

Rules & Regulations for Graduate Studies in Universities

Executive Regulations

Council of Universities' Affairs Resolution
No. (2/9/1444)

September 2022

Modified & approved by RGC 17 Jan 2023
Approved by Standing Committee 2nd Mtg 18 Jan 2023
Revised 5 May 2025mg/rf/jf

Council of Universities' Affairs Council Resolution No. (2/9/1444)

Adopted at the ninth meeting held on 03/01/1444 AH, corresponding to 01/08/2022 AD

Notified in Circular No. (440000 6843), dated 04/01/1444 AH

The Council of Universities' Affairs and based on the powers granted to it by law and based on paragraph (6) of Article no. 15 of the "System of the Council of Higher Education and Universities" issued by Royal Decree No. (08/m), dated 04/06/1444, which included among the functions of the Council is the issuance of common regulations for Universities.

And based on Royal Decree No. (M/27), dated 2/3/1441 AH, approving the Universities' system and what is included in clause (4) that the "Council of Universities' Affairs" exercises the powers of the cancelled "Higher Education Council" contained in the system of the "Council of Higher Education and Universities" issued by Royal Decree No. (M/8) and dated 04/06/1414 AH on the Universities that will continue to apply that system.

And based on Paragraph (3) of the seventh article of the "Universities System" issued by Royal Decree No. (M/27), dated 2/3/1441 AH, which included that one of the council's competencies is the release of financial, administrative and academic regulations for the universities

The following is decided:

First: Endorsement of the list regulating the postgraduate studies in universities according to the formula attached to this decision.

Second: This regulation replaces the unified regulation for postgraduate studies in universities amended by the "Higher Education Council" Resolution No. (3/9/1417) and cancels any previous provisions that contradict it.

Third: This regulation shall be effective from the date of the beginning of the academic year 1444 AH.

Fourth: The council of each university sets the executive rule for this bylaw within 15 days from the date of this decision

Fifth: The General Secretariat of the "Council of Universities' Affairs" shall review the regulations in accordance with the formula attached to this decision, three years after its entry into force.

Chapter One: Definitions

Article One:

The following words and phrases - wherever mentioned in this regulation - shall have the meanings indicated next to each of them, unless the context requires otherwise.

Postgraduate studies: a level of study higher than the bachelor's level (such as a higher diploma, master's degree, or doctorate).

Classification: The unified Saudi classification of educational levels and specializations issued by the Council of Ministers Resolution No. (75) dated 27/1/1442 AH, and any amendments or updates thereto.

The Framework: The National Qualifications Framework in the Kingdom of Saudi Arabia, issued by the decision of the “Board of Directors of the Education and Training Evaluation Authority” in its first meeting for the second session, held on 6/6/1441 AH, and any amendments or updates thereto.

The Vice President or the Competent Deputy: The Vice President of the University, or the Representative of the University concerned with the affairs of graduate studies at the University, according to the organizational structure of the University.

Executive management: the deanship, department, or unit responsible for the implementation of academic procedures related to postgraduate studies, according to the university endorsed organizational structure.

The program: a set of courses, the dissertation, the graduation research, the comprehensive exam, or some of them. Which the student studies during a specified period of time; to obtain a scientific degree, or a higher degree in the field of specialization.

The joint program: a scientific program in which more than one department or college from within the university, or from outside the educational institutions, or research institutions inside or outside the Kingdom, with specific learning outcomes.

Study unit – “Credit”: the weekly theoretical lecture, the weekly scientific symposium, the clinical lesson, the exercise lesson of no less than fifty minutes, the practical lesson of no less than one hundred minutes, or the field lesson specified in the study plan.

Course: The subject in the plan of each program. It includes a number, code, and description of the content. It is subjected in each department to a follow-up, evaluation and development, and may be taught independently, or have a previous or simultaneous requirement, and the previous or simultaneous requirement can be waived based on a test for specific learning outcomes.

Postponement of admission: Postponing the start date of the student's study after the issuance of his university number, and before registering for any course, and it is only for once, and it cannot happen after the start of the study.

Postponement of Study: The student suspends the validity of the decided period - according to these regulations - for obtaining the scientific degree after the start of his studies.

Withdrawal: The student has permanently terminated his relationship with the university to which he is enrolled, before completing his academic program.

Cancellation of enrolment: the university terminates its relationship with the student before he completes his academic program; for specific reasons stated in this regulation list.

Re-enrolment: The University restores its relationship with the student whose enrolment has been cancelled.

Comprehensive selection: a test of the knowledge and skills required to obtain the degrees of postgraduate programs (higher diploma, master's degree, doctorate), and the comprehensive test may be the final qualification for some of these degrees except for the Ph.D.

Graduation Research: research that may take one or two semesters, has a specific topic, qualifies for an academic degree, and is a course within the program's courses.

Scientific Thesis: The scientific thesis, which represents the research and its results, prepared and submitted by the student for the purpose of obtaining the degree.

