



The Regulations and Executive Procedures of Graduate Studies in Tabuk University



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(1)

These regulations here constitute the regulations and executive procedures of graduate studies in Tabuk University.

(2)

The following words and phrases in the rules and procedures refer to the words next to them unless they are described in the rules differently:

- The University: University of Tabuk.
- The University council: The University of Tabuk Council
- The Regulation List: Unified Regulation for Graduate Studies at Saudi Universities.
- The Council: The Graduate Studies Council in Tabuk University.
- The Dean: The Dean of Graduate Studies.
- The Deanship: The Deanship of Graduate Studies.
- The College: The designated college in a specific academic program.
- The Department: The designated department in a specific academic program.
- The College Committee: The Graduate Studies Committee in a designated college.
- The Department Committee: The Graduate Studies Committee in a designated department.



- Diploma: the high diploma program.
- The student: male or female student.
- Students: male or female students.
- Major courses: the teaching courses in the bachelor program which have direct relation to the specific academic major.
- Curriculum courses: courses of the academic stage the student gets admission to.
- The complementary courses: the courses of certain academic stage that preceded the academic stage in which a student gets accepted in. The student has to study and pass these courses before studying the courses of the academic program he gets accepted in.
- Postponement: the case in which a student postpones his admission or postponing for one or more semesters during the studying.
- Dropping: dropping all the courses in an academic semester.
- Withdraw: the case in which a student withdraws his file from the university permanently.
- Parallel program: the paid academic programs.

(3)

A- The university council forms a council for the graduate studies which constitute the following:

- 1- The dean of graduate studies – chairman.
- 2- The dean of scientific research – member.
- 3- Vice dean of graduate studies as secretary general of the council in addition to all the vices of the deanship as members in the council. The dean chooses one of them as



a secretary general.

4- One member of the teaching staff from each of the colleges that have graduate studies program. The staff member should be an associate professor at least and the members are usually nominated by the university council and approved by the rector of the university. The nomination is for two years that can be renewed on demand. It is better that the representative of the college in the deanship council is the vice dean of graduate studies and scientific research.

B- The council has the duties and responsibilities stated in the Regulation list.

C- The council meets in the light of the chairman's invitation one time monthly at least and the meeting should be attended by the two thirds of the council at least. The decisions are usually taken by the acceptance of the majority in the council. In the case of having equal votes in the two sides the call of the group that has the chairman is accepted. The decisions taken by the council are usually enforced unless objected by the rector of the university in a period of fifteen days from the day in which the rector receives the decisions.

D- The Council has the right to form the permanent and temporary committees from its members and their responsibilities.

(4)

Supervising the Graduate Studies Programs.

A- Each college has graduate studies programs should have a vice deanship for graduate studies and scientific research.

B- The department that has a graduate studies programs forms a committee for



graduate studies that constitute the teaching staff in the department for one year. The committee includes:

- 1) The head of the department as the chairman.
- 2) Four staff members who are qualified to supervise theses.

C- The Committee powers lie in the following:

- 1) Assigning a supervisor for each student.
- 2) Supervising all that is related to graduate studies.
- 3) Introducing recommendations in the following matters:
 - 3-1 Starting new graduate studies programs.
 - 3-2 Preparing good teaching plan.
 - 3-3 Choosing the number of the students who will be accepted.
 - 3-4 Forming the comprehensive exam committee.
 - 3-5 Selecting the supervisor, the supervisor assistant and the research plan.
 - 3-6 Accepting the Theses projects.
 - 3-7 Choosing the complementary courses.
 - 3-8 Considering the transition of students from one major to another and the internal and external transitions applications.
 - 3-9 Considering the equivalence of academic courses.
 - 3-10 Studying the needs of academic and scientific materials.
 - 3-11 Recommending the formation of committees for theses defenses.

D- The college council forms a graduate studies committee in the college for one year and contains the following members:

- 1) The dean of the college as the chairman.
- 2) The vice dean of graduate studies as a vice chairman.
- 3) Committees chairmen in the different designated departments.
- 4) Two teaching staff members from the full professors.

E- The tasks of the graduate studies committee in the college:

- 1) Supervising the graduate studies issues in the college.



- 2) Studying the decisions of the college council and the different departments.
- 3) Preparing an annual report for the available graduate studies programs in the college.

(5)

The new academic programs.

