

Awarding Master Degree Instructions

In

Applied Science Private University

Issued by the Deans Council resolution No. (24), dated (7/11/2022).

Article (1):

These instructions are called "Instructions for Awarding a Master's Degree at Applied Science University Private " and shall be effective from the date of their approval.

Article (2):

The following words and phrases, wherever mentioned in these instructions, shall have the meanings assigned to them below unless the context indicates otherwise:

University: Applied Science Private University.

Dean: Graduate Studies and Scientific Research.

Department: Academic Department that teaches Master (Graduate) program.

Committee: Concerned Graduate studies committee.

Department Committee: Graduate studies committee in the concerned department

Supervisor: Teaching member who supervise the master thesis.

Academic Supervisor: A faculty member who academically guides master's (Graduate) students.

Peer Reviewed scientific Journal: It must be issued by a scientific institution or Jordanian journals sponsored by the Jordan Scientific Research Fund, and the following conditions apply to it:

1. Have editorial board and editor in chief.
2. Have a consulting board.
3. It must have been issued for at least three years
4. There should be continuity in issuing this journal.

Internationally classified peer reviewed scientific journal. To be indexed in one of the international databases listed below:

- Science Citation Index (SCI).
- Science Citation Index Expanded (SCIE).
- Web of Science (Formerly ISI).
- Scopus.
- Social Sciences.

Master's Degree Requirements

Article (3):

The requirements for obtaining a master's degree are (33) credit hours as a minimum, according to the study plan approved by the Deans' Council. These requirements are distributed as follows:

First – Master Program – Comprehensive Track:

- 1) Successfully pass the compulsory courses, which are (24) credit hours as a minimum, which includes studying a course related to scientific research methodology.
- 2) Successfully pass the elective courses, which do not exceed (9) credit hours as a maximum.
- 3) Pass the comprehensive exam.

Second – Master Program – Research / Thesis Track:

- 1) Successfully pass the compulsory courses, which are not less than (15) credit hours and not more than (18) credit hours, including studying a course related to scientific research methodology.
- 2) Successfully pass the elective courses, which are no less than (6) credit hours and not more than (9) credit hours as a maximum.
- 3) Preparing a university thesis for which (9) credit hours are allocated, and successfully defending it.

Remedial / Catch-up Courses

Article (4):

- A- The department committee determines, upon student admission to the master's program, and in a major other than his major at the bachelor's level, the remedial courses required for him from the bachelor's level courses, which the committee deems necessary to qualify the student to study the master's courses, provided that they do not exceed (9) credit hours. These subjects are specified in admission application, and are considered an integral part of the student's study curricula.
- B- The remedial courses credit hours are not counted within the credit hours required to obtain a master's degree, and their results are recorded in the student's academic record (successful) or (failed), and their marks are not included in the student's cumulative average.
- C- The student must successfully complete the study of the remedial courses with an average of not less than 70%, no later than the end of the first academic year since joining the program.
- D- No remedial courses are required from a student who's major in the Bachelor's degree is the same as the major accepted in the Master's program.

Admission and Registration

Admission and Registration Conditions

Article (5):

A- General Condition

- 1- The applicant that wishes to join the master's (graduate) program must have a "bachelor's" degree with a grade of no less than "good" or its equivalent, provided that the study is conducted on regular basis.
- 2- A student who holds a bachelor's degree with "acceptable" grade or its equivalent may be accepted to apply for admission to master's programs, provided that he/she studies (3) master's subjects during the first year of enrollment, that is determined by the Graduate Studies Committee in the academic department to be enrolled in, and should pass each of the registered courses rate of not less than (70%), and a cumulative average of not less than 75% to become a regular student, and these subjects are counted for him within the subjects he completed in his curricula, otherwise his acceptance is considered cancelled.

- 3- A student who has obtained a higher diploma with a grade of no less than “very good” may apply for admission to master’s programs regardless of the grade in the bachelor’s degree.
- 4- It is stipulated that the percentage of newly admitted students in each major of the master’s (graduate) programs who obtained an acceptable grade in the bachelor’s degree should not exceed (25%) of the number of new students who actually registered in each semester, distributed as follows:
 - a) Maximum 10% for Jordanian students.
 - b) Maximum 15% minimum for international students.
- 5- Every student who wishes to enroll in a master’s program is required to submit evidence of his success in a foreign language ability test (TOEFL, IELTS, French Language, German Language, or an English language level test equivalent to international exams) as follows:
 - a- TOEFL (IBT) for engineering, pharmacy, and English language majors with a score of no less than (90), and the rest of the scientific disciplines with a score of no less than (69), and humanitarian, economic and administrative disciplines with a score of no less than (59), from AMIDEAST Center – Jordan Branch or from Accredited centers in the country in which the student resides, provided that a document is presented that the center is accredited.
 - b- IELTS exam for engineering, pharmacy and English language majors with a score of no less than (6.5), and other scientific disciplines with a score of no less than (5.5), and humanitarian, economic and administrative disciplines with a score of no less than (5), from the following accredited centers by Jordan (British) Council – Amman, Uni-House – for consultations and Oval International Academy) or from accredited centers in the country in which the student resides, provided that a document is presented that the center is accredited.
- 6- Exempted from clause (5) above:
 - a- Non-Arabic speaking students wishing to enroll in postgraduate programs in Arabic language majors and the majors in the of Sharia, in case they are proficient in the Arabic language.
 - b- Master's students who fulfilled the foreign language requirement during their enrollment in master's programs, whether it was passing a foreign language exam or a qualifying program of (6) credit hours.
 - c- Students holding a degree from English-speaking countries.
 - d- Blind students and deaf and dumb students, provided that a medical report is submitted by the competent authority at Jordan University Hospital or the King Abdullah University

Hospital related to the case the student is suffering from, provided that the percentage of disability in the above-mentioned cases is not less than 70%.

