

DAU 3-12 Postgraduate Completion Requirements Policy

Policy Code	Policy Name		
DAU 3-12	Postgraduate Completion Requirements Policy		
Responsible Executive	Current Revision Date	Next Revision Date	
- Postgraduate Studies Standing Committee -Deanship of Admissions, Registration, and Student Affairs -Teaching Staff and Administrative Staff	10/2023	10/2027	

1. Policy Purpose

The purpose of this policy is to outline the bylaws and procedures that govern postgraduate master's Programs at DAU. [DAU Postgraduate Completion Requirements.pdf.](#)

2. Policy Scope

This policy applies to all postgraduate students enrolled at DAU and is relevant to all academic departments and committees, taking in consideration Bylaws of Studies and Exams for the Bachelor and the Organizing Bylaws for Graduate Studies in Saudi Universities and their Implementing Rules issued by DAU.

3. Policy Statement

Postgraduate Programs follow the academic levels system, which divides the academic year into Two academic semesters. There may be a summer semester, which is half the duration of an academic semester with double load teaching hours.

Students are responsible for knowing and following the Academic Bylaws, Rules, Implementing Regulations, and Instructions including all requirements for obtaining an MA Degree. Therefore, every student should be thoroughly familiar with their Study Plans, seeking the assistance of his/her Academic Advisor, the Department Chairman, or the College Dean in this respect.

Master's Program Credit Hours

The study plan for any master's degree includes academic MA courses, field work, applied work and laboratory work. The minimum number of required MA credit hours to graduate with MA Degree is 42CH distributed over at least four semesters NOT including neither summer semesters nor semesters with complementary courses. The University Council may extend the study duration of the degree based on a proposal submitted by the Permanent Committee of Graduate Studies if it does not exceed half of the aforementioned period.

Postgraduate Programs in DAU

- The minimum number of registered credit hours per semester (main or summer) is 3CH.
- The maximum number of credit hours per main semester is 12CH and 6CH in summer semester.
- The Maximum number of credit hours can be extended up to 15CH with the approval of the Dean of Admission, Registration and Student Affairs based on the recommendation of the College Dean if the student is graduating this semester or if it is not affecting the minimum 4 semesters required to stay in MA Program.
- The duration for obtaining the academic degree is calculated as from the beginning of enrollment in the postgraduate courses for the program the student is enrolled in until the date of completion of program requirements, or until the submission of a completion report accompanied by a copy of thesis, if any, by the supervisor to the department head/ postgraduate program head.

Creation and Approval of New Postgraduate Programs

The University Council sets the detailed standards and procedures to approve a new postgraduate program if:

- The related bachelor's Program has been accredited by the Education and Training Evaluation Commission (ETEC) or by one of the international bodies accredited by the commission to approve Higher Diploma or Master Programs.
- The concerned department should have enough Full Professors and Associate Professors specialized in the field of the master's Program.
- Availability of adequate research resources, including laboratories, computer facilities, ...etc.
- An adequate number of admitted students to guarantee program continuity, provided the maximum capacity for any section is 25 students.
- Joint Postgraduate Programs may be created between Two or more departments in the same college and between two or more colleges according to rules and procedures set by the University Council based on a recommendation by The Permanent Committee of the Graduate Studies- PCGS
- The University should take in its consideration Both the Unified Saudi Classification for Educational Levels and Specializations as well as The National Qualifications Framework in the Kingdom of Saudi Arabia.

4. Policy Procedure

The Postgraduate Students Admission Process:

- Bachelor's degree with an academic standing of at least "Good" (C) from a Saudi University or from a university recognized by the Ministry of Education in the Kingdom of Saudi Arabia. The College Council based on the recommendation of the Concerned Department may also admit applicants whose academic standing is less than "Good" provided the applicant is required to pass complementary courses in one semester or more with overall GPA is "Very Good. Applicants with Higher Diploma after bachelor's degree in the same major may be admitted if their overall GPA is at least 'Good" (C). Applicant must have a university degree from a Saudi university or another recognized university with a grade of no less than Very Good.
- Meeting any other requirements which are determined by the University Council during the admission period.