A- Any department that wants to start new program has to abide by the following regulations:

- 1) Coordinating with the deanship of graduate studies and other departments in avoid duality between the academic programs in the university.
- 2) The department should have at least three professors or associate professors in the same field.
- 3) The department should have the requested academic experience in the first university degree with no less than 4 years and the council of graduate studies has the right to change this condition in favor of the department.
- 4) The department should have the necessary labs for the applied majors and should have at least one lab for the proposed academic program. It should include the other necessary equipment like: devices, references, periodicals, administrative and executive staff.
- 5) The department has to provide stats of the expected graduates in the programs and the different fields that can benefit from the graduates.
- 6) A feasibility study for the program and its need in the local and private sectors.

B- In addition to what has been mentioned in (A) previously, the department has to present a comprehensive study of the program in Arabic and English which clarifies the following:

- 1) The title of the degree in Arabic and English.
- 2) The different tracks and majors in the program.



- 3) The scientific requirements for admission, the teaching plan and courses, the teaching units for each course, selective and compulsory courses, the thesis information in Arabic and English as well.
- 4) The program should contain at least two teaching units that enable students from the scientific research, its techniques and tools.
- 5) The Courses description for each course in Arabic and English.
- 6) The Code for each course of the program in Arabic and English according to the code followed by the deanship of Graduate Studies.
- 7) Preparing the project program on the form available on the deanship website.
- 8) The department has to run a comparative study between the proposed program and similar programs in the Kingdom universities and outside to study the positive sides and avoid eth negative sides.
- 9) The department has to present the proposal of the programs to two evaluators specialized in their field and with distinctive scientific background in the field of higher studies. One of them should be a teaching staff member in one of the prestigious universities to be studied and evaluated and for the recommendations. The reports of the evaluators should be presented along with the program proposal.

C- The dean of the college sends the proposal after being accepted by the college committee to the dean of graduate studies who transfer it to the designated study committee.

D- The permanent committee of graduate studies in the deanship studies the proposal of graduate studies programs, the committee present these programs to the deanship council. The committee studies if the program meets all the regulations in the unified regulations list and suggests the needed changes. The committee then presents the proposal to the dean of graduate studies to accept them. The dean refers the proposal to the council and coordinates between the requirements of the program and other programs to avoid the duality.

E- The deanship council studies the proposal and the recommendations of the permanent committee and in the light of these facts the council takes its decision.

(6)



Developing the Program

A- Any changes in the courses or the admission or the program requirements can only be done in the light of a decision from the university council after a recommendation from the deanship council as well.

B- The graduate studies committee in the department is responsible of the following:

- 1) Defining the executive goals of the academic program and providing the deanship with a copy of them.
- 2) Preparing the necessary reports to evaluate the program every two years.
- 3) All the recommendations of the committee are sent to the head of the department and the recommendations of the committee, the department and the college are sent to the deanship council.
- 4) The developed program is prepared on the ready form on the deanship website.

C- The permanent committee in the council studies the program and send it to the deanship committee with the suitable recommendations.

D- The deanship council studies the proposed program and send it to the university council with the necessary recommendations.

E- The changes in the program are not considered as a development if the changes were very minor and the previous conditions do not apply on it. The changes are considered minor I the following cases:

- 1) If the programs is new and has not been started or developed before five years.
- 2) The rate of the units in the developed curriculum should be 20% or less.
- 3) The development is usually minor if it happens in the code of the course or the admission requirements.

F- The developments in the program can be approved in the following conditions:

- 1) The changes are presented to the head of the department without the need to fill it in a form.
- 2) The dean of the college sends the developed program after being accepted in the college to be sent by the dean of the deanship to the deanship council.



(7)

Joined Programs

The joined programs between colleges and departments are established in the light of the following conditions:

- 1) If a college decides to start a joined program between two departments or majors, each department has to choose two or more from its academic staff to come out with a general idea about the program. After studying the program it is usually sent to the college council for approval. After that it is usually sent for the deanship council for approval and recommendations and then it is sent to the university council.
- 2) If two colleges decide to start a joined program between two departments in the two colleges or more, each department has to choose two or more from its academic staff to come out with a general idea about the program. After studying the program it is usually sent to the college council for approval. After that it is usually sent for the deanship council for approval and recommendations and then it is sent to the university council.
- 3) The admissions requirements in the programs follow the same admission programs.
- 4) All the joined programs follow the Regulations List.

(8)

Admission and Registration.

A- The admission requirements in the graduate studies programs should follow the same requirements in article (12-20) from the Regulations List. For non-Saudi students these requirements are added:

- 1) The acceptance of who has the authority in the scholarship.
- 2) To have a valid passport.
- 3) All the certificates and documents of the applicant should be certified and accredited by the Saudi government or its representatives.