- 7- A student who fulfills the conditions for admission to a master's program can be conditionally accepted if he does not meet the English language condition, provided that he registers a qualifying program in the English language at the rate of (6) credit hours during the first semester he joins, during which he can register for no more than (6) credit hours as a maximum from his curricula, and he is not allowed to register subjects from his study plan for the next semester if he does not succeed in the qualifying program in the English language and achieve the required mark, as follows:
 - a) Humanitarian, economic and administrative majors 50% or more.
 - b) Scientific majors, nursing, rehabilitation sciences, and business administration (MBA) 65% or more.
 - c) Pharmacy and engineering majors in all its branches and all English language majors 75% or more.

B- Special Conditions:

- 1- The Graduate Studies Committee in the Academic Department may recommend setting additional special conditions for joining the program offered by the department, provided that these conditions do not conflict with the general framework of graduate studies programs (Masters).
- 2- These conditions must clearly appear in the study curricula submitted for accreditation and be considered a part of it, and approved by the Deans Council based on the Council's recommendation before submitting it for accreditation.

C- General Provisions:

- 1- Priority is given to fulfilling the English language requirement over the rest of the following conditions that enable the student to enroll in master's programs:
 - a- Studying the 9-hour package of master's courses for students who has obtained an acceptable grade in the bachelor's program.
 - b- Studying the catch-up package subjects specified by the university for the student, in case he/she wishes to enroll in the master's programs majors that are not related to the bachelor's program.

- 2- It is not permissible to count subjects from the higher diploma program when the student joins the master's program unless obtaining the higher diploma was the result of his failure to obtain the master's degree, in which case no more than (9) credit hours may be counted when joining a new master's program.
- 3- Subjects from a master's program obtained by the student may be counted for the purposes of joining a new master's program, provided that:
 - The content of the syllabi contents matches no less than (70%).
 - The number of counted credit hours should not exceed (6) credit hours.

Article (6):

Applications for admission to master's programs are submitted to the Admission and Registration Department on the form issued by the Deanship of Scientific Research and Graduate Studies by those wishing to study during the period specified by the Deanship of Graduate Studies. All the necessary supporting documents mentioned at the bottom of the form are attached to these applications, in addition to what is required by the Admission and Registration Department.

Article (7):

A- A student may not be accepted into two study programs at the same time at the university at any stage of his studies.

B - If a student is dismissed from a master's program, he may not be accepted into the same program again, and both tracks (comprehensive and thesis) in the same major are considered one program, and a student who has been dismissed from one of the tracks may not be accepted into the other track.

Article (8):

A student is not allowed transfer from the program in which he was enrolled to another program at the university without the approval of the Council and upon the recommendation of the two committees of graduate studies in the faculty and the department transferred from them, and with the approval of the faculty committees and the academic department he is transferring to.

Academic Advisor

Article (9):

The academic advisor undertakes the following tasks:

- a) Introducing the new student to the philosophy, policies and instructions of graduate studies at the university and the graduate studies program in the concerned department.
- b) Assisting the student in acquiring the necessary skills to succeed in graduate studies.
- c) Follow up the student's guidance and progress of his studies from joining the program until his graduation, according to a guidance plan prepared by the concerned academic department.

Academic Supervisor

Article (10):

The academic supervisor undertakes the following tasks:

- a) Supervising by directing the student to choose the title of his thesis and how to write and present the research plan, and propose its approval to the department committee, and ensure regular communication with the student in accordance with the instructions of graduate studies at the university.
- b) Review the university's regulations and rules related to scientific theses and ensure that the student is fully aware of what is relevant to him therein, and direct the student to abide by the adherence to writing the thesis in accordance with the approved letter writing guide.
- c) Directing the student to abide by the scientific integrity to investigate accuracy and verify the original references that the student used and to ensure the credibility of the research.
- d) Evaluate the thesis scientifically upon the receipt of its draft, and direct the student to make the necessary amendments.
- e) Preparing the student for thesis discussion and its scientific presentation by making the students to do a demo.
- f) Follow up the student's progress on the subject of his thesis.
- g) Submit a periodic report to the relevant department committee on the student's progress in the subject of his thesis.
- h) Participating in proposing the discussion committee members and setting a date for discussion to the graduate studies committee in the department.