Chapter Two: Objectives and Validity of the Regulation List

Article Two:

Taking into account the provisions of the regulations for studying and examinations for the undergraduate level in universities, this regulation list aims to organize postgraduate studies in universities, in order to achieve raising the efficiency and quality of the educational process, and the academic procedures for postgraduate studies at the university.

Article Three:

The provisions of this regulation list apply to universities that apply the system of the Council of Higher Education and Universities, issued by Royal Decree No. (M/8), dated 4/6/1414 AH, and universities that apply the System of Universities issued by Royal Decree No. (M/27), dated 3/3/1441 AH.

Chapter Three: Postgraduate objectives

Article Four:

Postgraduate studies aim to achieve the following:

- 1- Taking care of advanced studies and research which serve the national goals, expanding them, and working to publish them.
- 2- Contribute to the enrichment of human knowledge in all its branches, through specialized studies and scientific research; to gain access to innovative scientific and applied additions, and to reveal new facts.
- 3- Providing educational opportunity; for students to continue their higher studies locally.
- 4- Providing eligible courses and programs to students; to raise their level of qualification and competence; to provide studies and research that serve the country and contribute to enriching their specializations.
- 5- Attracting a group of distinguished students from all over the world in the most important research fields; to improve the outputs of scientific research and enrich the cultural diversity required in postgraduate programs.
- 6- Preparing and qualifying specialized scientific and professional competencies that the society needs.
- 7- Encouraging creativity and innovation; to keep pace with the requirements of knowledge and technical development, raise the level of scientific research, and direct it to address the issues and challenges of sustainable development in the Saudi society, regional and global society.
- 8- Enhancing various opportunities for cooperation and partnerships locally, regionally and globally.
- 9- Developing the outputs of the knowledge economy; to contribute to achieving the sustainable development goals of the Saudi society.

Chapter Four: Detailed Criteria for Approval of Postgraduate Programs

Article Five:

The University Council sets the detailed criteria for approving postgraduate programs, with adherence to the following:

- 1- The university should have institutional accreditation from NCAAA.
- 2- The bachelor's program - in the same specialization - must have obtained program accreditation from NCAAA, or from one of the international bodies approved by the commission; To approve the higher diploma or master's program, and for the master's program - in the same specialization - to have obtained program accreditation from NCAAA, or from one of the international bodies approved by the commission; To approve the doctoral degree
- 3- That the department has enough faculty members from professors and associate professors specialized in the field of master's or doctoral programs, in addition to the availability of research capabilities, such as laboratories, labs, computer facilities, and others; To ensure the success of the program in terms of teaching, supervision and research.
- 4- The number of students expected to be accepted into the program should be appropriate to ensure its continuity.
- 5- When approving its programs, the university shall abide by the following:
 - a- The unified Saudi classification of educational levels and specializations.
 - b- The National Qualifications Framework in the Kingdom of Saudi Arabia.
- 6- Suspension of admission to master's and doctoral programs that do not obtain program accreditation from the NCAAA or from one of the international bodies approved by the commission within two years of the graduation of the first batch of programs.

The implementation rule of Article no. (5):

The following controls are considered when creating postgraduate programs:

- 1- Coordination between the scientific departments, colleges and the executive administration of graduate studies at the university to avoid duplication.

2- Subject to the foregoing in Article Five, the department submits to the College Council a detailed draft of the program, clarifying the following:

- Program objectives and needs.
- The nature of the program in terms of its academic focus, professional, and scientific approach.
- The importance of the program and justifications for its presentation after reviewing what other departments within the university or other universities in the Kingdom offer in the field of specialization.
- The capabilities available or required in the department to provide the program at a high educational and professional level, in particular identifying the main research areas in the department.
- Curriculum vitae and biography of the faculty members in the department and those related to the program field at the university.

3- It is required to open a master's program in any speciality – except for specializations that do not have a bachelor's program – the graduation of at least two batches of bachelor's degrees before starting the master's program with the observance of the third paragraph from article no. (5).

4- To open a doctoral program in any specialization that is an extension of the master's program, graduate at least two batches of master's before starting the doctoral program. Considering what is stated in the third paragraph of Article Five.

5- The program will not be opened unless the number of male and female students reaches ten whom have completed the requirements for final acceptance of the program, and the Standing Committee may have an exception from the number requirement based on the recommendation of the department and college councils, with justification.

6- After the approval of the Graduate Committee of the college and the College Council, the proposal of the new program is presented to the Office of Graduate Studies and then submitted to the Research & Graduate Studies Council (the Executive Body). Then it is submitted to the Standing Committee for Graduate Studies and the Standing Committee submits its recommendations to the President of the university in his capacity as chair of the University Council (see approval process flow sheet in Appendix A)

Chapter Five: Organizing the Standing Committee for Postgraduate Studies

Article Six:

A Standing Committee for postgraduate studies is formed at the university chaired by the vice president for Graduate studies reporting directly to the university president and the membership of:

- 1- Five deans of colleges and institutes that offer postgraduate programs at the university, taking into account the diversity of colleges and institutes' specializations.
- 2- Dean of development and quality at the university.
- 3- Dean, director, or head of the executive management unit, who is the secretary of the committee.
- 4- Three members with experience and specialization in postgraduate studies from inside or outside the university.

