



University Vice Presidency for Postgraduate  
Studies and Scientific Research  
Dean of Graduate Studies

## Academic Guide to Graduate Students





**University Vice Presidency for Postgraduate Studies and Scientific Research  
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## Academic Guide to Graduate Students



### Dean's Word

The Dean of Graduate Studies seeks to qualify the people of the community in various academic fields through the development of academic programs with various academic degrees in different disciplines, which aim to enhance the developmental role of Majmaah University, enhance the capabilities of the national higher education system, and provide national cadres and competencies in all fields. This is to meet the requirements of the labor market, and to develop educational programs that support the goals of sustainable development in accordance with Vision 2030 and the National Transformation Plan 2020, keeping in view the future vision of the university, and taking into account the quality standards approved by the National Commission for Accreditation and Academic Evaluation. The guide prepared by the Dean shows this vision, and confirms the keenness of the university leadership to apply concepts and institutional work in performing work and tasks. The university leadership is proceeding according to a clear system and specific evidence, and the Guide, with its details for each procedure, and clarification of the procedures and models that shall be followed, has answered the questions expected of graduate students. The Guide also establishes a deep administrative and professional relationship based on trust and confidence with regard to protecting and preserving the rights and duties of all parties, and honest and fair dealings.

Dean of Graduate Studies

Prof. Fahd Abdullah Al-Jadoi



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## Objectives of Graduate studies

Graduate studies aim to achieve the following purposes:

1. Taking care of Islamic and Arabic studies, expanding their research and publishing them.
2. Contribute to the enrichment of human knowledge in all its branches through specialized studies and serious research to reach innovative scientific and applied additions and reveal new facts.
3. Enable outstanding students with university degrees to continue their graduate studies locally.
4. Preparing specialized scientific and professional competencies and qualifying them highly in various fields of knowledge.
5. Encouraging scientific competencies to keep pace with the rapid progress of science and technology and push them to creativity and innovation, developing and directing scientific research to address the issues of Saudi society.
6. Contribute to improving the level of undergraduate programs to interact with graduate programs.

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### General Admission Requirements

In general, admission to postgraduate studies requires the following:

1. The applicant shall be a Saudi, or an official scholarship for postgraduate studies if /she is a non-Saudi.
2. The applicant shall hold a university degree from a Saudi university or from another accredited university.
3. The student shall have obtained a grade (Very Good) at least at the undergraduate level.
4. The applicant shall be of good conduct and behavior and medically fit.
5. The applicant shall submit two scientific recommendations from professors who have taught him/ her previously.
6. The applicant shall pass the written test, whenever that is a condition of the relevant department.
7. The body that the applicant working at shall approve to the study if he is an employee.
8. The PhD applicant shall be full-time, and the University Council may make an exception (if needed).
9. The applicant shall attach the general aptitude test for university students, with a score of not less than (70). Scientific majors may adopt one of the global tests (GRE) instead of the aptitude test for university students, provided that the degree to be passed shall be determined by a decree by the Council of the Dean of Graduate Studies based on the recommendation of the councils of the academic department and the college.
10. The relevant councils shall determine the standards for comparison and the weight of each standard.
11. The relevant councils may add to these general requirements what deemed necessary.



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## **Required Documents- Supplementary courses**

### **Required Documents:**

1. A copy of the Graduate Certificate.
2. A copy of the academic registration.
3. Two scientific recommendations from faculty members who hold a Ph.D. degree stamped by the department or college.
4. A copy of the national ID or Family Document.
5. A copy of the aptitude test for university students.

### **Supplementary courses:**

The relevant department may stipulate to accept the student in the master's or doctoral stages the passing of a number of supplementary courses from a previous stage within a period not exceeding three semesters, taking into account the following:

1. Passing the supplementary course the first time with a grade of no less than (good).
2. The student's cumulative average in the supplementary courses shall not be less than (very good).
3. Registration in the postgraduate program shall be only after passing the supplementary courses, and the department may authorize registration in graduate courses if only one or two supplementary courses remain.
4. The term for passing the supplementary courses shall be not counted within the period specified for obtaining the degree.
5. Supplementary courses shall not be included in the calculation of the cumulative average for the postgraduate stage.

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### Postponement of Admission

With the approval of the relevant department council and the deans of the college and graduate studies, the student's admission may be postponed, provided that the postponement period shall not exceed two semesters, and the postponement period shall not be counted within the maximum period for obtaining the degree.

