

A Comprehensive Guide
For Higher Studies in Universities

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Chapter ١

Objectives of Higher Studies

Article ١

The purpose of higher studies is to achieve the following rules:

١. Focusing on Islamic and Arabic studies by expanding their field of research which includes publishing.
٢. Participating in the enrichment of all fields of human knowledge through scholarly research leading to practical results.
٣. Making it possible for outstanding students, with university degrees, to continue their education locally.
٤. Preparing students to be superior technicians and academics in various fields of knowledge.
٥. Encouraging qualified students to stay abreast with new technological fields, and challenge them so that they will become innovative in developing scientific research to solve Saudi social problems.
٦. Enriching university programs in order to facilitate graduate work.

Chapter ٢

Academic Degrees

Article ٢

The University Council grants the following degrees with the recommendation of the various colleges and departments, and with the approval of the Council of Graduate Studies.

١. Diploma
٢. Master's degree
٣. Doctorate

Article ٣

The degrees mentioned in article ٣, should satisfy the requirements stipulated in this guide with the exception of:

١. Medical degrees
٢. Medical internships

Medical degrees and internships are subject to the rules of the University Council.

Chapter ٣

The Organization of Graduate Studies

Article ٤

The Deanship of Graduate Studies at the university works with the Vice-president of the university in charge of graduate studies and scientific research. This deanship supervises and coordinates all graduate studies programs at the university. It also recommends the acceptance of new programs and modifies and amends new ones. It constantly assesses these programs.

Article ٥

The Deanship of Graduate Studies has a council whose function is to investigate all matters concerned with graduate studies at the university and can make decisions within the limits of its authority and according to the rules stated in this guide. Decisions can be made on the following subjects:

١. The council recommends and modifies the general policy of graduate studies with the cooperation of all university colleges and institutes. It also verifies the application of these decisions.
٢. The council recommends internal guidelines related to the organization of graduate studies. This is done in cooperation with the concerned departments.
٣. The council recommends, implements, and supervises the conditions of acceptance to Graduate Studies.

٤. The council recommends new graduate studies programs after consultation. These new programs are to be coordinated with existing ones.
٥. The council recommends the course requirements for each degree in graduate studies. Any change or modification must be agreed to by the council.
٦. The College Councils recommend the naming of Graduate Degrees. They are to be written in both Arabic and English.
٧. The College Council recommends the granting of academic degrees.
٨. The College Council is solely responsible for all student affairs at the graduate level at the university.
٩. The College Council is responsible for organizing committees concerned with the defense of graduate theses.
١٠. The College Council is responsible for doing the following concerning the thesis:
 ١. Organizing and writing
 ٢. Printing and distribution
 ٣. Issuing of comments and decisions
١١. The College Council is responsible for periodic evaluation of Graduate Students' Programs. This evaluation is to be done by concerned committees selected from the university or outside of it.
١٢. The College Council evaluates periodic reports coming from the various departments at the university.
١٣. The College Council evaluates reports submitted by the University Council, its president, and the president of the university.

Article ٦.

The Council of Graduate Studies is comprised of:

١. The Dean of Graduate Studies who is also the president.
٢. The Dean of Research
٣. Vice president of Graduate Studies and trustee of the council
٤. One faculty member from each College with Graduate Studies to be appointed on the following bases:
 - a. He must be at least an associate professor
 - b. He must be appointed by the University Council, with the recommendation of the College Council and the approval of the president of the university.
 - c. His term of office is for two years, renewable.

The president of the council determines the meetings. Meetings are to be held at least once a month. A minimum of two thirds (٢/٣) is required for each meeting. The decision of the majority of those present holds. The decision of the president shall be binding in case of a tie vote. All decisions are binding after ١٥ days unless they are objected to by the president of the university. The ١٥ days shall commence from the day to president receives these decisions. The Deanship Council has the authority to form committees to study matters as directed by the council. These committees can be temporary or permanent, and its members can be council or non council members.

