

**Regulation Number (3) for the year 2015**  
**Regulations Governing the Granting of the Master's Degree at**  
**Princess Sumaya University for Technology**  
**Issued in accordance with the Provisions of Article (9) for the**  
**Structure of Postgraduate Studies at Princess Sumaya University of Technology**  
**No. (10), 2013**

**Definitions**

**Article (1):**

These regulations are called "The Regulations Governing the Granting of the Master's Degree at Princess Sumaya University for Technology, No. (3), year 2015". They shall be effective from the date on which they are approved by the Board of Trustees.

**Article (2):**

The following words and terms, wherever stated in these regulations, shall carry the following meanings, unless the context should indicate otherwise:

**The University:** Princess Sumaya University for Technology

**The President:** The President of the University

**The Dean:** The Dean of the School of Graduate Studies and Scientific Research

**The Deanship:** The Deanship of Graduate Studies and Scientific Research

**The School:** The concerned School at the University

**The Council:** The Graduate Studies Council

**The Deans Council:** The University's Deans Council

**The Department:** The academic department responsible for teaching the program

**The semester:** The first or second semester of the academic year

**The student:** The graduate student

**The program:** The Master's program

**The Study Plans**

**Article (3):**

1. The requirements for obtaining a Master's degree shall be a minimum of 33 credit hours. These requirements shall be distributed, according to the two tracks available at the Master's level (comprehensive and thesis tracks), as follows:

These regulations were approved according to Resolution No: (7), taken by the Deans' Council on 1/3/2015.

- a) Master's program / Comprehensive track:
  - A minimum of 24 credit hours of compulsory courses.
  - A maximum of 9 credit hours of elective courses.
- b) Master's program / Thesis track:
  - A minimum of 15 credit hours of compulsory courses.
  - A maximum of 9 credit hours of elective courses.

- 9 credit hours for the Master's thesis.
2. The specialization must dedicate a minimum of three credit hours to compulsory courses based on the study of scientific methodology, quantitative, qualitative, and investigative analysis, and academic and practical cases applicable to the specialization.
  3. The following conditions apply to the courses specified in the study plan.
    - The courses are clearly defined and carry numbers specific to the Master's level (700).
    - A clear description shall be provided of the academic terms contained in the plan.
    - Remedial courses: Upon acceptance to the program, the student may be required to register for some remedial courses from the Bachelor's degree level, not to exceed nine credit hours. The marks from these courses shall not be calculated as part of the student's cumulative average, nor shall the credit hours be counted towards the number of hours required to obtain a Master's degree. The student must obtain a minimum mark of 70% in each of these courses.
  4. Despite the above-stated regulations, please be aware that the requirements for obtaining a Master's degree are subject to revision in the light of decisions issued by the Higher Education Council and the Higher Education Accreditation Commission (HEAC).

**Article (4):**

- a) The student must start and finish the study of any required remedial courses within the first year of study after being admitted to the program. The summer semester is not considered an academic semester for these purposes.
- b) For students required to take remedial courses, a maximum of one academic semester may be added to the period of study permitted to obtain a Master's degree which is specified in Article (6) of these regulations.

**Period of Study and Academic Load**

**Article (5):**

The minimum study period permitted for a student to obtain a Master's degree is three academic semesters. The summer semester is not considered an academic semester for these purposes.

**Article (6):**

- a) In light of Article 4 (b), the maximum period of study permitted to obtain a Master's degree is six academic semesters from the time the student begins regular study in the program.
- b) In exceptional and justified cases, it is possible to increase the maximum period of study by two semesters, pending on a decision from the Dean and upon the recommendation of the departmental Graduate Studies Committee.
- c) The total period of deferral and justified leave may not exceed two semesters.
- d) None of the period of deferral, period of justified leave, or the summer semester shall be counted as part of the maximum period of study permitted to obtain a Master's degree.