Course Grading

All Master Courses are subject to the grade system according to the grading in Bylaws of Studies and Exams for the Bachelor with the following exceptions:

- The minimum required grade for passing a MA course is High Good (C+).
- The student must pass the complementary course from the first time with no less than High Good (C+), provided that the cumulative GPA for all complementary courses is not less than Very Good.

Postgraduate Thesis

- *Supervision & Defense*

The thesis proposals are presented to The Permanent Committee of the Graduate Studies- PCGS for discussion, which will in turn send them to the University Council for approval.

The following conditions apply for thesis supervision:

- The number of students registered for the research project course is not less than Five students. Exceptions can be made by the college council if not enough students are enrolled or in other cases approved by the council.
- A thesis supervisor may supervise a maximum of 7 theses at a given time. Exceptions can be made based on a recommendation by department and college councils following regulations put forward by the University Council based on the Postgraduate studies Committee's recommendation.
- Master theses are written in the teaching language approved by the University Council, provided that the scientific thesis contains a full summary in Arabic in case it was written in another language.
- The supervisory panel may include professors and associate professors from the University's faculty members. An assistant professor may supervise graduation research projects and master's theses if he/she has two publications research in their field of specialization or has two admitted for publication in a high impact scientific journal.

- The supervisory panel may include qualified, experienced non-faculty members with strong experience in the field related to thesis from inside the University or outside it, upon a recommendation of the department council and the approval of the college council.
- The supervisor evaluates the student's performance at the end of each semester, and assesses the extent of his/her progress, according to the mechanisms approved by the Committee.
- Upon finishing thesis preparations, the supervisor submits a completion report to head of the department/ head of postgraduate program, accompanied by a copy of the thesis in preparation for thesis defense procedures

- **Thesis Defense Committee**

Thesis defense; is an oral presentation and discussion of a submitted thesis. The thesis defense committee is formed upon a decision by the college council based on recommendation of the department council. The University Council sets the regulations and procedures for selecting members of the Committee.

The main roles and responsibilities of the Committee:

- The thesis defense committee submits a report signed by all its members to the head of the department/ head of postgraduate program within a week from the date of the discussion, including one of the following recommendations:
 - *Acceptance of thesis and recommending the degree conferral.*
 - *Acceptance of thesis with some amendments*, without further discussion. Amendments to be made within three months and checked by one of the defense panel members.
 - *Acceptance of thesis with amendments*, thesis defense resumed after making required corrections within a time specified by College Council based on recommendation of the department council, if it does not exceed one year from the date of the discussion.

- *Rejection of thesis*

Each member of the discussion committee has the right to report his/her own opinion and reservations in a detailed report to the department head/ head of postgraduate program within a week of the defense date, which is submitted to the dean of the college with the Committee's report.

- The head of department/head of postgraduate program shall submit the thesis defense committee's report to the college dean within a maximum of two weeks from the date of receiving the report, who will report it to University Council.

- **Grade Calculation and Conferral of the Graduation Degree**

Grade calculations for postgraduate courses follow the same system as those in undergraduate courses clarified in (DAU 3-7). A student graduates after fulfilling all graduation requirements.

The students get their Graduation Degree in the case of the following:

- after successfully completing graduation requirements as per the program's study plan, provided that his cumulative average is no less than the one specified by the University Council for each program, and in all cases not less than Very Good.
- The concerned Dean or Vice-Dean submits a recommendation to the University Council for decision on granting the degree.
- In the case of a joint postgraduate program where the student obtains the same degree from two educational institutions, a joint graduation document may be issued by the two programs, or an independent graduation document is issued by one or both educational institutions.
- A student may be granted, upon his/her request, a Higher Diploma degree in the specialization of the Master program in which he was enrolled, if he/she has successfully completed a minimum number of 24 credit hours and has spent at least two semesters since joining the program. The University Council may grant the High Diploma degree based on a proposal by the Committee upon a recommendation by the department and college Councils.