Chapter ٤

Article ٧

The University Council sets the standards for all Graduate Studies Programs. This is done with the recommendation of the Council of Deanship of Graduate Studies, and with the following considerations:

١. The department must have sufficient and qualified teachers, including professors and associate professors.

In addition, the department should have the necessary facilities and equipment, including labs, computers etc., This will assure the success of the program.

٢. The university must be prepared to grant M.A's and Ph.D.'s if the department is to succeed.

٣. The number of students expected to be involved in the program should be sufficient to justify the establishment of the program.

Article ٨

Bearing in mind what was stated in Article ٧, the Department of Graduate Studies is to apply to the College Council for the establishment of a Graduate Studies Program. This application should be detailed and be concerned with the following:

١. Objectives of the program and their practical use to Saudi society.
٢. Nature of the program, its practicality, its methodology, and its usefulness.
٣. The determination of the value of the program when compared to other departments in other universities in the Kingdom in the same field.
٤. Facilities, both available and planned, should facilitate superior academic and practical instruction. A major concern should be research.
٥. The continuity of the teaching staff for the past five years.
٦. Academic and professional resumes of the teaching staff at the department and all those connected to the program.

Article ٩

To avoid duplication of these programs, the council studies and compares ongoing projects. After the council is convinced of the value of such programs, it recommends them to the University Council for approval.

Article ١٠

Any modification or amendments regarding the courses, the requirements of the program or the conditions of acceptance are subject to the rules of the University Council. This is done on the recommendation from the Council of Deanship of Graduate Studies in cooperation with the departments concerned.

Article ١١

It is possible to have joint programs among the various colleges and departments at the university. This is done on the recommendation of the Council of Deanship of Graduate Studies in cooperation with the concerned departments.

Chapter ٥

Acceptance and Registration

Article ١٢

The University Council decides on the number of students which it will accept annually. This is done on recommendation by the Council of Deanship of Graduate Studies with suggestions from the concerned departments.

Article ١٣

The conditions of acceptance to Graduate Studies are as follows:

١. The applicant must be a Saudi citizen. Non-Saudis must have an official scholarship.
٢. Applicants must be university graduates from institutions in the Kingdom. Foreign applicants have graduated from a recognized university.
٣. Applicants must be physically fit and in good moral standing.
٤. Applicants must submit two letters of recommendation.
٥. Civil servant applicants must be recommended by their supervisors.
٦. Ph.D. candidates must be prepared to work full time and shouldn't be employed either full or part time.

Any University Council has the authority to add conditions to the above if it seems necessary.

Article ١٤

Admission to the Diploma Program requires a minimum designation of "Good" in undergraduate studies.

Article ١٥

Admission to the Masters Program requires a minimum designation of "Very good" in undergraduate studies. Should a student have a "C" designation for his overall average, and a "B" average in his undergraduate major, then he can be considered a qualified applicant. This consideration is taken with the advice of the Council of Deanship of Graduate Studies. Other conditions for acceptance can be added with the approval of the Council of Deanship of Graduate Studies on

recommendation from the Department Council and the agreement of the College Council.

Article 16

Admission to the Doctorate Degree Program requires a minimum designation of “Very good” in the Masters Degree. This applies only in cases where universities offer this designation. Other conditions of approval can be added with the approval of the Council of Deanship of Graduate Studies on recommendation from the Department Council and the agreement of the College Council.

Article 17

It is possible for a student to apply for an M.A. or a Ph.D. Program in a field other than his major. This is to be done with the approval the Department Council, the College Council, and the Council of Deanship of Graduate Studies.

Article 18

Each department has the authority to state conditions for acceptance to M.A. and Ph.D. programs. This authority includes requiring students to successfully complete designated courses. These courses must be completed within three academic terms. The conditions concerning these courses include.

1. They must pass these courses on their first attempt with a minimum designated of ‘Good’.
2. They must have a grade point average of no less than “Very’ good”.
3. The department concerned can authorize registration after the student has completed the course requirements. Should a student have one or two courses to complete, the department concerned can authorize registration.
4. The time required for the completion of the prerequisites shall not be counted in the time limit specified for the completion of a degree.
5. The prerequisites are not counted in determining the G.P.A.