Study Duration

Article (11):

The minimum and maximum required duration to obtain a master's degree are as follows:

- a- The minimum duration for master's degree study is four (4) semesters.
- b- The maximum duration for obtaining a master's degree study is (6) six semesters, which can be extended for a maximum of two semesters, with the approval of the Council.
- c- The summer semester is considered an academic semester if the student is registered in it, and it is calculated as part of the maximum duration for obtaining the degree, provided that the student has enrolled in one of the first or second semesters preceding the summer semester.
- d- The total period of postponement and withdrawal with an excuse may not exceed two semesters, and this period shall not be counted as part of the maximum duration of degree obtaining duration.
- e- The period of drop-out is counted from the maximum period for obtaining a master's degree.
- f- If the student is not able to complete the requirements for obtaining a master's degree (comprehensive or thesis) within six semesters, the Council of Graduate Studies, based on a recommendation from the Faculty Committee and a recommendation from the Academic Department Committee, may extend to the student for a maximum of two consecutive semesters, and the approval of the supervisor is required in case of thesis track.
- g- If the student is unable to complete the requirements for obtaining a master's degree (comprehensive or thesis), after extending two consecutive semesters, the student is considered dismissed from the program and will be awarded a higher diploma in the specialization, provided that his cumulative average is not less than (70%).

Article (12):

- a. Taking into account the upper limit for obtaining the degree, the student's study load in the first and second semesters is (6-12) credit hours, and (3-6) credit hours in the summer semester.
- b. Taking into account what is stated in Clause (a) of the same article, the minimum academic load for a regular semester is (6) six credit hours, and the Council of Graduate Studies may, in special cases, allow the study load to be (3) three credit hours and only once during the duration of the study, with the exception of registration for the purposes of completing the thesis.
- c. The period between the registration for the thesis hours and its discussion, should not be less than one semester, and the summer semester is not considered within the period.

- d. It is allowed to register for the draft thesis plan for the summer semester, provided that the number of hours registered does not exceed (3) three hours and the supervisor is available.

Attendance

Article (13):

- a) Attendance is compulsory for all students according to the approved credit hours for each subject in the curriculum.
- b) A student is not allowed to be absent, with or without excuse, for more than (15%) of the total hours set for any subject.
- c) If the student's absence without an excuse accepted by the Dean of Graduate Studies exceeds (15%) of the total hours set for any subject, he will be forbidden of sitting for the final exam, and his mark in that subject will be considered "a university zero." He must re-study the same subject if it is compulsory, and in all cases, the result of that failure is included in the calculation of the student's semester and cumulative grade point average for the purposes of warning and dismissal.
- d) If the student's absence with sickness or compelling excuse accepted by the Dean of Graduate Studies exceeds (15%) of the total hours set for one or more subjects, then he is considered to have withdrawn from that course or courses registered for him, and the provisions for withdrawal are applied to him and a note (withdrawn) is registered in his academic record.
- e) The acceptable sickness excuse must be issued by a certificate issued by the medical reference approved by the university or approved by the university, and the student must submit the medical report and its requirements to the Dean of Graduate Studies within a week from the date of the disappearance of the reasons.
- f) In all cases, the decision should be communicated to the concerned faculty dean and to the admission and registration director.

Article (14):

Anyone who misses the announced final exam with an excuse accepted by the dean based on the recommendation of both concerned faculty and department committees, an "incomplete" note is recorded for him, and the decision regarding the excuse acceptance is communicated to the subject lecturer to take a supplementary exam for the student within a maximum period of time at the end of the semester following the semester in which he did not apply. Unless the next semester has been

officially postponed or the student dropped out with an excuse, in which case the exam will be held in the semester following the postponed semester.

Withdrawal

Article (15):

- a. student is allowed to withdraw from his record, courses and add new courses during the first week of the first and second semesters, and during the first three days of the summer semester, according to the university calendar and the prescribed hours for which the student is allowed to register, without confirming the subjects from which he withdrew in his academic record.
- b. A student is allowed to withdraw from studying one or more subjects within a maximum period of (14) weeks from the start of the first and second semesters, and (six) weeks from the start of the summer semester, and a note (withdrawing) shall be registered in his record.
- c. Withdrawal takes place according to a special form approved by the Council of Graduate Studies. This form includes the statement of the Director of Admissions and Registration, the opinion of the subject lecturer, the recommendation of the head of the concerned department committee, the recommendation of the competent faculty committee, and the approval of the dean.
- d. It is not permissible, as a result of withdrawal, the number of hours the student registers for his studies may not be less than the minimum academic load allowed according to these instructions, and at least (3) three hours in special and compelling cases approved by the Dean for one time only.
- e. A student whose total absence, with a medical or compelling excuse accepted by the Dean exceeds (15%) in the hours prescribed for the subjects of the semester, is considered to have withdrawn in that semester, and a note (withdrawn) is recorded in his record, and his study for that semester is considered postponed, and it is calculated from the upper limit allowed for postponement.
- f. The Dean may approve the student's withdrawal from all the courses registered in the semester, provided that the withdrawal request is submitted at least two weeks before the date of the final exams, and a note (withdrawn) is registered in his record, and his study for that semester is considered postponed, provided that he is not denied in the registered courses.

