



Regulation for Graduate Studies in Universities

Issued by the University Affairs Council Decision No.
(2/9/1444) dated 3/1/1444H and its Executive Rules at
Prince Sattam bin Abdulaziz University

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Chapter One: Definitions

Article 1: For the purposes of this regulation, the following terms and phrases shall have the meanings indicated next to each of them unless the context suggests otherwise:

- **Graduate Studies:** A stage of education beyond the undergraduate level (e.g., Higher Diploma, Master's, or Doctorate).
- **Unified Saudi Classification of Educational Levels and Specializations:** A classification issued by the Council of Ministers Decision No. 75 dated 27/01/1442H, including any amendments or updates thereto.
- **National Qualifications Framework in the Kingdom of Saudi Arabia:** Issued by the decision of the Board of Directors of the Education and Training Evaluation Commission in its first session of the second term held on 06/06/1441H, including any subsequent amendments or updates.
- **Relevant Deputy or Vice-Rector:** The Deputy of the University or the Vice-Rector responsible for Graduate Studies at the university, according to the approved organizational structure of the university.
- **Executive Management:** The responsible authority (deanship, department, or unit) at the university tasked with implementing academic procedures related to graduate studies, in accordance with the university's approved organizational structure.
- **Program:** A collection of academic courses, a thesis, graduation research, or a comprehensive examination, or parts thereof, that a student completes over a set period to earn a degree or advanced certificate in a specific field of study.
- **Joint Program:** An academic program shared by more than one department or college within the university or in collaboration with educational or research institutions either within or outside the Kingdom, aiming at specific learning outcomes.
- **Academic Unit:** A weekly theoretical lecture, weekly scientific seminar, clinical class, or exercise lasting no less than fifty minutes, or a laboratory session lasting no less than 100 minutes, or a field study as specified in the academic plan.
- **Course:** The academic subject within each program plan, which includes a number, code, and description of the content. It is monitored, evaluated, and developed within each

department. A course can be standalone or have prerequisites, which may be waived based on specific learning outcomes assessments.

- **Deferred Admission:** Postponing a student's start date after their university number has been issued but before they have registered for any courses. This is permitted only once and cannot occur after studies have commenced.
- **Study Deferment:** Halting the student's academic period as defined by this regulation after they have started their studies, pausing the timeframe for earning the degree.
- **Withdrawal:** The student's permanent disengagement from the university before completing their program.
- **Cancellation of Enrollment:** The university's termination of its relationship with the student before the completion of their academic program due to specific reasons outlined in this regulation.
- **Re-enrollment:** Reinstating the university's relationship with a student whose enrollment had been previously canceled.
- **Comprehensive Examination:** A test assessing the required knowledge and skills for obtaining graduate degrees (e.g., Higher Diploma, Master's, Doctorate). In some cases, the comprehensive exam may be the final qualification for certain degrees, except for the Doctorate.
- **Graduation Research:** A study lasting one or two semesters focused on a specific topic, qualifying the student for an academic degree, and is considered one of the program's courses.
- **Thesis:** The scientific work prepared and presented by the student, reflecting their research and findings for the purpose of obtaining a degree.

Chapter Two: Objectives and Applicability of the Regulation

Article 2: With consideration to the provisions of the Undergraduate Study and Examination Regulation for universities, this regulation aims to organize graduate studies at universities to enhance the quality and efficiency of the educational and academic processes for graduate levels within the university.

Article 3: The provisions of this regulation apply to universities that follow the Higher Education Council and Universities System, as stipulated by Royal Decree No. M/8 dated 06/04/1414H, as well as universities following the University System issued by Royal Decree No. M/27 dated 03/03/1441H.

Chapter Three: Objectives of Graduate Studies

Article 4: Graduate studies aim to achieve the following objectives:

1. Foster and expand advanced studies and research that serve national goals and strive to publish them.
2. Contribute to enriching human knowledge across all disciplines through specialized studies and scientific research to achieve innovative scientific and practical additions and uncover new facts.
3. Provide educational opportunities for students to pursue their graduate studies locally.
4. Offer programs and materials that enhance the students' qualifications and capabilities, equipping them to carry out research that serves the nation and contributes to enriching their areas of specialization.
5. Attract a select group of outstanding students from around the world in key research areas to elevate the quality of research outputs and foster the necessary cultural diversity in graduate programs.
6. Prepare and qualify specialized scientific and professional competencies needed by society.
7. Encourage creativity and innovation to keep pace with the demands of knowledge and technological advancements, enhancing the level of scientific research and directing it to address local, regional, and global sustainable development challenges.
8. Strengthen opportunities for cooperation and partnerships at local, regional, and global levels.
9. Develop knowledge economy outputs to contribute to achieving the sustainable development goals of Saudi society.

