



**University of Bahrain
Deanship of Graduate Studies**

Higher Studies Regulations and Appendices

Approved at the University Council 6th meeting, 2013

In accordance with Decision No. 736/2013 dated 14/3/2013

Modified by University Council Decision No. 2043/2013 dated 20/11/2013

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Chapter One: Preliminary Rules

Article (1) The current regulations shall be called : “**Higher Studies Regulations of the University of Bahrain**”

Article (2) The following terms and expressions shall have the meanings assigned to them, unless otherwise specified by the context:

The university: University of Bahrain

The Council: Higher Studies Council

The College: Any college of the university

The department: Any academic department in any of the colleges

College Committee: Higher studies committee in any college

Department committee: Higher studies committee of a department

Higher Studies Program: Higher Studies Diploma, MA, Ph. D.

Chapter Two: Objectives of Higher Studies

Article (3) University of Bahrain’s Higher Studies programs aim to achieve the following objectives:

- a. Preparing highly qualified national cadres in all domains of specialties and knowledge
- b. Setting up effective academic and professional competencies in the various sectors of society
- c. Supporting academic research and linking it to the needs of society
- d. Enhancing the academic status of the university and linking it to other foundations inside and outside the Kingdom of Bahrain.

Chapter Three: Organizational Structure of Higher Studies

First: Higher Studies Council:

Article (4) The University president forms the higher studies council to be headed by the Vice president for academic programs and higher studies, and the membership of:

- | | |
|--|----------------|
| a- Higher Studies Dean | Vice President |
| b- Admission and Registration Dean | Member |
| c- Directors of higher studies programs at the Higher Studies Deanship | Members |
| d- Coordinators of higher studies committees within colleges | Members |

Article (5) The Higher studies council shall be responsible for:

- a- Studying and proposing regulations for developing higher studies, and the procedures required for their application.
- b- Studying and proposing rules and basics of admission to higher studies programs
- c- Studying and proposing academic plans, up-to-date higher studies program courses or academic modifications thereto .
- d- Adopting the procedures necessary for the implementation of higher studies regulations in colleges.
- e- Preparing and approving periodical assessment of higher studies programs in light of quality criteria approved by the university.
- f- Following up the affairs of higher studies students, solving their problems and approving decisions on cheating, plagiarism and student violations of university rules and regulations.
- g- Reviewing lists of students admitted to the higher studies programs at the university based on recommendations of the department and the college councils.
- h- Recommending awarding academic degree on students of the higher studies diploma, MA and Ph. D. according to university rules and regulations and referring them to the university council for approval.
- i- Approval of higher studies committee formation in colleges and departments in light of the terms specified by the higher studies regulations.
- j- All relevant issues according to these regulations or any other pertinent regulations.

Secondly: Directors of Higher Studies Programs:

(The Director of Higher Studies Programs of the Humanities): Colleges of Business Administration, Law, Arts, and Physical Education and Physiotherapy)

(The Director of Higher Studies Programs of Applied Studies): Colleges of Engineering, Sciences, Information Technology, and Health Sciences).

Article (6) The above mentioned directors shall be appointed by the university president provided that their academic rank should not be less than Associate Professor. They supervise Higher Studies work in in all colleges, each according to his/her specialty and their responsibilities shall be as follows:

- a- Reviewing higher studies committee formation in colleges and departments in light of the terms specified by the higher studies regulations.
- b- Supervising and adopting the procedures that guarantee the implementation of the terms of higher studies regulations in colleges.
- c- Following up higher studies students affairs, and solving student problems in coordination with coordinators of higher studies coordinators in colleges.
- d- Dealing with cases of cheating, plagiarism and higher studies student violations of the university rules and regulations, in coordination with higher studies programs coordinators.
- e- Following up cases of students who are lagging behind, have been warned, and those who withdrew from the higher studies programs through coordination with higher studies coordinators in colleges.
- f- Any other pertinent tasks referred to them by the Dean of higher studies.

Thirdly: Higher Studies in the College:

Article (7) The College council shall form a committee for higher studies consisting of:

- a- The coordinator of the College's higher studies committee: One of the highest academic ranks in the college; he/ she shall not be in a rank lower than “associate professor”, and shall be attached with the dean of the college concerned.
- b- Coordinators of higher studies within academic departments, provided that that they should not be of a rank lower than “associate professor”.