- g. The dean may approve the student's final withdrawal from the program in which he was accepted, provided that the final withdrawal request is submitted at least two weeks before the date of the final exams, upon the recommendation of the department committee and the recommendation of the concerned faculty committee. A student who withdraws permanently and whose cumulative average mark less than (70%) at the time of withdrawal, to be accepted into the same program again.

Postponement

Article (16):

- a. student who applies for a postponement is required to have spent at least one semester in the program he joined. In special cases determined by the Council, to agree for the student to postpone his studies for the semester in which he was accepted, and this is within two weeks of the start of teaching in the semester. In this case, the student is not entitled to postpone his studies in the following semester.
- b. The postponement request shall be submitted on the form issued by the Deanship of Graduate Studies, explaining the reasons for this, prior to the beginning of the study. Approval is issued by the Dean if the postponement is for one single semester, and by the Council if the postponement is for two consecutive semesters. This is based on a recommendation/placement from the Academic Department Committee and a recommendation from the concerned faculty committee. The decision is communicated to the Director of Admissions and Registration. In both cases, the period of postponement is not calculated from the upper limit of the years of study according to the text of article (12/b).
- c. If the student drop-out a semester without an excuse, and submits an excuse before the beginning of the study in the semester following the drop-out and being accepted by the Dean, the period of drop-out is calculated from the postponement period allowed for the student and in accordance with these instructions, article (11 / d).
- d. The student's study is considered postponed in the case of: –
 - 1. Duly approve the request for postponement.
 - 2. Duly approve his withdrawal from the semester.
- e. The student registers to study as usual for the semester following the postponement semester.

Article (17):

The student's registration is considered void in the following cases:

- a. If he did not attend the first semester of his enrollment in the program.
- b. If he exceeds the periods of postponement according to the maximum permissible limit according to the instructions, article text (14 / d).

Drop-out

Article (18):

The student is deemed to have dropped out in the following cases:

- a. If he withdraws from all the courses in which he registered in the first semester.
- b. If teaching has begun and the student is not registered or has postponed for that semester.

Article (19):

If the period of drop-out exceeds two separate or continuous semesters, he shall be considered dismissed from the program, unless the interruption was due to a medical or compelling excuse to be accepted by the Council.

Article (20):

A student who returns to study after being dropped-out is allowed to register for courses or thesis at the beginning of the semester following the semester he was drop-out.

Article (21):

If the student submits a drop-out form during the semester in which he dropped-out, and obtains the approval of the Dean, the student's absence from studies is considered an excuse.

Article (22):

If the semester ends and the student is not registered, postponed or drop-out with an excuse, his registration at the university is considered canceled, unless he submits a medical or compelling excuse accepted by the Council.

Warning and Dismissal

Article (23):

- a- **Warning:** the student will be warned in the following cases:
 1. If, at the end of any semester, he did not obtain the minimum cumulative average (76%) mark, in the subjects he studied until the end of the semester, including the summer semester

if he registered therein, except for the first semester of enrollment at the university or after changing his major.

2. If the council, based on a report from the academic supervisor and a recommendation from the concerned faculty committee and a recommendation from the academic department committee, finds that the student has neglected to work on his thesis.
 3. The note “the student is under probation” shall be recorded in the academic record of the semester in which the student was warned.
- b- **Dismissal:** The student is considered dismissed from the master's (graduate) program in which he is registered in the following cases:
1. If the student’s cumulative average in the master’s program in which he is registered drops below a very good grade (76% mark) in any two consecutive semesters, except for the first semester of joining the program.
 2. If the student was not able to remove the situation “under probation” in the event of receiving a warning, that is, the student did not obtain the minimum cumulative average of the subjects at the end of the second semester of the warning.
 3. If he fails the “comprehensive exam” twice, he will be dismissed and awarded a “high diploma” in postgraduate studies.
 4. If he fails in the defense of the “Thesis”, he will be dismissed and awarded a High Diploma in Postgraduate Studies.
 5. If he fails to meet the graduation requirements successfully within the upper limit of the allowed period.
 6. If he commits a violation, he must be expelled from the program according to the university regulations and instructions in force.
 7. A student who has been dismissed from a master's program at the university is not entitled to return to study in the same program.

Article (24):

- a. The council issues decisions of academic warnings based on the placement of the director of admission and registration at the university. As for the decisions of final dismissal from the university, it is issued by the deans` council based on the recommendation of Graduate Studies Council.

- b. The student is informed of the warning decisions and the final dismissal from the university and any other matters related to him using the student's e-mail, registered mail, or any other appropriate method, and the Director of Admission and Registration shall be informed of such decisions.

Transition and Transfer

Article (25):

- a. A student may transfer from one master's program to another at the university if he fulfills the admission requirements for the program he wishes to transfer to, if a vacant seat is available for him, provided that his cumulative average is not less than (76%).
- b. A student may transfer from a master's program at another recognized university to the same program or another program at the university, provided that he fulfills the admission requirements for the program he wishes to transfer to and that there is a vacant seat in this program, provided that his cumulative average is not less than (70%).
- c. Transfer and transit requests are submitted to the Admission and Registration Department on the form approved for this purpose by the Deanship of Graduate Studies.
- d. The transfer, from one program to another at the university or from another recognized university to a similar program or another program, is approved by a decision of the council, based on a recommendation from the concerned faculty committee and upon the recommendation of the committee of the concerned department based on the opinion of the director of admission and registration, The study plan of the program to which he is transferred for the academic year he applied for his transfer.