Chapter Four: Detailed Criteria for Approving Graduate Programs

Article 5: The university council establishes the detailed criteria for approving graduate programs while adhering to the following:

1. The university must have institutional accreditation from the Education and Training Evaluation Commission.
2. The bachelor's program in the same specialization must have programmatic accreditation from the Education and Training Evaluation Commission or an international body recognized by the commission, to approve the Higher Diploma or Master's program. Additionally, the Master's program must have programmatic accreditation to approve the Doctoral program.
3. The department must have a sufficient number of faculty members, including professors and associate professors specialized in the field of the Master's or Doctoral program. Furthermore, adequate research facilities (such as laboratories, computer facilities, etc.) should be available to ensure the success of the program in terms of teaching, research, and supervision.
4. The number of expected students to be admitted into the program must be sufficient to ensure its continuity, with the number of students per class not exceeding 25 students.
5. The university must adhere to the following when approving programs, in order: a. The Unified Saudi Classification of Educational Levels and Specializations. b. The National Qualifications Framework of Saudi Arabia.
6. The university must suspend admissions to Master's and Doctoral programs that do not obtain programmatic accreditation from the Education and Training Evaluation Commission or an internationally recognized body within two years of the first cohort's graduation.

Executive Rules for Article 5:

5-1: The following conditions apply when establishing new graduate programs: a. Academic departments must coordinate with the executive management and the relevant graduate studies committees at the university before starting the development of new graduate programs to ensure that all criteria and conditions are met. b. Approval for Higher Diploma and Master's programs in any specialization requires the graduation of at least two cohorts from the

undergraduate program in the same field, except for specializations without corresponding undergraduate programs or those offered in partnership with educational or research institutions inside or outside the Kingdom. c. Approval for a Doctoral program requires the graduation of at least one cohort from the Master's program in the same field. d. Newly introduced international joint programs must be licensed in their home country and not suspended by the Ministry of Education in Saudi Arabia. e. Health programs must meet the criteria and requirements of the Saudi Commission for Health Specialties or equivalent bodies for other health-related programs. f. The academic department must conduct a comparative study between the newly introduced program and similar programs at two other universities, one local and one international (if available), to highlight its strengths and distinct features compared to other programs at those institutions. g. The academic department must ensure that the program meets societal needs and labor market demands, identifying the occupation codes in line with the Unified Saudi Classification of Occupations. h. The college or joint committee shall submit the proposal for the new program to the university's relevant committee for review to ensure that all related criteria and conditions are met. i. The relevant graduate studies committee shall send the program for peer review by experts in the field based on a designated peer-review model, ensuring that at least two reviewers are involved, with the executive management responsible for communicating with the reviewers.

5-2: After receiving approval from the executive management, an additional section for the theoretical lecture can be opened if the number of students in the course exceeds 15, with the executive management having the authority to make exceptions to the minimum number of students required.

Chapter Five: Organization of the Permanent Committee for Graduate Studies

Article 6: A Permanent Committee for Graduate Studies (the "Permanent Committee") shall be formed at the university, organizationally linked to the relevant Deputy or Vice-Rector and chaired by them. The committee will include the following members:

1. Five Deans from colleges or institutes that offer graduate programs, with consideration for the diversity of specializations.
2. The Dean of Development and Quality at the university.
3. The Dean, Director, or Head of the Executive Management, who will serve as the Secretary of the Committee.

4. Three members with experience and expertise in graduate studies from within or outside the university.
5. The members mentioned in paragraphs 1 and 4 of this article shall be appointed by the University Council based on a nomination from the University President for a renewable two-year term.

Article 7: The Permanent Committee, according to the provisions of this regulation, shall undertake the following tasks:

1. Propose the general policy for graduate studies at the university and oversee its implementation after approval by the University Council.
2. Recommend approval of admission requirements for graduate programs and update them based on proposals from the relevant department and faculty councils.
3. Supervise joint graduate programs.
4. Recommend the approval of graduate programs and their amendments, following their study and review, for the University Council, based on proposals from the department and with the support of the faculty council.
5. Recommend the approval of academic plans and detailed standards for the University Council based on department and faculty council proposals and in line with international benchmarking standards.
6. Propose the standards for graduate programs for approval by the University Council.
7. Propose the rules for evaluating graduate programs for approval by the University Council.
8. Oversee the periodic evaluation of graduate programs at the university through specialized committees or bodies from inside or outside the university.
9. Review the comprehensive report prepared by the Executive Management on the university's graduate programs and their evaluation results, and submit it to the University Council.
10. Recommend approval of graduate programs proposed by faculty councils that meet societal needs, align with the country's plans and visions, and conform to global trends for approval by the University Council.

11. Endorse proposals concerning degree titles and certificates in both Arabic and English based on recommendations from department and faculty councils.
12. Recommend to the University Council the number of students that can be admitted each academic year to graduate programs based on recommendations from the relevant department and faculty councils.
13. Propose rules for forming supervisory committees and the defense of scientific theses.
14. Establish general frameworks and standards for comprehensive examinations and graduation research.
15. Develop general guidelines for research plans, the rules for writing, formatting, and presenting theses, and prepare models for examination reports and thesis assessments.
16. Review periodic reports related to graduate studies submitted by the academic departments at the university.
17. Propose offering graduate programs outside the university's campus and submit such proposals to the University Council for appropriate decisions.
18. Recommend approval of developmental initiatives related to graduate studies proposed by the faculties to increase the university's financial resources.
19. Recommend setting the fees for applying to graduate programs and the tuition fees or fees for supportive services associated with graduate studies based on proposals from department and faculty councils.
20. Recommend allocating full or partial scholarships for students based on criteria approved by the University Council.
21. Recommend closing or suspending graduate programs that do not meet quality standards or align with the university's strategy.
22. Review matters referred by the Chair of the Permanent Committee, University President, or University Council for discussion and providing recommendations.
23. The Permanent Committee may delegate some of its powers to its Chair, and it may also form permanent or temporary committees from among its members or others to study specific issues.