Article 19

The Dean of Graduate Studies cooperates with the Dean of Registration in the admission of students.

Article ٢٠

Students are not allowed to register in two graduate programs at the same time.

Article ٢١

Late Registration and Cancellation

Accepted students can delay registration for classes to a limit of two semesters. This is done with the permission of the department concerned, the College Dean, and the Dean of Graduate Studies. This delay is not to be counted as part of the time allotted to complete the degree.

Article ٢٢

The conditions for this delay are as follows:

١. The student has successfully completed at least one semester or has completed a major portion of his thesis.
٢. The combined registration time should not exceed four semesters.
٣. Application for delay should be made two weeks prior to the beginning of classes.

Article ٢٣

Students can cancel all semester courses under the following conditions:

١. Application must be made before the final exam.
٢. The Department Council, the College Dean, and the Dean of Graduate Studies must approve the cancellation.
٣. Delay can be extended under special circumstances.
٤. This cancelled semester will be dealt with according to regulations mentioned in article ٢٢.

Withdrawal

Article ٢٤

If a student voluntarily withdraws from Graduate Studies and later wishes to reenroll, he must comply with the new rules of registration.

Cancellation of Enrolment

Article ٢٥

Cancellation of enrolment occurs when:-

١. A student fails to register within the specified time.
٢. A student fails to attend classes.

Cancellation and reenrolment in the Graduate Program.

Article ٢٦

The Council of Deanship of Graduate Studies can cancel a student's enrolment in the following situations:

١. If a student fails to register within the required time limit.
٢. If he didn't successfully complete his prerequisite courses, as stated in Article ١٨.
٣. If he withdraws or drops out without acceptable permission.

Withdrawal is defined as when a student is returned his academic file permanently.

٤. As mentioned in Article (٥٢), a student who is obviously negligent in his work shall have his enrollment canceled.
٥. Should a student's GPA remain lower than "Very good" in two conclusive semesters, his enrolment shall be cancelled.
٦. As indicated in Article ٢٢, a student's enrollment can be cancelled because he has exhausted his period for late registration.
٧. Cancellation of enrollment can also be the result of the failure of academic and or professional trust. This could have happened during his period of study or while writing his thesis. Cancellation could also occur as a result of lack of professional attitude regarding university rules and regulations.
٨. Should a student have failed to pass his comprehensive retake exam if applicable, his enrollment shall also be cancelled.
٩. Cancellation of enrollment can be determined either before or after the defense of the thesis. This is decided on the basis of the worthiness of the thesis or the presentation.
١٠. According to Article ٣٦, cancellation can also be due to the failure to graduate within the specified time after possible extensions.

Article ٢٧

Reinstatement of a student is only possible under extraordinary circumstances. This is done with the approval of both the Department Council and the College Council on recommendation from the Deanship of Graduate Studies. The University Council must approve while considering the following:

١. Should a student have absented himself for more than six semesters, he will be considered as a new student. This is applicable to all work the student has completed.
٢. Should the student have absented himself for six semesters or less, the courses he is to take will be determined by both the Department Council and the College Council with the approval of the Deanship of Graduate Studies. Only the courses which the university agreed upon shall be counted in his G.P.A.. The time limitation remains unaltered.

Exceptional Circumstances

Article ٢٨

The university can grant exception referred to in Article ٢٦, item ٥. This exception is usually granted for a period of one semester. The maximum being two. This is given with the recommendation of the Department Council, the College Council, and the Deanship of Graduate Studies.

Article ٢٩

The university can grant exception referred to in Article ٢٦ item ١٠. This exception is usually granted for a period not more than two semesters. This exemption is granted on the advice of the supervisors and on recommendation of the Department Council the College Council, and the Deanship of Graduate Studies. The university must also agree.