Article (26):

Taking into account the article (25) above of these instructions, when a student transfers from one program to another, or is accepted into another program:

- a. The subjects he chooses from the subjects he studied in the program he transferred from, and they are included in his cumulative average if the transfer is within the university.
- b. The subjects he chooses from the courses he studied in the program he transferred from, will be equalized to him, and will not be included in his cumulative average, if the transfer is from another university, provided that:

1. The subjects are correspondent in terms of level, content and number of credit hours for the subject or subjects in the approved study plan, provided that the percentage of their scientific content is not less than (70%) of the corresponding subject.
2. The student's grade shall not be less than (70%) for each of them as a minimum.
3. That no more than five years have passed since she studied at another university.
- c. The number of equivalent hours may not exceed (9) nine credit hours for a student transferred from another university and (12) twelve credit hours for a student transferred from one program to another within the university.
- d. One semester is deducted from the upper limit of the study period for obtaining the degree in exchange for (6-9) credit hours that have been calculated.
- e. In all cases, the calculation of subjects is approved by a decision of the Council, based on a recommendation from the concerned committee, a recommendation from the relevant department committee, and the opinion of the Director of Admission and Registration.

Article (27):

A dismissed student from another university is not accepted into any master's program at the university, if his dismissal was for behavioral (non-academic) reasons.

Article (28):

A student may be transferred from the “Comprehensive Examination” track to the “Thesis” track, by a decision of the Council based on a recommendation from the concerned committee and a recommendation from the relevant department committee, provided that:

- a. The student must have completed (15) fifteen credit hours of his study plan.
- b. That his cumulative average mark is not less than (76%) at least or its equivalent.
- c. Availability of a supervisor in the field of specialization if moving to the thesis track.

Subjects, Marks and Exams

First – Subjects

Article (29):

- a. The subjects to be determined in the study plan and bear numbers from the level of (700).
- b. A clear description of subjects' vocabulary included in the study plan shall be given in both Arabic and English.
- c. The number (798) is assigned to the comprehensive exam.

- d. The number (799) is assigned to the master's thesis.

Article (30):

The minimum pass mark in any of the master's subjects is (70%), and in the pre-requisite courses, the student's mark in any of them is required to not be less than (70%). The result of the remedial courses is recorded in the student's academic record as "passed" or "failed".

Article (31):

1. The student's cumulative average in any semester must not be less than (76%) marks or its equivalent, except for the first semester of the study.
2. If the student's cumulative average is less than (76%) marks, he may re-study four courses at most from his plan in any semester of study, in order to raise his cumulative average, provided that his marks in each of them are more than (70% marks), in this case, the previous mark is removed from the cumulative average, and the mark is calculated after repetition it for the purposes of calculating the cumulative average.
3. It is not permissible to re-study the subject more than once, and if the student fails in the subject twice, he will be dismissed from the major.
4. If the repeated course is compulsory, it must be the same, but if the repeated course is optional, the student may study another elective course.

Second – Marks

Article (32):

- a. The marks of all the subjects that the student studies at the university are calculated according to his study plan in his cumulative average, with the exception of remedial courses, or those that have been equivalent to him if he is transferring from another university (according to article /26).
- b. The mark obtained by the student is recorded (70%) as a minimum.
- c. If the student fails in one of the subjects and then re-studies the course (if it is compulsory) or others if it is optional, the previous mark is deleted from the cumulative average and the new mark is calculated after repetition for the purposes of the cumulative average (according to article/31).

Article (33):

The distribution of marks for master's exams in various disciplines is as follows: –

- a. **(60%) mark for semester Assessment tools:** These Assessment tools include one written exam, for which half of the semester work mark is allocated, which is (30%) a mark and other Assessment tools that include (reports, research or studies and its presentation, discussion, amendments and submitting them to the subject lecturer in its final form based on the observations of his colleagues and subject lecturer), and a 30% mark is assigned to it.
- b. (40%) of the mark for the final exam.
- c. Exceptions are made from what is mentioned in items (a and b) for (seminars, projects, laboratories, designs, drawings, scientific and laboratory tests, and practical training) subjects, for which credit hours are allocated, as the graduate studies committee in the department decides the requirements for success and methods of evaluating the level of student achievement in each of them. With the approval of the Graduate Studies Committee in the concerned faculty and informing the Dean and the Director of Admissions and Registration of this.

Article (34):

1. The subjects' marks are classified in numbers are rated (for the master's degree) as in the following table: -

Rating	Marks
Excellent	84-100
Very Good	76 - less than 84
Good	70 - less than 76
Pass	Less than 76

2. The student's grade (for a master's degree) is determined upon graduation after calculating the cumulative average of the subjects required in his study plan according to the following table: -

Rating	Marks
Excellent	84-100
Very Good	76 - less than 84

Article (35):

An honor board is allocated to graduate students of postgraduate students, provided that it includes the Top ones in the master's programs.