Executive Rules for Article 7:

7-1: In addition to what is mentioned in paragraph 22, a permanent committee shall be formed to deal with student affairs and submit its recommendations to the Permanent Committee for Graduate Studies, considering the regulations related to student behavior and discipline at the university.

Article 8: The Permanent Committee shall meet upon invitation from its Chair at least once a month. The meeting shall not be valid unless attended by at least two-thirds of its members, including the Chair or their deputy. Decisions shall be made by a majority of the votes of attending members, and in the event of a tie, the side with which the Chair voted shall prevail. Decisions of the Permanent Committee become effective unless objected to by the University President within fifteen days of their submission. If the University President objects, the decision will be returned to the Permanent Committee along with the President's viewpoint for reconsideration. If the Permanent Committee upholds its decision, the matter will be referred to the University Council, which will make the final decision. The Chair of the Permanent Committee may invite others to attend certain meetings without granting them voting rights.

Chapter Six: Academic Programs and Study System

Article 9: Joint graduate programs may be established between departments, colleges, or institutes within the university, or between the university and educational or research institutions inside or outside the Kingdom, according to rules approved by the University Council based on the recommendation of the Permanent Committee and in coordination with the relevant departments and faculties.

Executive Rules for Article 9:

9-1: If there is a need to establish a joint program between two or more departments within the same faculty: a. The program will be housed in the department that has the highest contribution in terms of academic units. In case of equal contribution, the department with the most experience in graduate studies will be given priority. If experience in graduate studies is also equal, the Permanent Committee will decide. b. A permanent joint committee will be formed from the involved departments based on the recommendations of the department

councils and approval from the faculty council and the Permanent Committee. The committee will be chaired by the faculty's Vice Dean for Graduate Studies and include six faculty members from the participating departments. The committee will submit its recommendations and decisions to the department council with the highest contribution in the program. c. The term of the joint program committee will be two academic years.

9-2: If there is a need to establish a joint program between two or more colleges within the university: a. The program will be housed in the department with the highest contribution based on academic units. In case of equal contribution, the department with the most experience in graduate studies will be prioritized. If experience is also equal, the Permanent Committee will make the decision. b. A permanent joint committee will be formed from the involved faculties based on recommendations from the Permanent Committee. The committee will operate within the regulations and will be chaired by the Vice Dean for Graduate Studies of the college with the highest contribution in the program, with the Vice Dean of the other participating college serving as the deputy chair. Three faculty members from each participating college will be part of the committee, based on recommendations from their respective faculty councils.

9-3: The related departments and faculties are responsible for fulfilling the program's requirements and ensuring the availability of necessary resources for its operation. Any disputes will be settled by the Permanent Committee, whose decision is final.

Article 10: The number of academic units that a graduate student must complete at the university granting the degree should not be less than fifty percent of the total required units for the degree. The student must also complete their thesis or graduation research (if applicable) entirely under the supervision of the university. Exceptions to this article apply to students enrolled in joint programs.

Article 11: The study for the Higher Diploma shall consist of academic courses, fieldwork, and practical or laboratory work. The program's duration and the number of academic units should comply with the specified classification and framework. The University Council may, based on a recommendation from the Permanent Committee, extend the duration of any program by no more than half of the specified period.

Article 12: Master's degree programs may be structured in one of the following ways:

1. Academic courses only.
2. Academic courses combined with a thesis.
3. Academic courses combined with a comprehensive examination.
4. Academic courses combined with graduation research. The program duration and the number of academic units must comply with the classification and framework. The University Council may extend the duration of any program by no more than half of the specified period, based on a recommendation from the Permanent Committee.

Article 13: The University Council, based on a recommendation from the Permanent Committee, shall determine the study method for Doctoral programs. The program duration and the number of academic units must comply with the classification and framework. The University Council may extend the duration of any program by no more than half of the specified period, based on a recommendation from the Permanent Committee.

Article 14: The time required to obtain the academic degree is calculated from the student's registration in the academic courses of the program they are enrolled in until the date of completing all program requirements or when the supervisor submits a report to the head of the department, attaching a copy of the thesis (if applicable).

Chapter Seven: Admission

Article 15: The Executive Management is responsible for implementing academic procedures, including student admissions and registrations, in accordance with this regulation and the policies approved by the University Council.

Executive Rules for Article 15:

15-1: The Executive Management is responsible for the following: a. Overseeing the implementation of the admission requirements for graduate programs as approved by the University Council. b. Supervising the management of admission and registration for graduate

programs. c. Announcing the final admission results. d. Proposing the minimum number of students who meet the final admission requirements necessary for activating graduate programs, without compromising what is stated in paragraph 4 of Article 5 of this regulation.

Article 16: Without prejudice to Article 15 of this regulation, a student may be admitted to a program outside their original field of specialization based on a recommendation from the relevant department council and approval from the faculty council.

