



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  
2019 AD – 1440 AH**

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**Higher Education Council Decision**  
**Decision No. (3/6/1417) On 26/8/1417 AH**

In accordance with the provisions mentioned in (Paragraph 6) of (Article 15) in the system of the Higher Education and universities Council, which stipulate that issuing the common universities bylaws is under the competence of the Council of Higher Education, since the unified bylaws for graduate studies in universities is one of the common bylaws, since its implementation will lead to organize the aspects of graduate studies in universities, after considering the memorandum of the General Secretariat of the Higher Education Council on this regard and after considering a copy of the unified bylaws draft for graduate studies in the universities attached to the memorandum, the Council decided the following:

*“Approving the unified bylaws of graduate studies in universities in accordance with the wording attached to the decision”.*

## **Chapter 1 - Objectives of Graduate Studies**

### **Article 1**

The Graduate Studies aim to achieve the following purposes:

- 1- Pay attention to Islamic and Arabic studies and promote their research and publication.
- 2- Contribute to the enrichment of human knowledge in all its fields through specialized studies and research that would lead to new and innovative scientific and applied contributions and findings.
- 3- Give the distinguished undergraduate students the opportunities to continue their graduate studies inside the Kingdom of Saudi Arabia.
- 4- Prepare and qualify scientifically and professionally specialized graduates in different fields of knowledge.
- 5- Encourage scientifically competent graduates to keep pace with the rapid progress of science and technology, and inspire them to create, innovate and develop scientific research that deals with the issues faced by the Saudi society.
- 6- Contribute to the improvement of undergraduate programs to interact efficiently with graduate ones.

## **Chapter 2 - Academic Degrees**

### **Article 2<sup>(1)</sup>**

Based on the recommendation of the Departmental Council and the approval of both the concerned College Dean and the Graduate Studies Dean/Director, the University Council shall confer the following academic degrees:

- 1- Graduate Diploma (i.e. Higher Diploma);
- 2- Master's degree (Global); and
- 3- Doctoral degree (High Global).

### **Article 3**

The requirements for the degrees stated in (Article 2) shall be subject to the provisions of these bylaws except the following degrees:

- 1- Medical diploma
- 2- Medical fellowship

which follow the bylaws and Regulations issued by the University's Council.

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<sup>1</sup> In accordance with the Higher Education Council decision No. (22/72/1434) dated 4/6/1434 AH that was culminated in the Royal approval on the meeting minutes No (42418) dated 30/11/1434 AH through a letter sent by the Custodian of the Two Holy Mosques, the Prime Minister and the Head of the Higher Education Council, this Article was amended

## **Chapter 3 - Organization of Graduate Studies**

### **Article 4**

A Deanship of Graduate Studies shall be established in each university. The Deanship shall be under the competence of the Vice-Rector for Graduate Studies and Scientific Research. The Deanship shall supervise all the graduate programs in the University, coordinate among them, give recommendation to continually approve, evaluate and review them.

### **Article 5**

The Deanship of Graduate Studies shall have a council that is responsible for dealing with everything related to graduate studies in the university. It shall be also responsible for taking the necessary decisions within its competency as defined in these bylaws. The council's main responsibilities shall be as follows:

- 1- Propose, amend and coordinate graduate studies' general policy with all the university's colleges and institutions as well as follow up its implementation after approving it.
- 2- Propose, in coordination with academic departments, the internal bylaws regarding the organization of graduate studies.
- 3- Propose, implement and supervise the admission criteria for graduate studies.
- 4- Recommend to approve the new programs after examining them and coordinating them with the current programs.
- 5- Recommend to approve the graduate courses along with their modification and replacement.
- 6- Recommend to give graduate degrees titles in both Arabic and English based on the recommendation of the colleges' councils.
- 7- Recommend to confer the graduate degrees.
- 8- Decide on all students affairs related to graduate students in the university.
- 9- Approve to form the theses' supervising and examination committees.
- 10- Formulate the general frame work for research plans, the guidelines for writing, printing and submitting theses/dissertations, and the forms of examination and evaluation reports.
- 11- Evaluate and assess the graduate programs at the university periodically through specialized committees from inside or outside the university.
- 12- Examine and study the periodic reports submitted by the academic departments of the university.

- 13- Study and give feedback on matters forwarded for consultation by the University. Council, its Chairman, or the University's Rector.

## **Article 6**

The Council of Graduate Studies Deanship shall consist of the following members:

- 1- Dean of Graduate Studies who shall be the chairperson of the Council.
- 2- Dean of Scientific Research.
- 3- Vice Dean of Graduate Studies who shall be in charge of its secretariat.
- 4- One Faculty member as a representative from each college that has a graduate program. The faculty member shall be, at least, an Associate Professors and shall be appointed by the University's Council on the recommendation of the colleges 'councils and the approval of the University's Rector. Each of them shall be appointed for two years and this period is subject to renewal.

The Council meets upon the invitation of its chairperson at least once per month. Meetings are valid with the attendance of two thirds of Council's members. Council's decisions are determined by the majority of votes of the attending members. When the number of votes is equal in both sides, then the chairperson's side shall be in favor. Council's decisions stay valid unless contested by the University Rector (no later than fifteen days of their arrival).

The Council shall form permanent or temporary committees, whether their members are from the council's members or from outside, for consultation on issues the Council assigns or requires.

## **Chapter 4 - New Programs**

### **Article 7**

On the recommendation of the Graduate Studies Deanship Council, the University Council shall develop 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. The initiating department shall also have research facilities (laboratories, computers and others) to ensure the success of the program in terms of teaching, supervision and research.
- 2- The department shall have gained appropriate experience on the undergraduate level if offering a master's degree program and the appropriate experience on the master's degree if offering a PhD program.
- 3- Expectancy of students' number to enroll in the program shall be sufficient to ensure a proper continuation of the program.

### **Article 8**

Taking into account what has been mentioned in (Article 7), the initiating department shall submit a detailed program draft to its College Council that implies the following:

- 1- The objectives of the program and the need for it in the Saudi society.
- 2- The importance of the program and the justifications for initiating it, in light of its availability in the university or in other universities in the Kingdom.
- 3- 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.
- 4- Ratio of faculty members' stability in the department over the past five years.
- 5- Curriculum Vitae of faculty members in the department and of those associated with it at the university.

### **Article 9**

The Graduate Studies Deanship Council shall examine program draft and coordinate its requirements with the requirements of extant programs, if any, to preclude duplication. On its approval, it shall recommend the program to the University Council for endorsement.



**Article 10**

The University Council shall issue decisions on course amendments, programs' requirements, and admission conditions on the recommendation of the Graduate Studies Deanship Council in coordination with relevant department.