The following conditions are required for postponing admission:

1. The postponement of admission shall have convincing justifications.
2. The student shall submit a request for postponing admission to the relevant department according to the time schedule specified for the university calendar approved by the university.
3. The opportunity to postpone the study admission shall be only one time.
4. Admission may be postponed for one or two semesters. If the program does not open in the next semester, the student will enable to study in the next semester, provided that the period shall not exceed two semesters. If the program does not open in the following year, the student shall be subjected to the conditions of enrollment at the time of registration.
5. The Dean of Graduate Studies may reject to postpone the admission if the postponement of the admission will result in closing the program due to the small number of applicants.



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## Postponement of studies

With the approval of the relevant department council and the deans of the college and graduate studies, the student's study may be postponed in accordance with the following:

1. The student shall have passed one or more semesters or completed an appropriate amount of the thesis.
2. The total period of postponement shall not exceed four semesters (two academic years).
3. The student shall apply for postponement no less than two weeks before the start of the semester.
4. The postponement period shall not be counted within the maximum period for obtaining the degree.
5. The request to postpone the student's studies shall have convincing justifications.
6. If the student is granted an additional opportunity, and he has not exhausted the period of postponement, the student may postpone the whole or part of the additional opportunity.
7. The academic councils shall consider the subject submitted by the postponed student in order to register his thesis. As for the delivery of the thesis, it shall be considered an automatic Drop out of the postponement. The semester in which the postponement was automatically interrupted shall be considered one of the basic semesters and shall be not counted among the postponed semesters.
8. The student shall have the right to take the postponement classes separately or together, provided that he does not combine more than two postponement classes at one time.
9. The student shall fill out the postponement request form available on the website of the Dean of Graduate Studies and shall submit it to the head of the relevant department.
10. The academic department's consideration of the postponement request shall be based on the report of the academic advisor or supervisor
11. The full-time student shall inform his employer of the postponement after approval.

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### Cancelation of Courses

#### Cancelation of Courses

A student may cancel all semester courses according to the following:

1. The student shall apply for Cancelation before the final exam.
2. The department council and the deans of the college and graduate studies shall approve the request.
3. That semester shall not be among the additional opportunities.
4. That semester shall be counted as part of the postponement period.
5. The request to cancel the courses shall have convincing justifications.
6. The student shall submit a request for cancelation to the head of the relevant department at least three weeks before the final exam, according to the form prepared by the Dean of Graduate Studies.
7. If the student cancels a semester, he may enroll in the next semester. If the courses of the canceled semester are not available for study, he shall study the courses of the canceled semester at the earliest opportunity in which the courses of the canceled semester become available, unless the courses of the next semester have requirements from the canceled semester.
8. Cancelation shall not be accepted if the student has exhausted the opportunities for postponement.
9. The full-time student shall inform his employer of the Cancelation.



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## Withdrawal- Drop out

### Withdrawal

1. If the student withdraws from postgraduate studies based on his desire and then wants to return, the conditions for enrollment shall be applied to at the time of new registration.
2. The student shall submit a withdrawal request to the Dean of Graduate Studies.
3. Tuition fees for paid programs shall be refunded as follows:
  - 25% of the tuition fees shall be deducted in case of withdrawal during the first three weeks of the start of the study
  - 50% of the tuition fees shall be deducted in case of withdrawal in the fourth and fifth week of the start of the study.
  - Tuition fees shall not be refundable after five weeks from the start of the study.

### Drop out

The student shall be deemed to have dropped out of study and his enrollment shall be terminated in the following cases:

1. If the student is accepted for studying and did not register on time.
2. In the event that the student registers for a class and does not start studying for that semester.
3. The concerned college shall inform the Dean of Graduate Studies of the accepted students who have not started studying after four weeks from the beginning of the semester.
4. The decision to cancel the enrollment shall be based on the recommendation of the department and college councils and the Council of the Dean of Graduate Studies. The Dean of Graduate Studies shall issue a decision.