**Article (7):**

- a) The minimum academic load per semester is six (6) credit hours, whereas the maximum load is twelve (12) credit hours, including remedial courses. In justified cases, and with the consent of the student's advisor and the head of the concerned department, the academic load may be less than six credit hours.
- b) The student's academic load should not entail more than six consecutive classroom hours in one day.

**Article (8):**

- a) The academic year consists of two semesters, each of which last for a period of sixteen (16) weeks.
- b) The summer semester may be counted as an academic semester, providing its duration is not less than eight (8) weeks and that the number of credit hours for which the student registers does not exceed six (6) credit hours.

**Student Admission**

**Article (9):**

Based on the recommendation of the Board, the Deans Council shall specify the number of students to be accepted to each program and the required undergraduate specializations for each.

**Article (10):**

- a) Student admission is based on the following conditions:
  - 1. The student should hold a Bachelor's degree, or equivalent qualification, gained through regular, full-time attendance, from a recognized university, college or academic institution. The student's ranking should be a minimum of "Good" or equivalent. Students with a ranking of "Satisfactory" may be admitted dependent upon resolutions taken by the Higher Education Council.
  - 2. The student must meet the English language requirements set by the Higher Education Council.
- b) Applications for the Master's program are submitted to the Deanship of Graduate Studies on the specified form in the period of time specified by the School of Graduate Studies and Scientific Research. All of the required supporting documents should accompany the application form.

**Article (11):**

Students are admitted to the Master's program according to the decision of the Council after a recommendation from the departmental Graduate Studies Committee. The student should specify which track he/she wishes to take, Comprehensive or Thesis.

**Article (12):**

At no stage of his/her academic career may any student be admitted to two of the University's academic programs at the same time.

## **Transfer**

### **Article (13):**

- a) It is permitted for the student to transfer from one Master's program to another within the University.
- b) Applications for transfer shall be submitted to the Deanship of Graduate Studies and Scientific Research on the prescribed form for this purpose.
- c) A decision on whether to allow the transfer shall be made by the Dean based on the recommendation of the Graduate Studies Committee in the department to which the student wishes to transfer providing he/she meets all the requirements of the new program with regard to average marks, specialization, and the availability of vacant seats.
- d) The Council may, based on the recommendation of the Graduate Studies Committee in the department to which the student wishes to transfer, accredit the transfer student with a maximum of nine credit hours of equivalent courses. The marks for all equivalent courses from the previous program shall be calculated as part of the student's new cumulative average.
- e) The Dean shall inform the heads of the two departments concerned and the Dean of Admissions and Registration in writing. The student shall be subject to the most recent study plan for the new program.

### **Article (14):**

- a) It is permitted for a student to transfer from a Master's program at another university to a program at PSUT, dependent upon a decision from the Dean, based on the recommendation of the Graduate Studies Committee in the department to which the student wishes to transfer, provided that he/she meets the admission requirements for the Master's program to which he/she wishes to transfer in terms of average marks, specialization, and the availability of vacant seats. The number of hours accredited from the previous program shall not exceed nine credit hours. The marks from these courses shall not be calculated in the student's cumulative average.
- b) In order to calculate the courses studied by the student at another university, the following conditions must be met:
  1. The courses should be equivalent in terms of level and content to one or more courses in the prescribed study plan.
  2. The student's ranking in each course should not be less than "Very Good".
  3. That no more than (5) five years should have passed since the student successfully completed the course. Any prerequisites for these courses shall be calculated for him/her, regardless of the time limitation.
- c) It is not permissible to calculate any course that the student has studied from a lower level program in the higher level program.
- d) Taking into consideration the above, one semester is deducted from the maximum permitted time period for obtaining a Master's degree in the event that a student's transfer to a PSUT program is accepted and previously studied courses are accredited.

### **Article (15):**

- a) Students may transfer from the comprehensive examination track to the thesis track, or vice versa only once, subject to the availability of vacancies. This may be done with the approval of the Council, upon the recommendation of the departmental Graduate Studies Committee.

b) The specified period of time for students wishing to transfer from one track to another is within the first two weeks of each semester.

