



# Graduate Student Handbook

**2024**

Graduate School

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# 1. Introduction

The *Graduate School (GS)* has prepared the *Graduate Student Handbook* for students, faculty and staff to help define their responsibilities and to explain the policies and procedures that govern graduate study at Alfaisal University. For information about programs, curricula & study plans students, faculty and staff should access the *Graduate Catalog* which is available on the University website (<https://gradschool.alfaisal.edu/graduate-catalog>). A special acknowledgement is made to the *Rules and Regulations for Graduate Studies in Universities* from the Ministry of Higher Education (MOE) Council of Universities' Affairs Resolution No. (2/9/144) as translated by the *Office of Graduate Studies* at Alfaisal University.

## 1.1. How to use this Handbook

General academic policies are described in this handbook. It forms a companion to the programs, curricula and study plans outlined in the *Graduate Catalog*. Both documents are available online through the Graduate School web site <https://research.alfaisal.edu/graduate-school>. This handbook describes what is available and what is expected to complete a program of study successfully. It is essential for planning one's academic experiences and can be most useful when supplemented with faculty advising and guidance.

While the information in this handbook is current at the time of publication, Alfaisal University reserves the right to change or delete any of its graduate policies, courses of study, course offerings, schedule, and other changes, at any time and without any notice.

A candidate for a degree may choose to graduate under the policies and regulations of the handbook in force at the time of enrolment or any subsequent handbook, provided that the handbook chosen is not more than seven years old. A student must conform to the degree requirements described in the handbook.

While Alfaisal University is committed to academic quality, the University is not able to guarantee that a student's pursuit of a particular course of study will result in any profession or occupation, or admission to other undergraduate or graduate courses of study at other institutions. Advisors and college officials make every effort to provide current information to students, but it is the student's responsibility to know all applicable policies and degree requirements.

## **1.2. University Profile**

### **1.2.1. Historical Context**

The King Faisal Foundation (KFF) which was established in 1976 by the heirs of the late King Faisal, launched Alfaisal University as the premier coeducational institution for business, engineering, science, and medical education and research in the Kingdom and the region. The deeply held principle of KFF was that a well-educated population was the foundation for a strong nation. The Foundation has always promoted a pragmatic approach to furthering the opportunities for Saudi youth. The creation of a university that strives to achieve excellence in several fields is yet another important advance towards fulfilling its desire to enrich the country's enterprising individuals with the ability to compete on a global level. Financial support provided by the King Faisal Foundation has also produced the King Faisal School, Prince Sultan College for Tourism and Business, and Effat College (for women).

Plans for establishing Alfaisal University began in 1999. The first "Concept Paper" regarding the University was prepared in late 2000 with the support of the Carlyle Group. It was submitted to the Economic Offset Committee in February 2001 to qualify the University under the Economic Offset Program. Approval was received in July 2001. Four non-Saudi multinational companies agreed to become co-founders along with six Saudi organizations. In April 2003, the Offset Committee granted a multiple of eight offset credits to the non-Saudi co-founders for cash contributions. The Board of Trustees negotiated with the Ministry of Higher Education to secure an acceptable Charter that assured the independence of the University. The Charter (#10905) was approved by the Ministry on 10 July 2004 and unanimously ratified by the Board of Trustees on 25 October 2004.

The campus is situated on the beautiful grounds of the late King Faisal's Palace at Al Maathur in the centre of Riyadh, a historical location ideal for academic pursuits. The first two campus buildings (Science and Business) were completed in 2008 and 2009, respectively. Students began University studies in Engineering, Business, and Medicine in October 2008 with majors in the College of Science and General Studies beginning in 2011. A College of Pharmacy was added in 2015, and a College of Law & International Relations in 2021. A Master of Business Administration (MBA) was initiated in 2010 and other graduate degrees in Engineering and Medicine were launched in 2012. The first females were admitted in September 2011. Today, the colleges of business, engineering, science, and medicine offer graduate programs.

### **1.2.2. Research, Innovation & Graduate Studies at Alfaisal University**

Alfaisal was established with the aim of being a private not-for-profit world-class university that offers its students the latest knowledge in a state-of-the-art environment. Alfaisal espouses all the noble virtues

that form the bedrock of the Foundation's educational activities: to promote learning, research, and the implementation of technology in a manner that promotes the Kingdom's employment and career objectives for its citizens. Education at Alfaisal is international in approach with instruction in the English language. The programs are student-centred, utilize problem-based learning and foster team-based skills. Alfaisal will enable its graduates to gain internationally recognized qualifications through an exclusive education imparted to them from within the Kingdom itself.

The Office of Research & Innovation and the Graduate School are primarily service organizations for all colleges within Alfaisal University. This assistance is offered at three distinct, yet complementary levels: graduate studies, innovative research ventures, and entrepreneurial activities. Support is provided to colleges in developing new graduate programs and passing them through the internal & external approval processes. Oversight is also performed on current programs & graduate students to ensure that Ministry of Education (MOE) & National Accreditation (NCAAA) guidelines are met and followed. Assistance is given to faculty in the search for external funding and in the management of awarded grants and contracts. Entrepreneurial activities are encouraged through generation of intellectual property (IP), new product development, collaboration with industry, and training of graduate students.

### **1.2.3. Vision & Mission**

*Vision:* To be a world-class non-profit research university and a pioneer in innovation and knowledge applications.

*Mission:* To create and disseminate knowledge by offering world-class graduate programs, cutting-edge innovative research, and outreach activities that serve national development and benefit humanity.

### **1.2.4. Accreditation**

The University has been fully accredited by the *National Centre for Academic Accreditation and Evaluation (NCAAA)*.

## **1.3. The Graduate School**

The Graduate School monitors the progress of students enrolled in different graduate programs; from the time they are admitted to Alfaisal University until they complete their degrees. This is done in coordination with the *College Graduate Offices*. The document also describes the admission cycle and the policies that govern the application, applicant evaluation, and admission of new graduate students. Students may apply for admissions to graduate programs at Alfaisal University from any other university both within and from outside Saudi Arabia. The *Graduate School (GS)* through the *Research & Graduate Council (RGC)* and with the approval of the *Permanent Committee for Graduate Studies* sets the minimum application requirements and has the ultimate authority to approve or deny graduate admission if the Ministry of Education (MOE) requirements are met.



The Graduate School (GS) facilitates the operation of graduate programs in all colleges and departments in the following ways:

- Through the *Research & Graduate Council*, advises on and administers the development and approval of new graduate programs proposed by colleges, and coordinates programs that involve more than one college as well as interdisciplinary programs.
- Facilitates the use of non-Alfaisal research laboratories for graduate students, if needed.
- The Vice President Research and Graduate Studies oversees the Graduate School. The *Research & Graduate Council* monitors the quality for graduate studies at Alfaisal through the *Director of Graduate Studies*.
- The Vice President serves as an advocate for graduate education, teaching, and research, working closely with the Council in developing new policies and procedures related to graduate education.
- The *Graduate School (GS)* staff reviews appointments of graduate students to academic titles, such as Teaching Assistant (TA) and Research Assistant (RA) to ensure compliance with policies and procedures established by Academic Affairs and the *Research & Graduate Council*. The school also monitors eligibility for fee and tuition remission.
- Ensures that applications for admission meet MOE standards.
- Responsible for all aspects of the graduate admissions process
- To send acceptance and rejection letter to all applicants after the GS and Colleges approval.

## **1.4 Graduate Studies Partners**

The graduate experience at Alfaisal University and the work of the *Graduate School (GS)* are dependent upon the efforts of the *Permanent committee for Graduate Studies (PCGS)*, the *Research & Graduate Council (RGC)*, and *College Graduate Offices*.

### **1.4.1. Research & Graduate Council (Executive committee)**

The *Research & Graduate Council (Executive committee)*, which is chaired by the Associate Vice President for Research & Graduate Studies, is responsible for safeguarding the excellence of graduate education. The Council is the administrative arm of the Graduate School, and it reports directly to the *Permanent Committee for Graduate Studies*.

The Council membership will consist of the College Vice Deans for Research & Graduate Studies, the Director of the Graduate School, and the Director of Research & Innovation. The duties and functions of the RGC consist of the following:

- Sets the policies and standards for graduate admission, and degrees in coordination with the Colleges and Student Affairs Office.
- Reviews established degree programs and responds to issues referred to it by the Vice President, the Provost's Office, and the Deans
- Recommend internal regulations, in coordination with academic departments and Student Affairs, for the organization of graduate studies.
- Recommend graduate courses for approval, amendment, and modification, extending to programs as well.
- Endorse titles of graduate degrees in both Arabic and English on recommendation of colleges' councils.
- Recommend awarding of graduate certificates in the case of thesis option programs.
- Decide on all matters related to graduate students in the university with Student Affairs.
- Set the general framework for research plans, rules for theses writing, format for their production and templates of theses exam reports.
- Examine periodic reports submitted by the departments of the university.
- Study matters forwarded to it for consultation by the University Council, the Council of Deans or Provost Office and offer suggestions and advice.

#### **1.4.2. Role of College Graduate Offices & Vice Deans**

- Have overall academic responsibility for Graduate Studies within their respective Colleges
- Review new graduate programs before submission to RGC
- Vice Deans are responsible for setting up *Thesis Advisory & Examination Committees* for graduate students and all aspects of Theses external evaluation and defenses,

#### **1.4.3. Permanent Committee for Graduate Studies**

A Permanent Committee for Graduate Studies (PCGS) is formed at the university level and is chaired by the Vice President for Graduate Studies. It reports directly to the university president. Membership consists of:

- Five deans of colleges and institutes that offer graduate programs at the university, considering the diversity of colleges and institutes' specializations.
- Dean of development and quality at the university.