The members stipulated in Paragraphs (1) and (4) of this Article 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.

Article Seven:

In accordance with the provisions of this regulations list, the Standing Committee shall undertake the following tasks:

- 1- Proposing the general policy for postgraduate studies at the university and following up on its implementation after approval by the University's 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- Supervising the joint postgraduate programs.
- 4- Recommending the endorsement of graduate studies programs and their amendments - after studying it and arbitration - to the University Council, based on a proposal 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 a proposal from the Department Council, and

endorsement from the College Council, in accordance with international benchmarks and comparisons.

6- Suggesting standards for postgraduate programs; for approval by the University Council.

7- Suggesting the rules regulating the evaluation of postgraduate programs; for approval by the University Council.

8- Supervising the evaluating of graduate studies programs at the university on a regular basis, through committees or specialized bodies inside or outside the university.

9- Studying the comprehensive report prepared by the executive management on the graduate studies programs at the university, and the results of evaluating those programs, and submitting them to the university's council.

10- Recommending approval of the college councils' proposals in regard to 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's Council.

11- Supporting the 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 of the University's Council, based on the proposal of 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 postgraduate studies, which are presented by the scientific departments at the university.

17- Proposing the submission of postgraduate programs outside the university's premises and submitting this to the University's Council; to take what it deems appropriate.

18- Recommending approval of the colleges' proposals regarding development initiatives related to postgraduate studies; to develop the financial resources of the university.

19- Recommend the determination of the 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 Chairman of the Standing Committee, the President of the University, or the University's Council; to study and express an opinion.

And the Standing Committee may delegate some of its powers to its chairman, and it may also form permanent or temporary committees from among its members or from others; to study what is assigned to it.

Article Eight:

The Standing Committee meets at the invitation of its Chairman at least once a month, and have 2/3 quorum, including the Chairman or whoever he deputizes from among the members of the Standing Committee, and its decisions are issued by the majority of the votes of the members present, and in the event of equality of votes, the side with which the chairperson of the meeting voted shall prevail.

The decisions of the Standing Committee are considered valid, unless objections are received from the university's president within fifteen days from the date of their arrival to him, and if the university's president objects to it, he returns it to the Standing Committee - supported by his point of view – to study it again, and if the Standing Committee remains on its opinion then the objected decisions are referred to the University's Council; to decide on it in the first ordinary or extraordinary session, and the University's Council may ratify, amend or cancel the decisions, and the decision of the University's Council in that is final. The

Chairman of the Standing Committee may invite whoever he deems necessary to attend some of the Standing Committee sessions, without having the right to vote.

The implementation rule for Articles Six, Seven and Eight:

1-The Standing Committee shall be formed and linked organizationally with the competent representative or agent, and shall be headed by him and the membership of each of the following:

- Five of the faculties' deans.
- Quality and development office.
- The director of the graduate studies programs, who is the secretary of the committee.
- Three members with experience and specialization in postgraduate studies.

2- The deans of faculties and institutes that offer postgraduate programs are selected for membership in the Standing Committee according to the following controls:

- The number of existing postgraduate programs in the college.
- Diversity of colleges' majors.
- The number of students enrolled in graduate programs at the college.

3- The Standing Committee recommends the approval of any policy regulating the work of postgraduate studies at the university after coordinating with colleges and departments.

4- The committee submits its recommendations to the university council.

Chapter Six: Study Programs and Study System.

Article Nine:

Joint postgraduate programs may be created between departments, or between colleges, or institutes within the university, or between the university and educational or research institutions from inside or outside of the Kingdom, according to rules approved by the University's Council based on the recommendation of the Standing Committee, after coordinating with the colleges and departments, or the concerned authorities.

The implementation rule of Article 9:

1- If a college wants to establish a joint program between two departments, two specializations, or more of its departments, then each department nominates two or more members of the specialists in the program (Graduate Program committee) to develop a common vision for the proposed joint program.

After studying it in the College Graduate Committee, it is presented to the College Council for approval. After the approval of the College Council, it is submitted for review to the Graduate Office and then the Research & Graduate Council (i.e., Executive Body). It is then submitted to the Standing Committee for Graduate Studies and the Standing Committee submits its recommendations to the University Council. See approval process flow sheet in Appendix A

2- If the proposed program is between two colleges or more, then the program needs approval from the Graduate Committees of each College. After the approval of the College Councils, it is submitted for review to the Graduate Office and then the Research & Graduate Council (i.e., Executive Body). It is then submitted to the Standing Committee for Graduate Studies and the Standing Committee submits its recommendations to the President of the university in his capacity as chair of the University Council (see approval process flow sheet in Appendix A)

3- The program resides in the college that has more courses in the proposed program.

4- The Executive Administration of Graduate Studies (RGC) proposes rules and criteria for the development of joint programs for graduate studies with educational or research institutions from inside or outside the Kingdom, and thus shall be submitted to the Standing Committee.