### **Attendance, Deferral and Withdrawal**

#### **Article (16):**

a) The basic principle is that the student should interact with the course and its instructor, and cooperate with his colleagues to make the program a success and realize the University's mission and goals.

b) Any student who misses the scheduled final exam in a given course without an excuse acceptable to the Dean of the relevant School shall be given the minimum mark of 50%.

c) The acceptable medical excuse must be supported by a certificate issued by the recognized medical authorities at the University. The student must submit this certificate to the Dean of the relevant School within a maximum period of two weeks from the date of the exam. In serious cases, the student may present proof of the pressing circumstances within a week from the date on which the reason for absence is resolved.

d) If the student withdraws from all the courses for which he has registered in a semester, his studies for that semester are considered deferred, and this is noted in his academic record. This deferral shall be included within the period of deferral provided for in Article 17(a) of these regulations.

#### **Article (17):**

a) A student may defer his studies for a maximum period of two semesters, either consecutive or interrupted, during the course of his studies. This may be done according to a decision by the Council if the postponement is for one semester, and by the Deans Council if for two consecutive semesters. The decision shall be communicated to the Dean of Admissions and Registration and the head of the concerned department. In this case, the period of deferral shall not be calculated as part of the maximum period of study allowed to obtain a Master's degree.

b) It is not permitted to apply for a deferral of study until the student has completed one semester of study at the University. This regulation applies to students who transfer from one program to another.

c) The student may submit an application to the Dean to request withdrawal from the University. In the case of approval, a note of (Withdrawn) shall be made in the student's official record. The head of department and the Dean of Admissions and Registration shall be notified of this decision.

### **Withdrawal from and Addition of Courses**

#### **Article (18):**

a) It is permitted for the student to withdraw from courses for which he has registered, and also to add new courses, provided that is done in the specified withdrawal and addition period. Withdrawn courses shall not appear on the student's cumulative record.

b) The student is allowed to withdraw from one or more courses before the start of the final examination period. This can be done with the recommendation of the course instructor and by a decision from the Dean. The relevant head of department and the Dean of Admissions and Registration shall be notified of this decision, and a note of (Withdrawn) shall be made in the student's official record.

## **Interruption of Study: Expulsion and Loss of the Right to Study**

### **Article (19):**

a) If the semester begins and the student has neither registered nor applied for a deferral for that semester, the student is considered excluded from the program of study and his registration at the University shall be canceled, unless the student submits a compelling excuse acceptable to the relevant authority as follows:

1. The Council: If the student presents an excuse within one month after the start of teaching in the semester for which study is interrupted.
2. The Deans Council: If the student presents an excuse before the end of the semester in which study was interrupted.

b) If the excuse is accepted as stated above, the interruption shall be considered a deferral.

c) It is not permissible for a student to interrupt study for more than two semesters, even with a compelling excuse.

d) If a student's study is interrupted for one or more semesters without an acceptable excuse as stated above, his registration in the University shall be canceled and he must submit a new application for admission.

e) If the student returns to the University, courses which he passed successfully not more than five years ago shall be accredited, provided that those courses are included in the most recent study plan which is in effect upon the student's return. Any prerequisite requirements for these courses are also accredited, regardless of the time limitation.

### **Article (20):**

The student shall lose his right to study in the Master's program in which he is enrolled in the following cases:

- a) If he withdraws or is considered to have withdrawn from all of the courses for which he has registered in the first semester of his period of study.
- b) If he fails to register for any semester and also fails to apply for deferral as laid out in Article 19(a).
- c) If he withdraws from study at the University as laid out in Article 17(c).
- d) If he exceeds the period permitted for deferral as laid out in Article 17(a).