- Dean, director, or head of the executive management unit, who is the secretary of the committee.
- Three members with experience and specialization in graduate studies from inside or outside the university.

The members are appointed by a decision of the University Council; Based on a nomination from the university's president, for a renewable period of two years.

In accordance with the provisions of Article # 7 of the *Rules and Regulations for Graduate Studies in Universities from the Ministry of Higher Education (MOE)*, the *Permanent Committee* shall undertake the following tasks:

1. Proposing general policy for graduate studies at the university and following up on its implementation after approval by the University Council.
2. Recommending approval of the admission requirements for graduate studies programs and updating them, based on the proposal of the councils of departments, colleges, and specialized institutes.
3. Overseeing joint graduate programs.
4. Recommending the endorsement of graduate studies programs and their amendments - after studying and arbitration - to the University Council, based on proposals from the Department Council, and the approval of the proposal by the College Council.
5. Recommending the approval of study plans and detailed standards for the University Council, based on proposals from the Department Council, and endorsement from the College Council, in accordance with international benchmarking.
6. Suggesting standards for graduate programs; for approval by the University Council.
7. Suggesting the rules regulating the evaluation of graduate programs; for approval by the University Council.
8. Supervising the evaluation of graduate studies programs at the university on a regular basis, through committees or specialized bodies inside or outside the university.
9. Studying comprehensive reports prepared by the executive management on the graduate studies programs at the university, and the results of evaluating those programs, and submitting them to the University Council.
10. Recommending approval of college council proposals regarding graduate study programs that are compatible with the needs of society, the plans and visions of the Kingdom, and global trends, for approval by the University Council.
11. Supporting proposals for defining degrees and academic certificates, and their names in Arabic and English, based on the proposals of the department and college councils.

12. Recommending the numbers of students who can be accepted each academic year in the graduate studies programs, based on proposals from the relevant department councils, and endorsement from the colleges' councils.
13. Suggesting controls for forming supervisory committees and discussing scientific theses.
14. Setting general frameworks and standards for comprehensive exams and graduation research.
15. Setting the general framework for research plans, and the rules for governing how to write, print, produce and present theses, prepare forms for the discussion committee reports, and judge the theses.
16. Studying periodic reports related to graduate studies, which are presented by the scientific departments at the university.
17. Proposing submission of graduate programs outside the university's premises and submitting them to the University's Council; to take what action it deems appropriate.
18. Recommending approval of the colleges' proposals regarding development initiatives related to graduate studies.
19. Recommending financial compensation for applying to graduate studies programs, the financial compensation or tuition fees for the programs, and the financial compensation for support services related to graduate studies, based on the proposals of the department and college councils.
20. Recommending allocating free scholarships for students - in full or in part - according to the regulations approved by the University's Council.
21. Recommend the closure or suspension of graduate studies programs that do not comply with qualitative standards or with the university's strategy.
22. Consider what is referred by the Chair of the Permanent Committee, the President of the University, or the University's Council; to study and express an opinion.
23. The Permanent Committee may delegate some of its powers to its Chair, and it may also form permanent or temporary committees from among its members or from others; to study what is assigned to it.

## **2. Admissions**

This section describes the admission cycle and the policies that govern the application, applicant evaluation, and admission of new graduate students. Students may apply for admissions to graduate programs at Alfaisal University from any other university both within and from outside Saudi Arabia. The *Graduate School (GS)* sets the minimum application requirements and has the ultimate authority to approve or deny graduate admission.

## 2.1. Admission Process

All colleges accept applicants for the fall semester; under special circumstances, some colleges may also elect to consider students for spring admission.

### 2.1.1. Applying for Graduate Admission

All prospective graduate students must apply online through the Alfaisal University website (<https://research.alfaisal.edu/admprocess>). The admission process consists of the following:

1. A candidate must fill in an online application and upload all required documents (<https://research.alfaisal.edu/admprocess>)
2. The respective College will contact the applicant for an interview.
3. A letter of acceptance or rejection will be sent by email.
4. Confirmation of enrolment.

To confirm registration after receiving an email admission letter, applicants need to complete the following steps:

1. Submit a hard copy of original transcript
2. Submit a hard copy of *Certificate*
3. Transfer a seat deposit fee of SAR 5000 to Alfaisal University bank account

### 2.1.2. Readmission

Students, who previously registered at Alfaisal University as a graduate student, no matter how long ago, must apply for readmission and not admission, when they wish to return. Students who withdraw from the University must submit to the Graduate School a petition for readmission if they want to register for subsequent semesters. Whether a student is readmitted is at the discretion of the university; readmission applicants may also be in competition with applicants for admission.

### 2.1.3. Minimum Requirements for Admission

The minimum requirements for admission to graduate study at Alfaisal University are as follows:

1. A bachelor's degree or recognized equivalent from an accredited institution accepted by Ministry of Education (MOE) in related field.
2. Pre-MBA courses are a requirement for MBA candidates with a non-business background. This way student can get essential exposure to basic quantitative, accounting and finance principles.
3. A satisfactory scholastic average; a minimum grade average of "very good" in the bachelor's degree.

4. Above average GMAT, GRE score or an equivalent Graduate Quadrant Exam held by Qias Centre.
5. If the applicant comes from a country or political entity where English is not the official language, adequate proficiency in English to do graduate work, as evidenced by:

	<b>MBA</b>	<b>Other Programs</b>
IELTS	Band score of at least 6	Band score of at least 5.5
TOEFL	Band score of at least 70	Band score of at least 6.5

6. Applicants should provide two letters of recommendation at interview time from professors who taught them or from managers at workplace.
7. On-campus Interview.
8. The graduate study application must be accompanied by a non-refundable application fee payable to Alfaisal University.
9. Students must provide a statement of purpose describing their academic interests and reasons for applying at the interview time.

## **2.2. Informing Applicants of Admission or Denial**

### **2.2.1. Notifying Applicants who are admitted**

The respective *College Graduate Office* should submit completed interview forms with their recommendations to the *Graduate School*. The College should not notify successful applicants that they have been admitted until the official email letter has been sent by the *Graduate School*. Colleges may, however, inform applicants that they have been recommended for admission.

### **2.2.2. Notifying Applicants who are Denied Admission**

The *Graduate School (GS)* will notify applicants who are not recommended for admission by means of an official email letter

## **3. Registration**

Registration will be conducted through the Graduate School. New students should get acquainted with the courses of their colleges depending on the field of study so that their choice of courses for each semester be in their best interest and as harmonious as possible with student's capabilities. The Registration Department in the Graduate School takes the responsibility of registering fresh, newly accepted students for the first semester. After that, students can modify their schedules (add or drop) as they see fit within a certain timeframe. Please see the

*Graduate Catalog* which is available on the University Graduate School web site (<https://gradschool.alfaisal.edu/graduate-catalog>).

Other students in all levels will take the responsibility of registering themselves in the chosen courses at the beginning of each semester and during a specified time. To make students able of registering themselves independently, they will be given access to an electronic channel called Net Classroom. Students will find choices which enable each one of them to conduct completely the registration process as he/she desires.

## 4. Course Work, Grading, Probation, and Dismissal

### 4.1 Course Work

#### 4.1.1 Minimum & Maximum Course Loads

Students can be enrolled for a minimum of 9 and a maximum of 12 credit hours per semester. However, if in an exceptional circumstance student must take a greater course load then they must obtain approval from the respective *College Graduate Office* & the *Graduate School (GS)*.

#### 4.1.2 Grading System

Alfaisal University uses the 4.0 grade point average system. The grades described in Table 4.1 are approved for use in Alfaisal University and are included in the determination of the grade point average (GPA). For example, “very good” is a GPA of 3.00 out of 4.00.

4.1.2.1 *Cumulative Average:* Cumulative GPA should not be below a grade average of “very good”.

4.1.2.2 *Noncredit grades:* The following symbols are approved for use in the cases indicated, but will not be included in the determination of the grade point average (see also Table 4.1):

**S/U** Graduate students in good standing may take courses on a Satisfactory/Unsatisfactory (S/U) basis with the consent of their graduate advisers. A Satisfactory grade implies work of B minus quality or better. Courses graded S/U are not included in the grade- point average. A course graded U may not be counted toward students’ degree programs. Credit for courses taken on an S/U basis is limited to one-third of the total credit hours that students have taken and passed.

**I** Students are doing satisfactory work but, for reasons beyond their control, they are unable to meet the full requirements of the course and as such is incomplete “I”. Unless otherwise specified by the respective college, an “I” will be changed to the grade of “F” by the ORG. The course Instructor must submit the final grade no later than 7 weeks after the last day of final exams for the previous semester.

If a student is assigned an “I”, the instructor must notify the student in writing of the requirements for removal of the “I” and of the deadline for removal of the “I” using an extension form. The student will be required to sign the extension form. A copy of the form must be submitted to the ORG at the time the “I” is submitted.

**W** The student was permitted to withdraw without penalty. Any student who withdraws on or before midterm will receive a W. Withdrawals without penalty will not be permitted after the 8th week of the semester except in cases of hardship as determined by the appropriate academic dean. Students must complete the official withdrawal form provided by the Office of the Registrar and have it signed by their academic advisor or faculty advisor.