Article Ten:

The number of credits studied by a graduate student at the university that will grant him the academic degree shall not be less than fifty percent of the total number of credits required to grant the academic degree, and the student must complete the graduation research or thesis -if any- completely under its supervision, and students of joint programs are excluded from this clause.

The implementation rule of Article 10:

The number of credits studied by a transfer graduate student at the university that will grant him the academic degree shall not be less than fifty percent of the total number of credits required to grant the academic degree

Article Eleven:

The study for the Higher Diploma is by coursework, field, applied, and laboratory work, provided that the duration of the program and the number of academic credits is in accordance with what is specified in the classification and framework, and the University's Council, upon the proposal of the Standing Committee, may increase the study period for any program, without exceeding half of the decided period.

Article Twelve:

Studying for a master's degree is either by coursework only, or by coursework and the thesis, or by coursework and comprehensive examination, or by coursework and graduation research, provided that the duration of study of the program and the number of study credits are according to what is specified in the classification and framework, and the University's Council can increase the duration of studying for any program, based on the proposal of the Standing Committee, without exceeding half of the decided period.

Article Thirteen:

The University Council, based on the recommendation of the Standing Committee, approves the method of studying a doctorate, provided that the duration of the program study and the number of credits of study are as specified in the classification and framework. The University's Council, based on the

proposal of the Standing Committee, may increase the study period for any program, without exceeding half of the decided period.

Article Fourteen:

The period for obtaining the degree is calculated from the beginning of registration in the postgraduate courses of the program in which the student is enrolled until the date of completing the requirements of the program, or until the student's supervisor submits a report to the head of the department with a copy of the thesis, if any.

Chapter Seven: Admission

Article 15:

The Executive Administration undertakes the implementation of academic procedures, including student admission and registration, in accordance with the provisions of these regulations and the controls approved by the University Council.

The implementation rule of Article 15:

1. The 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. 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.
3. 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

4. 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.

5. Minimum Requirements for Admission

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

- a. A bachelor's degree or recognized equivalent from an accredited institution accepted by Ministry of Education (MOE) in related field.
- b. 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.
- c. A satisfactory scholastic average; a minimum grade average of "very good" in the bachelor's degree.
- d. Above average GMAT, GRE score or an equivalent Graduate Quadrant Exam held by Qias Centre.
- e. 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:

	MBA	Other Programs
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

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

j. Informing Applicants of Admission or Denial

- a. 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.

b. 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

6. The executive management of graduate studies (RGC) may also add other criteria for admission after studying them with the departments and colleges.

Article sixteen:

Considering what is stated in Article no. (15) of this regulations list, the admission of a student in a field other than his specialization is permissible based on a recommendation from the relevant department council and approval from the college's council.

The implementation rule of Article Sixteen:

The program director, with the approval of the college vice dean for research and graduate studies, determines the rules for accepting the student in a field other than his major, if they include the majors related to its programs and whose graduates can be accepted and the special conditions for which they can be submitted to the Standing Committee for approval within the admission conditions.

Article seventeen:

The competent department may require for the admission of the student to the master's and doctoral levels to pass a number of supplementary courses from a previous stage, or to pass a related learning outcomes test; In order for the student to be eligible to join the program, according to the regulations approved by the Standing Committee, based on a proposal from the Department's Council and endorsement from the College's Council.

The implementation rule of Article 17

- 1- The 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 (executive committee) and submitted for approval to the Standing Committee for graduate studies.

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

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

Article Eighteen:

A student may be accepted into two postgraduate programs simultaneously, provided that the two programs are from the same level or from a previous level, according to regulations approved by the University's Council, based on the recommendation of the Standing Committee.

The implementation rule of Article 18:

The Standing 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

Article Nineteen:

It is permissible to transfer courses previously taken by a student at a university or educational institution inside the Kingdom, or from outside the Kingdom, provided that they are licensed by the competent authority in the country of study, based on the recommendation of the Department Council, and the approval of the College Council. The courses that have been equivalent are recorded in the academic record. For the student, the University Council determines the regulations governing this, including the possibility of calculating them within the student's cumulative average in his academic record.

The implementation rule of Article nineteen:

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

1. Conditionally that less than three years have passed since he studied the equivalent courses
2. The study should be at a recognized college or university.
3. The course that the student studied outside the university should be in the same language as the program and matching in its scientific content
4. 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.
5. The percentage of these units (credits) shall not exceed 30% of the units (credits) of the program transferred to.
6. The courses that have been equivalent shall not be calculated in the cumulative average
7. The equivalence of courses is based on the recommendation of the department council to which the course belongs and the approval of the college council
8. The grade of the equivalent course shall not be less than very good (B) or its equivalent.