B- When the conditions are all applicable on the candidates, the deanship sends their academic files to the designated colleges in order to make sure of their GPAs. The candidates should have very good or good averages in order to be accepted in the programs. The heads of the departments count their GPAs to make sure of the correct estimate. Each department prepares a list of the courses which are used in counting the GPA.

C- The department courses are counted in the GPAs of the candidates who apply for a program different from their major.

D- The deanship council in coordination with the different departments decided the number of the candidates that will be accepted in the programs. The council sends the number to the university council to be approved.

E- If the number of the candidates exceeds the suggested number, the candidates will be chosen in the following conditions:

The Ph.D. programs:

- The GPA in the BA and master if available 20%.
- The written test 60 % - The department can also add 10% to the similarity between the major and the program admitted to.
- The Qudorat Test 20%.

The Master programs:

- The GPA in the BA and master if available 50%. The department can also add 10% to the similarity between the major and the program admitted to.
- The written test 30%.
- The Qudorat Test 20%.

The Parallel Master programs:

- The GPA in the BA and master if available 30%. The department can also add 10% to the similarity between the major and the program admitted to.
- The written test 30%.



- The Qudorat Test 20%.
- Experiences and workshops. 20%.

E- When the council accepts students with a (good) average in one of the majors according the article (15) from the Regulations List, the following rules should be taken into considerations:

1- Confirm and follow the article (15) from the Regulations List which stated that accepting student with a (good) average should be in the same major and this is the only case in which the GPA of the student in the BA is taken into consideration.

2- The student with a (good) average should study a group of complimentary courses decided by the department according to article (18) from the Regulations List. The complementary courses should be:

- One of the major courses that the student has not studied in the BA.
- One of the major courses that the student's average is less than 70% in the BA.

F- If the student has to take a group of the complementary courses, he has also to follow the conditions in article (18):

- 1) These courses should not exceed three academic semesters.
- 2) The student should not be a full-time student.
- 3) The summer course is not included in the period in which the student has to complete the complementary courses.
- 4) The student will have a temporary ID number during this period.
- 5) The designated departments provide the deanship with the teaching plan of the student.

G- The deanship holds the written test in coordination with the designated tests.



H- The students apply for admission in the deanship which studies the applications and see if they meet the requirements in articles (13, 14, 15, and 16) from the Regulations List in Tabuk University. The different departments are provided with names of the applicants and their applications. The departments choose the names of the students who meet the requirements and send them to prepare the final list of the candidates. The list is sent to the college to prepare the final list of the accepted students and the complementary courses.

(9)

Postponing studying and admission:

In the light of the articles (21,22) from the Regulations List, students can postpone their study or admission in according to the following conditions:

- 1) It should not be more than two academic semesters.
- 2) It should be for valid and accepted reasons.
- 3) When the student postpones a semester, the parallel programs are treated according to the special list.
- 4) The department council, the dean of the college and the dean of graduate studies can accept the postponement of the student in the complementary courses stage in the light of article (18) under the following conditions:
 - The student should have finished one semester at least.
 - The student can postpone one semester only during his complementary courses stage.
 - The student should apply for the postponement two weeks before the beginning of the semester.
 - The postponement is not included in the maximum period of time for finishing the complementary courses in article (18).
 - The postponement is included in the second part of article (22) from the list.
- 5) The student cannot present his thesis project either to his supervisor or the department during the postponement period. If the student finishes his thesis during the postponement, he can stop the postponement and continue the thesis procedures.



6) The student can stop his postponement through and apply for the head of the department before the beginning of the semester and it is accepted after the approval of the deanship.

(10)

Dropping a course or a semester.

A- In the light of article (23) from the Regulations List the student can apply to drop all the courses in the academic semester according to the following conditions:

- 1) The student should have finished one academic semester at least.
- 2) Students should apply for dropping the course 4 weeks before the final exam and the application is not valid until it is approved by the dean.
- 3) In the case of the parallel programs, the programs are treated financially according to the special list.
- 4) Students should drop all the courses.

B- The student should drop all the courses in the semester in the complementary courses stage in the light of article (22) according to the following conditions:

- 1) The student should have finished one academic semester at least.
- 2) Students should apply for dropping the course 4 weeks before the final exam.
- 3) The student should get the approval of the head of the department, the dean of the college and the dean of graduate studies.
- 4) This is part of the postponement periods stated in article (22) in the Regulations List.
- 5) Dropping the courses is not considered within the maximum period for passing the complementary courses in article (18) from the Regulations List.