Transfer

Article ٣٠

Students may transfer from an accredited university with the approval of the Department Council, the College Council, and the Deanship of Graduate Studies. The transfer is subject to the following considerations:

١. An applicant must satisfy all conditions of acceptance including all conditions set by the department involved.
٢. The applicant cannot have been dismissed from his university.
٣. The transfer of credits is subject to the following considerations:
 - a. Credits can not be transferred for more than six semester.
 - b. The courses must be comparable for credits to be transferred.
 - c. Students are not allowed to transfer more than ٣٠٪ of their new program.
 - d. The courses being transferred shall not have a designation lower than “very good”.
 - e. The transferred credits shall not be counted in the G.P.A.
 - f. The evaluation of the equivalency of courses will be done with the recommendation of the Department Council and the approval of both the College Council and the Deanship of Graduate Studies.

Article ٣١

Students may change their major. However, they must have the recommendation of the department to which they are applying and the College Council. The approval of the Deanship Council of Graduate Studies is also required. This can be done under the following conditions:

١. Students must satisfy all conditions of acceptance and any other conditions deemed necessary by the department.
٢. Credits can be transferred. This can be done provided the courses are comparable. These courses will be counted in their G.P.A.
٣. There can not be a break in the students’ enrollment for any of the reasons which are stated in Article (٣٦) of this guide.
٤. Time limitation for graduation will not be altered.
٥. Students can transfer only once.

Chapter Six

Method of Instruction

Article ٣٢

Students working on diploma programs take regular courses, field studies, labs, and practical studies with the following stipulations:

١. The period of study can not be fewer than two semesters and not more than four semesters.
٢. Credits can not be fewer than ٢٤ and not more than ٣٦.

The University Council decides on the courses required for a diploma. This is done with the recommendation of both the Department Council and the College Council concerned.

Article ٣٣

The M.A. program must follow one of these two approaches:

١. Students take a minimum of ٢٤ credits in courses in addition to writing a thesis.
٢. Students take general courses, but in some practical majors, specialized courses are required. The total credits from these courses can not be fewer than ٤٢. Including in this is a thesis which carries no less than three credits. Students should be advised that courses in the M.A. Program should be graduate courses which are related to the students' specialty. When necessary, courses can be taken in other departments.

Article ٣٤

The Ph.D. program must follow one of these two approaches:

١. Students should take graduate courses equivalent to no less than ٣٠ credits in addition to a thesis.
٢. Students should take graduate courses in their field of study with an equivalent of no less than ١٢ credits. These courses include supervised study, research, and seminars. This is done in addition to the thesis.

Article ٣٥

The academic year is divided into two semesters. Each semester consists of no less than ١٥ weeks excluding registration and exams. There is a summer session with no less than ٨ weeks. Thus, the time spent in class in the summer session is doubled. Should the University Council agree, the academic year and the calendar year can coincide, provided that they do not conflict with the rules of this guide.

Article 36

1. The minimum time to earn a Masters Degree is 4 semesters and the maximum is 6 semesters, excluding summer sessions.
2. The maximum time to earn a doctorate is 7 semesters and the maximum is 10 semesters. Summer sessions are excluded.

Article 37

The maximum time given for graduate studies is calculated from the time of registration to the time when the student's supervisor submits the concerned thesis to the department head. Along with the thesis, other pertinent material must be submitted to the department head.

Article 38

70% of credits earned toward a degree must have been earned from the university granting the degree. The preparation of the thesis must be thorough, complete, and done under the supervision of a professor from the granting university.

Article 39

Graduating students must have completed successfully all required courses. The G.P.A average must not be less than "Very good".

Chapter Seven

Exam rules

Article 40

The study guide for university examinations issued by the Council of Higher Studies in its second session on 11-6-1968 stated the regulations concerning the examinations of graduate courses with the following exceptions:

The limit of a passing grade can not be less than "Very good". The Department Council with the approval of the College Council regulates the resetting of examinations. They are also concerned with courses that go beyond the semester.