**Article 11**

The university shall be permitted to establish joint graduate programs between two departments (or more) or two colleges (or more) according to rules set by the University Council on the recommendation of the Graduate Studies Deanship Council in coordination with the relevant departments.

## **Chapter 5 - Admission and Registration**

### **Article 12**

The University Council shall determine the number of students to be admitted annually to graduate programs. The numbers are proposed by departments and colleges councils and recommended by the Graduate Studies Deanship Council.

### **Article 13**

Admission to graduate programs shall require the following:

- 1- Applicant shall be a Saudi citizen or, if non-Saudi, have an official grant for graduate studies.
- 2- Applicant shall be a bachelor's degree holder from a Saudi university or any other accredited university.
- 3- Applicant shall be of good conduct and medically fit.
- 4- Applicant shall submit two letters of recommendations from professors who taught him/her.
- 5- A no-objection letter to register for graduate studies from his/her employer if the applicant is working.
- 6- Applicants for Ph.D. programs shall be on full-time basis. The University Council has the right to exempt applicants from this condition, if deemed necessary <sup>(2)</sup>.

The University Council of any university has the right to add any other general requirements to the above-mentioned ones as deemed necessary.

### **Article 14**

Admission to a postgraduate diploma shall require an undergraduate cumulative GPA that is not less than 'good' (C grade).

### **Article 15<sup>(3)</sup>**

Admission to a master's degree program shall require a minimum undergraduate cumulative GPA of 'very good' (B). However, the Graduate Studies Council can waive this condition for 'upper good' (C+).

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<sup>2</sup> In accordance with the Higher Education Council decision No. (7/42/1427) dated 25/4/1427 AH that was culminated in the Royal approval No (5997/ M B) dated 10/8/1427 AH, this paragraph was amended.

<sup>3</sup> In accordance with the Higher Education Council decision No. (8/16/1420) dated 23/6/1420 AH that was culminated in the Royal approval No (7/ M/ 11987) dated 30/7/1420 AH, this article was amended.

The Graduate Studies Council can waive this condition for Good (C) according to the recommendation of the Department Council and the approval of the College Council in some programs which are specified by the University Council, given that the undergraduate major GPA is not less than 'very good' (B) in the courses of the major.

The Deanship of Graduate Studies Council shall have the right to add any other admission requirements to the above-mentioned ones as deemed necessary based on the recommendations of the Department Council and the approval of the College Council.

### **Rules of Implementation for Article 15**

The Executive Directorate carries out academic procedures (The Deanship of Postgraduate Studies in coordination with the Deanship of Admission and Registration) according to the approved university calendar, as follows:

- 1- Applying the approved admission requirements and procedures for each program of the University Council; the scientific departments ensure that each applicant meets the requirements before oral and written test.
- 2- Announcement of the results of final admission as recommended by the Department Council and approval of the College/Institute Council
- 3- Completion of academic procedures in the university's Student Information System

### **Admission to postgraduate programs generally requires the following:**

- 1- An undergraduate degree from a Saudi university or from any other recognized university.
- 2- Good conduct and medical fitness.
- 3- Two scientific recommendation letters from professors who previously taught the applicant.
- 4- Reference consent to the study if the applicant is an employee.
- 5- Full-time PhD study which the University Council may exempt whenever needed.
- 6- The University Council may, by the recommendation of the Standing Committee, add to these requirements what it considers necessary to be applied after its announcement.

### **Requirements for admission to the Master's Degree:**

- 1- A student has received at least a (very good) rating at the undergraduate level (bachelor's degree), and the University Council may, upon placement by the Standing Committee, admit (good) rating graduates.

- 2- By the recommendation of the Standing Committee, the recommendation of the Department Council, and the approval of the College Council, the University Council may also accept the recipients of the (acceptable) rating in certain programs determined by the University Council; given that the applicant provides a letter which indicates that he/she has a minimum of two years' experience in the field of study.
- 3- Students with an acceptable rating or higher are accepted in the Executive Master's Program in Business Administration.
- 4- Fulfilment of other requirements proposed by the Department's Committee and approved by the Standing Committee- this includes complementary courses that the student must study as compulsory requirements within his/her major which is not part of the of the study plan of the major he/she was accepted in. The complementary courses not to exceed 15 credit hours.

### **Article 16**

Admission to a doctoral degree program requires a minimum cumulative GPA of at least 'very good' (B) in the master's degree program, if the degree is issued from a university that uses a letter-grading system. The Graduate Studies Council may add other necessary admission requirements as per the recommendations of the Departmental Council and the support of the College Council.

### **Article 17**

A student who wants to be specialized in a major that is different from his/her bachelor's degree major may be admitted according to the recommendation of both Department and College Councils and the approval of the Deanship of Graduate Studies Council.

### **Rules of Implementation for Article 17**

The relevant department may require for a student's admission to postgraduate programs the passing of a few complementary courses from the previous stage in a period no more than three semesters, considering the following:

- 1- Passing the complementary course for the first time with at least a good estimate.
- 2- The cumulative rating in complementary courses shall not be less than very good.
- 3- Enrolment in the postgraduate program shall take place only after the passing of complementary courses, and the relevant Department may approve enrolment in postgraduate courses if only the student has one or two remaining complementary courses.
- 4- The period for passing complementary courses is not counted within the limited period for obtaining the grade.

- 5- Complementary courses are not included in the postgraduate program cumulative rate calculation.

### **Article 18**

Departments Councils may stipulate that master's and doctoral program applicants shall complete a number of preparatory courses from the previous level. The time limit allotted to such courses should not exceed three semesters. The following conditions shall be taken into account:

- 1- The student shall pass each preparatory course from first time a minimum grade of "Good".
- 2- The student's GPA in the preparatory courses shall not be less than "Very Good".
- 3- Registration in the graduate program shall be verified after proper completion of the preparatory courses. The Department may permit registration in graduate courses if only one or two preparatory courses remain.
- 4- The time spent in preparatory courses shall not be counted within the specified period for obtaining the degree.
- 5- The grades of the preparatory courses shall not be included in the computation of the graduate courses GPA.

### **Article 19**

The Deanship of Graduate Studies shall be responsible for students' admission to graduate programs and students' registration in coordination with the Deanship of Admission and Registration.

#### **Rules of Implementation for Article 19**

1. The number of courses studied by the student at another university may be considered according to the following:
2. The student must apply for the equivalency of the courses to the relevant department during the first week of his admission to the university and must submit all the paperwork necessary to conduct the equation.
3. The period of studying the equivalent courses shall not exceed six semesters.
4. The equivalent courses shall conform to the requirements of the transferee's program.
5. These courses shall not exceed 30% of the courses in the program the student transferred to.