Article 17: The relevant department may require, as a condition of admission to the Master's or Doctoral program, that the student pass a certain number of remedial courses from a previous level or pass a learning outcomes assessment related to those courses to qualify for admission to the program, according to rules approved by the Permanent Committee based on a recommendation from the department council and endorsement by the faculty council.

Executive Rules for Article 17:

17-1: Without prejudice to the evaluation mechanism outlined in Article 34 of this regulation, the following shall be considered when approving rules for remedial courses: a. The number of remedial courses should not exceed six, and their duration should not exceed one academic year. The Permanent Committee may make exceptions to this rule. b. The time spent completing remedial courses shall not be counted toward the total time allowed to obtain the degree. c. The grades earned in remedial courses shall not be included in the student's cumulative GPA.

Article 18: A student may be allowed to enroll in two graduate programs simultaneously, provided that both programs are at the same level or one is at a lower level, according to rules set by the University Council based on a recommendation from the Permanent Committee.

Executive Rules for Article 18:

18-1: The student's enrollment in two programs should not negatively impact the educational process or conflict with the relevant internal regulations and rules.

Article 19: Courses previously completed by a student at another university or educational institution, whether within the Kingdom or abroad, may be transferred provided that the institution is licensed by the competent authority in the country of study. This requires a recommendation from the department council and approval by the faculty council. The transferred courses will be recorded in the student's academic record, and the University Council will establish the rules governing this, including whether they can be included in the student's cumulative GPA.

Executive Rules for Article 19:

19-1: Courses previously completed by the student may be transferred under the following conditions: a. The student must not have been expelled from the institution where the courses were taken. b. No more than three academic years should have passed since the student completed the transferred courses. c. At least 70% of the content of the transferred courses should match the equivalent courses at Prince Sattam bin Abdulaziz University, as evaluated by the relevant academic department. d. The number of transferred courses should not exceed 30% of the courses in the program to which the student is transferring. e. The student must have achieved a minimum grade of "Good High" in the transferred courses. f. The number of academic units for the transferred courses should not be less than the number of units required for the equivalent courses at Prince Sattam bin Abdulaziz University. g. Transferred courses will be counted towards the student's cumulative GPA if they were completed within Prince Sattam bin Abdulaziz University.

Article 20: The relevant department council and the Dean may approve a deferral of a student's admission, but this may be done only once. The deferral cannot be requested after the student has started their studies, and it is subject to rules set by the University Council based on a recommendation from the Permanent Committee.

Executive Rules for Article 20:

20-1: Admission deferrals shall follow the following rules: a. Deferrals may be granted for up to one academic year. b. When assessing deferral requests, consideration should be given to meeting the minimum number of students admitted to the program. c. The student must submit a deferral request at least one week before the start of the academic semester. d. If the program is suspended or not activated, the deferral may be extended for up to two years, after

which the student's admission will be canceled. e. The deferral period does not count toward the maximum time allowed to obtain the degree. f. Students admitted conditionally upon passing remedial courses cannot defer their admission.

Article 21: The university may, in accordance with the decisions issued by the Council of University Affairs, charge:

1. Tuition fees or other fees for providing graduate programs or courses, provided that these programs have received programmatic accreditation, and the number of students admitted without fees does not exceed the number of students admitted with fees. The University Council sets the relevant rules based on a recommendation from the Permanent Committee.
2. Fees for services related to or supporting graduate studies, according to rules set by the University Council based on a recommendation from the Permanent Committee.

Executive Rules for Article 21:

21-1: The university shall adhere to the administrative and financial executive rules for fee-based graduate programs at Prince Sattam bin Abdulaziz University and to any relevant rules and regulations issued by the concerned authorities.

21-2: Students must pay the financial fees for each academic semester before the start of the semester. The Permanent Committee may establish a non-refundable application fee for admission to graduate programs.

21-3: Students are entitled to a full refund of fees if the program is not activated.

21-4: Additional fees may be charged for remedial courses or any courses the student is required to retake.

21-5: The financial compensation for faculty members or equivalent staff responsible for teaching academic units or who are engaged from outside the university is determined according to approved administrative and financial rules.

21-6: Faculty members teaching in fee-based programs may receive compensation for up to six academic units per semester. Exceptions may be made by the Permanent Committee when necessary.

Chapter Eight: Academic Procedures

Article 22: A student may defer their studies based on a recommendation from the department council and the approval of the faculty council, in accordance with rules set by the University Council based on a recommendation from the Permanent Committee.

Executive Rules for Article 22:

22-1: Study deferral shall follow the following rules: a. The student may defer their studies for consecutive or non-consecutive semesters, provided that the total deferral period does not exceed half the total time allocated for the program. b. The deferral may not exceed two consecutive academic semesters, and separate requests must be submitted for each semester. c. The student must have completed at least one academic semester in the required courses or started working on their thesis. d. The student must not be absent from their studies. e. The semester to be deferred must not be one granted as an additional opportunity. f. The deferral request must be submitted no later than two weeks before the start of the academic semester as per the academic calendar. g. The deferral request must be accompanied by the approval of the faculty council and the executive management. h. Any related financial fees or payments must be made (if applicable). i. The deferral period does not count toward the maximum time allocated to obtain the degree. j. If the department cannot offer the required courses for the deferred semester, the student's deferral will not be counted as part of the permissible deferral period.