The coordinator of the higher studies committees in the college shall perform the following tasks:

Article (8)

- a- Following up, with higher studies committees coordinators in the departments, preparation of studies on the development of currently proposed higher studies programs, and innovating new higher studies programs based on the recommendations of the academic departments. He/ She shall also verify the compliance of those programs with the terms of the university's higher studies regulations at the University of Bahrain, in order to be submitted to the college's committee of higher studies so that necessary recommendations are made prior to their referral to the college council.
- b- Prepare periodic reports on the availability of human resources and materials for higher studies to guarantee meeting the standards required for approving higher studies programs stipulated in Chapter Twelve of the higher studies regulations.
- c- Following up the implementation of programs concerned with higher studies by coordinating with higher studies committee coordinators within the departments.
- d- Preparing a comprehensive report on the progress of higher studies programs in the College at the end of each academic year and submit it to the college's higher studies committee which will refer it to the college council.
- e- Following up student cases and briefs the college's higher studies committee thereof and referring the committee's recommendations to the college council to take the right decisions in accordance with the regulations.
- f- Following up the accreditation and approval of recommendations of the higher studies committee concerning supervisor and examiner recommendations and student admission; in addition to writing comprehensive reports on student admission, selection of admitted students according to program admission terms and the general admission terms of higher studies specified by the higher studies regulations of the University of Bahrain.
- g- Linking between the college and the Deanship of Admission and Registration with regards to academic curricula and notifying students of their (non) admission to the higher studies programs.
- h- Performing any other tasks assigned to him/her by the college dean.

Article (9) The college's higher studies committee is concerned with the following:

- a- Recommending higher studies programs to the college council based on the academic departments proposals.
- b- Studying and reviewing new academic programs in the higher studies and recommending their approval as well as approving any modifications thereon.
- c- Taking the procedures required for the implementation of the conditions of the higher studies regulations.

Fourthly: Department's Higher Studies Committee:

Article (10) The department council shall form a committee of (3-5) staff members from the department to be selected according to their ranks from higher to not lower than “associate professor ”; the committee shall include the department's coordinators of higher studies programs. The head of the committee coordinator shall be attached with the department head.

Article (11) The department's higher studies committee is concerned with:

a- Proposing higher studies programs and a full vision thereof and referring those proposals to the department council.

b- Following up higher studies student affairs within the department and solving students' study-related problems.

c- Sorting out admission letters and selecting students to be admitted according to the conditions specified in Article (12)

d- Supervising department's higher studies and taking measures to enforce the articles of the higher studies regulations.

Chapter Four: Admission Terms and Registration Procedures

Article (12)

First:

a- Applicants to the higher studies programs shall:

Hold a BA from the University of Bahrain or any other university accredited by the departments concerned; they shall have specializations that qualify them for higher studies programs to join, with a GPA not below (2.67) of (4.0) or its equivalent in other systems of assessment. ¹

b- Applicants to the MA program who hold the Higher Studies Diploma shall:

Have obtained the Higher Studies diploma in the specialization concerned from the University of Bahrain or any other university accredited by the departments concerned, with a GPA not below (3.00) of (4.0) or its equivalent in other systems of assessment.

c- Applicants to the Ph. D. program shall:

Hold an MA from the University of Bahrain or any other university accredited by the departments concerned, they shall have specializations that qualify them for the programs to join, with a GPA not below (3.00) of (4.0) or its equivalent in other systems of assessment.

¹ Or 3.34 of 5.0, or 77% or a high “Good” estimate

Secondly:

Applicants to the higher studies programs shall also:

- a- Pass the personal interview to be held at the department.
- b- Submit two letters of recommendation from two staff members from the university they graduated from.
- c- Pass the department's written examination to verify their academic standing.
- d- Have obtained the TOEFL certificate or its equivalent as specified by the university council, or pass two preliminary courses in English Language to be specified by the department offering programs in Arabic; failure to pass these two courses results in student's admission rejection.