## **Article 20**

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

### **Rules of Implementation for Article 20**

1. By the consensus of the relevant Department Council, the Dean of the College, and the Dean of Postgraduate Studies, the approval of the student's admission may be postponed, provided that the term of the postponement does not exceed two semesters. The period of the postponement shall not be counted within the maximum period of the obtaining of the degree.
2. The student applies for postponement of his/her admission to the Deanship of Postgraduate Studies, no later than the end of the second week of the start of the semester, provided that he/she does not register for the courses of that semester.
3. The Scientific Department and the Dean of the Faculty/Institute are eligible to decline postponement of admission if the provided reasons are not acceptable, or if there is an impact on the numbers specified for future admission to the program.
4. During the postponement period, the student is not considered a regular student and does not enjoy the regular student's rights and benefits.
5. The Executive Directorate (Deanship of Admission and Registration) monitors the implementation of postponement or cancellation of admission in the Student Information System at the university.

### **Postponing and Dropping**

## **Article 21**

The student, with the approval of the Department Council, the College Dean and the Graduate Studies dean, shall be permitted to postpone his/her higher education for a maximum period of two semesters. The period of postponement shall not be counted within the time limit for obtaining the degree.

## **Article 22**

The student, with the approval of the Department Council, the College Dean and the Graduate Studies dean, shall be permitted to postpone his/her higher education under the following conditions:

- 1- The student shall have successfully completed, at least, one semester in the program or covered a substantial part of the thesis.
- 2- The total period of postponement shall not exceed four semesters (two academic years).
- 3- The requests for postponement shall be submitted, at least, two weeks before

the start of the semester.

- 4- The postponement Period shall not be counted within the maximum time limit for obtaining the degree.

### **Rules of Implementation for Article 22**

1. The duration of achieving the Master's Degree shall not be less than four or more than eight semesters; summer semesters are not counted within this duration.
2. The duration of the student's study of a certain program is calculated from the beginning of enrolment in postgraduate courses until the date of submission of a report by the student's supervisor to the Head of the Department along with a copy of his/her thesis, until the semester in which the student applies for the comprehensive examination, or until the completion of any other requirements of his/her program.
3. The student shall pass at least 12 credit hours or complete an appropriate amount of the thesis based on the report of the student's supervisor.
4. The total period of postponement shall not exceed four semesters (two years of study) all along the duration of his studies.
5. The student shall apply for postponement at least two weeks before the beginning of the semester.
6. The period of postponement shall not be counted within the maximum duration of the degree or for any other purpose.

### **Article 23**

The student, after registering, shall be permitted to drop all courses of the semester according to the following regulations:

- 1- The student shall submit the dropping request form before the final exam period.
- 2- The student's request shall be approved by the Department Council and Deans of both College and Graduate Studies.
- 3- The dropped semester shall not be part of the Additional Opportunity period.
- 4- The dropped semester shall be counted within the Postponement Period as it was explained in (Article 22).

### **Rules of Implementation for Article 23**

A student may drop all courses in the semester as per the following:

- 1- A student must submit the dropping out form to the Head of the Department before the final test.

- 2- Approval of the Department Council, Dean of the College, and Dean of Postgraduate Studies.
- 3- This semester shall not be part of the additional opportunities granted to the student.
- 4- This semester shall be counted as part of the postponement periods referred to in article (22).

### **Withdrawing**

#### **Article 24**

If a student, who voluntarily withdrew from a master's program, decided to rejoin, the regulations shall be applied on him again at new registration time.

#### **Rules of Implementation for Article 24**

1. If the student wishes to withdraw from the university, he/she shall apply for withdrawal request to the Head of the Department, who shall submit his recommendation to the Dean of Postgraduate Studies.
2. If the Dean of Postgraduate Studies agrees to the student's withdrawal request, a withdrawal note (withdrawn) shall be attached to the student's academic record, he/she shall lose his/her seat and the enrolment at the university, and the Dean of Postgraduate Studies shall inform the Dean of the College, the Head of the Department, and the Dean of Admission and Registration.

### **Dropping out**

#### **Article 25**

The student shall be considered as a dropout student and his enrollment is terminated in the following cases:

- 1- If he/she was accepted in the program and he/she did not register on time.
- 2- If he/she registered in one of the semesters but he/she did not attend it.

#### **Rules of Implementation for Article 25**

The student is regarded a dropout and is denied of his seat and registration with a note (dropout) in his/her academic record in the following cases:

- 1- If a student drops out in a semester in which he/she is already registered and does not provide a valid excuse to the Dean of Postgraduate Studies within the first two weeks of the commencement of the semester following the semester he/she dropped out in, the duration of the dropped out semester\_ if his/ her



excuse is accepted, shall be calculated from the maximum duration of the study, and the student is charged the tuition fees for the duration of the dropped out semester.

- 2- If the student is admitted for study and has not registered on the specified time.
- 3- The heads of departments shall inform the Dean of Graduate Studies of students who have dropped out a full semester at least two weeks before the end of the semester, demonstrating the reasons for the dropping out (if any).

### ***Enrollment Cancellation and Reenrollment***

#### **Article 26**

Student's enrolment, in the graduate program, shall be cancelled by a decision of the Graduate Studies Deanship Council in the following cases:

- 1- If he/she was accepted in the program but did not register during the specified registration period.
- 2- If he/she failed to pass the supplementary courses in accordance with the required conditions set out in (Article 18).
- 3- If he/she dropped one semester or withdrew from the program without an acceptable excuse.
- 4- If it was proved that he/she was not serious in his study or if he/she neglected the academic obligations; as stated in (Article 52) of these bylaws.
- 5- If his/her GPA dropped below "Very Good" in two consecutive semesters.
- 6- If he/she used all permissible postponement periods, specified in (Article 22) without obtaining the degree.
- 7- If he/she breached the scientific integrity either during studying the courses or writing the thesis, or if he/she violated the university rules or regulations.
- 8- If he/she failed to pass the comprehensive exam, if it is required after he took it twice.
- 9- If the thesis committee decided that the student's thesis is not discussable before the examination or unacceptable after it.
- 10- If he/she could not obtain the degree within maximum time limit specified in (Article 26)

#### **Article 27**

A terminated student, who was impeded by compelling circumstances that both Department and College Councils accept, shall be permitted to reenrolled in a program

on the recommendation of the Graduate Studies Deanship Council and the approval of the University Council. However, this approval is restricted to the following conditions:

- 1- On the lapse of more than six semesters, a terminated student shall be treated as a new student regardless to the number of semesters he/she completed in the program.
- 2- On return after six semesters or less, a terminated student shall repeat some of the courses that he/she already took. The courses shall be specified by Department and College Councils and approved by the Graduate Studies Deanship Council. The courses studied earlier shall be counted within the student's GPA after being reenrolled. The period spent in the program before termination shall be also counted within the maximum time limit for obtaining the degree.