Article (36):

1. The student may request to review the final exam mark in any subject within a maximum period of (30) days from the date of results announcement, through a committee composed of the dean or his representative, the head of the graduate studies committee in the relevant department, and the subject lecturer or one of the course lecturers, and the Director of Admissions and Registration is informed of it.
2. The student pays the allotted fee for each application he submits to review any of his grades.

Comprehensive Exam

Article (37):

The comprehensive exam is of a comprehensive and supplementary nature and not another exam in the subjects studied by the student. This exam aims to measure the student's ability to link between the various basics and advanced concepts that the student has acquired in various knowledge during his studies and employ them in solving scientific and applied problems in his field of specialization, and among the conditions of the comprehensive exam as follows: -

- a. The comprehensive exam will be in (4) four cognitive fields determined by the Academic Department Committee and reviewed by the Dean.
- b. The student shall take the comprehensive exam (according to the form prepared for this purpose) after he has successfully completed all the prescribed subjects (compulsory and elective) in his curriculum, provided that his cumulative average is not less than (70%).
- c. A student may not sit for the comprehensive exam more than twice and within the maximum time limit to obtain the degree.
- d. The comprehensive examination is held once in each semester. In exceptional and justified cases, it may be held once in the summer semester by a decision of the Dean based on a recommendation from the concerned Graduate Studies Committee and the recommendation of the department committee.
- e. The pass mark in the comprehensive exam is at least (70%), and if the student fails for the second time, he is considered dismissed from the master's program and will be awarded a "high diploma" in postgraduate studies.
- f. The student's result in the comprehensive exam is recorded in his/her marks record as "passed" or "failed", each time he takes the exam.

- g. The student's result in the comprehensive exam, as well as the student's graduation, is approved by the Deans' Council based on the recommendation of the concerned department and faculty committees and the recommendation of the Council of Graduate Studies and the opinion of the Director of Admission and Registration.

Article (38):

- a. The Postgraduate Studies Committee in the relevant department is fully responsible for preparing, organizing and correcting the comprehensive exam.
- b. The Comprehensive Examination Committee is formed by a decision of the Council based on a recommendation from the relevant department committee and a recommendation from the concerned committee, provided that it is not less than three members and not more than five members, including its chairperson, and they are chosen from among the members of the teaching staff specialized in exam topics, to whom they apply and those who meet the conditions of teaching and supervising master's theses.
- c. The department committee, based on the recommendation of the formed examination committee, announces the areas of specialization covered by the comprehensive exam and the references and readings required for students, at least three months before the exam date, and after the council's approval, based on the recommendation of the concerned faculty committee.
- d. The comprehensive exam consists of at least two papers, and each paper is allocated a session for an average of two hours, and the student must submit an application to enter this exam according to the form prepared for this purpose.
- e. The examination committee sets questions, supervise the exam, corrects answersheet and grades marks, and submits them to the relevant department committee for study.
- f. The department committee submits the exam results after its reviewing and approving them, to the concerned faculty committee, to review it and recommend their approval to the dean, who must approve them within a period not exceeding two weeks from the end of the exam.
- g. Students are not allowed to review the results of the comprehensive exam.
- h. All exam papers and their attachments related to the exam for each subject, together with the answer key (if required) are submitted in a sealed envelope attached with the results to the Dean of Graduate Studies, who – after reviewing and approving them – submits the results

to the Director of Admission and Registration and keeps the rest of the documents in a closed and safe place, in the Deanship for one academic year, after which it should duly destroyed.

- i. Anyone who misses the “comprehensive exam” without a compelling or medical excuse accepted by the Dean is considered a “failure” and will be counted within the upper limit for obtaining the grade.
- j. Anyone who misses the “comprehensive exam” with a compelling or medical excuse accepted by the Dean is considered postponed and applies for the next session of the exam without being counted within the upper limit for obtaining the degree.
- k. The instructions for granting a bachelor’s degree shall be applicable to cases for which there is no text in these instructions with regard to exams, grades, averages, denial, absence, presenting compulsive and medical excuses, and the opinion of the Director of Admission and Registration shall be taken into account.

Thesis

First: Supervisor

Article (39):

- a. For the approval of a member at the rank of professor or associate professor for the purposes of teaching, preparing and correcting the comprehensive examination, and supervising and university theses and its defense, he must meet, in the last five years, one of the following conditions:
 - At least two research papers published or accepted for publication in his specialty in beer reviewed scientific journals, provided that one of the research papers has been published or accepted for publication in an internationally classified journal.
 - Two reviewed (refereed) books in the field of specialization.
 - A reviewed (refereed) book in the field of specialization and a research published or accepted for publication in an internationally classified journal.
- b. For the approval of a member at the rank of assistant professor for the purposes of teaching, preparing and correcting the comprehensive exam, supervising and defending university theses, he must have, in the last three years, at least two published research papers or accepted for publication in beer reviewed scientific journals, provided that one of the research papers is published or accepted for publication in an internationally classified journal.

- c. For the approval of the member, he is required to be proficient in the skills, methods and strategies for implementing e-learning (in both its dimensions full distance and blended) and to be able to employ open-source of learning resources in his subjects.