**WP** The student was withdrawn by the instructor without penalty. The instructor must withdraw the student no later than the 12th week of classes to ensure a withdrawal without penalty.

**Table 4.1.** Grading system for graduate courses

*(Approved by RGC 48<sup>th</sup> Mtg 22 Feb 2017, UC 7 March 2017 & RGC 56<sup>th</sup> Mtg 31 Jan 2018)*

Letter Grade	Points (GPA)	Percentage*	Grades in English
A	4.00	95-100	Excellent
A-	3.67	90-94	Excellent
B+	3.33	86-89	Very Good
B	3.00	83-85	Very Good
B-	2.67	80-82	Very Good
C+	2.33	75-79	Good/High Good
C	2.00	70-74	Good
F	0.00	0-69	Fail
S/U	-		Satisfactory/Unsatisfactory
I	-		Incomplete
W	-		Withdrawn
WP	-		Withdrawn without penalty
AU	-		Audit
CR	-		Credit
CC	-		Continual course
NC	-		No Credit
P/F	-		Pass/Fail
R	-		Retake

\* Flexibility recommended in conversion from percentage to letter grade due to small class sizes

**AU** The student was given permission to audit this course. After the last day of late registration (last day of drop/add), students may not transfer from audit to credit status. Students may change from credit to audit up to the official withdrawal date.



- CR** The student was given credit for the course via a credit by examination program approved by the respective college's faculty, the Curriculum Committee, and the Vice Provost of Academic Programs (AP, IB, Proficiency, etc).
- CC** At Alfaisal University, this symbol designates a course that extends beyond the semester (Continued Course). The grade is not given until the course is completed. This symbol cannot be substituted for an "I" (Incomplete).
- NC** This symbol indicates a course that was taken by the student, but no credit was given, and no penalty is attached to the cumulative GPA. This grade may be used in transfer credit only.
- R** Retake of a course. A student may exercise this option for no more than two courses, totaling no more than 6 credits. A student may use this option only once for a given course. For the course retaken, the lower grade will initially show as "R" in the transcript. Once the new grade is obtained it will replace the "R" on the transcript. Only the new grade shall be counted in the determination of the student's grade-point average (GPA).

4.1.2.3 *Repetition of courses:* Graduate students may repeat courses in which they received a C, F, or U for up to a total of 6 credit hours. They must repeat courses for which they received below a C grade if a passing grade in the course is required by the college/department as part of the degree program. Also, students can repeat courses if they received more than one C in several courses. If students repeat courses in which they received a grade of F, the credit hours are counted only once, and only the most recently earned grade and grade points are counted for a total of 6 credit hours of repeated work.

4.1.2.4 *Substitution of courses:* Students may substitute one course for another for which they received a F, or U only if:

- Circumstances beyond their control prevent them from retaking the course before the date they expected their degree to be conferred (e.g., the course was not offered or was renumbered, or scheduling conflicts existed between the original course and other courses required for the degree).
- The Graduate Adviser certifies that the content of the course to be substituted is equivalent to that covered in the original course. Any substitution of courses in a student's master's degree program requires the approval of the Graduate Adviser and the *Graduate School*. If approved, the student must follow the procedure under the "Repetition of courses" section (above) to avoid having the units counted twice by the Registrar.

### 4.1.3 Academic Standing

Graduate students may be classified as in good academic standing, on some form of probation, or subject to dismissal. Students are normally in good academic standing if they:

- Are making adequate progress toward the completion of degree requirements,
- Have a cumulative grade-point average of at least 3.0.
- Do not have more than 2 Incomplete grades on their records, and
- Have not received warning letters from the Student Affairs/college or been placed on formal probation for academic or, in certain professional programs, clinical deficiencies.

### 4.1.4 College Graduate Offices & Graduate School Review of Student Progress

The respective *College Graduate Office* in coordination with the *Graduate School (GS)* are responsible for monitoring their students' overall progress toward graduate degrees. In fairness to students and to avoid problems later, Colleges should let students know by written evaluations what the faculty considers to be satisfactory progress.

4.1.4.1 *Warning letters:* Whether the *College Graduate Office* through *Student Affairs* sends the student a warning letter or requests the *GS* to place the student on formal probation, the *Graduate Council* requires that the following information is supplied to the student:

- the nature of the problem or deficiency.
- the steps to be taken to correct the deficiency.
- a reasonable period in which to correct the problem or to show acceptable improvement.
- an approximate date on which the student's record will next be reviewed.

### 4.1.5 Undergraduate Students Taking Graduate Courses

An undergraduate student who is pursuing a baccalaureate degree at Alfaisal University may be granted permission to take one or more (maximum of nine credit-hours) graduate courses if the student meets all the following conditions:

- The student must have completed at least 90 credit hours.
- The student must have an overall grade point of 3.00 or better.
- The student must have a 3.00 or better grade-point average in the major field.
- Students must obtain permission from their adviser, College Dean, the instructor of the course, and the ORG via signatures on *Form G20: Undergraduate Student Permission to take Graduate Courses* (Appendix Form G20).

An undergraduate student who is deficient in any of the above respects may not take a graduate course. Undergraduate students may not register for 600- to 800-level graduate courses.

Credit for these courses, up to a maximum of nine credits for courses where the grade received is B or above, may be applied at a later point to a graduate degree program provided that the credits were not used to satisfy baccalaureate degree requirements. Internal transfer of credits is subject to the ORG transfer credit regulations.

## **4.2 Academic Probation**

Students will be placed on academic probation by Student Affairs at the end of any semester in which their cumulative GPA is below 3.0. Students on probation have one semester in which to achieve a cumulative GPA of 3.0 or higher.

Probation will be removed at the end of any semester in which the student attains a cumulative GPA of 3.0. Students may be dismissed if they fail to remove their probation by the end of the second semester on probation. Actions involving academic probation and dismissal are entered on the student's permanent record.

Students who leave Alfaisal University not in good standing and remain out of the university for no more than two semesters may submit a written request for reinstatement to the Student Affairs and reviewed by the Graduate School. The request should outline activities since leaving Alfaisal University that contributed to the student's academic development. Courses taken at another institution during this interim period are not transferable. Students who have been out of the university for more than two semesters must submit a new application for admission to the Student Affairs. Dismissed students may also be considered for reinstatement after a one-year waiting period. Students requiring additional time to complete a degree will be required to appeal for an extension through the respective *College Graduate Office*. The student must notify the *College Graduate Office* in writing of the necessity to extend enrollment for purposes of graduation and cite reasons for the need. (Notification will be hand delivered and sent by email.)

Students on probationary status may register and enroll, but they may not hold academic appointments (i.e., TA, RA), receive graduate scholarships, or be awarded advanced degrees.

Student Affairs/Colleges may recommend probation and dismissal based on a written evaluation of the student's progress. However, only the GS has the authority to place a student on probation, to remove probationary status, and, if necessary, to dismiss a student from graduate standing. Some colleges/departments may choose to issue warning letters to apprise students that they are not making satisfactory progress rather than request formal probation for a student. Special requests for probation and dismissal should be addressed to the VP Graduate Studies.

### 4.3 Dismissal

There are generally two reasons a graduate student may be dismissed: for disciplinary reasons due to violations of the *Code of Student Conduct*, and for academic deficiencies. The former is determined by the Dean/Vice Dean of Student Affairs and with the concurrence of the VP of Research & Graduate Studies. Dismissal for academic reasons is entirely under the purview of the VP of Research & Graduate Studies.

#### 4.3.1 Academic Dismissal

A student is subject to academic dismissal for the following reasons:

- the student's academic deficiencies as determined by *College Graduate Office* were not corrected after a reasonable, established period of probation, or
- the student failed to meet the necessary clinical standards in a professional program.

#### 4.3.2 When a Student is Dismissed

After the student's record are reviewed by the College Vice Dean for Graduate Studies and the University Director for Graduate Studies, a dismissal letter to be sent by the Graduate School to the student. The Graduate School blocks the student from further registration. Students are ineligible to apply for readmission to the program from which they have been academically dismissed. However, the students are not excluded from applying to another academic program; this program has the right to review the student's academic records to inform its decision on whether to admit the student.

### 4.4 Graduate Student Appeal Procedure

The *Graduate Student Appeal Procedure* is to be used by graduate students with complaints about dismissal from graduate standing, placement on probationary status, denial of readmission, and other administrative or academic decisions that terminate or otherwise impede progress toward academic or professional degree goals. For graduate students, this procedure may also be used to resolve disputes over joint authorship of research in accordance with joint authorship policies of campus departments or units. Through the *Graduate Student Appeal Procedure*, students have the right to appeal academic or administrative decisions that have resulted in termination or have interfered with their progress toward a degree if the decision is alleged to have been based on the following criteria:

- Procedural error or violation of official policy by academic or administrative personnel.
- Judgments improperly based upon nonacademic criteria including, but not limited to, discrimination or harassment based on race, color, national origin, religion, sex, disability, age, medical condition (cancer related), ancestry, marital status, or citizenship.
- Special mitigating circumstances beyond the student's control not properly considered in a decision affecting the student's academic progress.