B- The equivalence of courses from inside the university shall be according to the followings:

9. Conditionally that less than three years have passed since he studied the equivalent courses
2. The courses that have been equivalent shall be calculated in the cumulative average
3. The equivalence of courses is based on the recommendation of the department council to which the course belongs and the approval of the college council
4. The grade of the equivalent course shall not be less than very good (B) or its equivalent.
5. The courses should be matching in its scientific content

Article Twenty:

With the approval of the concerned department council and the dean of the college, the student may postpone his admission, and it is for one time, and the postponement cannot be accepted after the student starts his studies, according to the regulations approved by the University's Council, based on the proposal of the Standing Committee.

Implementation Rule of Article Twenty:

- 1 With the approval of the concerned department's council and the dean of the college, the student may postpone his admission for a maximum of two semesters.
2. After that, the admission is cancelled and the conditions and criteria for admission are applied at the time of application.
3. The executive management may refuse to postpone the acceptance if the postponement of the acceptance will result in closing the program due to the small number of applicants.
4. Acceptance of the postponement is not effective until after the approval of the Executive Administration of Graduate Studies.

Article Twenty-One:

Considering the decisions issued by the Council of University Affairs, the university may charge:

- 1- Tuition fees or financial returns; to offer graduate programs or courses, provided that those programs have program accreditation, and the number of students does not exceed the number of students accepted - for the same programs or courses - without fees or financial return. The University Council sets the regulations governing this, based on a recommendation from the Standing Committee.
- 2- A financial return for services related to and supportive of higher studies, in accordance with regulations approved by the University Council, based on the recommendation of the Standing Committee.

Chapter Eight: Academic Procedures

Article Twenty-Two:

The student may postpone the study at the recommendation of the relevant department council and the approval of the college council, according to regulations approved by the university council, based on the proposal of the Standing Committee.

Implementation Rule of Article Twenty-two:

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 the department is not able to teach the 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 he has not exhausted the period of leave, he 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 he 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

Article Twenty-Three:

The student may postpone for continuing to study one or more courses, or all courses of the semester, after the end of the registration period, upon the recommendation of the relevant department's council, and the approval of the dean of the college, according to regulations approved by the university's council based on the proposal of the Standing Committee.

Implementation Rule of Article Twenty-three

After studying the case in the College Graduate Committee, it is presented to the College Council for approval. After the approval of the College Council, it is submitted for review to the Graduate Office and then the Research & Graduate Council (i.e., Executive Body). It is then submitted to the Standing Committee for Graduate Studies and the Standing Committee submits its recommendations to the University Council.

Article Twenty-Four:

If a postgraduate student withdraws from the university and then wants to join it again, the university may apply the admission requirements at the time of the new application.

Implementation Rule of Article Twenty-four

After studying the case in the College Graduate Committee, it is presented to the College Council for approval. After the approval of the College Council, it is submitted for review to the Graduate Office and then the Research & Graduate Council (i.e., Executive Body). It is then submitted to the Standing Committee for Graduate Studies and the Standing Committee submits its recommendations to the President of the university in his capacity as chair of the University Council (see approval process flow sheet in Appendix A).

Article Twenty-Five:

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

Implementation Rule of Article Twenty-five

After studying the case in the College Graduate Committee, it is presented to the College Council for approval. After the approval of the College Council, it is submitted for review to the Graduate Office and then the Research & Graduate Council (i.e., Executive Body). It is then submitted to the Standing Committee for Graduate Studies and the Standing Committee submits its recommendations to the President of the university in his capacity as chair of the University Council (see approval process flow sheet in Appendix A).

Article Twenty-Six:

1- The student's enrolment is cancelled in the following cases:

A- If he stops studying, in accordance with the provisions of Article no. (25) of these Regulations List.

b- If he does not pass the supplementary courses, in accordance with the regulations approved by the Standing Committee.

c- If his cumulative average falls below the grade (very good) in two consecutive semesters.

d- If it becomes clear that his acceptance is based on his submission of completely or partially incorrect information or documents.

E - If he did not obtain the degree within the specified period of the program.

2- The student's enrolment is cancelled by a decision of the Standing Committee, based on the recommendation of the department's council, and the approval of the college's council in the following cases:

A- If it is proven that he is not serious at the thesis stage in accordance with the provisions of Article no. (44) of these regulations.

b- If he does not pass the comprehensive test after being allowed to repeat it once.

C- If the judging committee decides that the scientific thesis is not suitable for discussion, or that it is not accepted after discussion.

d- If he breaches the scientific integrity, whether at the stage of studying the courses, or during the preparation of the thesis, or if he breaches the rules, regulations, or related decisions.

Article Twenty-Seven:

A student whose enrolment has been cancelled may be re-enrolled if conditions that prevented him from continuing his studies are acceptable to the department and college councils. Re-enrolment shall be by a decision of the Standing Committee, taking into account the following:

1- A student whose enrolment has been cancelled for more than three academic years is treated as a new student in terms of re-studying courses,

regardless of what he has previously accomplished from the stage of study, and the University Council has the right to make an exception, according to regulations issued by the University's Council based on a proposal from the Standing Committee.