Article (40):

The university theses supervision load is – at its maximum – (6) credit hours for the professor and associate professor, and (3) credit hours for the assistant professor; The number of theses and/or theses for the professor and associate professor should not exceed (8). As for the assistant professor, it is stipulated that the number of theses should not exceed (4), and that is in one semester.

Article (41):

The main supervisor of the thesis is required to be a full-time member at the university. In selecting the supervisor, the thesis subject is required to fall within his field of specialization or his research interest.

Article (42):

In exceptional cases, it is permissible to appoint a supervisor from outside the department, faculty or university, who fulfills the conditions of supervision and teaching in graduate studies, upon the recommendation of the faculty committee, the recommendation of the committee of the concerned department, and a decision from the Council of Graduate Studies.

Article (43):

The council may decide, based on a recommendation from the committee and a recommendation from the department committee, and a proposal from the supervisor, to nominate another member to participate in supervising the student's thesis, whether from the university or a member at another university recognized by the university, provided that he meets the conditions of supervision required of members at the university who are with the same rank.

Article (44):

A member holding a sabbatical leave from another university and working during this period in this capacity at the university may supervise master's theses according to his rank, provided that he is assigned to them in the first semester of the academic year he joined the university and may continue to supervise theses which were entrusted to him and were not defended (as exceptional cases) during the academic year, by a decision of the Council based on the recommendation of the Dean.

Article (45):

The Council of Graduate Studies may change the supervisor for exceptional special circumstances in the manner in which he was appointed, and this change is documented through the special form issued by graduate studies.

Article (46):

For each master's thesis supervised by the supervisor one credit hour is assigned for each semester, starting from the beginning of the semester in which he was appointed as a supervisor, and for no more than three semesters. In the event that there is a co-supervisor, half credit hour is calculated for each semester.

Second – Supervision and Thesis Plan Draft:

Article (47):

Taking into account what was stated in the text of (Article 15, items “c” and “d”) and (M/31), and after completing the necessary conditions for transferring from the comprehensive track to the thesis track, and after the student has completed a study of (15) credit hours with a cumulative average of no less than (76%) mark, the student is subject to the following conditions:

- a. The academic departments in the concerned faculties announce at the beginning of each semester the research topics proposed by the faculty members in the master's program, so that postgraduate students can benefit from them in choosing the topics for their dissertations, provided that the student has the right to submit an idea for a research topic outside the announced topics, provided that he has the supervisor Acceptance.
- b. The student submits to the concerned department, according to the form issued by the Deanship of Graduate Studies, a request for approval of the transfer from the “comprehensive track” to the “thesis path”, that he has completed the necessary conditions for this, according to what was stated in the introduction to this article (47) and all Supporting documents for students should be attached.
- c. In the event of approval, the council, based on the recommendation of the concerned committee and the recommendation of the concerned department committee, issues a decision that contains the appointment of the supervisor and the approval of the thesis title – taking as much as possible the student desire – if the conditions are met related to the proposed supervisor, and taking into account the exact specialization of the supervisor or co-supervisor (If any), as well as the upper limit of the number of students that the supervisor is

entitled to supervise at one time, and the equitable distribution of supervision amongst members and the form issued by the Deanship of Graduate Studies.

- d. The student submits, through the supervisor, to the head of the concerned department the thesis plan draft, and after the approval of the supervisor, it is submitted to the Graduate Studies Committee in the department within a period of no less than four weeks from the date of the council's approval to specify the title of the thesis and the appointment of the supervisor.
- e. When preparing the "thesis plan plan", the student must adhere to the guiding manual issued by the Deanship of Graduate Studies.
- f. A committee of specialists from the academic department of no less than three members who meet the conditions of teaching and supervision in the master's program is appointed to discuss the student's thesis plan draft.
- g. The student discusses the "thesis plan draft" through a seminar held by the concerned department and in the presence of the thesis plan draft discussion committee and in the presence of the supervisor if he is not a member of the committee, interested members and graduate students in the department.
- h. If the discussion committee approves the thesis plan, it is submitted to the Graduate Studies Committee in the faculty to recommend its approval to the Graduate Studies Council, according to the procedures followed in the guiding manual and according to the form prepared for that.
- i. The plan discussion committee may request to amend the message's title and plan, or reject it if necessary, and the amendment shall be done in the same manner in which the approval was made.
- j. The council informs its decision to the head of the graduate studies committee in the department, the academic supervisor, and the director of admission and registration.

The Thesis and its Defense / Discussion

Article (48):

- a. The student shall abide by the specific specifications and conditions of the procedures followed for writing the university thesis issued by the Deanship of Graduate Studies and by continuous visits of the supervisor while adhering to his notes and the time period according to the instructions.