## 4.5 Leave Request

1. The student submits a leave request to the relevant department head at least one week before the beginning of the semester.
2. The semester leave period in which a department is not able to teach courses of the semester is not counted, provided that the period does not exceed one academic year.
3. If the student is granted an additional opportunity, and they have not exhausted the period of leave, they may postpone the additional opportunity or some of it.
4. If the leave is after the proposal of the thesis was registered, its preparation may be postponed if the student completes an amount of the thesis commensurate with the period they spent after registering, based on the supervisor's report
5. The student has the right to take the deferment semesters separately or together, provided that the period does not exceed one academic year, unless the student is unable to benefit from the rest of them at another time.
6. The total period of leave should not exceed half of the study period.
7. The department's decision of the leave request is based on the main supervisor.
8. The student must have completed at least one semester

## 5. Grievances, Drop, Postponement, Withdrawal, Interruption, & Termination of Enrolment

### 5.1. Grievances and Complaints

Conflict between graduate students and faculty members occasionally arises. When conflicts occur, they can often be resolved through discussion that engages both parties who are directly involved. However, when such attempts are unsuccessful or in cases in which a graduate student feels the need for third party support in resolving a conflict with a faculty member, the Graduate School's grievance procedure provides a process for support and intervention through investigating complaints and rendering decisions fairly and promptly.

The process includes up to **four** steps as needed to reach resolution. Most graduate student grievances are resolved to the satisfaction of all parties within the first two or three steps of the process. The Graduate School can answer questions about the grievance process or recommend other offices across campus that can help depending on the nature of the complaint (contact [QGRADSTUDIES@alfaisal.edu](mailto:QGRADSTUDIES@alfaisal.edu)). The procedure is based on the *Grievances & Complaints* process outlined by the Cornell University Graduate School (<https://gradschool.cornell.edu/policies/grievances-and-complaints/>).

### 5.1.1 Key Steps in the Graduate School's Grievance Procedure

At each of the steps described below, **students may have a witness or support person accompany them to each meeting**. In each phase of the process, the student must clearly indicate the topic of the grievance and to the extent possible articulate what is believed to be a fair remedy.

- **Step One: Student** speaks directly to the source of the grievance. If the student is not satisfied with the outcome of Step One, go to Step Two.
- **Step Two: The student** contacts the College Graduate Program Director/ College Vice Dean for Graduate Studies. If the student is not satisfied with the outcome of Step Two, go to Step Three. If the College Graduate Program Director/ College Vice Dean for Graduate Studies is the source of the complaint, skip Step Two and go to Step Three.
- **Step Three:** Bring the case to the Graduate School / Director for Graduate Studies. If the student (or the other party) is not satisfied with the outcome of Step Three, go to Step Four.
- **Step Four: The Graduate School through the Research & Graduate Council (RGC) refers** the case to a *Graduate Grievance Review Board (GGRB)*, composed of two graduate students and three faculty members. The GGRB recommendations are reviewed by the Provost/ President who will make the final determination.

### 5.2. Drop of a Semester

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

- Apply to the Head of the Department at least five weeks before the final exam period.
- Receive approval of Department Council and Deans of both College and Graduate Studies.
- Semester should not be part of the Additional Opportunity period.
- Semester counts as part of Postponement Period.
- Students shall be considered as having failed all courses they registered in (in the dropped semester) if not abiding by the above rules of dropping.

### 5.3. Admission Postponement

The respective College Graduate Office and the Graduate School may approve postponement of students' admission into a program for a maximum period of two semesters; the period will not be counted within the time limit for obtaining the degree.

#### **5.4. Registration Postponement**

The *Graduate School (GS)* may approve postponement of students' registration under the following conditions:

- The student must have successfully completed at least one semester in the program or covered a substantial part of the thesis.
- The time limit of postponement should not exceed four semesters (two years of study).
- Requests for postponement should be submitted at least two weeks before the start of the semester.
- Postponement Period will not be counted within the maximum time limit for obtaining the degree.

#### **5.5. Admission to Another Field of Specialization**

Admission of students in a field other than their specialization is permissible based on a recommendation from the relevant department council if they include the majors related to its programs and whose graduates can be accepted. The special conditions for admission must be submitted to the Permanent Committee for approval.

#### **5.6. Transfer of Courses & Equivalence**

The equivalence of courses from outside the university shall be according to the following:

- Conditionally that less than three years have passed since they studied the equivalent courses
- The study should be at a recognized college or university.
- The course that the student studied outside the university should be in the same language as the program and matching in its scientific content
- It is permissible to equate more than one course together with one course in the program to fulfil the condition of the number of units or contents.
- The percentage of units (i.e., credits) shall not exceed 30% of the units (credits) of the program transferred to.
- The courses that are equivalent shall not be calculated in the cumulative average
- The equivalence of courses is based on the recommendation of the department council to which a course belongs and with the approval of the college council
- The grade of the equivalent course shall not be less than very good or its equivalent.

The equivalence of courses from inside the university shall be according to the following:

- Conditionally that less than three years have passed since a student studied the equivalent courses

- The courses that have been equivalent shall be calculated in the cumulative average
- The equivalence of courses is based on the recommendation of the department council to which the course belongs and with the approval of the college council.
- The grade of the equivalent course shall not be less than very good or its equivalent.
- The courses should be matching in their scientific content.

## **5.7. Prerequisite Courses**

Prerequisite courses are determined by the program committee and the college Vice Dean for Research and Graduate Studies, and then presented to the Research and Graduate Council (i.e., Executive Committee) and submitted for approval to the Permanent Committee for Graduate Studies.

The study period for supplementary courses should not exceed one academic year, and the Permanent Committee may make an exception after studying the request from the executive body of higher programs.

The applicant must score a very good on average in all supplementary subjects' total.

## **5.8. Acceptance in Two Graduate Programs Simultaneously**

The Permanent Committee will assess and make recommendation to the University Council on a case-by-case basis for a student to be accepted into two graduate programs simultaneously.

## **5.9. Withdrawal and Interruption**

### **5.9.1. Withdrawal**

Students who voluntarily withdraw from a master program will be treated as new applicants on deciding to rejoin. All updates of conditions will be applied to their cases. Withdrawal becomes effective when accorded with the following regulations:

- The student should apply (for withdrawal) through the respective *College Graduate Office* to the GS before commencement of final exams.

### **5.9.2. Interruption of Study**

Students shall be considered as dropouts and their records as closed in the following cases:

- If accepted in the program and did not register on time.
- If registered in the courses and did not attend them.



## 5.10. Termination of Enrolment

Student's enrolment in a graduate program will be terminated by a decision of the GS in the following cases:

- If accepted in the program and did not register during regular registration period.
- If failed to pass supplementary courses in accordance with the required conditions

The respective College Graduate Office may stipulate that students applying for a master program ought to complete several supplementary courses from the previous level. The time limit allotted to such courses should not exceed two semesters.

The following conditions should also be considered:

- A student should pass each supplementary course at first sitting with a minimum grade of "Good."
- The cumulative grade average of total number of supplementary courses should be a minimum of "Very Good."
- Registration in the graduate program becomes possible after proper completion of supplementary courses; *College Graduate Offices* may permit registration in some graduate courses hand in hand with one or two of the supplementary courses towards the end of this preliminary stage.
- Time spent in supplementary courses is not counted within the time limit for obtaining the degree.
- The grades of the supplementary courses are not included in the computation of the cumulative grade average of the graduate courses.)
- If dropping courses for a whole semester or withdrawing from the program without an acceptable excuse.
- If proving not to be serious in study or neglecting academic obligations as stated in Item 5.9.2 of this document.
- If cumulative average drops below "Very Good" in two consecutive semesters.
- If using up all permissible postponement periods, identified in Item 5.3 without completing the degree.
- If breaching ethics during course work or thesis writing, or breaking university rules or regulations.
- If the thesis examination committee finds it not discussable before or unacceptable after the defense.
- If not obtaining the degree within maximum time limit specified in the following:
  - The duration for obtaining a master's degree is a minimum of four semesters and a maximum of eight; summer sessions are not counted within this period.
  - The duration for obtaining a doctorate degree is a minimum of six semesters and a maximum of ten; summer sessions are not counted within this period.

## 5.11. Resuming Study

A dropout or a terminated student who was impeded by personal obstacles, that the respective *College Graduate Office* excuses, may resume studying in a program on the subsequent recommendation of the GS and the final approval of the University Council. However, the following conditions should also be considered:

- On the lapse of more than six semesters, a terminated student shall be treated as a new student regardless of the number of semesters completed in the program.
- On return after six semesters or less, a terminated student may be asked to repeat some of the courses already covered. Courses should be specified by the *College Graduate Office* and approved by the GS; the courses studied earlier are to be counted within the cumulative grade average after resuming study; the period spent in the program before termination is also to be counted within the maximum time limit for obtaining the degree.

Credit transfer will be granted to approve courses and students will be assisted to register in next courses at Alfaisal. Also, students who take courses in summer semester (after taking approvals from the College Vice Dean for Graduate Studies) will have their courses credited (if they maintain proper GPA in each course) and will be assisted to register in the courses.

A student should be familiar with the registration policies and guidelines. Understanding fully all registration aspects will help avoiding any mistakes or confusing which might cause aggravating results. For Registration dates and timelines regularly each semester, students can visit this link- in the academic calendar <https://admissions.alfaisal.edu/en/academic-calendar>. A student should be familiar with the course descriptions and study plans by having a copy of the Graduate Catalog as described in the link: <https://gradschool.alfaisal.edu/graduate-catalog>. Registration Staff in GS will make sure that all current students are registered appropriately as per regulations and policies. Students on the other hand should communicate with designated staff when facing problems regarding registration.

