

## School of Graduate Studies- General Procedures

### **First: Admission (Higher Diploma, Master's, Doctorate)**

- Admission applications to the graduate studies program (diploma, master's, doctorate) are submitted electronically through the link provided in the announcement of the School of Graduate Studies and within the period specified. All required documents must be attached.
- Applicants must validate the provided information. All the required documents should be submitted, and the electronic payment number should be obtained.
- The enrolment application fee should be paid electronically using the electronic payment number.
- The submitted application is to be sent by the School of Graduate Studies to the academic departments and colleges for examination and accreditation. Nominated students in the various programs are referred to the School of Graduate Studies.
- The Council of Graduate Studies issues lists of the names of those accepted into the graduate studies program based on the placement of the department and college councils.
- A text message is sent to the applicant on the phone number attached to the electronic application to indicate the decision regarding his application.
- The accepted students must complete their application procedures for admission to the Department of Admission and Registration on the university campus.

### **Second: Transfer to AABU**

The student is allowed to transfer from a program at another university to a similar program at the university if he fulfils the following conditions:

- Satisfying the admission requirements.
- Availability of a vacant seat in the program to which he/she wishes to transfer.
- His/her GPA should not be less than very good or equivalent.

### **Third: Transition/ Changing program**

A student can transfer from a higher diploma (ordinary) to a higher diploma (outside official working hours) or from one major to another or from the comprehensive track to the thesis track if a vacant seat is available in the required program. The transfer procedure begins by filling out a transformation form, which can be obtained from his college or by visiting SGS website/forms/transfer form.

### **Fourth: Withdrawal**

- The student may withdraw by submitting an electronic request through his portal and then referring to the course instructor and department head to confirm the withdrawal.

**Fifth: Postponement**

A student can apply for postponement by filling the postponement application form which can be obtained from his/her college or through the SGS website/forms/transfer and transfer form and it is submitted to his/her department.

**Sixth: Supervision**

A student may appoint a supervisor for supervising his/her thesis by following these steps:

- Presenting a draft thesis (proposal).
- Accreditation is obtained by the entitled department and college.
- It is accredited by the School of Graduate Studies.

**Seventh: Discussion**

A student discussion committee is formed by following these procedures:

- Obtaining a letter from the Department of Admission and Registration stating that there are no objections.
- The supervisor nominated the discussion committee.
- The names of the discussion committee members must first be approved by the department head, then the dean, and finally by the School of Graduate Studies.

**Eighth: Results of the discussion committee's decisions**

1 .Decisions of the Discussion Committee for a master's Student:

- Passed. In this case, the student must deliver his/her thesis within one week from the date of the discussion.
- Passed with minor modifications: provided that minor modifications are made, provided that the student makes these modifications in the content, within no less than two weeks, and not exceeding one month from the date of the discussion.
- Fundamental modifications: a fundamental modification is made. In this case, the student must modify his/her thesis within a period not exceeding six months, and not less than two months from the date of the discussion. The student passes if the committee, after meeting by a majority, approves the thesis after making the required modifications, otherwise, he/she fails.
- Failed. The committee justifies the reasons for the failure decision in its report.
- The decision of the discussion committee, after being approved by the department and college committees, is sent to the School of Graduate Studies no later than two weeks from the date of the discussion.
- The student delivers his/her thesis after making the modifications.

## 2 .Decisions of the discussion committee for doctoral students:

- Passed. In this case, the student must submit his/her thesis within one week from the date of the discussion.
- Passed with minor modifications. In this case, the student must make the required modifications and submit his/her thesis within four weeks from the date of the discussion, with a report from the supervisor stating that the required modifications have been made.
- Passed with a substantial modification. In this case, the student must amend his/her thesis within no less than four months and not more than six months from the date of the discussion. The student records (zero) hours in the next semester if the legal period for study has not been fulfilled. The student is considered successful if the committee is approved by a majority of the thesis, otherwise, it is considered a failure.
- Failed. The committee provides justifications for failure.