- Upon a recommendation by department and college councils, the Deanship of Admission & Registration shall issue a statement verifying the student's passing of several postgraduate courses without being qualified to obtain the master's degree based on his/her academic record.

Dual Postgraduate Programs

Student may be accepted into Two postgraduate programs at the same time, provided that:

- The student must meet the admission requirements for both programs.
- There is no time conflict between courses of the two programs,
- The two programs should be of similar academic levels whether they belong to the same college or two different colleges within the university.
- The Deanship of Admission & Registration sets the procedures for registering these students, whether they have one university ID or two.

Credit Transfer

Credit transfer refers to the process of inclusion in the student's grades record of the totality of credits obtained in previous official study programs in another recognized university/institution. The following conditions apply when transferring credit:

- The student fills in an equivalency request form through the Deanship of Admission & Registration.
- The transferred course must belong to a recognized institution or university.
- The student submits an approved detailed course specification of the transferred course.
- The transferred course should be identical, similar, or equivalent with at least 70% to the equivalent course.
- The number of approved transferred credit hours should not be less than those of equivalent courses.
- It is permissible to equate more than one course with one course in the program to satisfy the number of transferrable hours or content condition.
- The percentage of transferred credit hours should not exceed 30% of the total credit hours of the target program. An exception can be made up to 40%, with the approval of The Permanent Committee of the Graduate Studies- PCGS or who deputies it.
- Equivalent courses are not calculated in the cumulative GPA and are recorded in the student's Official Academic Record (Transcript).
- The passing grade of the transferred course should not be less than Very Good (B).
- The transferred course must belong to the same academic degree as the equivalent course.
- Approval of equivalency is based on recommendation of the relevant Department Council/Postgraduate council and the approval of college council.

Admission Postponement

Upon approval of the Department Council/Postgraduate council concerned and Dean of the College, a student can apply for postponement of admission for One time. Postponement requests cannot be accepted after the student has started his studies, based on regulations approved by the University Council following a proposal by the Permanent Committee of the Graduate Studies- PCGS.

The following conditions apply postponement:

- The student submits a request to postpone admission through the academic system before registering for academic courses.
- The request takes effect following the approval of the concerned Department Council and the Dean of the College.
- If a request to postpone admission is submitted after registering for courses and starting study, the rules for postponement of registration apply.

Postponement of Study

Upon recommendation of the relevant Department Council/Postgraduate council and the approval of the College Council, a student may apply for postponement of study with following procedures:

- The student submits a request for postponing of study for one semester or more before the beginning of the semester via SIS.
- The total number of postponed semesters is Four semesters provided the student completed at least one semester in the program.
- The suspension period is not counted towards the maximum period required for obtaining the degree.

Dropping Courses/Withdrawal

The student may drop one or more courses, or all courses of a given semester after the end of the registration period upon the recommendation of the concerned Department Council and the approval of College Council according to regulations approved by the University Council based on the proposal of the Committee.

A student may drop a course if:

- He/she hasn't exhausted the allowed postponement period, which is two academic years.
- The drop request is submitted in line with the semester's academic calendar with a W grade.
- A student who has withdrawn from the university for more than Six semesters is treated as a new student upon registration. The respective department may calculate what it deems appropriate of the courses that the student passed before his/her withdrawal, in case the withdrawal period does not exceed six semesters.

Blocked Status

A student's status is Blocked as per the following cases:

If the student does not register for any course in the allowed registration period indicated in the Academic Calendar.

- If he/she failed to pass the complementary courses as per rules and regulations approved by the Permanent Committee of the Graduate Studies- PCGS, including overall GPA (Very Good) in Complementary course.
- If his/her overall GPA is less than (Very Good) for two consecutive semesters in MA courses.
- If it turns out that his/her acceptance is based on providing incorrect information or documents in whole or in part.
- If he/she fails to obtain the academic degree within the maximum period for MA Graduation.