Article (13)

- a- The committee of higher studies assigns students to take up not more than three preliminary courses (9 credit hours) as seen necessary by the committee for upgrading students' academic standing. The department committee specifies those curricula in a special form to be referred to the department and college councils for approval.
- b- Preliminary coursework hours are not counted as part of the credited hours required for the higher studies Diploma.
- c- Students shall finish their preliminary coursework no later than the end of the second term of their admission to the program, or else they will be expelled from the program.
- d- Students cannot start program coursework prior to finishing the preliminary courses.
- e- Preliminary courses have the grades “Satisfactory” (S) for students who pass, or “Unsatisfactory” (U) for failing students.
- f- In case a student obtains (U) in any of the preliminary courses, he/she can take it up only once more.
- g- A term in which the student is taking preliminary courses does not count as part of the graduation maximum duration.

Article (14) The university council annually specifies the minimum and maximum number of students to be admitted to the programs, based on recommendation from department councils, college councils and the higher studies council.

Article (15)

- a- Letters of admission to the higher studies programs shall be submitted to the admission deanship in the time periods specified within the academic calendar and on special forms prepared by the admission and registration deanship. All documents required for verification shall be attached therewith.

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b- Upon verification of the terms specified in Article (12), admission forms are redirected to the colleges concerned in order to be examined by the departments and to consider the letters of admission, conduct written and personal interviews, as well as verify English Language proficiency certificates, then the forms are referred, along with all other documents, to the college council for approval to be ultimately referred to the university council.

c- The council issues lists of students admitted to the higher studies programs based on recommendation of departments and college councils; admission and registration deanship announces names of admitted students.

Article (16)

a- A student shall not be admitted to two programs concurrently at any stage of university education.

b- Unless after the elapse of two years following a student's expulsion from a program, he/she shall not be admitted to a higher studies program; he/she/ shall, however, not be admitted if their expulsion was due to infringement of honor or ethics, or due to a reproachable conduct, as stipulated in the regulations of code of misconduct.

Article (17) Student's minimum workload per term is two courses (6 credit hours), excluding preliminary coursework or a single left out course, with a maximum of (4) courses (12 hours). Exceptions to this is the preliminary courses and if the student has one course left for completion.

Chapter Five: Scientific Degrees

Article (18) The university council awards the following higher studies degrees:

a- Higher studies Diploma Degree

b- Master's Degree

c- Ph. D. Degree

First: Higher Studies Diploma Program:

Article (19) The program requires at least (18-21) credit hours with no fewer than (9) compulsory credit hours; (3) credit hours could be assigned for a profoundly-developed paper or an applied research project.

Article (20) A student can take two courses related to his/her research topic from another higher studies program at the university. A college council decision is required for approval of the student's registering for these two courses based on the department council recommendation; these two courses count as part of the elective courses (if available).

Article (21)

- a- To obtain the Higher Studies Diploma Degree, a GPA of (3.0) of (4.0) is required as well as finishing and passing all academic courses.
- b- The minimum Higher Studies Diploma course requirement is two terms, with a maximum of five terms.

Secondly: The Master Program:

Article (22) The university offers two routes for obtaining the Master's degree:

- a- Master program for holders of the Higher Studies Diploma Degree from the University of Bahrain in the same specialty. The program requires (33-36) credit hours broken down as the credit hours the student passed while at the Higher Studies Diploma Program, plus (15) extra credit hours including a thesis or an applied project, whereas thesis hours shall not be fewer than (6).
- b- Master program for non-Higher Studies Diploma holders which requires (33-36) credit hours including the MA thesis of not less than (6) credit hours, or applied project.

Article (23) The terms of Article (20) applies to non-Higher Studies Diploma MA program students.

Article (24) To obtain the Master's Degree, students shall finish all program hours successfully, with a GPA of not less than (3.0) of (4.0), with an accepted thesis or applied project with grade B or above.

Article (25) The maximum number of terms for finishing the Master's program requirements shall not exceed 8 terms, including the Higher Studies Diploma.

Thirdly: Ph. D. Program:

Article (26) Study in the Ph. D. program requires finishing (75) credit hours to be divided as follows:

- a- Courses of (12-51) credit hours including courses in research methodology, statistics, research seminars, specialized readings.
- b- Ph. D. thesis of (24-63) credit hours with grade B or above.