Students seeking an M.A. or a Ph.D. must have completed all required courses and taken all written and oral examinations. These exams are given by a specially designated committee. This is done according to rules set by the University Council on recommendation of the Department Council and with the approval of both the College Council and the Deanship Council of Graduate Studies. These exams cover the student's specialty and other subjects if applicable. A student is considered a candidate for a degree if he passes his exams after the first try. He can have a second attempt with a time limit of ٢ semesters. A failure on the second try results in dismissal.

Chapter ٨

Academic thesis

Article ٤١

Each Graduate Student is to have an academic advisor while pursuing his studies to his degree. This advisor is responsible for the following:

١. to advise the student in his studies
٢. to help him choose his thesis
٣. to assist him in his research plan, in accordance with the rules of the University Council with the recommendation of the Deanship Council of Graduate Studies.

Article ٤٢

If a thesis is involved, a student may approach the department concerned only if he has completed a minimum of ٨٠٪ of his required courses with a G.P.A of no less than "Very good". The student must also have completed all requirements for acceptance. When the topic of the thesis is accepted then the department concerned appoints an advisor and an assistant advisor if appropriate. In some cases, a committee and its chairman are appointed. Names of concerned advisors are to be sent to the College Council and the Deanship Council for Graduate Studies for approval.

Article ٤٣

The topic for the M.A. thesis should be original and of consequence. The Ph.D. thesis must be original, innovative, and academically beneficial to the student's specialty.

Article ٤٤

M.A. and Ph.D. theses are to be written in Arabic. Exceptions are possible in certain specializations. This can only be done with the approval of the Department Council, the College Council, and the Deanship Council of Graduate Studies. Should Arabic not be the language of the thesis, a comprehensive summary should be included.

Article ٤٥

Supervision of theses can be done by associate professors chosen from the faculty of the university. An assistant professor can also supervise an M.A. thesis provided he has been on the staff for two years, and has completed two projects in his field. These projects must have been accepted for publication or published in a respected journal.

Article ٤٦

It is possible for the supervision of the theses to be done by advisors from outside the university. They must be distinguished and competent in their fields. This is subject to the approval of the University Council with the recommendation of the Department Council concerned, the College Council concerned, and the Deanship Council of Graduate Studies.

Article ٤٧

An assistant to the advisor can be recruited from their departments depending on the nature of the thesis. The supervisor must be from the department concerned.

Article ٤٨

A supervisor is limited to a maximum of four theses at a time. This includes being an advisor only or being an advisor with assistant. In certain extreme cases, the number of theses a faculty member can supervise can be increased to five. This is done with the recommendation of the Department Council, with the approval of the College Council concerned, and the Deanship Council of Graduate Studies.

Allocation of time is to be one hour for each thesis for each faculty member involved. this applies to all faculty members who are advisors.

Article ٤٩

Should an advisor be unable to complete his supervision for whatever reason, an alternate shall be nominated by the Department Council with the recommendation of the College Council concerned and the approval of the Deanship Council of Graduate Studies.

Article ٥٠

At the end of each semester the advisor is to submit a detailed report concerning the progress being made on the thesis. It is to be submitted to the department chairman with a copy to the dean of graduate studies.

Article ٥١

At the completion of the thesis, the supervisor submits his report concerning the thesis. This is the initial step in preparation for the completion of other procedures which the Deanship Council of Graduate Studies stipulates.

Article ٥٢

Should the supervisor observe that the student is negligent in his academic duties, he should submit a report to this effect to the department chairman. Then, the department will send a warning to the student. If after a second warning, the student continues his negligence, he can be dismissed by the Deanship Council of Graduate Studies on recommendation of the Department Council.

Article ٥٣

The time limit for an M.A. is a minimum of two semesters and four semesters for a Ph.D.. This is with the stipulation that the period of time begins with the acceptance of the proposed thesis by the Deanship of Graduate Studies.

Theses defense

Article ٥٤

The defense committee is determined by the Deanship Council of Graduate Studies on recommendation from the Department Council and the College Council concerned.