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### Cancellation of Enrollment

The student's enrollment shall be canceled by a decision of the Council of the Dean of Graduate Studies in the following cases:

1. If the student is accepted into postgraduate studies and did not register within the period specified for registration.
2. If he does not pass the supplementary courses according to the conditions set forth in Article No. (18) of the Graduate Studies Regulations.
3. If he withdraws or drops out studying for a semester without an acceptable excuse.
4. If it is proven that he is not serious about studying or violates any of his academic duties in accordance with the provisions of Article No. (52) of the Graduate Studies Regulations
5. If his cumulative GPA drops below a very good grade in two consecutive semesters.
6. If he exceeds the chances of postponement specified in Article No. (22) of the Graduate Studies Regulations.
7. If he violates the Scientific Integrity, whether in the studying of courses or preparing the thesis, or if he performs an act that violates the university's regulations and traditions.
8. If he does not pass the comprehensive test - if any - after being allowed to repeat the test once.
9. If the judging committee decides the thesis is not suitable for debate or that it is not accepted after debating.
10. If he does not obtain the degree within the maximum period.
11. The student's registration shall be canceled if he does not register on time in accordance with Article No. (25) and its implementing rules.
12. The student shall not be considered to have passed the supplementary courses if he succeeded without the required grade in accordance with Article No. (18).
13. The student shall be considered serious about his studies in one of the following cases:
  - If the student is absent in a semester of academic courses for fifteen consecutive days or thirty separate days without an acceptable excuse.
  - A student who has achieved 50% or more of the number of courses for one semester shall be denied.
  - If the student is separated from his academic advisor or supervisor for an entire chapter without an acceptable excuse.



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## Re-enrollment

It is permissible, in cases of extreme necessity, to re-enroll the student whose enrollment has been canceled if the department and college councils accept compelling circumstances that prevent him from continuing his studies. Re-enrollment shall be based on a recommendation from the Council of the Dean of Graduate Studies and a decision from the University Council, taking into account the following:

1. A student who has been canceled for more than six semesters shall be considered as a new student, regardless of what was previously cut off from the study stage.
2. A student who has been canceled for six semesters or less shall re-study some of the courses specified by the department and college councils and approved by the Council of the Dean of Graduate Studies. The units he studied shall be calculated within his cumulative average after resuming studies. The period the student spent in study before canceling his/her registration shall also be counted within the maximum period for obtaining the degree.
3. The assessment of force majeure shall be the responsibility of the department and college councils and the Council of the Dean of Graduate Studies
4. A student whose registration has not been canceled for more than six semesters shall submit a request to re-register to the head of the relevant department.
5. The courses that the student studied before canceling his enrollment shall be counted among the requirements for granting the degree in addition to the courses assigned to and the remaining courses.
6. The department and college councils may, in the cases they decide, assign the student to test courses only without being mandated to study.

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### Additional Opportunities

**First:** One additional opportunity may be granted to a student for one or two semesters if his cumulative average falls below a very good grade in two consecutive semesters based on the recommendation of the department and college councils and the approval of the Dean of Graduate Studies Council, according to the following rules:

1. The student shall not be given an extra chance if it is not possible to raise his average with the additional opportunity.
2. The student's registration will be suspended if his GPA drops below very good during two consecutive semesters.
3. The academic supervisor shall submit to the head of the relevant department a detailed report on the student whose registration is suspended.
4. If the program is in more than two semesters, the extra opportunity shall be in the courses of the next semester or two, and if the student has finished the semester, he will take the opportunity in the courses of the previous semesters.
5. The student shall study and test a course or courses for the additional opportunity, and the department and college councils may, in the cases they estimate, assign the student to test the courses only without being obligated to study.
6. The semester in which the department is unable to teach additional opportunity courses shall not be counted.
7. Coordination shall be made in registering the additional opportunity courses between the student and the concerned department.
8. If the student is given an additional opportunity for two semesters, and manages to raise his average in one semester, the second semester shall be automatically dropped.
9. The student shall submit a request for the additional opportunity to the head of the relevant department
10. The Dean Council shall determine the cases in which there is a decrease in the rate and whether need an additional opportunity to raise the rate, or not.



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**Second:** An additional opportunity of no more than two semesters may be granted to a student, if he did not obtain the degree within the maximum period based on a report submitted by the supervisor, the recommendation of the department and college councils, the Council of the Dean of Graduate Studies, and the approval of the University Council, according to the following regulations:

1. The request for an additional opportunity for a student who has not registered a subject for his thesis shall not be considered unless the relevant department council has recommended the subject for approval.
2. The student shall apply for the additional opportunity to the relevant department before the end of the last semester of the statutory period, according to the form prepared by the Dean of Graduate Studies.
3. The supervisor shall submit to the head of the relevant department a detailed report on the student's academic progress, suggesting the duration of the additional opportunity.