### **Article (21):**

Any student who loses the right to study may submit a new application. If he is accepted to rejoin the program in which he was enrolled, he retains his complete academic record and continues to take the graduation requirements according to the new study plan which is in effect at the time of his return. The previous period of study is calculated within the maximum number of years permitted to fulfill the graduation requirements.

### **Article (22):**

The student shall be expelled from the Master's program in the following cases:

- a) If he fails the comprehensive exam twice.
- b) If he fails in the defense of the thesis.
- c) If he is unable to successfully complete the requirements for obtaining a Master's degree within the period of time specified in these regulations.
- d) If he is unable to remove the effect of a warning, in accordance with Article 26(c).

**Article (23):**

A student who is expelled from a Master's program at the University is not permitted to return to study in the same program.

**Examinations and Marks**

**Article (24):**

- a) The student's final mark for each course shall be made up of:
1. The mark awarded for coursework carried out during the semester, including at least one written test, reports, research projects, presentations, or similar activities. 60% of the final mark shall be allocated to such coursework.
  2. The mark obtained in the final written exam. 40% of the final mark shall be allocated to the final exam.
- b) The items mentioned in Article 24(a) do not include seminars, study groups, research work, labs, engineering designs and practical tests for which credit hours are allocated. The departmental Graduate Studies Committee shall decide the pass requirements and the methods of evaluating the level of the student's achievement in each of these activities.
- c) The students' coursework marks shall be announced to the students and submitted to the Dean before the start of the final exam period.

**Article (25):**

If a student is absent from the final examination of any course, or fails to complete the reports, research or practical work required of him, due to an acceptable medical excuse, as stated in Article 16(c), or other compelling excuse acceptable to the Dean of the relevant School, a note of "Incomplete" shall be recorded for that course. The onus is on the student to complete the requirement and therefore resolve the "Incomplete" within a maximum period of 4 weeks from the beginning of the following semester in which the student is enrolled in full-time study. Should he fail to do so, the student shall receive a "Zero" mark in the final exam. Thesis courses are excluded from this regulation, thus the "Incomplete" note remains on the student's record until he successfully completes the thesis.

**Article (26):**

- a) The minimum pass mark for all courses is 70%. The lowest score that can be recorded for the student is 50%. In the case of remedial courses, the result is recorded as a "Pass" or "Fail".
- b) The student is placed under warning if his cumulative average falls below 75%. This does not apply to the student's first semester at the University.
- c) The student who is given a warning must work to remove the effect of the warning in a period not exceeding one semester after the one in which the cumulative average fell below 75%. The summer semester is not considered a study semester for this purpose.

**Article (27):**

The amendment of the final mark awarded in any course may be considered for any student upon his/her written request, or upon the written initiative of the course instructor to the Dean. The request must be submitted in a period not exceeding one week after the announcement of the results. The Graduate Studies Committee of the Department shall form a committee to review the student's final examination paper. The Graduate Studies Committee shall submit its recommendation to the Council. The Dean of the Faculty shall inform the Dean of Admissions and Registration of the decision within two weeks of its issuance.

**Article (28):**

- a) The student may retake any course, and only the last mark to be gained shall be calculated in the cumulative average.
- b) A student may study an elective course due to his / her failing in another elective course or with the aim of raising his / her cumulative average in which case the highest mark shall be added to the student's record.

**The Comprehensive Exam**

**Article (29):**

- a) The comprehensive examination aims to measure the student's ability to comprehend the basic and advanced concepts that he/she has gained during the period of study, to connect them, and to apply them in solving the theoretical and applied problems in the field of specialization. This includes general knowledge of the cognitive framework for his/her subject of specialization.
- b) The comprehensive exam is not another exam in the courses studied by the student.