#### **Rules of Implementation for Article 27**

1. The student applies for reinstatement to the relevant Department along with the decision to cancel the registration and evidence for relevant circumstances.
2. The College/Institute shall submit applications to the Executive Directorate (Deanship of Postgraduate Studies in coordination with the Deanship of Admission and Registration) for study and submission to the Standing Committee for making the appropriate decision.

#### **Additional Opportunity**

#### **Article 28**

It is permitted to give an exception to (Paragraph 5) of (Article 26), to grant the student one additional opportunity in one or maximum two semester according to the recommendation of both Department and College Councils and the approval of the Graduate Studies Deanship Council.

#### **Rules of Implementation for Article 28**

1. The additional chance is granted to raise the rate within the allocated period for obtaining the degree.
2. The student is not granted an additional chance if the calculation cannot raise his rate.
3. The additional chance shall be in the upcoming semesters. If the student has completed the semesters, the opportunity shall be taken in the courses of the previous semesters. The relevant Department shall specify the courses to be registered by the student.

4. The student is required to study the additional chance course or courses and to sit for their tests.
5. The semester in which the Department did not offer/teach the additional chance courses is not hence counted.
6. If the student can raise his/her rate in one of the semesters when given an additional chance for one academic year, he/she will automatically be exempted of the following semester.
7. The student applies for an additional chance to the relevant department for a period not exceeding two weeks from the beginning of the semester following the two semesters in which his rate has decreased.
8. Requests for additional chance shall be submitted to the Executive Department by colleges/institutes to complete requirements in the university's Student Information System.

### **Article 29**

It is permitted to give an exception to (Paragraph 10) of (Article 26), to grant the student an additional opportunity in one or maximum two semester according to the his/ her supervisor's report, the recommendation of both the Department and College Councils, the Graduate Studies Deanship Council, and the approval of University Council.

### **Rules of Implementation for Article 29**

1. The student applies for an additional chance to the relevant department 30 days before the end of the last semester of the regular period.
2. If the applicant is in the Thesis Track and does not register the topic of his/her proposal, the request for an additional chance shall not be considered if the Council of the relevant Department does not recommend approval of the registration of the topic.
3. If the student is a Thesis Track and the topic is registered, the scientific supervisor shall submit a detailed report to the Head of the relevant Department on the student's progress in the program, proposing the duration of the additional chance.
4. An additional chance or any of its semesters may be postponed for students who have not benefited from the postponement during the regular period.
5. The College/Institute shall submit applications to the Executive Department, before the start of the semester, to be studied and submitted to the Standing Committee for appropriate decision.
6. The Executive Directorate monitors the implementation of decisions in the University's Student Information System.

## **Transferring**

### **Article 30**

Transfer of students to the university from another accredited university shall be permitted upon the recommendation of both Department and College Councils and the approval of the Graduate Studies Deanship Council, taking into account the following regulations:

- 1- Transferred student shall meet the admission requirement or any other requirements that the relevant department may deem necessary.
- 2- Transferred student shall not have been dismissed (regardless of reasons) from his/ her former university.
- 3- Courses studied earlier may be transferred, according to the following regulations:
  - A. They shall not have been completed for more than six semesters ago.
  - B. Course content shall be directly related to the requirements of the program transferred to.
  - C. Courses transferred shall not exceed in ratio thirty percent (30%) of the courses of the program transferred to.
  - D. Grade in the transferred courses shall be a minimum of “Very Good”.
  - E. Transferred courses shall not be included in the computation of the new GPA.
  - F. Transferring courses shall be based on recommendation of Department Council and the approval of both College and Graduate Studies Deanship Councils. Article 31

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

- 1- Transferred student shall meet the admission requirement or any other requirements that the relevant department may deem necessary.
- 2- Courses studied earlier at the university may be transferred if the new department finds them corresponding to its program and they shall be included in computing students' GPA.
- 3- Student's enrollment in previous department shall not be terminated for any of the reasons mentioned in (Article 26).
- 4- Time spent in the previous program shall be counted within the maximum time

limit for obtaining the degree.

- 5- Transfer from one program into another shall be allowed only once during the period set for obtaining the degree.

### **Rules of Implementation for Article 30**

The transfer of the student to the University from another recognized university may be accepted upon the recommendation of both the Department and the College council along with the approval of the Council of Deanship of Postgraduate Studies, subject to the availability of admission requirements in the transferred student and any other requirements the department deems necessary.

The number of courses studied by the student at another university may be calculated according to the following:

- 1- The student must apply for the equivalency of courses to the relevant department within the first week of his/her admission to the university and submit all the paperwork necessary to conduct the equation.
- 2- The period of studying the equivalent courses shall not exceed more than six semesters.
- 3- The equivalent courses must conform to the requirements of the program the student transferred to.
- 4- These courses shall not exceed 30% of the transferred to program courses.
- 5- The student's rating in the equivalent courses shall not be lower than (very good).
- 6- Equivalent courses are not included in the student's GPA.
- 7- The equivalency equation shall be recommended by the Council of Department, within which the course is taught, and approved by the College Council and the Deanship of Postgraduate Studies.

### **Article 31**

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

- 1- Transferred student shall meet the admission requirement or any other requirements that the relevant department may deem necessary.
- 2- Courses studied earlier at the university may be transferred if the new department finds them corresponding to its program and they shall be included in computing students' GPA.

- 3- Student's enrollment in previous department shall not be terminated for any of the reasons mentioned in (Article 26).
- 4- Time spent in the previous program shall be counted within the maximum time limit for obtaining the degree.
- 5- Transfer from one program into another shall be allowed only once during the period set for obtaining the degree.

**Rules of Implementation for Article 31**

1. Fulfillment of admission requirements for the transfer student and any other requirements the department deem necessary.
2. Previously studied courses at the university may be calculated if the relevant department considers them to be identical to those in the program to which the transfer is intended, and they are included in his/her GPA.
3. The student's registration has not been cancelled for any of the reasons set out in Article 26 of these Regulations.
4. The duration that student spent in the program from which he/she transferred shall be counted within the maximum period specified for obtaining the degree.
5. The transfer from one program to another is eligible only for one time within the specified period to obtain the degree.