Article ๑๑

The following are conditions which regulate the defense committee:

๑. The number of the defense committee members must be an odd number.

The supervisor of the thesis is the chairman of that committee.

๒. The number of the defense committee members who are faculty members can not be less than three. The supervisor and the assistant supervisor (if there is one) cannot represent the majority of the committee.
๓. Members of the committee must satisfy certain conditions in order to be members of a committee.
๔. At least one of the committee members must be either a professor or an associate professor.
๕. Decisions of the committee require at least a two-third majority.

Article ๑๒

The committee supervising the Ph.D. thesis is subject to the following conditions:

๑. The members of the committee should be an odd number and be not less than three. The supervisor is the chairman of the committee.
๒. The members of the committee are limited to professors and associate professors. Neither supervisors nor assistant supervisors can form a majority of the committee.
๓. At least one of the committee members must be a professor.
๔. One committee member must be from outside the university.
๕. Decisions of the committee require at least a two-third majority.

Article ๑๓

Should the supervisor of the thesis be unable to participate for reasons of death or extended absence, his substitute will be named by the Department with the approval the College Council concerned and the agreement of the Deanship Council of Graduate Studies.

Article ٥٨

After the presentation of the thesis, a report should be submitted to the Department Chairman within a week. This report should be signed by all the committee members and include one of the following recommendations:

١. The acceptance of the thesis with the recommendation of the designation.
٢. The acceptance of the thesis with certain reservations. The thesis need not be defended a second time. A committee member shall be chosen from the committee to recommend a designation. This member should be aware of the reservations. This must be done within three months of the presentation of the thesis. The University Council can exempt itself from this procedure.
٣. Redefense of the thesis within one year of the first defense. This is done on the suggestion of the Deanship Council of Graduate Studies with the recommendation of the Department Council concerned.
٤. Rejection of the thesis.

In this situation, each committee member has the right to submit a report giving his opinions and reservations. This report must be submitted to both the department chairman and the dean of graduate studies within two weeks of the rejection.

Article ٥٩

The chairman of the defense committee is to submit his report to the dean of graduate studies within three weeks of the presentation.

Article ٦٠

The dean of the graduate studies submits the designation recommended by the committee. The University Council has the authority to decide on the designation.

Article ٦١

The supervisor of the M.A. thesis receives a stipend of ٥٠٠٠ Saudi riyals provided that he is from outside the university. The supervisor of the Ph.D. receives a stipend of ٧٠٠٠ Saudi riyals provided he is from outside the university.

Article ٦٢

The sum of ١٠٠٠ riyals is to be given to all committee members provided that they are on the faculty of the involved university.

١٥٠٠ Saudi riyals is the stipend for the Ph.D. thesis and ١٠٠٠ for the M.A. if the recipients are on the faculty of the concerned university. This sum is given whether a committee member is on the faculty of the university or not. This sum can be increased to ٢٥٠٠ S.R. should the committee member be from outside the Kingdom.

Should the committee member reside outside the city in which the thesis is debated, he shall receive transportation and room and board for a maximum of two nights. The blind person's companion as well as a husband accompanying his wife shall receive transportation and room and board for a maximum of two nights.

Chapter ٩

General rules

Article ٦٣

The University Council sets rules to organize graduate studies programs on suggestions from the Deanship Council of Graduate Studies provided that these rules are submitted to the University Council.

Article ٦٤

The department chairman is to submit a report on the progress of graduate studies to the College Dean concerned and to the dean of graduate studies at the end of each year.

Article ٦٥

Should applicable rules from this guide not be available, then regulations of the Council of Higher Studies concerning university guidelines which are used in the Kingdom shall apply.

Article ٦٦

The present guide supercedes all previous guides concerning graduate studies in universities. This guide applies in the semester following its acceptance. Students studying prior to the above period are subject to the University Council.

Article ٦٧

The councils of the universities shall set procedural rules, organizational rules, and execution rules. These rules are not to conflict with rules set in this guide.

Article ٦٨

The University Council reserves the right to interpret all rules in this guide