## 5.12. Additional Opportunities

A student whose grade average drops to less than “Very Good,” in two consecutive semesters, may exceptionally be granted an extension period (technically called an additional opportunity) not exceeding in length two semesters to continue in the program. The recommendation of both Department and College Councils and approval of the Graduate Council (i.e., RGC) are necessary in this case.

If not obtaining a degree within the maximum time limit specified under section 5.10 (termination of enrollment), a student (whose time limit for obtaining the degree has expired) may exceptionally be granted an extension, or additional opportunity (not exceeding in length two semesters). A report from the supervisor is required to initiate procedures in this case, to be followed by the recommendation of Department and College Councils, the

Graduate Council, and the final approval of the Permanent Committee for Graduate Studies or University Council.

## 6. Degrees

### 6.1. Academic Degree

On recommendations of Departments and College Councils and endorsement of the Research & Graduate Council, and the Permanent Committee, the University Council/BOT grants the following degrees:

- Doctoral degrees (global)
- Master degrees (global)
- Higher Diplomas (global)

### 6.2. Doctoral Degrees

The Doctor of Philosophy (PhD) degree is awarded upon the successful completion of a minimum of (30) hours (accredited units) of advanced courses including a dissertation, after obtaining a master's degree. The study for a doctorate degree is possible through a Course/ Dissertation mode: of minimally twelve hours of graduate courses of directed studies, symposia, and seminars, as called for by student's academic interests and specific specializations, plus a dissertation.

#### 6.2.1 Committee Roles and Responsibilities

*A Dissertation Advisory Committee* will be formed for each student by the College Program Director (FORM G09). The committee will consist of at least three members with a faculty member as the main academic advisor/supervisor and Chair. The Chair of the Committee must have research and graduate student advising experience and should be an Associate or full Professor. One member of the committee must be from outside the university. The Committee will assist the student in the formulation and approval of the *Dissertation Proposal* (see FORM G10 *Structure of Thesis/Dissertation Research Proposal*), and later advise the student in the execution of the research, the Dissertation write-up, and help the student to prepare for the oral defense.

A faculty member can be an advisor or co-advisor for a maximum of four Doctoral dissertations simultaneously. The number can be raised to five following the recommendations of the Department Council concerned and the approval of the College Council, and the Graduate School. For calculating faculty members teaching loads, the supervision of a doctoral dissertation will be counted as one credit hour, whether the faculty member is the sole advisor or the major advisor.

### 6.3. Master Degrees

The study for a master's degree can follow two modes or options as per *Article 33 of the Unified Law Organizing Graduate Studies in Saudi Universities* (2009):

- *Thesis option*: masters' students must take at least 24 credit hours of courses plus a thesis.
- *Course-only option*: master's students must take at least 42 credit hours of courses inclusive of a capstone/research project.

The duration for obtaining a master's degree is a minimum of four semesters (i.e., 2 years) and a maximum of eight semesters (i.e., 4 years). The academic year has two semesters of at least fifteen weeks each. A summer session is minimally eight weeks. A graduate student at Alfaisal University must take at least 70% of the program's credit hours at the University. The same course work cannot be used toward two different master's degrees unless it is part of an approved concurrent master's program. Colleges/departments set their own subject requirements for degrees. If colleges/departments change requirements, they must obtain approval from the *Research & Graduate Council (RGC)*. All affected students must be informed in writing. Colleges/departments also must permit students who entered under the former requirements to elect to follow either the new or old rules.

#### 6.3.1. Thesis Option

##### 6.3.1.1. *Committee Roles and Responsibilities:*

A *Thesis Advisory Committee* will be formed for each student by the College Program Director (FORM G09). The committee will consist of three members with a faculty member as the main academic advisor/supervisor and Chair. The Chair of the Committee must have research and graduate student advising experience and should be an Associate or full Professor. Assistant Professors holding this rank for two years, may supervise masters' theses only on having published two research papers in student's area of specialization in a refereed academic journal. The Committee will assist the student in the formulation and approval of the *Thesis Proposal* (see FORM G10 *Structure of Thesis Research Proposal*), and later advise the student in the execution of the research, the write-up, and help the student to prepare for the oral defense.

After writing a draft of the research proposal, the student must present it to the Thesis Advisory Committee for feedback & comments. The presentation should last about 15 minutes and may be in person or virtual after which the Committee will ask questions. The student should submit the proposal to the committee at least seven days before the scheduled presentation date. Based on the feedback the student will revise the thesis research proposal, if necessary. Once the proposal is

approved by the Thesis Advisory Committee, then the main supervisor must submit the proposal along with a completed Form G10, to the College Vice Dean for Graduate Studies.

According to Article 45 of the *Rules & Regulations for Graduate Studies in Universities*, a faculty member may supervise a maximum of seven theses at a time. Theses supervision as the main adviser counts as 0.33 credit hour each in faculty members teaching loads.

On completion of the student's thesis and approval by the *Thesis Advisory Committee* (see FORM G11: *Thesis Submission for Defense*), the College Vice Dean for Graduate Studies sends the manuscript to an *External Evaluator* (FORM G13: *External Evaluator's Report*) who has two weeks to review it. Once the *External Evaluator* approves the thesis then the College Vice Dean for Graduate Studies sets a date for the thesis defense. The Program Coordinator may recommend the names of the proposed voting members of the *Thesis Examination Committee* to the College Vice Dean for Graduate Studies for approval as per Article 51 of the *Unified Laws*.

The *Thesis Examination Committee* will consist of at least four members: a non-voting chair appointed by the respective College Vice Dean for Graduate Studies and three voting members recommended by the same Office. One of Committee members should be the Major Advisor, and another may be the *External Evaluator* from an outside university. Proposed committee members from outside the university must submit their CV to the College Vice Dean for Graduate Studies before the approval. The main advisor should always be consulted before asking someone to be on a thesis advisory committee. All associated forms are found in Table 6.1 and Appendix A. The thesis process flowsheet indicating the responsibilities of College Vice Dean for Graduate Studies, Graduate Program Director, Thesis Advisory Committee, External Evaluator, College Graduate Office, and the Graduate School is described in Figure 6.1.

**Table 6.1.** Forms Associated with Thesis and Dissertation Graduate Programs

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FORM G09: ASSIGNMENT OF STUDENT THESIS/DISSERTATION ADVISORY COMMITTEE

FORM G10: APPROVAL OF THESIS/DISSERTATION RESEARCH PROPOSAL

FORM G11: THESIS/DISSERTATION SUBMISSION FOR DEFENSE

FORM G13: EXTERNAL EVALUATOR'S REPORT

FORM G14: CHAIR'S REPORT ON THESIS/DISSERTATION DEFENSE

FORM G15: THESIS/DISSERTATION DEFENSE SIGNATURE SHEET

FORM G16: DISSERTATION, THESIS, PROJECT, RELEASE FOR LIBRARY

FORM G17: NOTICE OF THESIS/DISSERTATION DEFENSE

FORM G18: CHECKLIST TO COMPLETE BEFORE A CERTIFICATE CAN BE ISSUED

FORM G19: CHANGE IN THESIS/DISSERTATION ADVISORY COMMITTEE MEMBERSHIP

FORM G20: UNDERGRADUATE STUDENT PERMISSION TO TAKE GRADUATE COURSES

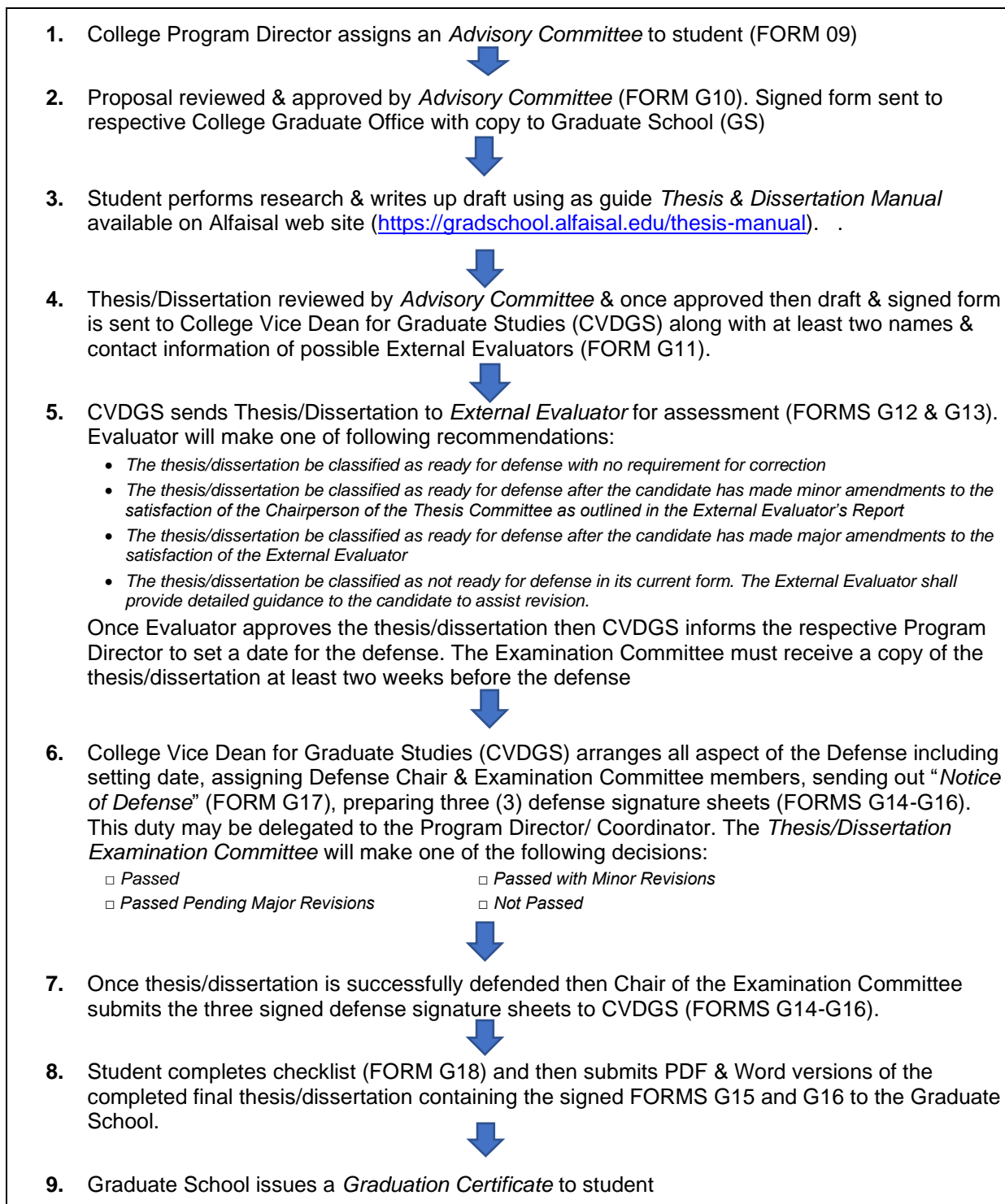
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#### 6.3.1.2. *Thesis Registration Process and Milestones*

