Article Sixty-Four:**

This Regulation comes shall enter into force at the beginning of the academic year of 1444H.