22-2: For remedial courses, the following deferral rules apply: a. The student must have completed at least one semester of remedial courses. b. The deferral may not exceed one academic semester. c. The deferral does not count toward the maximum time for completing remedial courses. d. If the department cannot offer the remedial courses for the deferred semester, the deferral will not be counted toward the permissible deferral period.

Article 23: A student may withdraw from one or more courses or from all the courses in a semester after the registration period has ended, based on a recommendation from the department council and approval from the Dean, following the rules established by the University Council based on a recommendation from the Permanent Committee.

Executive Rules for Article 23:

23-1: When accepting a withdrawal request, the department should consider whether the courses in question can be offered in subsequent semesters. The department should coordinate

with the executive management regarding the appropriate timing of the courses to avoid any disruption to the student's academic progress.

23-2: Withdrawal requests are not considered valid until the withdrawal has been processed in the academic system. During this period, the student must continue to fulfill their academic obligations until the withdrawal is officially processed.

23-3: The student must submit their withdrawal request at least two weeks before the start of the final examinations, as per the academic calendar.

23-4: The following rules apply to withdrawals from individual courses: a. A student may withdraw from a maximum of two courses throughout their study. b. A student may not withdraw from remedial courses. c. The course from which the student is withdrawing must not be part of an additional opportunity semester unless approved by the Permanent Committee.

23-5: The following rules apply to withdrawals from a full semester: a. The student may not withdraw from more than half of the semesters required for their program. b. The semester from which the student is withdrawing must not be part of an additional opportunity semester, unless approved by the Permanent Committee.

Article 24: If a graduate student withdraws from the university and later wishes to re-enroll, the university may apply the current admission requirements in place at the time of the new application.

Article 25: A student is considered to have discontinued their studies if they fail to register within the designated registration period for any available academic semester.

Executive Rules for Article 25:

25-1: The relevant faculty or joint program committee must submit the names of students who have discontinued their studies to the executive management no later than the third week of the semester in which they were absent.

Article 26: A student's enrollment shall be canceled under the following circumstances:

1. If the student discontinues their studies as per the provisions of Article 25 of this regulation.
2. If the student fails to pass remedial courses according to the rules set by the Permanent Committee.
3. If the student's cumulative GPA falls below "Good High" for two consecutive academic semesters.
4. If it is found that the student's admission was based on false or incomplete information.
5. If the student does not obtain the degree within the maximum time allowed for the program.

The student's enrollment shall be canceled by a decision from the Permanent Committee based on a recommendation from the department council and approval from the faculty council in the following cases: a. If the student demonstrates a lack of seriousness in the research phase of their thesis, as outlined in Article 44 of this regulation. b. If the student fails to pass the comprehensive examination after being allowed to retake it once. c. If the thesis evaluation committee decides that the thesis is not ready for defense or does not accept it after the defense. d. If the student violates academic integrity during the coursework or while preparing the thesis, or if the student violates any regulations, laws, or decisions related to their studies.

Executive Rules for Article 26:

26-1: The executive management shall submit requests for the cancellation of students' enrollment to the Permanent Committee based on the cases outlined in this regulation.

Article 27: A student whose enrollment was canceled may be re-enrolled if they can provide acceptable reasons for their inability to continue their studies, and this is approved by both the department and faculty councils. Re-enrollment shall be by a decision of the Permanent Committee, considering the following:

1. If more than three academic years have passed since the student's enrollment was canceled, they will be treated as a new student, regardless of their previous coursework.

The University Council may make exceptions to this, according to rules issued by the University Council based on a recommendation from the Permanent Committee.

2. If the student's enrollment was canceled for three academic years or less, they will be required to retake some courses as determined by the department council and approved by the faculty council. Any coursework completed after re-enrollment will be counted toward their cumulative GPA, and the time they spent studying before their enrollment was canceled will count toward the maximum time allowed to earn the degree.

Article 28: The faculty council, as an exception to paragraph (c) of Article 26, may grant a student one exceptional opportunity to raise their GPA. This opportunity shall not exceed one academic year and will be granted based on a recommendation from the department council.

Executive Rules for Article 28:

28-1: The faculty or relevant joint program committee will issue a warning to the student if their GPA falls below "Good High" for any academic semester.

28-2: A student may be allowed to retake one or more courses to improve their GPA, in coordination with the department and the student.

28-3: The student will not be granted an exceptional opportunity if it is determined that raising their GPA is not feasible.

28-4: Requests for an additional opportunity must be submitted to the executive management no later than two weeks after the cumulative GPA for two consecutive semesters has been confirmed.

28-5: The semester in which the department is unable to offer the courses required for the additional opportunity will not be counted against the student.

28-6: If a student raises their GPA during the first semester of the additional opportunity, any remaining semesters granted under this opportunity will be automatically voided.

Article 29: The Permanent Committee, as an exception to paragraph (e) of Article 26, may grant the student an exceptional opportunity not exceeding one academic year based on a report from the supervisor and a recommendation from both the department and faculty councils.