(11)

Withdrawing a course of a semester:



In the light of article (24) from the Regulations List the student who withdrew from a course or a semester can return to graduate studies program in the following conditions:

- 1) The designated department can study the student's case in regarding to the complementary courses and see what is possible.
- 2) The courses before his withdrawal are not taken into consideration if he is accepted.

(12)

Stop attending classes, cancelling and returning registration.

A-The deanship count the number of the accepted students who did not register after two weeks from of the semester start and the deanship also count the number of the students who register but did not show up after three weeks of the semester start. The dean of graduate studies cancels their registration.

B- It is allowed to return the registration of a student whose registration was cancelled in the light of the articles (25, 26) from the Registration List in the following cases:

- 1) The admission regulations are applied on the student whose registration has been cancelled for more than six academic semesters.
- 2) He can be given the exceptions stated in the articles (28-29) from the Regulations Llist.

(13)

Transferring between universities.

A- It is allowed to accept the transfer of a student to the university from another accredited university and it is also allowed to transfer a student from one major to another inside the university in the light of the conditions in articles (30-31) from the Regulation List. The transfer application should be presented one month before the



beginning of the academic semester. The transfer process should takes place in the following conditions:

- 1) The student should have completed one semester in the university he/she wants to transfer from.
- 2) The transfer form one department to another or from one program to another should be applied to the head of the department in the designated department.
- 3) The transfer from one department to another should be presented to the dean of the college.
- 4) The transfer from one college to another should be presented to the dean of graduate studies.
- 5) The transfer application from another university inside or outside the Kingdom to Tabuk University is presented with another document from the university the student studied in explains his academic status, the courses he studied, the number of credit hours and his/her emulation in each course.
- 6) The student should study in Tabuk University less than 70% from the required credit hours and he/she should fully prepare for the thesis under the supervision of Tabuk University.

B- It is allowed for the student who registered for the master program with or without a thesis and could not get it to apply for the diploma in the same major if the degree exists after a recommendation from the councils of the department and the college and the approval of the council of graduate studies. This process should follow the rules of each college and under the applied conditions.

C- The student has the right to transfer from the master thesis track to the program with non-thesis track and the opposite only one time after finishing 50 % of the credit hours for each of the programs under the following conditions:

- 1) The approval of the head of the department and the deans of the college and the graduate studies.



- 2) The student should not have completed more than six semesters in his study program.
- 3) The transfer from should be applied six months before the beginning of the semester.
- 4) The designated department prepares a teaching plan for the student with the remaining courses to get the degree.

D- The department which the student transfers to decide the credit hours that can be counted from what the student studied in the previous program and can still be counted in his GPA.

(14)

A- This table explains the maximum and lowest limits of the credit hours for the academic courses, the project and the thesis:

The degree		The Credit hours		Credit hours for thesis or project		Study period	
		Lowest	Highest	Lowest	Highest	Lowest	Highest
Diploma		24	36	-	-	Two semesters	4 semesters
Master	Thesis track	24	32	6	10	4 semesters	8 semesters
	Project Track	42	52	3	5	4 semesters	8 semesters
Ph.D.	Thesis Track	30	42	10	12	6 semesters	10 semesters
	Thesis Track	12	18	20	30	6 semesters	10 semesters



B- The academic year is divided into semesters according to article (35) from the Regulation List and the registration takes place as follows:

- 1) The minimum limit for the academic courses for the graduate studies program is six credit hours in the semester and three credit hours in the summer semester. The maximum limit is nine hours for the semester and six hours for the summer semester.
- 2) In the case of a full time study the student is allowed to register 12 credit hours in the semester if the student's GPA is 4 or more.
- 3) The thesis or the project is excluded from the maximum limit.

C- The student graduates when he/she finishes the requirements of the degree and achieves all the conditions of the articles (36-39) from the List. The general average, after the student graduates, is based on his GPA in the courses.

D- The minimum allowed period for the student to finish the diploma is 2 semesters and the maximum period is 4 semesters except the summer course. The period allowed for the master 4 semesters and the maximum 8 semesters except for the summer course. The period allowed for the Ph.D. is 6 semesters and the maximum is 10 semesters. The dean of graduate studies has the right to recommend the extension of the maximum period two more semesters in case of accepted reasons.