**Article (30):**

- a) The student may not register for the comprehensive examination until he has successfully completed all the courses laid out in the study plan, with a minimum cumulative average of 75%.
- b) Students may not take the comprehensive exam more than twice.
- c) The comprehensive examination shall be held only once in each semester. It may be held once in the summer semester by a decision of the Dean and upon the recommendation of the departmental Graduate Studies Committee.
- d) The student's score is recorded each time he/she takes the comprehensive examination. The pass mark in the comprehensive exam is (70%). The result of "Pass" or "Fail" is noted in the student's academic record.
- e) It is permissible, by virtue of a decision by the Council and the recommendation of the departmental Graduate Studies Committee, to allow the student to take the comprehensive exam in the same period as he/ she is taking only one course from the study plan, provided that he/she passes the course. If the student fails the course, the result of the comprehensive examination is considered void, and the student must undertake to adhere to the content of this Article by signing a form of no-objection to take the comprehensive exam.
- f) The process of preparing and examining comprehensive exam tests may only be carried out by faculty members who meet the requirements of the Higher Education Accreditation Commission for the purposes of teaching and supervising Master's theses.

**Article (31):**

- a) The departmental Committee of Graduate Studies shall determine the topics covered by the comprehensive examination, and marks shall be distributed according to the importance of each topic in relation to the specific discipline.
- b) The comprehensive examination shall consist of at least two papers, and a session of at least two hours shall be allocated to each paper.
- c) The department head shall inform the Dean of the student's result in the exam.
- d) The student's result in the comprehensive examination shall be recorded in his/her transcript with the words "Pass" or "Fail".



e) The Council for Graduate Studies shall set the necessary detailed framework for carrying out the comprehensive examination.

**Article (32):**

If the student fails the comprehensive examination, he may only apply again at a date determined by the departmental Committee of Graduate Studies, provided that this does not exceed the end of the semester following that in which the first exam was given. The summer semester does not count toward this period. This subsequent semester shall not be counted towards the maximum permissible time limit for study. If the student fails for the second time:

**First:** He/she shall be excluded from the Master's program.

**Second:** He/she shall be awarded a diploma in graduate studies.

**Article (33):**

a) The marks for Master's degree courses are classified according to the following Table:

<b>Mark</b>	<b>Ranking</b>
Less than 70%	Fail
70 – less than 80%	Good
80 – less than 90%	Very good
90 – 100%	Excellent

b) The student's ranking upon graduation from the Master's degree is determined after calculating the cumulative average of the courses included in his/her study plan, according to the following Table:

<b>Ranking</b>	<b>Cumulative Average</b>
Good	75 – less than 80%
Very good	80 – less than 88%
Excellent	88 – 100%

**Counseling**

**Article (34):**

The School's Graduate Studies Committee, upon the recommendation of the departmental Graduate Studies Committee, shall appoint one or more faculty members to act as advisors to the Master's students in the department. The appointment decision shall be communicated to the Dean and Chairman of the departmental Graduate Studies Committee.

**Article (35):**

The advisor, in conjunction with the student, shall prepare his/her program of study on a special form that includes compulsory, elective, and remedial courses according to the department's set study plan. The proposed program shall be submitted to the departmental Graduate Studies Committee for approval, and the department head shall inform of the decision to the Dean and the chairman of the School's Graduate Studies Committee. This program may be modified according to necessity, following the same procedure.

**Article (36):**

a) A supervisor and co-supervisor (if any) is allocated to each student to oversee the writing of his/her thesis from among the faculty members in the department in accordance with the provisions of Articles (37) and (38) of these Regulations. In doing so, the overlapping or joint programs are taking into account, as are the student's wishes if possible. The allocation is made by the Dean's decision, based on the recommendation of the departmental Graduate Studies Committee, and subject to the approval of the School's Graduate Studies Committee.

b) The student registers to write his/her thesis by taking the following steps:

1. The student submits an application to the department head that includes the title and plan of the thesis and the names of the faculty members that he/she would like to supervise the work.
2. The departmental Graduate Studies Committee give the thesis plan its preliminary approval, and determines the supervisor and the co-supervisor (if any) according to the provisions of Articles (37) and (38) of these Regulations, taking into consideration the student's wishes, if possible.
3. The departmental Graduate Studies Committee gives the thesis plan the final approval after the student has made the required modifications, and a copy of the project is presented to the Dean.