## **Chapter 6 - Study System**

### **Article 32**

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

- 1- Study period ranges between two to four semesters.
- 2- Study units range between minimally 24 to maximally 36 units. The University Council, based on the proposal of Department and College Councils and the recommendation of the Graduate Studies Deanship Council, shall specify the courses required for the diploma as well as its title.

### **Rules of Implementation for Article 32**

1. The student has passed at least a semester in the program from within the university.
2. Approval of the recommendation of the Department Council shall be issued by the College/Institute Council before examining decisions from outside the University.
3. The courses studied by the student outside the university shall not exceed 20% of the total plan of the program courses from within the university.
4. The student must provide the relevant department with the official results in the courses he/she has studied from outside the university within two weeks of the first semester following the duration of his study.
5. The College/Institute shall submit the student's results before the end of the third week to the Executive Directorate to fulfill the requirement in the Student Information System at the University.
6. The courses can be calculated in the student's GPA and included within his/her Academic Record based on the recommendation of the Department Council and the approval of the College/Institute Council.
7. In urgent cases in Master's of Executive Management (MED) programs demanding a student(s) to study a course that is not offered, the following procedures shall be followed:
  - a. The student submits a written request to the Dean of Postgraduate Studies, indicating the reasons for registration of the course he/she desires to study.
  - b. Upon the consent of the Dean of Postgraduate Studies, the student shall pay the fees for the credit hours of the course in which the student desires to register in addition to the fees of the semester registered therein.

- c. The Dean of Postgraduate Studies coordinates with the Registrar's Office and the Department to offer the course.
- d. A Master's of Executive Management (MED) student can apply for studying more than one course that is not offered, provided that the total of credit hours of courses that student is enrolled in does not exceed 12 credit hours.

### **Article 33**

The master's degree shall be obtained through one of the two following tracks:

- 1- Courses and Thesis track: provided that the study units shall not be less than twenty-four units of graduate courses in addition to the thesis.
- 2- Courses track: in some disciplines of professional nature: provided that the study units shall not be less than forty-two units of graduate courses including three unit's research project. The study plan for a master's degree shall include graduate courses related to the major and taken from other departments, whenever possible.<sup>(4)</sup>

### **Article 34**

The doctoral (Ph.D.) degree shall be obtained through one of the two following tracks:

- 1- Courses and dissertation track: provided that the study units shall not be less than thirty units of graduate courses after the master's degree in addition to the dissertation.
- 2- A dissertation and some courses: provided that the study units shall not be less than twelve specialized units from the major. In addition to that, attending seminars or research sessions shall be required according to the student's academic background and field of study.

### **Rules of Implementation for Article 34**

1. The College Council, in consultation with the Department Council, establishes that at least 50% of the final grade for a course should be based on continuous assessment.
2. Continuous assessment for a course may be determined in one of the following ways:

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<sup>4</sup> In accordance with the Interim Committee decision entrusted with the mandate of the Council of Higher Education No. (5/2/1437) dated 13/3/1427 H. The second paragraph of Article 33 was amended to become "Study by Courses in some specialties, provided that the University Council shall be allowed to determine the number of Credit Hours required by the nature of the specialization, provided that the number of Credit Hours shall not be less than thirty Hours. The master's degree plan shall include postgraduate courses related to specialization from other departments whenever possible."



- a. Through a combination of oral, practical, research activities, or other tasks along with at least one written exam.
  - b. By conducting at least two written exams.
3. The College Council, upon recommendation by the Department Council, may decide to include oral or practical tests as part of the final exam, determining the weight these will carry in the overall final grade.
  4. The Department Council may allow a student to complete the requirements of a course in the following semester if needed. In such cases, the student's transcript will show an incomplete grade (IC). If the incomplete grade is not resolved by the end of the next semester, it will be converted to a failing grade (F).
  5. Courses involving seminars, research, or practical fieldwork may be exempted from (a, b, & c) regulations in Article 43, as determined by the College Council.
  6. If research courses require the span throughout multiple semesters, the student will receive an in-progress grade (IP) until its completion. If the course is not completed within the allotted time, an incomplete grade (IC) may be assigned.
  7. Examinations for postgraduate courses follow these guidelines:
    - a. The College Council may form a committee to oversee final examinations, ensuring timely submission of grades within three days after the exam.
    - b. The College Council may decide to form a confidentiality committee during final examinations.
    - c. Course instructors are responsible for preparing exam questions. However, the department head, with College Council approval, may assign others to prepare them if necessary.
    - d. Instructors typically grade the exams, though additional specialists may be involved if deemed necessary by the department head.
    - 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 exam after 30 minutes from its start or leaving within the first 30 minutes.
    - g. The final examiner is responsible for recording and assigning grades which must then be approved by the Head of Department.
    - h. All grades are recorded in the electronic system and finalized after approval by the Dean of Postgraduate Studies.
    - i. The Dean of Postgraduate Studies certifies the grades and submits them electronically to the Registrar's Office.

- j. The Dean of Admission and Registration records the certified grades in the Student's Information System.
  - k. The final exam duration is determined by the College Council and must be between one to three hours.
  - l. In necessary cases, the College Council may decide on regrading of the exam sheet which must be completed before the beginning of next semester's exams.
8. Cheating or cheating attempts during exams are subject to penalties as outlined by the University's Disciplinary Regulations.
  9. Once approved by the Dean of Admission and Registration, grades cannot be changed unless a formal request is submitted and approved by the instructor, Department Head, and Dean of Postgraduate Studies.
  10. Students aiming to improve their academic standing may retake courses in which they received a C grade. The most recent grade will be considered in their GPA calculation. However, if a student retakes a course and fails, that grade will be included in the GPA calculation.
  11. For courses requiring more than one semester, the Dean of Postgraduate Studies may authorize actions deemed necessary based on the Department Council's recommendations.
  12. Master's degree students may be required to undergo a comprehensive written and oral examination after completing their coursework. The exam is conducted by a specialized committee and follows rules established by the University Council. A student who fails the exam is given one more opportunity within two semesters; failing again results in expulsion from the program.
  13. Grades of Master's Degree courses are assigned 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 Honors (Excellent): GPA of 4.75 or higher.
  - b. Second Honors (Excellent): GPA between 4.50 and 4.74.
  - c. Second Honors (Very Good): GPA between 4.25 and 4.49.
  - d. Very Good: GPA between 3.75 and 4.24.

15. Honors designations also require that:

- a. The student has not failed any course at the university or at any other university.
- b. Graduation requirements are completed within the specified time.

### **Article 35**

The academic year shall be divided into two main semesters. The duration of each is minimally fifteen weeks (without the registration and examinations periods). In addition to them, there shall be a summer semester that consists of 8 weeks of intensive study. A one-year study system shall be permitted in some colleges in accordance with rules and procedures endorsed by the University Council and comply with the provisions of these bylaws.