### **Ninth: Warning**

A diploma student gets a warning in the following cases:

- If his/her GPA in the courses, he/she studied till the end of any semester does not reach the minimum GPA allowed at the end of that semester.

A Masters student gets a warning in the following cases:

- If his/her GPA in the courses, he/she studied till the end of any semester does not reach the minimum GPA allowed at the end of that semester.
- If the faculty council considers –based on the supervisor’s report and the department and faculty committee’s recommendations- that the student has not put the needed effort into the thesis.

3. A doctoral student is warned in the following cases:

- If his/her GPA in the courses, he/she studied till the end of any semester does not reach the minimum GPA allowed at the end of that semester.
- If the faculty council considers –based on the supervisor’s report and the department and faculty committee’s recommendations- that the student has not put the needed effort into the thesis.

### **Tenth: Dismissal**

**1. A diploma student is considered dismissed in the following cases:**

- If his/her GPA does not reach the minimum GPA allowed at the end of the two semesters following the semester in which he/she got a warning.

- If the student does not meet the graduation requirements within the higher limit for the period allowed.
- If there are three failure cases in the student's record

**2. The student is considered dismissed from the master's program in the following cases:**

- If the elective courses (if any) were not studied and passed successfully during the first academic year.
- If the materials of the accepted package were not studied (for students with an acceptable average in the bachelor's degree only) and were successfully passed during the first academic year.
- If the student did not complete the English language requirements (English language exam/qualification program) during the first academic year.
- If he did not obtain the minimum cumulative average in the courses at the end of the two semesters following the warning.
- If the student fails in the comprehensive exam twice.
- If the student fails to discuss the message.
- If the student does not fulfil the graduation requirements within the upper limit of the allowed period.
- If the thesis draft is not submitted as stated in Article (43) of these instructions.
- If three failure cases appear in the student's record, except for English language levels.
- If he missed the comprehensive exam or the discussion twice.
- If the master's student did not discuss his/her thesis before the end of the two semesters following the warning addressed to him/her under Clause (B) of Article (40).

**3 .The student is considered dismissed from the doctoral program in the following cases:**

- If the student did not get the minimum cumulative average in the courses at the end of the two semesters following the warning.
- If the result of the thesis discussion is (Fail).
- If the student fails in the cognitive aptitude test twice.
- If the student does not fulfil the graduation requirements within the upper limit of the allowed period.
- If three failure cases appear in the student's record, except for English language levels.
- If the doctoral student did not discuss his/her thesis before the end of the two semesters following the warning directed to him under Clause (B) of Article (38).
- If he did not attend the cognitive aptitude test or the discussion twice.
- If he did not submit his/her thesis project as stated in Article (41) of these instructions.

## **Eleventh: The period of obtaining the degree**

1. The upper and lower limits for the duration of obtaining a master's degree are as follows:

- The upper limit for obtaining a master's degree is six semesters.
- The period of postponement and excused withdrawal shall not exceed two semesters. This period is not credited from the maximum duration allowed for obtaining the degree. Except for interruption, this period shall be calculated from the upper limit for obtaining the degree, provided that it does not exceed two semesters.
- The Graduate Council may, upon the recommendation of the faculty committee and the recommendation of the department committee, extend for two semesters to the maximum limit for obtaining a master's degree.
- The period between the acceptance of the proposal and its discussion should not be less than four months

**2. The upper and lower limits for the duration of the PhD degree are as follows:**

- The maximum duration of a PhD degree is eight semesters. The summer semester for this purpose is an extension of the second semester. Also, the minimum period for obtaining a doctorate may not be less than six semesters.
- The Graduate Council may, upon the recommendation of the faculty committee and the recommendation of the department committee, extend for two semesters for the maximum limit for obtaining a doctorate.
- The summer semester is considered a semester to prepare the thesis. In special cases estimated by the department and faculty committees, courses may be offered.
- The period of postponement and withdrawal with an excuse may not, in total, exceed two semesters, and this period shall not be counted within the upper limit of the period for obtaining the degree.