Article (27) Article (20) is applicable to students in the Ph. D. program

Article (28) To obtain a Ph. D. degree, students shall have a GPA of not less than (3.0) of (4.0) according to the points system as well as an accepted thesis with grade B or above.

Article (29) The minimum number of terms to fulfill all requirements of the Ph. D. is 7 terms; the maximum is 12 terms.

Chapter Six: Relocation and Transfer

a- External Transfer:

Article (30) Acceptable are applications of external transfer of a higher studies student from an outside university to a higher studies program similar to the one he/she was relocated from, given that all conditions of admissions of the university of Bahrain are met, as stipulated in the articles of Chapter four of the current regulations.

Article (31) Students are not given credit for courses that they had taken in fulfillment of another scientific degree or certificate.

b- Internal Transfer:

Article (32) Acceptable is a transfer application of a higher studies student from a Ph. D. program within the university to another local higher studies program, given that the student fulfills the conditions of the program he/she desires to be transferred to, only if:

- a- The student has passed at least one year in the program he/she wants to be transferred from.
- b- The student fulfilled the conditions of the program they are transferring to, including written examinations, interviews, or other conditions as specified by the department of the target program.
- c- There is room in the target program.

Article (33) Conditions for equating courses:

To be equated, the course previously taken by the student shall:

- a- Be of equal content-wise to the course of the approved study plan.
- b- Have been obtained with the grade B or its equivalent.

Article (34) courses to be equated shall not exceed (3) courses; grades of those courses are not credited to the student's GPA.

Chapter Seven: Absenteeism and Withdrawal

Article (35)

- a- Cases of student absence and withdrawal from the program are treated according to the regulations adopted by the university in the first stage of university education; cases of different stipulations in the regulations shall be treated as exceptions.
- b- Deferral of study shall not exceed one term in the higher studies programs, given that deferral is during the first term of study; deferral period does not count as part of the maximum duration to obtain the degree.

Chapter Eight: Examinations and Grading

Article (36) Grade (B) is the minimum grade for passing the higher studies courses; the student also passes if he/she obtains (B-) or (C+) in only two courses.

Article (37) The minimum GPA for graduating from the higher studies program is (3.0) of (4.0).

Article (38) The student can retake three courses at most in which he/she obtained a grade below (B) while at the higher studies program; the highest grade the student obtains is added to his/her records.

Article (39) All passing/failing grades the student obtains during his study are added to his/her GPA, provided that the stipulation in Article (38) is observed.

Article (40) The student receives the grade (I) for “Incomplete” in case:

1- The student does not take a final examination in a specific course due to a force majeure that he submits to the department while taking the course. The following are cases of accepting the student's excuse from taking the final examination if, and only if, the student provides proper documentation:

–Health issues

–A traffic accident with injury

–The passing away of a first/second grade relative

–2- The student is still working on the thesis till the final stages of defense, approval of the thesis awarding of grade and the degree.

Chapter Nine: Warning and Expulsion

Article (41) The student is academically warned of expulsion if he/she does not obtain the minimum of (3.0) of (4.0) in the final exams of any academic semester.

Article (42) The student is irretrievably expelled from the university in the following cases:

a- The students receives a grade below (C+) in more than three courses in one/all semester(s).

b- The student receives a grade below (C+) in a compulsory course more than once.

c- If the student does not obtain the minimum GPA (3.0) of (4.0) in the next two academic semesters after receiving a warning.

d- If the student exceeds the time limit to obtain the Higher Studies Diploma, The Master's, or the Ph. D degrees.

e- If the student commits a violation punishable by expulsion, in accordance with the university regulations.

Article (43) A student proven to have cheated, attempted to cheat, assisted in cheating, or committed plagiarism related to his study shall be treated by the university's regulations of disciplinary violations as determined by the committee formed by the college dean concerned with cheating and plagiarism.

Chapter Ten: Teaching and Thesis Supervision

Article (44)

- a- To be eligible for teaching and supervision: A director or a thesis supervisor at the university shall be a professor or an associate professor.
- b- In cases of shortage, an assistant professor can take up teaching in the Higher Studies Diploma program and the MA program, given that he/she has no less than (4) years of experience after their promotion to the degree of assistant professor; his/ her papers, published/accepted-for-publication in academic journals, shall not be less than three papers; and his/her assessment shall not be less than (70%).