### **Article 36**

- 1- The duration for obtaining a master's degree is a minimum of four semesters and a maximum of eight; summer semesters are not counted within this period.
- 2- The duration for obtaining a doctoral degree is a minimum of six semesters and a maximum of ten; summer semesters are not counted within this period.

### **Rules of Implementation for Article 36**

1. Each postgraduate student shall have a scientific advisor at the beginning of his enrolment in the program to guidance and assistance in choosing the topic of the thesis and in preparing the research plan and the rules adopted by the University Council on the recommendation of the Standing Committee on Postgraduate Studies.
2. Graduate students after completing all admission requirements and passing at least 50% of their courses at a cumulative rate of at least (Very good) shall submit the research proposal- if any - to the Department. If it is recommended for approval, the Department Council shall propose the name of the thesis supervisor and the assistant supervisor - if any - or the names of the members of the Defense Committee along with its Chairman, and that shall be submitted to the Council for approval.
3. The subjects of Master's degree thesis shall be original and authentic.
4. The first page of the thesis contains the following: the title of the thesis, the name of the student as recorded in the University lists, the name of the supervisor and co-supervisor (if any), the date, and phrase: "This thesis is submitted as partial fulfillment of the requirements for a Master's degree at Fahad bin Sultan University" or its equivalent in English.

5. The second page of the thesis contains the names and signatures of the members of the Defense Committee.
6. The third page of the thesis contains a list of research papers originated from the letter and published/ sent for publication in scientific conferences or journals.
7. The thesis is printed according to the form adopted by the Deanship of Postgraduate Studies.
8. If the supervisor is unable to continue to supervise the thesis or his service at the university has been terminated, the department proposes an alternative supervisor as a replacement which is accepted by the relevant College Council and approved by the Council of the Deanship of Postgraduate Studies.
9. The period of the Deanship of Postgraduate Studies approval of the thesis proposal and the thesis submission to the Department shall not be less than two semesters of the Master's degree.

#### **Article 37**

The maximum period for obtaining a degree starts with registration in graduate courses until the date in which the student's supervisor submits the student's report to the department's Chairperson along with a copy of his thesis (or any other program requirements).

#### **Article 38**

A graduate student shall take at least 70% of the required credit hours in the University awarding the degree. All work related to his/her thesis/dissertation shall be completed at the same university.

#### **Article 39**

The student shall only graduate after completing all program requirements, provisionally with a minimum GPA of "Very Good".

## **Chapter 7 - Exams System**

### **Article 40:**

Exams of graduate courses in diploma, master and doctoral programs and their grading shall be conducted in accordance with the bylaws of the undergraduate level as issued by the Higher Education Council in its second session held on 11/6/1416H, 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 repeated courses shall be made by Graduate Studies Deanship Council on recommendation of Department Council and approval of College Council.

The student, who studies in certain master’s program that requires an oral or a written comprehensive exam or in any doctoral program, shall pass the comprehensive exam that is set by a specialized committee after completing all the requirements. Both oral and written exams shall be 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.

The exam is supposed to cover student’s main and sub-specializations. The student shall be nominated for degree granting on passing the test from the first time. On failing it, or part of it, a second chance shall be granted to be used in the span of one or two semesters. On failing it again, student shall be terminated from the program.

## **Chapter 8 - Scientific Theses**

### **Theses Preparation and Supervision**

#### **Preparation and Supervision of Thesis/ Dissertation**

##### **Article 41:**

Each graduate student shall, at the beginning of his/her enrolment in a program, have an academic advisor to direct him/ her academically and assist him/ her in selecting a thesis topic and preparing a research plan according to University Council regulations initiated by Deanship of Graduate Studies.

##### **Article 42**

The student shall submit (where applicable) a thesis proposal to the concerned department. The procedure is permissible after completing all admission requirements and completing at least fifty percent (50%) of the courses with cumulative GPA of at least "Very Good." Once the proposal is approved, the Department Council shall name a supervisor (and a Co-supervisor where applicable) of the thesis. In cases that require a Supervisory Committee, the council shall name the committee members and specify a Chairman. College Council's approval of all previous procedures is necessary before ultimate approval by Graduate Studies Council.

##### **Article 43**

Master's Theses subjects shall be characterized by newness and originality; doctoral dissertations by originality, innovation and active contribution to the development of knowledge in the student's discipline.

#### **Rules of Implementation for Article 43**

1. The graduation research project shall be dealt with in accordance with the definition stated in Article 1 of these Regulations.
2. If the student does not complete the graduation research project in the semester, the student shall be allocated Progressive (P) or In Progress (IP) grade. After the student completes the project, the grade he/she receives shall be granted, in accordance with article (34) of the Study and Testing Regulations.
3. Registration of the graduation research project shall be with the course professor, and it does not require the approval of the Councils of the Department and the College/Institute.
4. Supervision of the graduation research project is calculated by the number of credit hours scheduled in the specified semesters in the approved program plan within the teaching load of the faculty member.

#### **Article 44**

Master's theses and doctoral dissertations shall be written in Arabic. It is permissible to be written in a different language in certain disciplines on the recommendation of the respective department and College Councils, the Graduate Studies Deanship Council, and the decision of the University Council, provided that these theses and dissertation shall include a comprehensive abstract in Arabic.

- 1- The student shall be warned in the following cases:
  - a. If his/her absence exceeds 20% of the total hours of supervision specified in each semester.
  - b. If he/she does not respond to the supervisor's scientific instructions.
  - c. If his/ her writing level does not align with the writing level of the stage at which he is studying.
- 2- The Head of the relevant Department shall warn the student with a confidential letter based on a report by the supervisor. The report shall be kept in the student's file, confidentially.
- 3- The case is presented to the Department Council if the student does not respond after being warned twice in two different semesters in case the cause of the warning is the same.
- 4- The recommendation of the Department Council shall be submitted to the College Council and shall be submitted to the Standing Committee for Postgraduate Studies for decision based on the University's Regulations.

#### **Article 45<sup>(5)</sup>**

Theses shall be supervised by Professors and Associate Professors of the university's faculty members. Assistant Professor shall be permitted to supervise the master's degree only if he holds this rank for two years and if he published (or obtained acceptance for publication of) two research (in his area of specialization) in a refereed academic journal.

#### **Rules of Implementation for Article 45**

1. It includes the maximum capacity of supervision of theses from within or outside the Department at the University.
2. The Scientific Department shall consider the distribution of loads to the teaching staff of the Department.