- 2- A student whose enrolment has been cancelled for three academic years or less, re-studies some of the courses determined for him by the department's council, and approved by the college council, and the credits which he studied after resuming studies are calculated within his cumulative average, and the period the student spent in study before cancelling his enrolment is calculated within the maximum period for obtaining the degree.

The Implementation Rule of Article Twenty-Seven:

The university research and graduate studies council proposes the rules for re-enrolment, and submits them to the Standing Committee, which in turn submits its recommendations to the university council for approval.

Article Twenty-Eight:

As an exception to Paragraph (C) of Clause (1) of Article (Twenty-Six) of these Regulations List, the College's Board may grant the student one exceptional opportunity, not exceeding one academic year as a maximum, based on the recommendation of the Department's Council.

Article Twenty-Nine:

As an exception to Paragraph (E) of Clause (1) of Article (Twenty-Six) of these Regulations List, the Standing Committee may grant the student an exceptional opportunity not to exceed one academic year, based on a report from the supervisor, and the recommendation of the department and college councils.

Article Thirty:

Subject to Article no. (15) of these Regulations List, the Executive Administration may accept the transfer of the student to the university from a

university or educational institution inside or outside the Kingdom, provided that it is licensed by the competent authority in the country of study, provided that he is not dismissed from it for any reason, based on the recommendation of the department and college councils. The courses that have been equivalent are recorded in the student's academic record, and the university's council determines the regulations governing this, including the possibility of calculating them within the student's cumulative average in his academic record.

Implementation Rule of Article Thirty:

After studying the transfer request in the College Graduate Committee, it is presented to the College Council for approval. After the approval of the College Council, it is submitted for review to the Graduate Office and then the Research & Graduate Council (i.e., Executive Body). It is then submitted to the Standing Committee for Graduate Studies and the Standing Committee submits its recommendations to the President of the university in his capacity as chair of the University Council (see approval process flow sheet in Appendix A).

Article Thirty-One:

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

Article Thirty-Two:

A graduate student may - based on the recommendation of the Department's Council and the approval of the College's Council - study some courses at a university or educational institution inside or outside the Kingdom, provided that they are licensed by the competent authority in the country of study, and the credits he studied are equivalent, and the equivalent courses are recorded in the student's academic record, and the University Council determines the regulations governing this, including the possibility of calculating them within the student's cumulative average in his academic record.

Article Thirty-Three:

A graduate student from a non-Saudi university may study some courses at a Saudi university, according to regulations approved by the University's Council based on the proposal of the Standing Committee.

The Implementation Rule of Article Thirty-Three:

The program director with the approval of the vice dean for research and graduate studies proposes the necessary controls for a student from a non-Saudi university to study some courses at a Saudi university and submits them to the office of graduate studies then to the graduate and research council.

Chapter Nine: Assessment

Article Thirty-Four:

Examinations are conducted in postgraduate courses, and grades are monitored, in accordance with the university's study and examination regulations, except for the following:

- 1- The student is not considered to have passed the course unless he obtains a grade of at least (high good) in it.
- 2- The student must pass the supplementary course for the first time with a grade of no less than (high good), and his cumulative average in all supplementary courses is not less than (very good).
- 3- With regard to alternative exams and courses that require more than one semester to be studied, the college's council takes what it deems appropriate, based on the department council's recommendation.

Article Thirty-Five:

The University's Council sets the rules regulating the comprehensive examination, both written and oral -for the master's and doctoral levels- based on the proposal of the Standing Committee.

Chapter Ten: Theses, supervision and discussion.

Article Thirty-Six:

The University's Council sets the rules regulating the registration of the graduation research project, the thesis of the graduate student -if any- and the mechanism for determining the supervisor of the thesis, and the assisting supervisor -if any- based on the recommendation of the Standing Committee.

The Implementation Rule of Article Thirty-Three:

1. A postgraduate student has the right to register for the thesis course at the beginning of the second academic year and after passing 80% of the total courses and with a GPA of no less than very good.
2. Each graduate student shall have an academic supervisor assigned by the program's director and with the approval of the Assistant of the College's Dean for Graduate Studies and Research, at the beginning of the student's enrollment in the program to guide him in his studies and help him choose the topic of the thesis and prepare a research plan in accordance with the rules approved by the University's Council based on the recommendations of the Council of Graduate Studies and Research and approval of the Standing Committee.
3. The academic supervisor must have experience in research and supervising theses, and he must be a professor or associate professor from among the university's faculty members. The assistant professor may supervise graduation research and master's theses, and assist in supervising doctoral theses; if he has two researches -in his field of specialization- that have been published, or accepted for publication in a refereed scientific journal.
4. The graduate student, before starting to write the research project proposal, must submit to his supervisor a request for approval of the title of the research project.
5. If approval is recommended, the student submits his research project proposal to the supervisor within two pages; It reviews the topic of the research, its importance and the proposed plan for implementing the research project, while setting the necessary time frame for implementing the proposed research, provided that the research **period does not exceed two years for the master's and four years for the doctorate.**

6. The thesis course is registered in the student's schedule when the subject of the thesis is determined, the scientific supervisor is appointed, and the special form number (G10) is filled out.