E- Attendance: the student has to attend the lectures, practical lessons and he/she will be forbidden from attending the final exam in the following cases:

- 1) If he absences of the student exceeds (20%) without excuse from the total credit hours for any course. The student is not allowed to attend the exam and is considered failed. He has to study the course again if it is compulsory course and the fail result is considered in the GPA.
- 2) If the absences of the student exceeds (20%) from the total credit hours for course or more, he or she is considered withdrawer.
- 3) The attendance is recorded from the first official lecture.
- 4) The attendance of the new students is counted after their acceptance.



5) Each student who does not attend the final exam with an accepted excuse is considered (incomplete). The Excuse is sent to the instructor of the course to make a makeup exam for the student in a period does not exceed the end of the next semester unless the student has postponed that semester. In this case the exam is usually held in the next semester.

F- Following up: the deanship follows up the GPA of the student, his abiding by the regulations of the study, and the reports presented from his supervisor and the deanship also informs the student of all the academic warnings that the student had during his study.

(15)

Exams System:

A- The grades that the student score in the courses of graduate studies are registered according to Study and Exams Menu which was issued from the council of Graduate Studies in 11/6/1416 H with regard to the exceptions in Article (41) from the Regulations List.

B- Cheating in exams: if a student caught cheating or trying to cheat, he/she is not allowed to continue the test and the supervisor of the test prepares a form of the incident. A committee in the deanship runs an investigation and the results of the students are hold till the decision of the committee.

C- In all the non-thesis tracks the student has to take a comprehensive exam. All the Ph.D. students have to do a comprehensive exam in the designated department according to the following regulations:

- 1) The comprehensive exam has two parts: written and verbal.
- 2) The fields of the exam are the main major and the sub majors.
- 3) The comprehensive exam aims at measuring the student's ability in two sides:
 - The knowledge side: it aims at measuring the student's ability to comprehend the major and the sub majors if existed.



- The analytical side: it aims at measuring the student's ability to analyze, comprehend and find the suitable solutions for the problems.

4) The comprehensive exam is usually held in the period from the 4th week to the 12th week in every academic semester.

5) The comprehensive exam committee:

A- The graduate studies committee recommends forming the comprehensive exam committee which constitutes a group of professors and associate professors from the major. In the master degree exam the committee can contain assistant professors who spent two years in their academic degree at least.

B- The committee has the following tasks:

- 1- Defining the fields of the comprehensive exam.
- 2- Defining the included study material in the exam.
- 3- Preparing the questions of the comprehensive exam.
- 4- Preparing the answers to the comprehensive exam.
- 5- Correcting the answers of the students, collecting the grades, preparing the results and sending them to the committee of graduate studies.

C- If the program requirements include a major or sub major from outside the department, there must be a specialist from these majors in the exam committee.

6) The written exam:

A- The written exam is usually held in the next semester after the student finishes all the academic courses. The date of the exam is determined by the committee and it is allowed for the student to postpone the exam for one semester.

B- If the student fails in the exam, he is given one chance to redo the exam during the next two semesters.

C- The registration of the student is canceled if he/she failed in the exam for the second time.



7) The verbal exam:

A- After passing the written exam, the verbal exam is held in a period of two weeks from the written exam.

B- If the student fails in the verbal exam, he can redo it in a period of no more than two semesters.

C- The registration of the student is canceled if he/she failed in the exam for the second time.

8) The timing and period of the comprehensive exam: the college council, in the light of the department's recommendations, decides the timing and period of the written and verbal exams.

9) The passing grade in the exam:

A- Each of the two exams, the written and the verbal has different grade out of (100).

B- The Ph.D. student passes the verbal and written exams if he/she scores 70% or more.

C- The Master student passes the verbal and written exams if he/she scores 70% or more.

10) The results of the comprehensive exam are secretly sent to the head of the department in order to be sent to the dean of the college in a period that does not exceed three days of the exam time. The deanship of graduate studies is informed with the results in a period of seven weeks.

(16)

Preparing and supervising the thesis:

A- Each student in the graduate studies program has a scientific supervisor to direct him/her and explain the complications in addition to help in the thesis process and the thesis plan. The supervisor also helps students to adjust with graduate studies, acquire the necessary skills in graduate studies, help students in the academic process, and the



academic load is considered as one hour for each four students that the supervisor supervises.

B- The student has to apply and present the thesis project after passing % of the teaching courses and the committee in the department has to help the late students to present their projects.

C- The deanship of graduate studies register at the beginning of each semester the credit hours of each thesis. The deanship also assigns the supervisor, accept the thesis project, and the passing of the exam in accordance with article (42) of the list.

