

Chapter Eight
Scientific Thesis
Preparing Thesis and Supervision

Article (41):

Every student preparing for higher studies should have a leader to guide him and pave the way for him. That should take place as soon the student starts. The leader should assist the student in choosing the subject and preparing research plan which is required by University Council basis that are sanctioned by Post graduate Deanship Council.

Main Basis (41-1)

- a, The leader at least be ranked as professor assistant & must be chosen by Scientific department.
- b, Only five student should be supervised by one professor assistant.
- c, Scientific guidance conducted by Leader should be calculated as one hour till a supervisor is assigned if number of students is three or more.

Main Basis (41-2)

- a, It is preferred to assign a Leader who is specialized in the same fields that the student is studying.
- b, The role of the Leader should be generally as follows:
 - 1- Guide student in registering his time table.
 - 2- Follow up the student to be sure that he participates in seminar and workshop concerning his fields.
 - 3- Solve all problems that the student may face, during his study.
 - 4- Be sure that the student is fully aware of all policies and regulations of Post graduate studies at the university.
- c, If thesis are prepared by the student, the following are added to the Leader role:
 - 1- Guide the student and help him in choosing the topic of thesis which fits the goals of the university, the scientific section and the student's desire.
 - 2- Enable the student in making planning proposal for research.
- d, As soon as the supervisor is assigned, he should immediately start straightaway his duties as a Leader.

Article (42) :

When the student finishes all requirements for acceptance and 50% of academic curriculum with (Very Good) grading, he can submit his thesis project (if available) to the Department.

If it is recommended to be accepted, Department Council will propose the name of the supervisor and his Assistant (if available), or names of supervision Committee Members with the name of the assigned chief. All documents will be submitted to college Council and to Post graduate studies Council Deanship for approval.

Article(42-1):

Every post graduate student must arrange as Seminar at his department when he finish his plan's proposal before submitting it to Department Council. In the Seminar, the student must present the importance of his proposal, its goal, how it could be implemented and how it differs from others that had been done before in this fields. Profits that could be gained must be indicated clearly.

Article(42-2):

Post graduate deanship registers curriculum units which are approved for students' thesis after the assignment of the supervisor and approval of thesis.

Article(43):

Subjects of the thesis for Masters must be new and creative; also P.H.D thesis must be creative so that can expand the span of knowledge of the student in his fields.

Article(44):

Master and PHD thesis are to be written in Arabic, but could be written in other languages in other professions due to a decision issued by University Council. That case must be recommended by Post Graduate Deanship Council along with collage and department Councils.

Main Basic (44-1):

a, If thesis are to be written in other language than Arabic, the supervisor should propose that to the concerned Department Council. That must be due to recommendation of college council and Post Graduate Deanship Council.

b, Thesis should be written due to regulations indicated in writing Thesis Manual – King Abdulaziz University.

Article(45):

Thesis is supervised by professor and professor associate at the university. Professor assistant can supervise Master's thesis if he has completed two years' service and obtained two thesis at least in his profession. Those two thesis must have printed in popular Scientific magazine.

Executive role (45-1):

- a- The maximum number of thesis's supervisors is 2, exceptionally it is allowed to add a third supervisor from outside the scientific section when it is needed.
- b- If the candidate supervisor is assistant professor, it is possible to calculate an arbitrator book as an alternative to the one wanted by researches.
- c- It is permitted for professors and associate professors from the scientific section itself provide helping in thesis's supervision.
- d- It is permitted for an assistant professor to provide helping in M.Sc thesis's supervision if he/she has one research, at least in his/her specialist, that is published or accepted for publication in refereed journals or a conference that is specialist in in the thesis's topic.
- e- The scientific section with all its branches is considered as one scientific section when designation supervisors.

Subject (46):

It is allowed for supervisors from outside the university with special expertise and scientific efficiency in the research's area based on University Council decision based on the recommendation of department council, college council, and Dean of Graduate Studies council.

Executive role (46-1):

The roles of supervision, which mentioned in the executive role (45), should be applied on the candidate supervisor who is not a member of the faculty.

Subject (47):

It is allowed for a faculty member from other departments to provide help in thesis's supervision based on the thesis's nature, in the case that the main supervisor is from the department that the student studies in it.

Executive role (47-1):

The roles of supervision, which mentioned in the executive role (45-1), should be applied on the candidate helper supervisor from outside the department, in the case that there is one faculty member at most who is providing helping for thesis's supervision.

Executive role (47-2):

If the supervision on a thesis from other scientific department inside the university, the following should addressed:

- 1- If the candidate supervisor from other scientific department within the same collage, the scientific department of the student should request the initial approval from the head of department which the candidate supervisor belongs to.
- 2- If the candidate supervisor from a scientific department in other collage, then the VD for graduate studies and SR of the student's college should conduct the VD for graduate studies and SR of the candidate supervisor's college to get initial approval that is based on a letter from the student's scientific department.
- 3- The topic is presented to the department council where the student belongs.
- 4- This supervision is calculated from the faculty member's hours in his department.