### Transference

**First:** The student may transfer to the university from another recognized university based on the recommendation of the department and college councils and the approval of the Council of the Dean of Graduate Studies, taking into account the following:

1. The admission requirements for the transferred student shall be provided and any other conditions deemed necessary by the department.
2. The student shall not be dropped out from the university he is transferring from for any reason.
3. The student shall submit a transfer request to the Dean of Graduate Studies, attaching an approved statement of the units he studied at the university to be transferred from, a detailed approved description of the courses he studied, and a certified copy of the academic registration.
4. The number of academic units the student studied may be calculated according to the following:
  - The student shall not have completed more than six semesters of study for the equivalent units.
  - The units shall agree in terms of subject matter with the requirements of the transferred program.
  - The percentage of these units shall not exceed thirty percent of the units of the transferred program.
  - The student's grade in the equivalent units shall not be less than (very good).
  - Equivalent units shall not be included in the GPA calculation.
  - The equivalency shall be based on the recommendation of the department council to which the course is affiliated, and the approval of the College Council and the Dean of Graduate Studies.



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**Second:** A student may be transferred from one specialization to another within the university based on the recommendations of the councils of the department transferred to and the college and the approval of the Council of the Dean of Graduate Studies, taking into account the following:

1. Availability of the admission requirements for the transferred student and any other conditions deemed necessary by the department.
2. The previously studied units at the university may be calculated if the relevant department sees that they are identical to the transferred program and that they are included in its cumulative average.
3. The student's registration has not been canceled.
4. The period spent by the student in the program he is transferred from shall be counted within the maximum period specified for obtaining the degree.
5. Transfer from one program to another shall be for one time during the period specified for obtaining the degree.
6. The student shall submit a transfer request to the Dean of Graduate Studies within the specified period for transferring at the university.
7. The student shall not spend more than half of the statutory period in the department from which he is transferred. Unless there are common courses between the two programs that enable the student to finish the program within the specified period, the student shall not spend more than half of the regular period in the department from which he is transferred. Unless there are common courses between the two programs that enable the student to finish the program within the specified period.
8. Equivalency requests and procedures shall be in accordance with the university course equivalency regulations.
9. The remaining period for the student shall be sufficient to obtain the degree in the transferred program.

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### Examinations

Examinations are conducted in postgraduate courses to obtain a diploma, master's, or doctoral degree, and to monitor the grades, in accordance with the regulations for study and tests for the undergraduate level issued by the Higher Education Council in its second session held on 04/11/1995, except for the following:

1. The student shall not be considered to have passed the course unless he obtains at least a "good" grade.
2. With regard to alternative exams and courses that require more than one semester to be studied, the Council of the Dean of Graduate Studies takes what it deems fit based on the recommendation of the department council and the approval of the competent college council.
3. After completing all the required courses, the MA and PhD students, if the study program required, shall pass a comprehensive written and oral exam held by a specialized committee in accordance with regulations approved by the University Council based on the recommendation of the department council and the approval of the competent college council and the Council of the Dean of Graduate Studies. This test shall be in the student's main specialization and sub-specialties, if any. The student shall be considered a candidate for the degree if he passes the test the first time. If he fails, he shall be given one chance during two semesters. If he fails, his registration shall be cancelled.



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The grades obtained by the student in each course shall be calculated as follows:

Percentage	Grade	Grade Code	GPA (5)
95 -100	Exceptional	A <sup>+</sup>	5.00
90 to less than 95	Excellent	A	4.75
85 to less than 80	Superior	B <sup>+</sup>	4.50
80 to less than 85	Very good	B	4.00
75to less than 80	Above Average	C <sup>+</sup>	3.50
70 to less than 75	Good	C	3.00
Less than 70	Fail	F	1.00

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### Academic advisory

1. Each graduate student shall have an academic advisor at the beginning of his joining the program to guide and assist in his studies and selecting the thesis encyclopedia and preparing the research plan according to the rules approved by the University Council based on the recommendation of the Council of the Dean of Graduate Studies.
2. The department council shall appoint academic advisors from faculty members for students enrolled in the postgraduate program at the beginning of their enrollment in the program.
3. The task of Academic advisory shall be assigned to professors who have the rank of assistant professor, then associate professor, then professor.
4. The exact specialization of the academic advisor and the field of research interest of the student shall be taken into account when assigning the advisory.
5. The student shall contact the advisor at least once a month.
6. The advisor's reports shall be influential in considering the student's request for a postponement, additional opportunities, or the presentation of a research idea.
7. The academic department shall hold scientific meetings between professors and graduate students; to get to know each professor's interests, research and style.
- 8.