Each graduate student shall have an academic supervisor/ advisor assigned by the program's director and with the approval of the College Vice Dean for Graduate Studies and Research. This is done at the beginning of a student's enrollment in the program to guide them in their studies and help them choose the topic of the thesis and prepare a research plan in accordance with the rules approved by the University Council based on the recommendations of the RGC and PCGS.

A graduate student, before starting to write the proposal, must submit to their supervisor a request for approval of the title of the research project. Upon approval, the student submits to the supervisor a two-page research project proposal outlining reviews the topic of the research, its importance, and the proposed plan and time frame for implementation.

A graduate student has the right to register for *Thesis A* (9 cr) in the online system in the third semester of a master's program (i.e., second yr, first semester) and after passing 80% of the total courses and with a GPA of no less than very good.



**Figure 6.1.** Thesis/Dissertation process flowsheet showing responsibilities of College Vice Deans for Graduate Studies, Program Directors, Thesis/Dissertation Advisory Committee, External Evaluator, & College Graduate Offices & Graduate School (GS). Going from assignment of Thesis/Dissertation Advisory Committee to thesis/dissertation proposal approval, to review by external examiner, to thesis/dissertation defense & submission of the completed & signed thesis/dissertation form to the Graduate School.

During this semester the student should submit and pass a Thesis Research Proposal (FORM G10).

In the fourth semester (i.e., 2<sup>nd</sup> yr second semester) the student must register for *Thesis B* (9 cr) in the system after submitting a report explaining the progress of the thesis.

The student should write up & defend the thesis in this period.

If a thesis is incomplete at the end of the second year, then the student must register for *Thesis C* (0 cr) to indicate a continuation.

There are no credits attached to *Thesis C*. The process for completing a master's degree is a minimum of four semesters (i.e., 2 years) and a maximum of eight semesters (i.e., 4 years) (Article 36 item 5 of Rules & Regulations for Graduate Studies in Universities).

Master's and doctoral theses are written in the language of instruction approved for the program by the University's Council, provided that the thesis contains an adequate summary in Arabic if the thesis is in a language other than Arabic.

#### 6.3.1.3. *Student Evaluation*

The supervisor evaluates the student's performance at the end of each semester, and determines their progress in the thesis, in accordance with the mechanisms approved by the Permanent Committee:

- The supervisor submits a quarterly report explaining the student's progress in the thesis and mentioning the obstacles and their causes, if any.
- Any requests for an extension in the research period should be mentioned in the report, provided that the extension period does not exceed two semesters.
- The report is signed by the student and the supervisor and submitted to the program's director for submission to the respective College Vice Dean for Graduate Studies and Research.

If it is established that a student is not serious at the thesis stage, based on the report of the thesis's supervisor, then the student is warned by a letter from the concerned department, and if the student was warned twice and did not avoid the reasons for the warning, their enrollment will be canceled, based on the recommendation of the department and college councils.

#### 6.3.1.4. *Thesis Defense:*

The thesis supervisor or program manager contacts an External Evaluator/Examiner and sends them a copy of the thesis, along



with FORM G13. The External Evaluator is given two weeks to review the thesis.

Once the thesis has been approved by the *Advisory Committee* (see *Form G11: THESIS SUBMISSION FOR DEFENSE*) and the External Evaluator (*FORM G13: EXTERNAL EVALUATOR'S REPORT*), the College Graduate Office or the Program Coordinator/Director will convene the *Thesis Examination Committee*.

#### 6.3.1.5. *Examination Committee*

The examination committee for master's and doctoral dissertation requires the following:

1. The number of its members shall be odd number (including the supervisor).
2. The number of members of the committee shall not be less than three from among the faculty's members.
3. The committee consists of a member from within the department, a member from outside the department for a master's degree, and a member from outside the University for a doctorate degree, in addition to the main supervisor and the assisting supervisor, if any.

At the defense, the Chair is non-voting and is present to ensure that proper procedures are followed. The initial part of the defense is open to the public including a brief question period. Thesis presentation suggested being 15- 20 minutes followed by 5-10 minutes of questions from audience. After this the public will be asked to leave by the Chairperson. The *Thesis Examination Committee* will continue asking questions for up to 30 minutes. The candidate is then asked to leave the room by the Chair. The Committee after deliberation decides by majority vote on one of four decisions: Pass, Pass with Minor Revisions (corrections to be confirmed by the Chair/Supervisor), Pass Pending Major Revisions (corrections to be confirmed by the Advisor & the Chair), Not Passed. Decisions will be based on a majority (i.e., at least 2/3).

All Thesis Examination Committee Members sign two report sheets (see *FORM G15: THESIS DEFENSE SIGNATURE SHEET* and *FORM G14: CHAIR'S REPORT ON THESIS DEFENSE*). The candidate is then asked to come back into the room and is informed of the decision. The Chair will submit the reports to the Graduate School (GS). The Chair may add a page of comments, if necessary.

A student must submit a hard copy of the final thesis with signature sheets to the Graduate School (GS).

Students must also submit a PDF version of the completed thesis containing the signed FORMS G15 and G16, online to ProQuest.

Once this is done then the GS will issue a Graduate Certificate to the student.

Students whose thesis are *Not Passed* may repeat the defense one more time but not earlier than two months after the first defense.

### **6.2.2 Courses-only Option**

This option is ideally suited to, for example, people holding full time jobs in the public or private sectors who want to enhance their careers through continuing education. Students in this track will have a Graduate Advisor appointed by the respective *College Graduate Office*. Master's students must take at least 42 credit hours of courses inclusive of capstone/ research project.

### **6.2.3 Transfers of Credit toward the Master's Degree**

A master's student may transfer up to 6 semester credit hours or 6 quarter credit hours of course work completed as a graduate student at another institution. The units must be equivalent to courses in the student's graduate program at Alfaisal University, and the student must have received at least a B in the course(s). However, students cannot use units from another institution to satisfy the minimum requirement courses or the minimum academic residence requirement. In addition, they may not present course work previously used to satisfy requirements for another degree program at Alfaisal University or at another in another institution.

### **6.2.4 Changes in Thesis Advisory Committee Membership**

Before planning to file their theses, students who wish to change the membership of their Thesis Advisory Committee must be sure that such a change has been approved by the *College Graduate Office* (FORM G19). A student may request a change in committee by submitting a written request to their Graduate Adviser. The Graduate Adviser should consult with any faculty members as appropriate to assure that they are aware of membership changes. However, the Graduate Adviser, rather than any committee member, has the final authority to recommend approval of the changes.

### **6.2.5 Completion of Courses for the Degree**

Master's students must finish all courses required for the degree by the last day of the semester in which they expect the degree to be conferred. If students have Incompletes, No Reports, or In Progress grades, the college/ department must indicate on the list of courses-only master's candidates whether the courses are required for the degree. After completion of requirements for the degree for which they were admitted, students may not register and enroll for a subsequent semester unless they have been previously approved for a new degree goal or a new major.

### **6.2.6 Time in Candidacy**

The duration for obtaining a master's degree is a minimum of four semesters (i.e., 2 years) and a maximum of eight semesters (i.e., 4 years) (*Article 36 of Rules & Regulations for Graduate Studies in Universities*). If they do not finish in that period, their candidacy will lapse unless the Major Adviser/Supervisor requests an extension of time from the *Graduate Council (GC)*.

## **6.3 Higher Diplomas**

This degree is awarded upon the successful completion of a minimum of (24) credit hours (accredited units) after obtaining a bachelor's degree, usually achieved after spending a minimum of two full-time semesters, or the part-time equivalent in higher education.