Article Thirty-Seven:

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.

Article Thirty-Eight:

Thesis are supervised by professors and associate professors who are members of the university's faculty. The assistant professor may supervise graduation research and master's theses, and assist in supervising doctoral theses; if he has two researches -in his field of specialization- that have been published, or accepted for publication in a refereed scientific journal.

Article Thirty-Nine:

Supervising or assisting in the supervision of theses may be supervised by experienced and competent supervisors in the field of thesis research who are not members of the teaching staff, whether from inside or outside the university, based on the recommendation of the department's council and the approval of the college's council.

Article Forty:

The University's Council sets the controls for the assisting supervisors of scientific theses, based on the proposal of the Standing Committee.

Article Forty-One:

A faculty member may supervise scientific theses outside his university -whether inside or outside the Kingdom- without breaching his job duties, according to regulations established by the University's Council, based on the proposal of the Standing Committee.

Article Forty-Two:

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

The Implementation Rule of Article Forty-Two:

1. The supervisor submits his quarterly report explaining the student's progress in his thesis and mentioning the obstacles and their causes, if any.
2. It is mentioned in the report the request to extend the permitted research period in case the student needs to do so, provided that the extension period does not exceed two semesters.
3. The report is signed by the student and the supervisor and submitted to the program's director for submission to the assistant dean of graduate studies and research in the college.

Article Forty-Three:

The number of students registered in the division for the graduation research course shall not be less than five students, and the College's Council may allow exception, according to regulations established by the University's Council, based on the proposal of the Standing Committee.

Article Forty-Four:

If it is proven that the student is not serious at the thesis stage, based on the report of the thesis's supervisor, 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, his enrollment will be canceled, based on the recommendation of the department and college councils.

Article Forty-Five:

The supervisor -whether individually or jointly with others- has the right to supervise a maximum of seven scientific theses at once. The Standing Committee may make an exception to this, based on the recommendation of the department

and college councils, according to regulations approved by the University's Council based on the proposal of the Standing Committee.

Article Forty-Six:

The supervision quorum for a faculty member -whether he is a chairperson or an assistant- is calculated for each thesis within the teaching load, according to regulations approved by the University's Council based on the proposal of the Standing Committee.

Article Forty-Seven:

The thesis supervisor, after the student has finished preparing it, submits a report on its completion to the department's head, attached to it a copy of the thesis, in preparation for completing the discussion procedures determined by the college's council.

The Implementation Rule of Article Forty-Seven:

After the student finishes preparing the thesis, the supervisor sends a report of its completion to the Assistant of the College's Dean for Postgraduate Studies and Research, accompanied by a copy of the thesis, in preparation for completing the discussion procedures with a filled out special form no. (G11).

Article Forty-Eight:

A committee is formed to discuss the thesis by a decision of the College's Council, based on the recommendation of the Department's Council.

The Implementation Rule of Article Forty-Eight:

1. The supervisor or program's manager addresses an external examiner and sends a copy of the thesis to him, along with a filled out special form no. (G12) and (G13), and the external examiner is given two weeks to review the thesis.
2. After his approval of the thesis, the program's director, with the approval of the Vice Dean of the College for Graduate Studies and Research, forms a judging committee for discussion.

Article Forty-Nine:

The University's Council sets the rules for selecting the members of the Master's and PhD dissertation committees and the mechanism for conducting those discussions, based on the proposal of the Standing Committee.

The Implementation Rule of Article Forty-Nine

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), and the supervisor shall be decided.
2. The number of members of the committee shall not be less than three from among the faculty's members.
3. The discussion committee consists of a debater from within the department, a debater from outside the department for a master's degree, and a debater from outside the University for a doctorate, in addition to the main supervisor and the assisting supervisor, if any.
4. At least one of the participating professors or professors should be among the members of the committee.

Article Fifty:

The discussion committee prepares a report signed by all its members and submitted to the head of the department within a week from the date of the discussion, including one of the following recommendations:

- 1- Acceptance of the thesis and a recommendation to award the degree.
- 2- Acceptance of the thesis with some amendments, without discussing it again, and one of the members of the discussion committee is authorized to recommend the award of the degree after making sure that these amendments have been adopted within a period not exceeding three months from the date of the discussion, and the College's Council may make an exception to this, provided that it does not exceed six months from the date of the discussion from the discussion date.
- 3- Completing the deficiencies in the thesis, and the committee re-discuss them during the period determined by the college's council, based on the

recommendation of the concerned department's council, provided that it does not exceed one year from the date of the discussion.

4- Not accepting the scientific thesis.

Each member of the discussion committee of the thesis has the right to present what he has of different views or reservations in a detailed report to the head of the department within a period not exceeding one week from the date of the discussion, and it is submitted to the dean of the college with the report of the discussion committee.

The Implementation Rule of Article Fifty:

1- After the student has completed the discussion of his thesis, he shall submit a report on the outcome of the discussion to the Office of Graduate Studies with the final copy of the thesis.