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## Preparing Theses

After completing all admission requirements and passing at least fifty percent of the academic courses and with a cumulative GPA of no less than (very good), the postgraduate student shall submit the thesis project - if any - to the department. In the event of a recommendation to approve the project, the department council shall propose the name of the thesis supervisor and the assistant supervisor - if any - or the members of the supervisory committee names by identifying its head. This proposal shall be submitted to the College Council and the Council of the Dean of Graduate Studies for approval based on the approval of the College Council, taking into account the following:

1. A graduate student shall present an academic discussion (seminar) in his academic department upon completion of the plan proposal if the academic department deems the proposal appropriate, and before submitting to the department council. In this Seminar, the student shall present the research proposal and its importance, its objective and method of implementation, the availability of its implementation capabilities, and the distinctiveness of the research idea from what has been previously done in this field (Literature Review), and the desired benefit.
2. The student shall abide by the academic rules (APA & MPA Styles) for writing the research plan and the master's thesis, according to the evidence approved by the Council of the Dean of Graduate Studies.
3. A master's student can register for the research project course, provided that he has successfully passed (50%) of the total coursework.
4. Two students may participate in the research project and each student shall be assigned a specific part of the project, with the aim of motivating and training students to work as a research team.
5. In producing the research project, the student shall abide by the academic rules for writing a master's thesis, according to the evidence approved by the Council of the Dean of Graduate Studies.
6. The topics of master's theses shall be distinguished by novelty and originality, and the topics of doctoral dissertations shall be distinguished by originality, innovation, and effective contribution to the development of knowledge in the student's specialization.
7. MA theses and doctoral dissertations shall be written in Arabic, and in some disciplines they may be written in another language by a decision of the University Council based on the recommendation of the Department and College Councils and the Council of the Dean of Graduate Studies, provided that they contain an adequate summary in Arabic.

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### Awarding MA & PhD

1. The student does not graduate until after completing the requirements for the scientific degree, with a cumulative GPA of no less than (very good).
2. The head of the concerned department shall submit the report of the discussion committee to the Dean of Graduate Studies within a period not exceeding three weeks from the date of the debate.
3. The Dean of Graduate Studies shall submit a recommendation to grant the degree to the University Council to take a decision.
4. The University Council awards the following academic degrees based on the recommendation of the Department Council and the approval of the Dean of the concerned college and the Dean of Graduate Studies.
5. The release of the party and the delivery of the document shall be linked to the deposit of approved copies of the thesis, according to the form prepared by the Deanship of Graduate Studies.



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## Services provided to the student

### Library

The central library in the university city is a leading library and an important reference for scholars and researchers. There are also library branches in some colleges and female student departments. These libraries provide all library services for students and researchers, which include compiling scientific research resources in its various branches, organizing borrowing preservation operations, facilitating their procedures, and benefiting from the latest technical means in that field to preserve library information.

The library has automated services and office operations by computer. The contents of the central library and its branches are automatically searched, and an automated search service is provided for researchers, the intellectual production of university faculty members, extracts and full texts through a network of databases in an advanced program. The Internet and access to a wide network of global information bases are also provided free of charge to all university members.



## Academic Guide to Graduate Students



### Labs

#### Labs

The university has laboratories distributed among its applied and theoretical faculties, to cover all the university's laboratory needs, whether for the purposes of education or scientific research and at the level of all faculties, and with the necessary equipment and resources. These labs have been selected according to the exact specifications recognized by the universities. The labs are distinguished by their comprehensiveness and coverage of all academic and scientific activities that the university needs. These labs also provide an infrastructure and a scientific environment for postgraduate studies at the university.





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## Dean's website

### Dean's website

Postgraduate students can view the Dean's website on the university's portal, which has been organized and coordinated to make it easier for its visitors to reach their goals. The students' need for information and instructions was taken into account by raising the organizing regulations and laws. In line with the university's orientations to automate work and communications, the Dean has allocated a space on its website in which all forms of graduate studies are included so that it is easy for students and colleges to access them. The website also included the offered programs, study plans, admission requirements, types of approvals required, standardized tests and their equivalents, guides and regulations governing postgraduate studies and their executive rules, and links to websites of interest to postgraduate students.





## Contacts



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