## **6.4. Policies Affecting Graduate Students**

### **6.4.1. Preparing and Submitting the Thesis/Dissertation Manuscript**

Students are responsible for preparing the manuscript in the proper form, including formatting, pagination, margins, and paper type. All the requirements are provided in the instructions for preparing and filing a Thesis or Dissertation which is available on the *Graduate School* web site (<https://gradschool.alfaisal.edu/thesis-manual>).

### **6.4.2. Use of Human and Animal Subjects**

Students who plan research or development activities that involve human and animal subjects must also have their work reviewed and approved by the Alfaisal University *Institutional Review Board (IRB)* before they begin their research (<https://irb.alfaisal.edu/>). The *Graduate School* will not accept dissertations or theses that include human or animal subject materials obtained or produced without *IRB* authorization.

### **6.4.3. Withholding a Thesis or Dissertation**

Sometimes there are extraordinary situations under which a student may prefer that the manuscript not be published. These circumstances may involve the disclosure of patentable rights in the work before a patent can be granted, similar disclosure detrimental to the rights of the author, or disclosure of facts about persons or institutions before professional ethics would permit such disclosure. The VP of the Office of Research & Graduate Studies may permit with a supportive explanatory letter from the *Thesis or Dissertation Examination Committee* chair, the manuscript to be withheld from public access for a specified and limited period. See also FORM G16: THESIS, PROJECT, DISSERTATION RELEASE FOR LIBRARY.

### **6.4.4. Copyright**

The University does not provide a copyright service. Students may copyright their work independently.

#### 6.4.5. Time Limits on Use of Courses for Degrees

Sometimes students return to the University after an absence and request to use courses that they completed in the past. A time limit of 4 years has been established for use of these courses.

#### 6.4.6. Change or Add a Major or Degree Goal

Graduate students may petition to change majors, degree goals, or designated emphases or to add them. However, these students should be ranked with other applicants to ensure that available slots in the program are not taken up by relatively weak continuing students to the detriment of stronger new applicants.

## 7. References

- The University of California, Berkeley
- The *Graduate Policies* from the King Fahd University of Petroleum and Minerals (KFUPM). <http://www.kfupm.edu.sa/deanships/dgs/Pages/en/Unified-Regulation.aspx>
- The *Rules and Regulations for Graduate Studies in Universities* from the Ministry of Higher Education (MOE) (2022) as translated into English by the Office of Graduate Studies at Alfaisal University.
- *Graduate Catalog* <https://gradschool.alfaisal.edu/graduate-catalog>

## 8. Glossary of Terms

This section explains commonly used terms in graduate studies.

**Academic Standing:** Students are normally in good academic standing if they are making adequate progress toward the completion of degree requirements; have a cumulative grade-point average of at least 3.0; and do not have an excessive number of incomplete grades on their records.

**Appointments:** Graduate Appointments on the Alfaisal University campus are assigned the following titles: Graduate Student Teaching Assistant (TA) and Graduate Student Research Assistant (RA).

**Concurrent Program:** A concurrent program is the combination of two master's degree programs, normally on the same campus, in which a limited number of units may be used in common to reduce the time needed to earn both degrees.

**Designated Emphasis:** A designated emphasis is a specialization, such as a new method of inquiry or an important field of application, which is relevant to two or more existing doctoral degree programs. Faculty members who wish to offer a designated emphasis must form a Graduate Group to administer the program. Approval by the Graduate Council is required.

**Dissertation:** The purpose of a dissertation is to develop a unique concept and defend it based on theoretical and practical results. A dissertation is written by doctoral students, also referred to as PhD candidates.

**Graduate Adviser:** Graduate Advisers are nominated by College Deans or Department Chairs and appointed by the VP of the Office of Research &

Graduate Studies, who acts on behalf of the Research & Graduate Studies Council. They provide guidance for entering and continuing students concerning the various steps necessary to earn their degrees.

**Graduate Council:** The Graduate Council is the administrative arm of the Graduate School. It is a committee consisting of Alfaisal University faculty. Composed of faculty members, the Council is responsible for all academic matters related to graduate education on campus. One of the major duties of the Council is to conduct periodic reviews of all graduate programs to make sure they are functioning at the highest possible level, and to plan.

**Graduate Group:** A graduate group is an academic unit, comprised of a core faculty from two or more existing colleges/departments, which offers a doctoral degree in a new method of inquiry or new field of study that has been approved by the Graduate Council. An established college/department is designated to host the graduate group since the group has no funding of its own or administrative support.

**Graduate School:** The Graduate School oversees graduate students' progress from admission to completion of their degree programs. The school monitors student's administration and regulations to guide students through the various steps required for the degree.

**Major Adviser:** Also called Thesis or Dissertation Adviser, a Major Adviser is usually chosen by the student in consultation with the Graduate Adviser. The Major Adviser guides a student's thesis or dissertation research and writing.

**Master's/Thesis Advisory Committee:** The Master's/Thesis Advisory Committee, selected by the student in conjunction with the Graduate Adviser, guides the research and writing of the master's thesis. The committee is made up of three faculty members, at least two of whom must be from the student's home college/department. Typically, the committee chair is the student's research adviser.

**Office of Research & Innovation (ORI):** The Office of Research & Innovation is responsible for all aspects of internal & external funding including post award management and commercialization of intellectual property (IP) created by faculty & students. The Office is responsible for the core research laboratories at the University.

**Probation:** Students who are not in good academic standing are on academic probation or subject to dismissal. Students may also be placed on probation for not meeting Student Affairs requirements or expectations. Probation is intended to provide students whose performance is less than satisfactory with a period in which to correct the deficiencies and to raise their performance to a level consistent with the minimum standards set by the Student Affairs/Office of Graduate Studies. Students on probationary status may register, but they may not hold academic appointments, receive graduate scholarships, or be awarded advanced degrees.

**Program (also known as a track or plan):** A program is a sequence of course work and supervised study leading to a degree, normally within a department of instruction. The term is used synonymously with field or subfield and also to refer to a subspecialty in which undergraduates or graduates may concentrate their study.

**Public Seminar:** Toward the end of the Master's Thesis or Doctoral Dissertation and just before the Oral Defense, a student gives a public seminar on the study.

**Researcher Assistant (RA):** A Research Assistant (RA) is a graduate student at Alfaisal University who is engaged in research projects related to their dissertation under faculty supervision. There are no specific eligibility requirements regarding level of skills or previous experience, which permits colleges/departments and organized research units to make RA appointments at levels appropriate to resources and recruitment needs.

**Student Affairs/College:** Student Affairs/college is an administrative unit with space and resources. also includes budgeted faculty members who offer instruction in a titled, specialized discipline. At the graduate level, programs of study lead to the M.Sc, EMBA, and doctoral degrees. For a list of graduate programs at Alfaisal University, consult the Graduate School as well as individual colleges.

**Teaching Assistant (TA):** A TA must have fulfilled the necessary academic, spoken English language proficiency, and registration and enrollment requirements for appointment. Chosen for excellent scholarship and promise as a teacher, a TA serves as an apprentice under the active supervision of the instructor in charge of the course. An appointment as a TA is for one academic year or less. TA appointments may not exceed half time.

**Thesis:** Students completing a Thesis Option master's degree are expected to write a report, referred to as a thesis, on the results of an original investigation, in conjunction with the Master's/Thesis Advisory Committee. Length and style of the thesis vary by college. All theses are filed with the Graduate School though the Library.

**Thesis Examination Committee:** This master's level examination committee will consist of four members: a non-voting Chair, and three other members, who may be from the Master's Advisory Committee and one may be the External Evaluator.

**Tutor:** A tutor provides training to individuals or small groups of students who require additional teaching help. Tutors at Alfaisal University work under the direct supervision of a faculty member holding an appropriate instructional title.

## **9. Appendix A FORMS G09-G20**

FORM G09: ASSIGNMENT OF STUDENT THESIS/DISSERTATION  
ADVISORY COMMITTEE

FORM G10: APPROVAL OF THESIS/DISSERTATION RESEARCH  
PROPOSAL

FORM G11: THESIS/DISSERTATION SUBMISSION FOR DEFENSE

FORM G13: EXTERNAL EVALUATOR'S REPORT

FORM G14: CHAIR'S REPORT ON THESIS/DISSERTATION DEFENSE

FORM G15: THESIS/DISSERTATION DEFENSE SIGNATURE SHEET

FORM G16: THESIS, PROJECT, DISSERTATION RELEASE FOR LIBRARY

FORM G17: NOTICE OF THESIS/DISSERTATION DEFENCE

FORM G18: CHECKLIST TO COMPLETE BEFORE A CERTIFICATE CAN  
BE ISSUED

FORM G19: CHANGE IN THESIS/DISSERTATION ADVISORY COMMITTEE  
MEMBERSHIP

FORM G20: UNDERGRADUATE STUDENT PERMISSION TO TAKE  
GRADUATE COURSES

# FORM G09: ASSIGNMENT OF STUDENT THESIS/ DISSERTATION ADVISORY COMMITTEE

Student contacts the respective *College Program Director*. Then the *College Program Director* assigns a *Thesis/Dissertation Advisory Committee* to student. A copy of the completed form goes to the *College Vice Dean for Graduate Studies*.

This form has been completed by (name).....