Article Fifty-One:

1- The supervisor of the master's thesis from outside the university shall be paid a lump sum remuneration of (5000) five thousand riyals, and the supervisor of the doctoral thesis from outside the university shall be paid a lump sum remuneration of (7000) seven thousand riyals.

2- If necessary, the external supervising professor may meet with the students supervised by them and with the approval of the Standing Committee, based on a request from the university to which the student belongs, to assign an external supervisor for master's or doctoral theses, according to the following:

A- Not to exceed twice in each academic year for each external university in which he supervises students' theses.

b- The number of universities to which he is delegated should not exceed two universities in each academic year.

C- The duration of the delegation shall not exceed three days each time.

D- The total number of assignment days shall not exceed ten days in the academic year for all universities.

E- The beneficiary university shall bear the expenses of the faculty member delegated to supervise the theses of its students according to what is legally prescribed according to his rank.

3- The university may amend the lump sum remuneration referred to in paragraph (1) of this article after a decision is issued for approval by the Council of Universities' Affairs.

The Implementation Rule of Article Fifty-one:

The university will discuss the compensation fees for the examiners and supervisors based on a proposal submitted by the Standing Committee

Article Fifty-Two:

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

If the discussant is not a faculty member at the university in which the thesis is being discussed, whether he is an employee of that university, or someone invited from outside of it; A lump sum reward of (1,500) one thousand five hundred riyals shall be paid to him for discussing a doctoral thesis and (1,000) one thousand riyals for discussing a master's thesis, and he reward is increased to (2500) two thousand five hundred riyals if the discussant is from outside the Kingdom.

If the discussant is from outside the city in which the thesis is being discussed, whether he is from inside or outside the Kingdom, he shall be issued in addition to the mentioned reward, a boarding ticket to and from his residence and the appropriate accommodation and subsistence fees, with a maximum of two nights, and a boarding ticket for the companion if the discussant is blind, and for the husband of the discussant, in addition to the appropriate accommodation fee, with a maximum of no more than two nights.

The Standing Committee may add one or two nights in cases of necessity, and if the nature of the study requires so, based on the recommendation of the specialized department and college councils, with clarification of the justifications for staying for a period of more than two nights.

The university may amend the lump sum remuneration referred to in this article after the issuance of a decision of approval by the Council of Universities' Affairs

Chapter Eleven: Graduation and Degree Granting.

Article Fifty-Three:

The head of the concerned department shall submit the report of the discussion committee to the dean of the college within a period not exceeding two weeks from the date of the discussion; to submit it to the executive management.

Article Fifty-Four:

The student graduates successfully completing the graduation requirements according to the program plan, provided that his cumulative average is not less than the rate determined by the University's Council for each program, provided that it is not in any case less than a grade of (very good).

Article Fifty-Five:

In the event of the student's death before being able to debate, the degree is granted, according to regulations approved by the University's Council based on the proposal of the Standing Committee.

Article Fifty-Six:

The representative or the authorized representative shall submit the recommendation for granting the academic degree to the University Council to make a decision.

Chapter Twelve: General Provisions.

Article Fifty-Seven:

1- Without breaching what is stated in the classification and framework, and in accordance with regulations approved by the University Council based on the proposal of the Standing Committee, the University Council based on the support of the representative or the authorized representative and the recommendation of the Department and College Councils, can grant the student:

A- A higher diploma for students who do not complete a master's degree

b- A master's degree for students who do not complete a doctoral degree.

2- Without breaching paragraph (1) of this Article; The Executive Management, based on the recommendation of the department and college councils, may grant the student what proves that he has acquired a number of postgraduate courses without being in its total eligible for him to obtain a scientific degree, according to regulations approved by the University Council based on the proposal of the Standing Committee.

Article Fifty-Eight:

In the event the student obtains the same academic degree from two educational institutions within the framework of a joint program, a joint graduation document can be issued between the two educational institutions, or an independent graduation document from one or both of the educational institutions, and the University Council determines the controls and procedures regulating this, based on a proposal from the Standing Committee.

Article Fifty-Nine:

Clinical diplomas and clinical fellowships are excluded from the provisions of this regulation list, and so, the regulations and rules issued by the University Council shall apply to them.

Article Sixty:

The council of each university approves the executive rules for these regulations.

Article Sixty-One:

Unless there is a special provision in this regulation, the system of the Council of Higher Education and Universities issued by Royal Decree No. (M/8), dated 06/04/1414 AH, for universities covered by the application of this system, and the system of universities issued by Royal Decree No. (M/27), dated 02/03/1441 AH, for the universities included in this system, their bylaws, and the laws, regulations and decisions in force in the Kingdom.

Article Sixty-Two:

This regulation list replaces the unified regulation for postgraduate studies in universities issued by the Higher Education Council Resolution No. 3/6/1417, dated 08/26/1417 AH, and cancels any provisions that contradict it.

Article Sixty-Three:

The Council of the University's Affairs shall interprets/explains these regulations.

Article Sixty-Four:

This regulation list is effective as of the beginning of the academic year 1444 AH.