D- The thesis and dissertations are written with high degree of authenticity and creativity according to articles (43-44) from the list and in the original language of the program. If there is a necessity to write the program with a language that is different from the original language, the supervisor suggests that on the department and the recommendation of the college, the approval of the deanship and the thesis is written through following the guide of writing the thesis from the deanship.

E- The supervisor of the thesis should be one of the teaching staff in the university or from outside the university from the professors or associate professors. The supervisor should have supervised two theses before and the supervisor can be named an assistant supervisor if he or she does not meet the requirements.

F- It is allowed for an assistant professor to be a supervisor of thesis as an assistant supervisor and it is allowed to be a supervisor if he/she spent two years in the degree and published two esteemed papers, and supervised three theses before.

G- The supervisor presents at the end of each semester a detailed report to the head of the department about the development of the student in the study. A copy of the report is sent to the dean of graduate studies. After finishing the thesis the supervisor send a full report to the head of the department and the thesis is examined by the committee of graduate studies in order to finish the procedures.

H- The department organizes a discussion session for the students each semester to propose their results and stages of writing the thesis.



(17)

Thesis Defense:

The defense committee is usually formed by a decision from the deanship of graduate studies after the recommendation of the department and it should follow the regulations in articles (53-57) from the List as follows:

- 1- The committee members are informed after the approval of the rector of the university.
- 2- The department committee suggests the names of the committee members and after studying the suggestion and approving it, it is sent to the college committee.
- 3- One of the defense committee should be from outside the university.
- 4- In the discussion of the thesis or the dissertation, the supervisor or the assistant supervisor is considered as one voice.
- 5- The Ph.D. students are asked to publish papers taken from their dissertation according to the following conditions:
 - The student should publish at least one paper in an esteemed journal.
 - The defense committee will not be formed before presenting what indicates the publishing or the approval of publishing a paper.
 - The supervisor presents a letter to indicate that the published paper is taken from the dissertation.
- 6- The defense should be held in a period of no more than a semester from the decision of the deanship council of forming the committee.
- 7- The defense committee prepares a report with their recommendations and presents it to the head of the department who sent it to the dean of graduate studies.

The graduate studies send a recommendation of the degree to the university council.

(18)

Financial rewards:



A- The supervisor from outside the university and the member of the defense committee from outside of inside the university receive a reward according to the Regulations List. If the supervisor is from outside the city that the thesis is defended in, he/she also provided with flying tickets from and to his home. He also receives accommodation and feeding expenses with no more than two nights. If the supervisor needs to stay for more than two nights the council approves that in the following cases:

- 1- The deanship council allows the dean to add one or two nights when it is necessary.
- 2- The public relations in the university receives the supervisor and take care of all the necessary procedures for the accommodations, feeding and travelling back.
- 3- The public relations sends the tickets to the supervisor before the time of the defense.
- 4- The public relations takes the necessary procedures to issue a vise for supervisors from outside the university.
- 5- The college pay the supervisor the defense award in the same day of defense through the followed financial procedures in the college.

B- The supervisor substitute is considered as part of the committee concerning the reward.

(19)

General Regulations:

A- The deanship prepares a form to evaluate the program which includes

- 1- The number of the teaching staff.
- 2- The available possibilities for the program.
- 3- The number of the students from admission to graduation.
- 4- The scientific production for the teaching staff.
- 5- The academic guidance of the students.



- 6- The students' contributions in the university different programs.
 - 7- The students' contribution in the conferences and the scientific research.
 - 8- The number of graduates without any extension.
 - 9- The number of students who could not complete the program.
 - 10- The number of the thesis with publication recommendation.
 - 11- The department relations with other universities and institutions around the world.
 - 12- The number of academic advices presented.
 - 13- The information updating and scientific developments.
 - 14- Collecting data from students through questionnaires about the program.
- B- The deanship analyzes the form and present the results to the council to discuss the following procedures.
- C- The transcripts of the Ph.D. are without GPA or average.
- D- The head of the department presents a report about the graduate studies program to the dean of the college and the dean of graduate studies at the end of the academic year.
- E- If there is anything without a specific regulation, follows under the Regulations List.
- F- Students who got accepted in the graduate studies before this Regulations List still follow the list in addition to the following:
- 1- They are excluded from the academic requirements including the thesis.
 - 2- The exceeded time periods are covered according to article (66) from The Regulations List.
- G- The university council has the right to understand these regulations in the light of the Regulations List.
- H- This list of Regulations is effective after being approved by the rector of the university.