**Article (37):**

a) It is stipulated that both the supervisor and the co-supervisor (if any) must be departmental faculty members holding the rank of professor or associate professor, or full-time lecturer who holds one of these two ranks.

b) The Council may, upon the recommendation of the departmental Graduate Studies Committee, give approval for a faculty member holding the rank of assistant professor, or a full-time lecturer at the rank of assistant professor, to act as supervisor, provided that at the faculty member has had at least two research papers published in or approved for publication in approved reviewed journals for the purposes of promotion in the preceding three years.

c) In justified cases and upon the decision of the Dean, acting upon the recommendation of the departmental Graduate Studies Committee and with the approval of the School Graduate Studies Committee, it is permissible to appoint the supervisor or the co-supervisor from outside the department at the University, or from outside the University.

d) The selected supervisor is required to be qualified in the exact specialization that is the subject of the student's thesis.

#### **Article (38):**

By a decision of the Deans Council, upon the recommendation of the departmental Graduate Studies Committee and with the approval of the Council, it is permissible for a PSUT faculty member who is at that time on sabbatical leave to continue to supervise a student's thesis or participate in the supervision thereof.

#### **Article (39):**

The supervisor may be changed under exceptional special circumstances, in the same manner in which he/she was appointed.

#### **Article (40):**

a) Regarding teaching load, one credit hour is calculated for the supervisor for his/her supervision of each student, as of the beginning of the semester in which he/she was appointed supervisor. The number of semesters for which the supervisor may supervise an individual student may not exceed three. In the event that there is a co-supervisor involved, half an hour each is calculated for the supervisor and the co-supervisor.

b) For the purposes of applying what is mentioned in Paragraph (a) above, the decision to appoint a faculty member as supervisor must be issued by the Dean within the first two months of the semester.

#### **Article (41):**

The thesis title and plan may be modified if the research conditions so require, and the amendment shall be carried out following the same procedures by which the initial approval was made.

#### **Article (42):**

The maximum number of theses that the supervisor is entitled to supervise simultaneously is as follows:

A) Six theses, for a professor or associate professor.

B) Three theses, for an assistant professor.

### **Defense of the Thesis**

#### **Article (43):**

a) The student shall prepare his/her thesis using the appropriate scientific language and methodology. The work must be original, represent a new scientific achievement, and make a contribution to deepening knowledge in his/her field of specialization. There must be no violation of academic honesty (partial or complete copying).

b) Once the student has finished preparing his/her thesis and it has been printed according to the specifications stipulated in these Regulations and in the University Thesis Writing Manual, a final copy of it is presented to the co-supervisor and supervisor (if any), and the supervisor informs the head of department in writing of that, in order to proceed with the procedures for forming the defense committee.

c) The Dean, upon the recommendation of the School Graduate Studies Committee, a proposal from the departmental Graduate Studies Committee, and a recommendation from the supervisor, shall appoint a committee to discuss the thesis. This committee shall be composed of the student's supervisor as chairman and three members, at least one of whom should be from outside the University. All members must meet the conditions required for the supervisor, as laid forth in Articles

(37) and (38) of these Regulations. The committee chairman shall preside over and direct the discussion among the members.

- d) The defense committee shall not be formed until after the student has successfully completed all the required courses in his/her study plan with a minimum cumulative average of (75%).
- e) The period of time between acceptance of a student's thesis project and its defense shall not be less than one semester.

**Article (44):**

- a) The Dean shall set a date for the public defense of the thesis based on the recommendation of the departmental Graduate Studies Committee and a proposal from the supervisor, upon the student's completion of all other requirements of the Master's degree. A minimum period of four months must pass from the date on which the supervisor's appointment is approved to the date on which the student registers for the defense of the thesis.
- b) The period between the appointment of the defense committee members and the date of the defense should not be less than two weeks. Copies of the thesis should be submitted to the committee members a minimum of two weeks prior to the date of the defense.