Executive role (47-3):

If the supervision on a thesis from outside the university, then the supervision roles are as following:

- 1- The supervision on the theses in the universities or colleges or scientific institutions is based on a letter sent from the side where the student belongs to KAU's VD for graduate studies and SR.
- 2- The topic is presented to the scientific department council where the candidate faculty member belongs. In the case of acceptance, the following should be addressed:
 - The supervisor should have special expertise and scientific efficiency in the research's area that he asked to supervise on it.
 - The roles of thesis supervision, which mentioned in the subject (45), should be available, and it is preferred to be not behind the associate professor rank.
 - This supervision is NOT calculated from the faculty member's hours in his department.
 - This supervision is not include any financial burdens or obligations on the university.
- 3- The outside supervision is on at most two theses at the same time.
- 4- The supervisor provides a detail report to his department when finishes the thesis.

Subject (48):

The supervisor either is a lone or as a co-supervisor, permitted to supervise at most four theses in the same time. It is allowed in absolutely necessary to increase the number of theses to five based on a recommendation from department council and the agreement of both the targeted college council and the dean of graduate studies. Here, this supervision is calculated as one hour for each thesis from the faculty member's hours if he alone supervisor or a co-supervisor.

Subject (49):

If the supervisor cannot continue in the supervision on the thesis or he finished his service in the university, the department suggests alternative supervisor, the college council approves, and the dean of graduate studies accepts.

Executive role (49-1):

- a- The student has the right to provide a written request to the head of the department to exchange his supervisor in the case of existing convincing reasons for the department council.
- b- The supervisor has the right to apologize from continuing his supervision by providing a formal request to the head of the department, explaining the reasons, and he must continue in his supervision until the released of the other supervisor.
- c- The previous supervisor keeps his literary right in the thesis supervision based on what department council specifies and what the student achieves.

Subject (50)

The Supervisor shall – At the end of each semester – provide the Head of the Department with a fully detailed report of Student work progress with a copy sent to the Dean of the Graduate Studies.

Executive Base (50-1)

After determining the topic of the thesis and assigning a concerned Scientific Supervisor by the Council of Deanship of Graduate Studies, the Curriculum of the Thesis shall be registered in the Student Schedule by the Deanship of Graduate Studies provided that each Student is in a separate division as per the following:

1. Meetings with the Supervisor shall be determined by One Hour per week at the time specified for thesis registration, such time shall be reported to Student and concerned Supervisor.
2. The Supervisor is obligated by the Electronic System to fill the quarterly report of the Student before evaluating the quarterly degree of the Student, as per Deanship of Graduate Studies evaluation criteria.
3. At the end of each semester, the Supervisor shall assign NP degree, he/she may assign NF degree in case of student not attending scheduled weekly meetings for more than 25% of all meetings as per Division timetable or due to poor performance for less than 70% as per electronic evaluation. In such case, the supervisor shall provide a report describing Student status and reasons for assigning such degree, the Scientific Department shall, in return, provide the Student with an academic warning notice as per subject(52) herein.
4. If the Student is assigned NF degree twice, the registration shall be cancelled upon recommendation of the Department and College Councils and according to subject (26) herein.
5. A student shall be entitled to object having NF degree in the first month of the semester following assigning such degree. The Council of the Scientific Department shall consider such objection and is entitled to amend such degree or leave as is.

Subject(51)

After Student completing preparation of the thesis, the Supervisor shall provide the Head of the Department with a completion report preparing for completing the procedures determined by the Council of the Deanship of Graduate Studies.

Executive Base (51-1)

1. For obtaining doctoral degree, each student shall be required to publish (obtain publishing acceptance of) at least 2 search papers in a scientific journal.
2. For obtaining a master degree (including curriculum and thesis), each student shall be required to publish (obtain publishing acceptance of) at least 1 research paper in a scientific journal.

3. Participation in the Annual Scientific Forum of Students of KAU students or any international scientific conference shall be approved as substitution to one of the research papers demanded in paragraphs 1 and 2 above.
4. The Discussion Committee shall be formed after providing evidence of publishing (or publishing acceptance of) research papers demanded in paragraphs 1 and 2 above or evidence of participation referred to in paragraph 3 above.
5. The Supervisor shall provide a letter confirming that paper/s published are extracted from Student Thesis.
6. Such conditions shall be applied to students thesis topics of which are assigned as from the semester following approving these executive rules by the University Council.

Executive Base (51-2)

- A. Thesis and research papers shall be examined by the Head of the Scientific Department or any assigned member of the Staff Members of the concerned department.
- B. The College shall send the Thesis to the Scientific Council for approving discussion.

Subject (52)

If upon a report provided by the Supervisor, the student proves to be unserious in his/her study or in case of failure to do any of his/her academic duties, the student is warned by the concerned Department. If the student is warned twice without avoiding the reasons of warning, the Council of the Deanship of Graduate Studies shall be entitled to cancel the student's registration based on the recommendation of the Department Council.

Executive Base (52-1)

A copy of the aforementioned warning notice shall be sent to the Dean of Graduate Studies that referred to in paragraph (52) above.

Subject (53)

Discussion Committee shall be formed by a decision of the Council of the Deanship of Graduate Studies as recommended by concerned Department and College Councils.