Article (45) The department committee recommends the thesis supervisor, approves the thesis/project title as well as its proposal no later than one academic semester after the student's passing of all coursework required by the program. Recommendations shall be sent to the department and college councils, then referred to the higher studies council for approval.

Article (46) the maximum number of Master/Ph.D. Theses for a staff member to be entitled to supervise simultaneously upon council approval shall be as follows:

- a- Maximum (6) theses in the case of professors
- b- Maximum (4) theses in the case of associate professors
- c- An assistant professor who fulfills the conditions specified in Article (44) can be a supervisor only of a Master's thesis, with a maximum of two Master's theses.

Article (47) It is possible to appoint a main supervisor and a co-supervisor, given that they meet the conditions of Article (44).

Article (48) It is possible to change the supervisor for conditions determined by the department committee in the same way the supervisor had been appointed, provided that the name of the new supervisor is sent to the department and college councils, then referred to the higher studies council for approval.

Article (49) The following is possible in accordance with the university council decision, based on a recommendation from the higher studies council and approval of the department and college councils:

- a- That a staff member on a sabbatical leave or an unpaid leave continues as student's thesis supervisor provided that the leave does not exceed one year.

b- That a Bahrain resident staff member (of a rank not less than associate professor) of previous academic standing in an accredited university can be a co-supervisor.

Article (50)

a- In case the supervisor's work terminates for whatever reason and the supervisor moves from Bahrain, supervision shall be transferred to another supervisor who fulfills the conditions of Article (44).

b- A new supervisor is approved with the same mechanism of approving the original supervisor.

c- If the original (first) supervisor had accomplished a significant part of the thesis as determined by the higher studies committee, it is possible to keep their name on the thesis with the new supervisor, in an order based on academic standing.

d- The original (first) supervisor can receive part of the supervision allowance, as specified by the department's higher studies committee, and approved by the department, college, and university councils.

Article (51) The thesis title can be modified due to research necessities, in the same way the original title was approved.

Article (52) Upon completion of the thesis, and the student's completion of all courses specified in his/her study plan, including the required GPA of (3.0) of (4.0), the supervisor shall submit to the department's higher studies committee a detailed report on the thesis and its validity for defense accompanied by two banded copies of the thesis.

Chapter Eleven: Defense Committee and Result

Article (53) The department's higher studies committee recommends a committee of examiners for Master and doctoral theses that consists of: the internal examiner (from the University of Bahrain), an external examiner (from outside of the University of Bahrain), and substitute examiners whose academic standing is not less than associate professor, in addition to the thesis supervisor.

An academic who previously worked at the university of Bahrain (of a rank not lesser than associate professor) may be considered as an internal examiner if he/she resides in Bahrain.

The council's recommendation for the defense committee formation is then referred to the department council, the college council, and finally to the dean of higher studies for final approval.

The same procedure is followed for forming a defense committee for a Ph.D. defense. However, the external examiner should be of an academic rank not lesser than Professor.

Article (54) After approval of the higher studies dean to form the committee, the head of the department sends the thesis, with a copy of the higher studies assessment regulations, to the

internal and external examiners to evaluate the thesis and form an opinion on its validity for defense.

Article (55)

a- In case one or both examiners request revisions on the thesis, the supervisor assigns the student to carry out the required modifications.

b- In case one of the examiners rejects the thesis, the head of the department refers it to an alternate examiner who meets the same conditions of the first examiner as specified in Article (53) who should also be approved; in case he/she, too, rejects the thesis, it is considered as unfulfilling. The student is considered failing and is given only one academic semester to resubmit and defend the thesis. Subsequent failure results in the student's expulsion from the university.

Article (56) In case the internal and external examiners approve the thesis, the department committee follows the defense procedure through.

Article (57) The defense and decision committee consists of:

- 1- The supervisor Member
- 2- The internal examiner Member
- 3- The external examiner Member

(The defense session shall be headed by the examiner of the higher, senior standing)

Article (58) The head of the department concerned sends out invitations to the examiners, in coordination with the coordinator of the higher studies committee of the department and the supervisor, in which he/she decides the date and time of the defense.