Executive Rules for Article 29:

29-1: The relevant faculty or joint program committee must submit a request to the executive management for an exceptional opportunity for students who are determined not to be able to complete their degree within the specified time. This request must be submitted no later than two weeks after the situation is identified.

Article 30: Subject to the provisions of Article 15 of this regulation, the executive management may approve the transfer of a student to the university from another university or educational institution, whether within the Kingdom or abroad, provided that the institution is licensed by the competent authority in the country of study. The student must not have been expelled from the institution for any reason. This transfer must be based on recommendations from the department and faculty councils. The courses transferred from the previous institution will be recorded in the student's academic record, and the University Council shall establish the rules governing this, including whether these courses can be included in the student's cumulative GPA.

Executive Rules for Article 30: In accordance with the provisions of Articles 10 and 19 of this regulation, the following conditions must be met for a student to transfer to the university:

30-1: The student must meet the admission requirements for the program they wish to transfer into, according to the procedures and deadlines announced by the university.

30-2: The student must be currently enrolled at the university they are transferring from.

30-3: The student must have completed at least one academic semester with a GPA of "Good High" or higher.

30-4: All documents submitted for the transfer from external institutions must be authenticated by the relevant authorities.

30-5: The time the student spent in the previous program will be counted toward the maximum time allowed to earn the degree at the new institution.

Article 31: A student may transfer from one program to another within the university, based on a recommendation from the department council to which the student is transferring and the approval of the faculty council, in accordance with the rules set by the University Council based on a recommendation from the Permanent Committee.

Executive Rules for Article 31: Subject to the provisions of Article 19 and its executive rules, the following conditions must be met for transferring between programs within the university:

31-1: The student must meet the admission requirements for the program to which they are transferring.

31-2: A student may transfer from one program to another only once during their entire academic career at the university.

31-3: The student must have completed at least one academic semester in the program they are transferring from.

31-4: The time the student spent in the previous program will be counted toward the maximum time allowed to earn the degree in the new program.

Article 32: A graduate student, upon a recommendation from the department council and the approval of the faculty council, may take courses at another university or educational institution, whether within or outside the Kingdom, provided that the institution is licensed by the competent authority in the country of study. The academic units earned from these courses will be transferred and recorded in the student's academic record. The University Council shall establish the rules governing this, including whether the grades for these courses can be included in the student's cumulative GPA.

Executive Rules for Article 32:

32-1: The transfer of courses must be conducted in accordance with the provisions of Article 19 and its executive rules.

32-2: The student must provide the faculty or relevant joint program committee with their official results from the institution where they studied within two weeks of receiving them. 32-3: The transfer of courses shall not result in any additional fees or academic burden on the university.

Article 33: A student enrolled at a non-Saudi university may take courses at a Saudi university, according to the rules set by the University Council based on a recommendation from the Permanent Committee.

Executive Rules for Article 33:

33-1: The executive management shall provide the student with an official academic transcript for the courses taken, in coordination with the relevant departments.

Chapter Nine: Evaluation Mechanisms

Article 34: Examinations for graduate courses shall be conducted, and grades shall be recorded according to the university's Undergraduate Study and Examination Regulation, except for the following:

1. A student must earn at least a "Good High" grade to pass any course.
2. The student must pass any remedial course on the first attempt with a grade no lower than "Good High," and their cumulative GPA for all remedial courses must be no less than "Very Good."
3. Regarding alternative exams and courses requiring more than one semester to complete, the faculty council shall decide the appropriate course of action based on a recommendation from the department council.

Executive Rules for Article 34:

34-1: The following grade scale shall apply:

Grade	Grade Point Value (out of 5)	Letter Grade	Percentage
Excellent High	4.75 – 5	A+	95 – 100
Excellent	4.5 – less than 4.75	A	90 – less than 95
Very Good High	4 – less than 4.5	B+	85 – less than 90
Very Good	3.5 – less than 4	B	80 – less than 85
Good High	3 – less than 3.5	C+	75 – less than 80
Fail	Less than 3	F	Less than 75

Article 35: The University Council sets the rules for the comprehensive examination, both written and oral, for the Master's and Doctoral levels, based on the recommendation of the Permanent Committee.

Chapter Ten: Theses, Supervision, and Defense

Article 36: The University Council establishes the rules for the registration of the graduation research project and the thesis for graduate students (if applicable), as well as the mechanism for selecting the thesis supervisor and co-supervisor (if needed), based on the recommendation of the Permanent Committee.

Executive Rules for Article 36:

36-1: The registration of the graduation research project shall follow these guidelines:

- a. The student must obtain approval from the supervisor on the title of the graduation research project, then submit the project to the department, including a timeline for the proposed research. The duration of the graduation research project should not exceed the time specified in the academic plan.
- b. The teaching load of the faculty member supervising the research project will be counted as three academic units at most. No additional teaching load will be counted if the research project extends beyond the time specified in the academic plan for the program.
- c. The research project will be evaluated by a specialized three-member committee formed by the relevant department council, in addition to the project supervisor.