- b. If the student does not achieve a tangible achievement before the end of the first semester to approve the thesis plan according to the supervisor's report, he will be warned by the council, and if he does not discuss his thesis in the next semester, the council and based on the recommendation of the faculty committees and the concerned department take a decision to obligatory transfer him from the thesis track to Comprehensive track.
- c. Once the student completes the thesis and is approved by the supervisor, the supervisor notifies the head of the Graduate Studies Committee in the concerned department regarding the readiness of the thesis for discussion on the relevant form issued by the Deanship of Graduate Studies.
- d. The head of the graduate studies committee in the department invites the committee to a meeting attended by the supervisor (if he is not a member of the committee), where it is verified that the formal and objective conditions of the thesis are fulfilled according to the instructions of the guiding manual and approved by the committee and submitted to the committee of graduate studies in the concerned faculty, who invites the committee of graduate studies in the concerned faculty. The faculty expresses its opinion on the thesis, and if approved, it is transferred to the Dean of Graduate Studies.
- e. Once the report of the "external evaluator" is received, the Deanship of Scientific Research and Graduate Studies returns the letter, attached to the reviewer report to the concerned dean, who in turn transfers it to the head of the relevant department committee, who will ask the supervisor to review the notes and direct the student to make the appropriate amendments. After making the amendments, the supervisor submits A letter to the head of the relevant department committee confirming that the student has made the required amendments and is ready for discussion/defense.

Thesis Defense / Discussion

Article (49):

- a. Based on the foregoing in the text of Article (48), the total number of members of the thesis discussion committee shall not be less than (3) three members and not more than (4) four members in the event of a "co-supervisor", including a committee member from outside the university with an associate professor rank at least. The Graduate Studies Committee

nominates the internal discussion committee members, and nominates (3) three names from outside the university.

- b. The council appoints the chairman and members of the discussion committee from the list submitted to it, based on the text of the previous item (a), and the defense date is fixed, provided that the total number of members of the thesis discussion committee is not less than (3) three members and not more than (4) four members in the session, if there is a co-supervisor, including a committee member from outside the university, who must meet the conditions of supervision.

Article (50):

The discussion committee/panel is chaired by the main supervisor of the thesis, and his role is limited to managing the session and does not participate in the discussion/defense.

Article (51):

The Deanship of Graduate Studies is responsible for ascertaining that the entire discussion procedures are followed, and to submit a report thereon to the Dean according as per the form approved by the Graduate Studies, who in turn submits it to the permanent Committee in the Council to verify the soundness of the procedures.

Article (52):

The student, in coordination with the concerned department head, shall deliver copies of the thesis in its final form to the members of the discussion committee appointed by the council for its discussion, at least two weeks before the date of the discussion.

Article (53):

The thesis is (defended) discussed as follows:

- a. The student presents a summary of his thesis within an acceptable period of time determined by the committee chair based on the subject of the thesis.
- b. The committee chair is responsible for managing the discussion and distributing roles in a balanced manner among the members, and in the case where he is the supervisor, he does not participate in the discussion. The participating supervisor does not participate in the discussion (if any).

- c. After the discussion/defense session is over, the committee discusses on the outcome of the discussion and decides, by a majority of its members, with the exception of the supervisor or co-supervisor (if any), one of the following outcomes:
1. **Successful without amendments:** provided that a research extracted from his thesis has been published in an accredited journal.
 2. **Successful with minor amendments:** In this case, the student must make the required amendments and submit an amended thesis within a month from the date of the discussion.
 3. **Successful with major amendments:** In this case, the student must make the required amendments and submit an amended thesis within a period of no less than three months.
 4. **Fail:** In this case, the student is awarded a high diploma.

Article (54):

The discussion committee/panel decision is approved by the council based on the recommendation of the faculty committee and the recommendation of the academic department committee according to the form prepared for that.

Article (55):

The title of the master's thesis is proven in the student's transcript in both Arabic and English.

Article (56):

The Director of Admission and Registration is informed of the final result of the discussion of the thesis approved by the discussion committee after its approval by the Graduate Studies Council.

Article (57):

- a. The student submits at the Deanship of Graduate Studies two hard copies of the thesis in its final form after the approval of the amendment by the discussion committee and being signed by them, in addition to one copy of the thesis on a “CD in the form of a folder” in accordance with the specifications stated in the guiding manual.
- b. The student must also include in the thesis a written pledge in the Deanship of Scientific Research and Graduate Studies that the thesis is his own work, and authorizes the university the right to copy the thesis in whole or in part and in various forms (paper or electronic) for the purposes of scientific research, electronic publishing and exchange with scientific and research institutions and other universities.

Awarding Degrees

Article (58):

- a. A master's degree with its comprehensive tracks, thesis and a postgraduate diploma is awarded by a decision of the Deans' Council based on a placement from the Council.
- b. Certificates and degrees are granted on the prescribed dates.

General Provisions

Article (59):

The Dean assumes any powers related to the affairs of graduate studies not stipulated in these instructions, or what is assigned to him by the Graduate Studies Council.

Article (60):

The Deans Council decides in cases where there is no provision/text in these instructions submitted to it by the Council.

Article (61):

These instructions cancel all previous instructions and their amendments for awarding a master's degree at the university.

Article (62):

The Council of Graduate Studies, the Dean, the Deans of the concerned faculties, the heads of academic departments, the Graduate Studies committees in the faculty and academic departments, and the Director of Admission and Registration are responsible for implementing of these instructions, each according to his competence.