Subject(54)

Master Thesis Discussion Committee shall fulfill the following requirements:

1. The Committee shall be comprised of an odd number of members, presided by the thesis Supervisor.
2. The Committee must comprise at least three members, of which the Supervisor or Co-Supervisor, if any, shall not constitute a majority.
3. The Committee members shall fulfill the requirements and conditions of thesis supervision.
4. The Committee shall comprise at least one member with a degree of professor or an associate professor.
5. Decisions of the Committee shall be taken by a majority vote of at least two thirds of the total number of members.

Executive Base (54-1)

- A. The Discussion Committee shall comprise 3 members, one of which shall be from another department, an inside member department and the main supervisor or co-supervisor who presides the committee.

- B. The outside member is preferred to be from another university. The retiring staff member from the same department shall not constitute an outside member.

Subject (55)

It is required in PhD discussion committee the following:

1. The number of its members is an odd number and not less than 3 members, and the supervisor decides them.
2. The membership of the discussion committee is limited only on professors and co-professors, and the supervisor and co-supervisor (if exists) do not represent the majority of them.
3. At least one of the committee members is a professor.
4. One of committee members is external.
5. The decision is taken by the agreement of at least two-thirds of committee members.
 - **The Executive Rule (55-1)**

The PhD discussion committee is composed of 3 members: external examiner from outside of the university and internal examiner. The supervisor or one of the co-supervisor decides the committee members.
 - **The Executive Rule (55-2)**
 - a. The retired faculty member from the same department is not counted as an external examiner.
 - b. After the committee is accepted, the dean of the faculty notifies the third party that the external examiner belongs to, and sends him a copy of the thesis.
 - c. The discussion is done in the presence of the head of the department or his deputy as a representative of the deanship of the Graduate Studies in addition to committee members.
 - d. The representative of the deanship is not counted as a member of the discussion committee.
 - e. The department and all its tracks is counted as a single department when composing the committee.

Subject (56)

In case the supervisor cannot participate in committee because he died, retired, or traveled outside the country for a mission for a long period of time, the department suggests an alternative supervisor, and the College Board has to accept him, and the board of Graduate Studies Deanship has to acknowledge him.

- **The Executive Rule (56-1)**

In case the supervisor cannot participate in committee because of any of the reasons mentioned in subject (56), nomination is done to chose one of co-superviers or the department suggest an alternative one and the College Board has to accept him, and the board of Graduate Studies Deanship has to acknowledge him.

Subject (57)

The discussion committee has to write a report signed by all the committee members and submit it to the head of the department during a week from the discussion date. The report must include one of the following recommendations:

1. The acceptance of the thesis and recommendation to grant the degree.
2. The acceptance of the thesis with some modifications without discussing it again and one of the committee members is delegated to recommend to grant the degree after confirming the

modifications is done in a period not exceeded 3 months from the discussion date. The university board can make exceptions.

3. Completion of deficiencies in the thesis, and rediscuss it during a period determined by the board of the graduate studies based on a recommendation from the department board, but does not exceed one year from thesis discussion date.
4. Reject the thesis.

Every committee member has the right to submit his different views and reticence in a detailed report to the head of the department and the dean of the graduate studies in a period does not exceed 2 weeks from the discussion date.

- **The Executive Rule (57-1)**

The discussion must be conducted in a period does not exceed one semester from submitting the complete thesis to the department.

Subject (58)

The department head submits the committee report to the dean of the graduate studies in a period does not exceed 3 weeks from discussion date.

- **The Executive Rule (58-1)**

The department head submits the committee report to the dean of the graduate studies, by the dean of the faculty.

Subject (59)

The dean of the graduate studies submits the recommendation to grant the degree to the university board.

Executive rule (59-1):

- A. Master and diploma students are graduating based on the GPA of the courses only.
- B. PHD students are graduating without GPA or rating.

Matter 60:

Supervisors from outside of KAU are getting 5000 RS reward for master thesis supervision, and 7000 RS reward for PHD thesis supervision.

Matter 61:

Interior supervisors are getting 1000 RS reward if they are from KAU faculty members. Otherwise, if they are from other university in KSA, they are getting 1000 RS reward for Master discussion and 1500 RS reward for PHD discussion and this reward is increasing to be 2500 RS for supervisors from outside KSA.

Moreover, if the supervisors are from outside the city of KAU (inside or outside KSA), they are getting a ticket from and to their city and two nights' accommodation as maximum with subsistence. A supervisor mate is getting a ticket and two night's accommodation and subsistence if the supervisor is blind or female. Council of Graduate Studies can apply one or two nights as necessary. The agreement of Council of Graduate Studies and clarification of causes should be introducing in case they need more than two nights.

Executive rule (60-1):

- A. The dean of Graduate Studies authorizing the addition of one or two nights as necessary.
- B. The public relations department is tasked with the reception and farewell supervisors and arranging travel bookings, accommodation and subsistence.
- C. The public relations department is tasked to send a telegram of airline tickets to supervisors outside Jeddah before the date of the discussion in a sufficient time.
- D. The public relations department is issuing an entry visa from the supervisors outside KSA, according based systems.