36-2: The registration of the thesis shall follow these guidelines:

- a. A student may register for the thesis project after completing 40% of the academic units and passing the comprehensive examination (if applicable).
- b. The student may choose the main supervisor for their thesis, work on selecting the thesis topic, and prepare a research proposal in coordination with the supervisor. The completed research plan must be presented to the department council for recommendation and approval by the faculty council.
- c. The main supervisor may select a co-supervisor (if necessary) with approval from the department and faculty councils, and the Permanent Committee.

Article 37: Master's and Doctoral theses shall be written in the language of instruction approved for the program by the University Council. If the thesis is written in a language other than Arabic, it must include a detailed summary in Arabic.

Executive Rules for Article 37:

37-1: Theses written in Arabic must include a detailed summary in English.

37-2: The Permanent Committee shall establish and continually update the detailed guidelines for writing theses and research papers.

Article 38: Scientific theses shall be supervised by professors and associate professors from the university's faculty. An assistant professor may supervise graduation projects and Master's theses, as well as assist in supervising Doctoral theses, provided that they have two published or accepted research papers in their field of specialization, in a peer-reviewed scientific journal.

Article 39: Supervision or assistance in supervising theses may be undertaken by experienced and qualified individuals in the field of the thesis research, who are not faculty members, whether from within or outside the university. This is subject to a recommendation from the department council and approval from the faculty council.

Executive Rules for Article 39:

39-1: There must be convincing justifications for supervision from outside the department or the university.

39-2: Supervisors or assistants who are not faculty members must have two published or accepted research papers in their field of specialization, in a peer-reviewed scientific journal.

Article 40: The University Council sets the regulations for assistant supervisors of theses based on recommendations from the Permanent Committee.

Article 41: A faculty member may supervise theses outside their university, whether within the Kingdom or abroad, without compromising their official duties, according to regulations approved by the University Council based on a recommendation from the Permanent Committee.

Article 42: The supervisor evaluates the student's performance at the end of each semester and determines the progress of the thesis, in accordance with the mechanisms established by the Permanent Committee.

Article 43: The number of students registered for a graduation research project in one section should not be fewer than five students. The faculty council may grant exceptions to this minimum number, according to regulations set by the University Council, based on a recommendation from the Permanent Committee.

Executive Rules for Article 43:

43-1: The faculty council may grant an exception to the minimum number of students according to the following guidelines:

- a. The number of students in a single section should not be fewer than two.
- b. The decision to grant an exception to the minimum number must be based on justifications provided by the department head.

43-2: The exception mentioned in 43-1 does not apply in cases where the total number of students enrolled in the program is fewer than three.

Article 44: If a student is found to lack seriousness during the thesis phase, based on a report from the thesis supervisor, the student will be given a warning by the department. If the

student is warned twice and does not rectify the issue, their enrollment will be canceled, based on the recommendation of the department and faculty councils.

Executive Rules for Article 44:

44-1: The faculty or relevant joint program committee must send a copy of the warning issued to the student to the executive management within one week from the date of the warning.

Article 45: A supervisor, whether as the sole or co-supervisor, may supervise a maximum of seven theses at one time. The Permanent Committee may grant exceptions to this limit, based on recommendations from the department and faculty councils, in accordance with regulations approved by the University Council based on recommendations from the Permanent Committee.

Article 46: The teaching load for a faculty member who supervises a thesis, whether as the main or assistant supervisor, will be counted as part of their teaching load, in accordance with regulations approved by the University Council based on recommendations from the Permanent Committee.

Executive Rules for Article 46:

46-1: The teaching load for the main supervisor of a Master's thesis is counted as three teaching units. The assistant supervisor's load is counted as one teaching unit. No teaching load will be counted if the Master's thesis extends beyond two semesters.

Article 47: Once the student completes their thesis, the supervisor submits a report on its completion to the department head, along with a copy of the thesis, in preparation for the defense, the details of which are determined by the faculty council.

Executive Rules for Article 47:

47-1: Supervision of the thesis ends when the supervisor submits a report on its completion to the department head.

Article 48: A committee for the defense of the thesis shall be formed by a decision from the faculty council, based on a recommendation from the department council.

Article 49: The University Council sets the regulations for selecting members of thesis defense committees and the mechanisms for conducting the defense, based on recommendations from the Permanent Committee.

Article 50: The defense committee prepares a report, signed by all its members, and submits it to the department head within one week from the date of the defense, with one of the following recommendations:

1. Accept the thesis and recommend awarding the degree.
2. Accept the thesis with some modifications, without a need for another defense. One of the committee members is authorized to ensure that the modifications are implemented within three months from the defense date, and the faculty council may extend this period up to six months.
3. Complete the shortcomings of the thesis, with a new defense within the period specified by the faculty council, based on a recommendation from the department council. The period should not exceed one year from the date of the defense.
4. Reject the thesis.

Each member of the defense committee has the right to submit their differing views or reservations in a detailed report to the department head within one week of the defense, which is forwarded to the Dean along with the committee's report.

Executive Rules for Article 50:

50-1: The thesis defense may be repeated only once, based on the recommendation of the defense committee to complete the shortcomings in the thesis, if any.

50-2: The defense committee's recommendation does not constitute the awarding of the degree.