Article (59)

a- The defense takes place at the time and place specified. The revisions assigned to the student, if any, are specified in a report of which the student is handed a copy; another copy is attached with the committee decision.

b- The supervisor and the internal examiner verify the modifications introduced by the student and sign the report concerned.

c- The student submits an unbounded copy of the thesis to the department.

d- After its approval by the department and college councils, the decision of the defense committee of awarding the scientific degree is sent, with an unbounded copy of the thesis, to the higher studies council no later than one month after the defense.

Article (60) Degrees of the Higher Studies Diploma, the Master's, and the Ph.D. are awarded by a university council decision, based on recommendation of the higher studies council.

Article (61) After the degree awarding decision is issued from the university council, the student shall submit ten bounded copies of the thesis to the department to be given away to the parts concerned.

Chapter Twelve: Conditions and Approval Procedures of Higher Studies Programs

First: Criteria Required for Higher Studies Program Approval:

Article (62) Upon release of higher studies programs, academic departments, and colleges concerned shall meet the following conditions:

- a- Goals and justifications of releasing the program shall be clear and compatible with the need of society.
- b- A feasibility study shall be submitted on society's need for the program to be released.
- c- There shall be an academic body concerned with teaching and supervision on academic theses; the body shall fulfill the conditions specified in Article (44). The program shall be accompanied by a report clarifying the required human needs, if any.
- d- Availability of laboratories and scientific equipment necessary for the implementation of the program according to its requirements.
- e- A comparison shall be submitted of the proposed program and other programs in some well-reputed universities.

Secondly: Administrative Procedures:

Article (63) Academic departments and colleges concerned shall take the following procedures upon offering higher studies:

- a- Providing the higher studies council with the detailed scheme of the proposed programs including the courses and their descriptions, the scheme divided into terms, as well as the pre-set requirements of the courses and a feasibility study, teaching load, taking into consideration the necessary criteria for program approval, referred to in Article (62). All this shall be submitted through the college council after receiving a recommendation from higher studies committees in departments and colleges.
- b- The higher studies council shall study the proposed academic scheme and issue a recommendation of its approval by the university council.
- c- The higher studies council shall provide CVs for each staff member in the department that will take over teaching and thesis supervision in the proposed program.

Appendices



Thesis Supervisor Appointment and Thesis Proposal Approval Form

Program:
Department:
College:

Student Information:

Student Name:	ID:
Enrollment Date:	
Credits Completed:	Cumulative GPA:
Mobile No. :	
Email:	

Thesis Information:

Thesis Title:	
Supervisor:	Academic Rank:
Co-Supervisor (If any)	Academic Rank:
Expected Completion date:	

- Attachments (1) Thesis Plan Proposal (2) Student Transcript (3) Department & College Decisions

Additional Remarks:

.....
.....

PG Department Coordinator:	Signature:	Date:
Department Approval:	Signature:	Date:
College Approval:	Signature:	Date:



Supervisor Statement of the Validity of the Thesis for Discussion

Student Name:	Student ID:
Department:	College:
Program:	
Thesis Title:	

I would like to report that _____ (student name) _____ has finished preparing his/her thesis. I followed supervising the student throughout working on his/her thesis. In my opinion, it achieved the research objectives, and it reached a good academic level to be discussed. I reviewed the final version of the thesis before printing, and approved printing. The thesis has no mistakes, neither in the scientific content nor in the language. Also, the thesis is consistent and coherent in its content, and in line with the academic standards in terms of research building, quoting techniques, resource reference accuracy, and techniques for writing resources.

Upon what is stated and applying article (52) in the Postgraduates Regulation in the University of Bahrain, I attach (2) copies of the thesis printed and covered. Kindly, apply the procedures to suggest the internal and external examiner, and submit it to Graduate Studies Council for final approval .

Best regards ...

