



University of Bahrain
Deanship of Graduate Studies

MA and Ph.D. Thesis Procedures

2014

MA and Ph.D. Theses Procedures

1. Appointing a Supervisor and Approving the Thesis Proposal:

Procedure	Required documents/forms	Required Signatures
1. Appointing a supervisor	The higher studies committee in the department directs the student to send a thesis proposal to be presented to the committee.	1. The higher studies committee in the department appoints supervisors. The committee should consider: <ul style="list-style-type: none"> • Committee Members' areas of specialization • The supervising load of each member.
		2. Presented to the Department Council for approval.
2. Conducting a research seminar	The student's proposal is presented in a general research seminar in which all academic staff members and students in the department are invited. The proposal is subject to discussion by the audience and is modified under the supervision of the supervisor (if required).	1. The proposal is presented for approval to the higher studies committee after all its pages are signed by the supervisor.
		2. proposal is presented to the department council to approve the appointment of the supervisor.
3. Completing the supervisor's appointment and approving the research proposal	<ol style="list-style-type: none"> 1. Supervisor appointment form and thesis proposal approval form (Appendix 1 – Article 45). 2. A copy of the thesis proposal is attached. 3. A copy of the student's academic transcript. 4. A letter from the department head explaining the supervising load of the suggested supervisor. The supervising load should not be exceeded as stipulated in the higher studies regulations in the university (article 46). 5. The department's and college's resolutions of appointing the supervisor to supervise the student's thesis are attached. 	1. Department's approval (department resolution) after the decision of the higher studies committee in the department.
		2. College's approval (college resolution) after the decision of the higher studies committee in the college.
		3. Deanship of higher studies' approval.
		4. Higher Studies Council's approval.
		5. The dean of higher studies sends a letter of approval approving the appointment of the supervisor and the thesis proposal title to the relevant college and the deanship of admission and registration.

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2. Approving the Defense Committee:

Procedure	Required Documents/Forms	Required Signatures
1. A proposed defense committee presented by the supervisor.	A letter from the supervisor proposing the formation of a defense committee addressed to the department head.	The department head directs the letter to the higher studies committee in the department for consideration and approval.
2. Appointing a defense committee	1. A statement from the supervisor approving the thesis for defense (Appendix 2 – article 52). 2. Thesis defense committee appointment form (supervisor and internal examiner, external examiner and two external examiner substitutes) (Appendix 3 – article 53). 3. Two copies of the thesis after completion (temporary binding) 4. A copy of the student’s academic transcript. 5. CV’s of the internal and external examiners including the two substitute external examiners.	1. Head of the higher studies committee in the department.
		2. The department head (department council’s resolution).
		3. The college’s dean (college council’s resolution) after the approval of the higher studies committee in the college.
		4. Deanship of Higher Studies.
		5. A letter from the dean of higher studies addressed to the college dean approving the formation of the defense committee.
3. Sending copies of the thesis to the internal and external examiners.	The department head sends the Thesis Evaluation form for the thesis to be examined to the internal and external examiners after the approval of the Dean of higher studies. (Appendix 4 – article 54).	1. Internal examiner.
		2. External examiner.

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3. Setting the Defense Date:

Procedure	Required documents/forms	Required Signatures
1. Internal and external examiners' evaluation	1. Returning the completed Thesis Evaluation Forms for the thesis to be examined to the department head by the internal and external examiners. (Appendix 4 – article 54).	1. Internal and External examiners to approve the thesis for defense.
	2. In case of amendments, the required amendments should be attached. The student should make any necessary amendments after obtaining the supervisor's approval who will complete the Thesis Amendment Completion Form prior to defense. (Appendix 5 – Article 55-A).	2. In case of amendments, the supervisor should fill in the Thesis Amendment Completion Form prior to defense. (Appendix 5 – Article 55-A).
2. Setting a date for the defense and its relevant correspondence	<p>1. Announcing the date, time, and place for the defense.</p> <p>2. A letter from the department head to the Vice President for Information Technology and Administrative and Financial Affairs requesting the issuance of the external examiner's dues.</p> <p>3. A letter from the department head to the Director of General Services requesting a visa to be issued to the external examiner (if necessary)</p> <p>4. Activity Request form to be filled in by department head and submitted to the department Public Relations to reserve a hall for the defense.</p> <p>5. External Examiner's accommodation (if necessary).</p> <p>6. External examiner's transportation.</p> <p>7. Defense Committee members' names on the podium.</p>	<p>1. The head of the higher studies committee in the department prepares an announcement specifying the date, time, and place of the defense.</p> <p>2. The department head sends a letter to the Vice President for Information Technology and Administrative and Financial Affairs requesting the issuance of the external examiner's dues.</p> <p>3. The department head sends a letter to the Director of General Services requesting a visa to be issued to the external examiner (if necessary).</p> <p>4. The department head sends a letter to the Department of Public Relations to arrange for the accommodation and transportation of the external examiner (if necessary).</p>

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4. Granting the Degree:

Procedure	Required documents/forms	Required Signatures
1. Granting the MA / PhD Degree	<ol style="list-style-type: none"> 1. The defense committee's resolution: (the supervisor and internal and external examiners). Appendix 6 – Article 59-A). 2. In case of amendments, Amendments Approval Form by the supervisor. (Appendix 7 – Article 59-B). 3. Thesis Review Application Form (Appendix 8). 4. Recommendation to grant the degree (Appendix 9 – Article 60). 5. Department's resolution recommending to grant the degree. 6. Attaching a copy of the thesis after the defense (temporary binding). 7. Attaching a copy of the student's academic transcript. 8. Grade Change Form from (I) to the new grade given to the student. 9. Final approval for graduation by the Deanship of Admission and Registration. 10. The recommendation of the Higher Studies Committee to grant the degree. 11. Final approval of the University Council to grant the degree. 12. After the issuance of the University Council's resolution to grant the degree, the department head sends a letter to the Vice President for Information Technology and Administrative and Financial Affairs requesting the issuance of the dues of the supervisor and the internal examiner and attaches a copy of the issuance decision. 	<ol style="list-style-type: none"> 1. The defense committee's resolution: (the supervisor and internal and external examiners). 2. In case of amendments, the Amendments Approval Form should be filled in by the supervisor, the internal examiner, the head of the higher studies committee in the department, the department head, and the college dean. 3. The supervisor and the internal examiner fill in and sign the Thesis Review Application Form. Signatures of the department head, the higher studies coordinator in the college, the college dean, and the dean of higher studies. 4. The department's resolution recommending to grant the degree. 5. Grade Change Form from (I) to the new grade to be submitted by the supervisor. 6. Final approval for graduation by the Deanship of Admission and Registration. 7. The recommendation of the Higher Studies Committee to grant the degree. 8. Final approval of the University Council. 9. the department head sends a letter to the Vice President for Information Technology and Administrative and Financial Affairs requesting the issuance of the dues of the supervisor and the internal examiner and attaches a copy of the issuance decision.

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<p>2. Binding 10 copies of the thesis after the University Council's Resolution to grant the degree.</p>	<p>This is done according to the specifications relevant to the cover page, binding and thesis specifications as stipulated in the guide for writing Theses in the University of Bahrain.</p>	
<p>3. Sending copies of the thesis to internal and external parties.</p>	<ol style="list-style-type: none">1. A copy to the Vice President for Academic Programs and Higher Studies.2. A copy to the Vice President for Scientific Research.3. A copy to the Deanship of Higher Studies.4. A copy to the University Library.5. A copy to the Department's library.6. A copy to the supervisor.7. A copy to the external examiner.8. A copy to the internal examiner.9. A spare copy to the department.10. A spare copy to the department.	