Article 51:

1. A supervisor from outside the university who supervises a Master's thesis will receive a fixed compensation of 5,000 Saudi Riyals. A supervisor for a Doctoral thesis will receive a fixed compensation of 7,000 Saudi Riyals.

2. If necessary, an external supervisor may meet with the students under their supervision with approval from the Permanent Committee. This requires a request from the university to which the student belongs, and the supervisor may be deputized as follows:
- a. The supervisor may be deputized no more than twice per academic year for each external university where they supervise students.
 - b. The supervisor may not be deputized to more than two universities in each academic year.
 - c. Each deputation may last for no more than three days.
 - d. The total deputation days for all universities may not exceed ten days per academic year.
 - e. The university benefiting from the external supervision shall bear the costs of transportation, accommodation, and daily allowances according to the supervisor's academic rank.

The university may adjust the fixed compensation mentioned in paragraph 1 of this article following the approval of the University Affairs Council.

Executive Rules for Article 51:

51-1: Compensation for supervising a thesis will be paid after the defense report is completed.

Article 52: A fixed compensation of 1,000 Saudi Riyals will be paid to anyone participating in the defense of a Master's or Doctoral thesis if they are a faculty member at the same university where the thesis is presented. If the discussant is not a faculty member at that university, whether they are staff from that university or invited from outside, they will receive a fixed compensation of 1,500 Saudi Riyals for defending a Doctoral thesis and 1,000 Saudi Riyals for defending a Master's thesis. The compensation increases to 2,500 Saudi Riyals if the discussant is from outside the Kingdom.

If the discussant is from outside the city where the university is located, whether within the Kingdom or abroad, they will receive, in addition to the aforementioned compensation, a travel ticket from their place of residence to the university and back, as well as appropriate accommodation and daily allowances for a maximum of two nights. A travel ticket will also be

issued for a companion if the discussant is visually impaired, along with accommodation for a maximum of two nights.

The Permanent Committee may add one or two nights in cases of necessity, and if required by the nature of the study, based on recommendations from the relevant department and faculty councils, with justification for extending the stay beyond two nights.

The university may adjust the fixed compensation mentioned in this article after obtaining approval from the University Affairs Council.

Executive Rules for Article 52:

52-1: The college or relevant joint program committee must submit a request for compensation for the members of the defense committee to the executive management within two weeks from the date of the defense.

Chapter Eleven: Graduation and Degree Awarding

Article 53: The department head submits the defense committee's report to the Dean of the college within two weeks from the date of the defense, for it to be forwarded to the executive management.

Article 54: A student graduates upon successfully completing the graduation requirements according to the program plan, provided that their cumulative GPA meets the minimum specified by the University Council for each program, which shall not be less than a "Very Good" rating in all cases.

Article 55: In the event of a student's death before they can defend their thesis, the degree will be awarded according to regulations established by the University Council based on a recommendation from the Permanent Committee.

Article 56: The relevant Deputy or representative submits the recommendation for awarding the academic degree to the University Council for decision-making.

Executive Rules for Article 56:

56-1: The college or relevant joint program committee must submit its recommendation for awarding the academic degree to the executive management within two weeks of the student successfully completing their graduation requirements.

56-2: The executive management will verify the completion of the requirements for awarding the degree and submit the findings to the relevant Deputy or representative.

Chapter Twelve: General Provisions

Article 57:

1. Without prejudice to the classification and framework, and according to regulations approved by the University Council based on recommendations from the Permanent Committee, the University Council, with the endorsement of the relevant Deputy or representative and recommendations from the department and faculty councils, may award the student:
 - a. A Higher Diploma upon completing a number of courses in the Master's program, without qualifying them for the Master's degree.
 - b. A Master's degree upon completing a number of courses in the Doctoral program, without qualifying them for the Doctoral degree.
2. Without prejudice to the provisions of paragraph 1 of this article, the executive management, based on recommendations from the department and faculty councils, may issue proof for the student confirming the completion of a number of graduate courses without qualifying them for an academic degree, according to regulations approved by the University Council based on recommendations from the Permanent Committee.

Article 58: If a student obtains the same degree from two educational institutions within a joint program, a joint graduation certificate may be issued between the two institutions, or an independent graduation certificate may be issued by either or both institutions. The University Council will determine the regulations and procedures governing this, based on a recommendation from the Permanent Committee.

Article 59: Health diplomas and health fellowships are exempt from the provisions of this regulation; the regulations and rules issued by the University Council will apply to them.

Article 60: Each university council shall approve the executive regulations for this regulation.

Article 61: Unless a specific provision is stated in this regulation, the Higher Education and Universities Council system, issued by Royal Decree No. M/8 dated 4/6/1414H for universities subject to this system, and the Universities System issued by Royal Decree No. M/27 dated 2/3/1441H for universities covered by this system, along with their regulations and the laws and decisions in force in the Kingdom, shall apply.

Article 62: This regulation replaces the unified regulation for graduate studies in universities issued by the Higher Education Council decision No. 3/6/1417 dated 26/8/1417H and nullifies any conflicting provisions.

Article 63: The Universities Affairs Council is authorized to interpret this regulation.

Article 64: This regulation shall come into effect from the beginning of the academic year 1444H.