Supervisor Name: _____

Date: _____

Signature: _____



Thesis Discussion Committee Assignment Form

Student Name:	Student ID:
Department:	College:
Program:	
Thesis Title:	
Supervisor Name:	Student GPA:

Upon Graduate Studies Committee recommendation in the department, approving the supervisor's report regarding the validity of the thesis for discussion (attached),

and in accordance with the Department Council decision number _____ Dated _____

and in accordance with the College Council decision number _____ Dated _____

The committee suggests the following as the Discussion Committee for the student:

Supervisor:	1. _____
Internal Examiner (CV is attached)	2. _____
External Examiner (CV is attached) University: _____ Nationality: _____	3. _____
External Examiner (Stand by1) (CV is attached) University: _____ Nationality: _____	4. _____
External Examiner (Stand by2) (CV is attached) University: _____ Nationality: _____	5. _____

Approved By:

PG Department Coordinator: _____ Signature: _____ Date: _____

Department Head: _____ Signature: _____ Date: _____

College Dean: _____ Signature: _____ Date: _____



Thesis Referee Form

Student Name:	Student ID:
Department:	College:
Program:	
Thesis Title:	

Recommendation:

<input type="checkbox"/>	Thesis is acceptable.
<input type="checkbox"/>	Thesis is acceptable, subject to some revisions as noted in the report.
<input type="checkbox"/>	Thesis is rejected, as noted in the report.

Examiner Name: _____

Date: _____

Signature: _____

- Attachment: Detail Report

Attachments:

Student Name:	Student ID:
Department:	College:
Program:	
Thesis Title:	

Examiner Name: _____

Date: _____

Signature: _____



**Supervisor Statement that student completed the modifications
provided by both the internal and external examiners before the
discussion of the thesis**

Student Name:	Student ID:
Department:	College:
Program:	
Thesis Title:	

I would like to report that _____ (student name) _____
has carried out all the required modifications requested by the internal and external examiners
Please proceed with the procedures for thesis discussion.

Best Regards,

Supervisor Name: _____

Date: _____

Signature: _____



Thesis Discussion Committee Decision

Student Name:	Student ID:
Department:	College:
Program:	
Thesis Title:	
Supervisor Name:	Student GPA:

The Discussion Committee met on ___(day and date)_____ in Hall no. ___(hall/room no.)____. Upon discussing the student whose details are stated above in public, the discussion committee recommends the following:

The student awarded grade _____ In the thesis subject _____

- Without making any changes to the thesis
- After making the modifications attached with this decision

Discussion Committee Members Approval:

Name _____	Signature _____
1. _____ (Advisor)	_____
2. _____ (Internal Examiner)	_____
3. _____ (External Examiner)	_____



Thesis Modifications Approval Form

Student Name:	Student ID:
Department:	College:
Program:	
Thesis Title:	
Supervisor Name:	Student GPA:

We would like to report that the student has carried out all the required modifications made by the discussion committee. Upon this, we recommend awarding the student grade _____ in thesis course number _____ based on the Discussion Committee recommendation.

Endorsement:

Name	Signature	Date
1. _____ (Advisor)	_____	_____
2. _____ (Internal Examiner)	_____	_____
3. _____ (Department Coordinator)	_____	_____
4. _____ (Department Chairman)	_____	_____
5. _____ (College Dean)	_____	_____



Thesis Revise Form

College:	
Department:	
Program:	
Date:	
Student Name:	
Thesis Title:	
Supervisor:	
Arabic Thesis Title revised:	Supervisor: _____
English Thesis Title revised:	Supervisor: _____
Arabic summery revised:	Supervisor: _____
English summery revised:	Supervisor: _____
Thesis revised:	Supervisor: _____ Internal Examiner: _____
Department Approval:	_____
College Coordinator Approval:	_____
College Approval:	_____
Dean Approval:	_____



Recommendation of Awarding Degree

Student Name:	Student ID:
Department:	College:
Program:	
Thesis Title:	
Supervisor Name:	Student GPA:

Department Council Decision:

Upon the Department Council Decision number _____ issued on _____, the Department Council recommends awarding the student whose name is stated above, the _____ degree in _____ (specialization) _____, and this is as a result of accrediting the discussion result held on _____ titled (stated above) with grade _____

Department Head signature: _____ Date: _____

College Council Decision:

Upon College Council decision number _____ issued on _____, the College Council recommends awarding the student whose name is stated above the _____ degree.

College Dean Signature: _____ Date: _____

Postgraduate Council:

The Postgraduate Council recommends awarding the student whose name is stated above the _____ degree.

Council Chief Signature: _____ Date: _____