The student's status is Blocked upon a decision of the Permanent Committee of the Graduate Studies- PCGS based on the recommendation of the Department Council and approval of College Council in the following cases:

- If it is proven that the student is not serious at the thesis writing stage.
- If the student fails to pass the comprehensive Exam after being allowed to repeat it once.
- If the thesis judging committee decides that the thesis is not valid for discussion or has not been accepted after discussion. However, upon a recommendation from the department council/Postgraduate council, the College Council may grant the student an additional period not exceeding one academic year.
- If the student breaches academic integrity at any stage of study, including that of the preparation of the thesis, or breaches the related rules and regulations.

Postgraduate Students Transfer

- *Transfer from Another University to DAU*
 - Upon a recommendation by the relevant Department Council and College Council, a postgraduate student may transfer to DAU from a university or institution inside or outside the Kingdom, if it is licensed by the competent Transferring from a college or a university recognized by the Ministry of Education in the Kingdom of Saudi Arabia.
 - Meeting all admission conditions related to the concerned program.
 - No record of being expelled for any disciplinary reasons by the university/ college the student is transferring from.
 - Meeting all transfer requirements set by the Graduate Studies Unified Bylaws in Saudi Universities and its implementing rules at Dar Al Uloom University.

- Meeting all requirements for course equivalization set by the Graduate Studies Unified Bylaws in Saudi universities and its implementing rules at Dar Al Uloom University including the following:
 - Student must have obtained the course grade of NO less than “Very Good”.
 - Course description of the equivalent course must cover at least 70% of the course description of the equivalized DAU course.
 - The number of credit hours of the equivalent course must be equal or greater than the number of credit hours of the equivalized DAU course.
 - Ratio of total number of credit hours of equivalent courses must NOT exceed 30% of the total number of the required credit hours to graduate from DAU. The Chairman of the Permanent Committee of Graduate Studies (PCGS) may increase the percentage up to 40% of the total number of required credit hours to graduate from DAU based on the approval of the College and the recommendation of the concerned Department.

- **Transfer from Program to Another within DAU**

A student may transfer from one program to another within the university based on recommendation of the department and approval of the college to which he is applying for transfer in line with the terms and conditions approved by the University Council based on the Permanent Committee of the Graduate Studies- PCGS

The following conditions apply when transferring from program to another program:

- The student applies for transfer through the academic system and the application is presented to the relevant department council for approval.
- The Department Council may request that the student fulfills any other conditions that it deems necessary.
- Upon approval of the department/postgraduate council, the application is submitted electronically to the dean of the college for approval.
- Previously studied courses are recorded in the student’s academic record. Only similar courses to those in the study plan of the target program are calculated towards the overall GPA.

Courses Taken outside DAU

Upon a recommendation by the Department Council and approval of College Council, a postgraduate student may study some courses at a university or educational institution inside or outside the Kingdom, if they are licensed by relevant authorities in the country of study. Passed courses are equalized and added to the student’s Official Academic Record (Transcript).

The following conditions apply for studying courses at a university or educational institution inside or outside KSA:

- If the course to be studied in DAU is not offered (cancelled or suspended) or conflicts with another course registered by postgraduate student during the semester when the student fulfills all graduation requirements without this course.
- The student submits an approved detailed specification of the course: (1) the course to be studied inside or outside the kingdom must belong to a recognized institution or university, (2) it should be identical, similar, or equivalent with at least 70% to the equivalent course, and (3) the approved credit hours must not be less than those of equivalent courses in DAU's postgraduate program.
- The course to be studied inside or outside the kingdom should not result in a conflict in the postgraduate student’s schedule at DAU.

5.Related Policies/ Documents/ Forms

Bylaws of Studies and Exams for the Bachelor and the Organizing Bylaws for Graduate Studies in Saudi Universities and their Implementing Rules issued by DAU.

[DAU Postgraduate Completion Req.](#)

6. Document History

Version	Issue/ Rev. Date	Updated Information/ Summary of Changes
1	10/2023	1 st issue of the Policy