Student Name & Signature-----

--

Student ID no.: -----

Program/track: \_\_\_\_\_

Date (d/m/y): -----

--

## Thesis/Dissertation Advisory Committee

\_\_\_\_\_

\_\_\_\_\_  
Chair/Main Supervisor Name

Signature

\_\_\_\_\_

\_\_\_\_\_  
2<sup>nd</sup> Advisory Committee Member Name

Signature

\_\_\_\_\_

\_\_\_\_\_  
3<sup>rd</sup> Advisory Committee Member Name

Signature



**FORM G10: APPROVAL OF THESIS/DISSERTATION RESEARCH PROPOSAL**

Student Name: -----

Student ID no.: -----

Program/track: \_\_\_\_\_

Thesis/Dissertation Title : -----

-----Date (d/m/y): -----

-----**Approved by:**

---

\_\_\_\_\_  
Chair/Main Supervisor Name Signature

---

\_\_\_\_\_  
1st Advisory Committee Member Name Signature

---

\_\_\_\_\_  
2nd Advisory Committee Member Name Signature

## **FORM *continued*: Structure of Thesis/Dissertation Research Proposal**

- 1. Introduction section** of the proposal must clearly address the following:
  - The context of the chosen topic.
  - The purpose of the study.
  - The significance and relevance of the study.
  - A summary of the methods that will be used for conducting the study
- 2. Literature Review section** should critically assess recent and relevant scholarly articles.
- 3. Aims or Goals of the Study** may include a set of preliminary research questions or hypotheses that focus on what the student aims to answer in the investigation.
- 4. Methodology segment** should include the following:
  - Description of the methods that will be used to conduct the *study*.
  - Justification for the chosen methods.
  - The sampling techniques (if applicable).
  - Description of the execution process of the study in addition to mentioning the analysis tools the student will employ.
  - A brief description of the limitations of the chosen methods and possible risks.
- 5. References section:** At this stage this does not need to be complete. Its purpose is to give the Thesis/Dissertation Advisory Committee an indication of the quality of sources available, and it enables the members to suggest additional sources that may have been overlooked.

*Please note that a Thesis/Dissertation title must not be changed without the approvals of the Advisory Committee, the Program coordinator, and the Graduate School.*

# FORM G11: THESIS/DISSERTATION SUBMISSION FOR DEFENSE

This is to certify that the thesis/dissertation has been reviewed and approved by the Candidate's Advisory Committee and can now be sent to the External Evaluator as per the Graduate Policies & Procedures at Alfaisal University (<https://gradschool.alfaisal.edu/qs-handbook>).

Student Name: -----

Student ID no.: -----

Thesis Title : -----

-----

-----

Program Name:-----

## External Reviewer's details

Submit at least two (2) names. College Vice Dean for Graduate Studies will choose one

	Reviewer 1	Reviewer 2
Name:		
E-mail:		
Cell phone:		
Institution:		
Department:		

## Candidate's Advisory Committee Members:

1. Chair/Supervisor Name: ----- Signature: -----

2. Member Name: ----- Signature: -----

3. Member Name: ----- Signature: -----

Date (d/m/y): -----

Please attach one copy (soft) of the approved Thesis/Dissertation along with this form.

## FORM G13: EXTERNAL EVALUATOR’S REPORT

Examiner Name & Affiliation:	
Candidate Name:	
Degree:	
Thesis/Dissertation Title:	

**Recommendation: Please select (X) only one of the recommendations below.**

<input type="checkbox"/>	The thesis/dissertation be classified as ready for defense with no requirement for correction
<input type="checkbox"/>	The thesis/dissertation be classified as ready for defense after the candidate has made minor amendments to the satisfaction of the Chair of the Advisory Committee as outlined in the External Evaluator’s Report
<input type="checkbox"/>	The thesis/dissertation be classified as ready for defense after the candidate has made major amendments to the satisfaction of the External Evaluator
<input type="checkbox"/>	The thesis/dissertation be classified as <u>not</u> ready for defense in its current form. The External Evaluator shall provide detailed guidance to the candidate to assist revision

Signature of the Evaluator: ----- Date: -----

---

***External Evaluator must attach a detailed report of 1-3 pages & a marked copy of the thesis/dissertation.***

# FORM G14: CHAIR'S REPORT ON THESIS/DISSERTATION DEFENSE

Thesis/Dissertation title:

Student Name & ID#:

Program & Track (if applicable):

Date of Defense:

Decision of Examination Committee: (please check one)

Passed

Passed with Minor Revisions

Passed Pending Major Revisions

Not Passed

Members of Thesis/Dissertation Examination Committee (signatures)

---

Name Chairperson

---

Name Major Advisor (Supervisor)

---

Name Member of Committee

---

Name Member of Committee

---

Name Member of Committee

*At the end of the defense the members will sign the Report sheet and then the Chair will submit the report to the College Vice Dean for Graduate Studies with a copy to the Graduate School. The Chair may add an additional sheet with comments, if necessary.*

### **Guidelines to Chairperson Conducting the Thesis/Dissertation Defense**

- The Chair is non-voting and is present to ensure that proper procedures are followed during the defense.
- The initial part of the defense is open to the public including a brief question period. Thesis/Dissertation presentation suggested to be 15- 20 minutes followed by 5-10 minutes of questions from audience. After this the public will be asked to leave by the Chairperson
- The Thesis/Dissertation Examination Committee will continue asking questions for up to 30 minutes.
- Candidate is then asked to leave the room by the Chair.
- Committee after deliberation decides by majority vote on one of four decisions:
  - Pass
  - Pass with Minor Revisions (corrections to be confirmed by the Chair)
  - Pass Pending Major Revisions (corrections to be confirmed by the Advisor & the Chair)
  - Not Passed
- All Examination Committee Members sign the Report Sheet Form: G14 and Thesis/Dissertation Defense Signature Sheet: Form G15.
- The candidate is then asked to come back into the room and is informed of the decision.
- The Chair will submit the report to the College Vice Dean for Graduate Studies with a copy to the Graduate School
- Chair may add a page of comments, if necessary

THESIS/DISSERTATION TITLE

By

STUDENT NAME

Approved by:

---

Name

Chair Examination Committee

---

Name

Member Examination Committee

---

Name

Member Examination Committee

---

Name

Member Examination Committee

Date of defense (d/m/y):





# THESIS DEFENSE

## STUDENT NAME

*Candidate for Master of XXXXXX*

*Track (if applicable)*

*College of XXXX*

## THESIS TITLE

**Time, Day & Date, Alfaisal University**

*Note: currently virtual thesis defenses are not open to the public*

### **Abstract:**

Xxxxxxxxxx.

**FORM G18: CHECKLIST TO COMPLETE BEFORE A CERTIFICATE  
CAN BE ISSUED**

# FORM G19: CHANGE IN THESIS/DISSERTATION ADVISORY COMMITTEE MEMBERSHIP

Student contacts the respective *College Graduate Program Director*. Then the *College Program Director* assigns a revised *Thesis/Dissertation Advisory Committee* to student

This form has been completed by (name).....

Student Name & Signature-----

--

Student ID no.: -----

Program/track: \_\_\_\_\_

Date (d/m/y): -----

--

## Thesis/Dissertation Advisory Committee

---

\_\_\_\_\_  
Main Supervisor Name

Signature

---

\_\_\_\_\_  
2<sup>nd</sup> Advisory Committee Member Name

Signature

---

\_\_\_\_\_  
3<sup>rd</sup> Advisory Committee Member Name

Signature

# FORM G20: UNDERGRADUATE STUDENT PERMISSION TO TAKE GRADUATE COURSES

*Approved by COSGS Jan 2017*  
*Approved by RGC 15 Feb 2017*  
*Approved by President 15 Feb 2017*

## Regulations

An undergraduate student who is pursuing a baccalaureate degree at Alfaisal University may be granted permission to take one or more (maximum of nine credit-hours) graduate courses if the student meets all the following conditions:

1. The student must have completed at least 90 credit hours.
2. The student must have an overall grade point of 3.00 or better.
3. The student must have a 3.00 or better grade-point average in the major field.
4. Students must obtain permission from their adviser, college Dean, the instructor of the course, and the University Graduate Office via signatures on *FORM G20 UNDERGRADUATE STUDENT PERMISSION TO TAKE GRADUATE COURSES*

An undergraduate student who is deficient in any of the above respects may not take a graduate course. Undergraduate students may not register for 600- to 800-level graduate courses.

Credit for these courses, up to a maximum of nine credits for courses where the grade received is B or above, may be applied at a later point to a graduate degree program provided that the credits were not used to satisfy baccalaureate degree requirements. Internal transfer of credits is subject to the *University Graduate Office* transfer credit regulations.

**FORM G20** must be on file in the Graduate School before the beginning of the First week of classes of the term you are registering for the course.

Name \_\_\_\_\_ Alfaisal ID No. \_\_\_\_\_

Degree/Major Area \_\_\_\_\_ Total credits earned to date: \_\_\_\_\_ GPA \_\_\_\_\_

Course Title/Number/Section

\_\_\_\_\_

—

Reason for taking graduate course:

\_\_\_\_\_

—

Date (d/m/y) \_\_\_\_/\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_

**Signatures:**

\_\_\_\_\_

—

Student

Date

\_\_\_\_\_

—

Advisor

Date

\_\_\_\_\_

—

College Dean

Date

\_\_\_\_\_

—

Instructor of the Course

Date

\_\_\_\_\_

—

University Graduate Office

Date