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<sup>5</sup> In accordance with the Higher Education Council decision No. (10/18/1421) dated 10/2/1421 AH that was culminated in the Royal approval No (255/8) dated 17/3/1421 AH, this article was amended.

#### **Article 46**

Theses and dissertations shall be supervised by outstanding and highly competent experts in the field of scientific research who are not necessarily faculty members of the university, on the recommendation of the respective Department and College Councils, the Graduate Studies Deanship Council, and the decision of the University Council.

#### **Rules of Implementation for Article 46**

1. Supervision of each thesis shall be deemed as one credit hour of the faculty member's load if he/she is a single supervisor or a primary supervisor.
2. The assistant supervisor is considered the primary supervisor in calculating the hours of supervising scientific theses.
3. Supervision of the graduation research project shall be calculated in accordance with Article (43) and its executive Regulations.

#### **Article 47**

Faculty members of other departments may assist in supervision, depending on the nature of the thesis, provided that the main supervisor shall be from the student's department.

#### **Article 48**

Supervisors (whether individuals or joint) shall supervise a maximum of four theses at a time. In urgent cases (in the recommendation of relevant Department Council and the approval of both College and Graduate Studies Deanship Councils), the number of theses may increase to five. Theses supervision counts as one credit hour per each thesis in faculty members teaching loads (whether individuals or main).

#### **Article 49**

If the supervisor cannot continue his supervision, or his/ her service in the university comes to an end, an alternate supervisor is proposed by the Department Council. This proposal shall be approved by the College Council and authorized by the Graduate Studies Deanship Council.

#### **Rules of Implementation for Article 49**

Selection of Members of the Master's Degree Thesis Defense Committees and the Mechanism for such Defenses:

1. The Defense Committee demands Master's Theses to:
  - a. The number of committee members shall be odd, and the supervisor is the one who decides upon it.



- b. The number of the committee members shall not be less than three of the teaching staff members and the supervisor and assistant supervisor (if any) shall not represent a majority.
  - c. The rules of the supervision apply to thesis committee.
  - d. At least one of the Committee's members is a professor or associate professor.
  - e. To take its decision, there must be the consent of at least two thirds of the committee.
  - f. A candidate's preliminary approval for membership of the defense Committee must be obtained before being recommended for membership in the Committee.
2. If the supervisor of the letter is unable to participate in the Defense Committee for his/her death, termination of services, for having been on assignment outside the country, or for being sick for an elongated period of more than two months, the Department proposes a replacement for him/her and is approved by the relevant College Council and approved by the Council of the Deanship of Graduate Studies.
  3. After the authorized person has approved the decision of the College Council/Institute on the formation of the Defense Committee, a decision shall be made to form the Defense Committee, and the thesis shall be submitted through the Department to the members of the Defense Committee.
  4. The member of the Defense Committee shall submit a report on the thesis to the Chairman of the Scientific Department stating that the thesis is eligible for defense or not, provided that the examination of the thesis by the Defense Committee members shall not exceed two weeks for the Master's thesis and one month for the doctoral thesis from the date of receipt.
  5. The duration between the approval of the decision of the College/Institute Council to form a student's Defense Committee and the formation of the Defense committee must not exceed three months.
  6. If it is decided that the letter is not eligible for defense, and that it is not accepted the unanimously for amendment, the student shall apply the provisions of article (36). If the consensus is not reached, the case shall be transmitted to the Department Council for such action as it deems appropriate, provided that the inadmissibility of the thesis is determined by the majority.
  7. If a member of the Defense Committee begs off, the Department shall replace him/her directly by the Reserve Member mentioned in the decision to form the Defense Committee from the accredited College/Institute Council. The Defense shall be held only after the Reserve Member submits a report on the thesis stating that the letter is eligible or not in accordance with the period provided in these Regulations.

8. A student may not apply to defend his thesis before the Defense Committee until all other requirements have been fulfilled according to his/her study plan.
9. As per the suggestion of the supervisor and the recommendation of the Department Committee, a date shall be set for the Defense of the student's Master's thesis before the committee.
10. The student submits a copy of his thesis to each member of the Defense Committee with the form for the evaluation of the thesis at least two weeks before the date of Defense.
11. Each member of the Defense Committee is obliged to deliver the form for the evaluation of the letter before the start of the Defense to the representative of the Deanship of Postgraduate Studies.
12. The date and venue of the Defense shall be announced and prepared by the relevant College.
13. The Defense committees shall make their recommendation immediately after the Defense and shall communicate the report in the approved manner at the University to the Head of the Department in accordance with Article 50 and its Regulations.

#### **Article 50**

The supervisor shall, at the end of each semester, submit a detailed report to the Chairperson of the Department on the student's progress in the study. A copy of the report shall be sent to the Deanship of Graduate Studies.

#### **Article 51**

On student's completion of the thesis, the supervisor shall submit a report to the Chairperson of the Department in order to announce this and declare the thesis's suitability for examination. The act comes as a prelude to the rest of the procedures specified by the Graduate Studies Deanship Council.

#### **Rules of Implementation for Article 51**

1. The primary supervisor of the master's thesis from outside or within the university shall receive a lump-sum bonus of (5000) SAR 5,000 as follows: (1000) SAR for every 3 certified hours registered by the student and (2000) SAR disbursed at once after defense of the thesis.
2. A financial bonus shall be paid for each credit hour to the instructor in the Executive Management Master's Program regardless of his/her academic load: 2250 SAR for the Professor and (2000) SAR for the Associate Professor and 1750 SAR for the Assistant Professor plus 25%.

3. The bonus includes Primary Supervisor and Assistant Supervisor from outside the University.
4. The supervision bonus requires the completion of the thesis, and the bonus is disbursed after the thesis is defended.

### **Article 52**

If it was approved that the student is not serious in his/ her study or if it was approved that he/she violates the academic obligations, he/ she, based on a report by the supervisor of study, shall be warned in a letter from the concern department. If student is warned twice but he/she did not rectify the situation, the Graduate Studies Deanship Council, on recommendation of the Department Council, may terminate his/ her enrolment in the program.

### **Theses Examination Committee**

#### **Article 53<sup>(6)</sup>**

Thesis examination committee shall be setup by the Graduate Studies Deanship Council on the recommendation of respective Department and College Councils.

### **Article 54**

The following conditions are required in the examination committee of the master's thesis:

- 1- The number of its members shall be an odd number and the supervisor shall plan for it.
- 2- The minimal number of the examination committee shall be three teaching faculty members; the supervisor and co- supervisor (if any) shall not constitute the majority of the committee.
- 3- Conditions for theses supervision shall be applied on the committee members.
- 4- A professor, or an associate professor, shall at least be among committee members.
- 5- The decisions of the committee shall be determined according to the approval of, at least, two thirds of its members.

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<sup>6</sup> In accordance with the Higher Education Council decision No. (7/42/1427) dated 25/4/1427 AH that was culminated in the Royal approval No (559/ M.B) dated 10/8/1427 AH, this article was deleted. Its text was "The duration from approving the thesis, by the Graduate Studies Deanship, until submitting it to the Department shall not be less than 2 academic semesters for the master's thesis and 4 academic semesters for the doctoral dissertation."

### **Rules of Implementation for Article 54**

1. If the student has completed the requirements for granting the degree at a cumulative rate below the rate of very good, and has not completed the regular period, he shall be granted an additional opportunity to raise the rate for a scholastic year - if he has not previously received it – based on the recommendation of the Department Board and the decision of the College /Institute Council by re-examining some of the courses he/ she has previously studied, taking into account article (28) and its executive Regulations.
2. The Executive Directorate (Deanship of Admission and Registration) issues the graduation document and the final academic record after the University Council's decision to grant the student the degree. The certificate includes the name of the College/Institute along with the program, the general ranking, and the GPA.

### **Article 55**

The following conditions are required in the examination committee of the doctoral dissertation:

- 1- The number of its members shall be an odd number, not less than three, and the supervisor shall plan for it.
- 2- The committee shall consist of only professors and associate professors. The supervisor and co-supervisor (if any) shall not constitute the majority of the committee.
- 3- The committee shall include, at least, one professor among its members.
- 4- The committee shall include one member from outside the university.
- 5- The decisions of the committee shall be determined according to the approval of at least two-thirds of the members.

### **Article 56**

If the thesis supervisor was unable to be one of the members of the committee (due to his/ her death, retirement or a long-term task assumed outside the country), the department shall propose an alternative supervisor to be approved by the College Council and authorized by the Graduate Studies Deanship Council.

### **Article 57**

The examination committee shall prepare a report to be signed by all members and submitted to the Chairperson of Department within one week from the date of the examination. The report shall include one of the following recommendations:

- 1- Accepting the thesis and recommending degree awarding.

- 2- Accepting the thesis with some amendments, but no further examination. A member of the committee shall be authorized to recommend the degree awarding on ascertaining that amendments are made. Amendments shall be completed within a time span that does not exceed three months from date of the examination. However, the University Council may exceptionally permit time extension on the recommendation of the Graduate Studies Deanship Council and the report of the committee.
- 3- Requiring rectifying of deficiencies in thesis and another examination within a time limit (not exceeding in length one year from the date of the examination) specified by the Graduate Studies Deanship Council on their commendation of relevant Department Council.
- 4- Not accepting the thesis.
- 5- Each member of the examination committee shall have the right to present different views or reservations in a detailed report submitted to both the Chairperson of Department and Deanship of Graduate Studies within a time limit that does not exceed two weeks from the date of the thesis examination).

#### **Article 58**

The Chairperson of the related Department shall submit the report of the examination committee to the Dean of Graduate Studies within a time limit that does not exceed three weeks from the date of thesis examination.

#### **Article 59**

The Dean of Graduate Studies shall submit the recommendation of degree awarding to the University Council for approval.

#### **Article 60**

1. A master's degree supervisor from outside the university shall be paid a single reward of five thousand Riyals (SR 5000). However, a doctoral degree supervisor from outside the university shall be paid a single reward of seven thousand Riyals (SR 7000).
2. If critically necessary, the external supervising professor shall be permitted to meet the students under his supervision after an approval of the Council of Graduate Studies of the University that the professor is working in, at the request of the university which the student is studying in. Supervisor's scodement for Master's and PhD theses shall be under the following conditions:
  - A. The scodement shall be once each semester for each university he/she is a supervisor in.

- B. The universities to which he/she is seconded shall not exceed two universities each semester.
- C. The period of scodement shall not exceed (3) days.
- D. The total period of scodement shall not exceed ten days during the whole academic year for all universities.
- E. The beneficiary university shall bear the expenses of the seconded faculty member to supervise the theses of its students according to what is designated for him/ her by regulation based on his/ her rank <sup>(7)</sup>.

## **Article 61**

A committee member participating in the examination committee of a master thesis or doctoral dissertation shall be paid a single reward of one thousand Riyals (SR 1000) if he/she is a faculty in the same university to which thesis is submitted. However, if he/she was not a faculty member in the university (whether an admin in the university or a professor from outside the university), he/she be paid a single reward of one thousand five hundred Riyals (SR 1500) for a doctoral dissertation and one thousand Riyals (SR 1000) for the master. Moreover, if the committee member was from outside the Kingdom, he shall receive two thousand five hundred Riyals (SR 2500).

If the examination member was from outside the city where thesis is examined (whether from inside or outside the Kingdom), he/she shall be paid (in addition to the aforementioned reward) a two-way flight ticket, adequate accommodation (up to two nights), and subsistence allowance; a flight ticket shall be also paid to the person escorting the member if blind, and for the legal male escort, if the member is a female, in addition to (up to two nights) accommodation. The Graduate Studies Council shall be permitted to add one or two more nights if it is necessary according to the recommendation of the relevant department and college councils, provided that they should include the justifications for the extra night/ nights. <sup>(8)</sup>

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<sup>7</sup> In accordance with the Higher Education Council decision No. (15/62/1431) dated 15/62/1431 AH that was culminated in the Royal approval No (446/ M B) dated 21/1/1431 AH, this article was amended.

<sup>8</sup> In accordance with the Higher Education Council decision No. (9/18/1421) dated 10/2/1421 AH that was culminated in the Royal approval No (225/8) dated 17/3/1421 AH, the last part of this Article was added.

## **Chapter 9 - General Provisions**

### **Article 62**

The University Council shall set up the regulations to assess graduate programs on the proposal of the Graduate Studies Deanship Council. The results of assessment shall be submitted to the University Council.

### **Article 63**

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

### **Article 64**

The other matters that are not specified in the bylaws shall fall under the regulations of the Council of Higher Education and Universities, its implementing regulations, and the decisions and regulations in force in the Kingdom.

### **Article 65**

These bylaws shall repeal all previous bylaws of Graduate Studies at the universities. These bylaws shall be in effect from the first academic year following the date of its approval. The University Council shall address cases of students enrolled under previous, now repealed, bylaws.

### **Article 66**

The university Councils shall have the right to set up their own regulations, regulatory and implementing procedures for graduate studies, provided that they do not conflict with the regulations of these bylaws.

### **Article 67**

The Higher Education Council shall have the right to explain these bylaws.