**Article (45):**

- a) The defense committee shall make its decision upon completion of the defense session and after deliberation among the members, taking into account Article (43/a). The chairman of the committee shall then deliver the decision to the student.
- b) The decision of the committee shall be taken by a majority in the form of "Pass", "Pass after making modifications" or "Fail". In the case of "Pass after making modifications", the student must make the modifications within a maximum period of the end of the next semester of the semester in which the thesis was defended, otherwise it is considered a Fail. The summer semester is not counted as a semester for the purpose of completing the modifications.
- c) The supervisor continues to make the required modifications, and after they have met with approval from the committee, the supervisor sends a report to that to the head of the department, who in turn informs the dean so that graduation procedures can be completed.
- d) The decision of the defense committee is approved by the Council upon the recommendation of the School's Graduate Studies Committee, using a special form prepared by the School of Postgraduate Studies and Scientific Research.
- e) The title of the Master's thesis shall be recorded in the student's transcript in Arabic and English.

**Article (46):**

The Master's thesis contains two abstracts: one in Arabic and the other in English. Each should be of (350-500) words in length and should include (5-10) keywords for the purpose of indexing the thesis.

#### **Article (47):**

The title page shall be set out according to a form prepared by the School of Graduate Studies and Scientific Research, and includes the following:

- a) The title of the thesis and the name of the applicant, as officially registered at the University.
- b) The name of the supervisor and co-supervisor, if any.
- c) The following statement:

This thesis is submitted in partial fulfillment of the requirements for the Master's degree in name of specialization at Princess Sumaya University for Technology.

- d) The names of the defense committee.
- e) The date the thesis was submitted.

#### **Article (48):**

The thesis is presented in print according to specifications issued by the School of Graduate Studies and Scientific Research.

#### **Article (49):**

- a) The student must submit five copies of the thesis to the Deanship of Graduate Studies and Scientific Research, signed by the members of the Defense Committee after all amendments have been made. The copies should be bound according to the University library specifications.
- b) One copy shall be sent to the academic department, two copies to the library, one copy to the University's central repository for theses and dissertations, and one copy shall be kept in the School of Graduate Studies and Scientific Research.
- c) A digital copy of the thesis shall be submitted to the School of Graduate Studies and Scientific Research, and the submission shall be duly documented.

### **Awarding the Degree**

#### **Article (50):**

The Master's degree is granted by a decision of the Deans' Council based on the recommendation of the Council and a recommendation from the departmental Graduate Studies Committee after fulfilling the following conditions:

- a) Completion of all the requirements mentioned in the regulations in force at the University.
- b) Obtaining a minimum cumulative average of (75%).
- c) Not exceeding the maximum study period allowed for graduation.
- d) Completion of general graduation procedures at the University.

#### **Article (51):**

The Council is formed under the chairmanship of the Dean and includes in its membership:

- a) The Vice Dean or his deputies.
- b) The Deans of the concerned Schools that offer postgraduate programs.

c) Two members with expertise in the specialization from outside the University who shall be appointed by the President of the University upon the recommendation of the Dean.

#### **Article (52):**

The Council shall undertake the following tasks and exercise the following powers:

- a) Checking the study plans and submitting them to the Deans Council.
- b) Make recommendations to the Deans Council regarding the acceptance of students in accordance with the criteria for postgraduate studies issued by the Higher Education Accreditation Commission (HEAC).
- c) Make recommendations to the Deans Council regarding the numbers of students who will be admitted annually.
- d) Approve the lists of admissions to graduate programs.
- e) Suggest any additional conditions departments may set for the admission of students.
- f) Supervise the organization of study in postgraduate programs, and coordination between the various Schools.
- g) Organize and supervise exam procedures within the departments.
- h) Verify the examination results at the end of each semester.
- i) Make recommendations to the Deans Council regarding the granting of degrees and certificates.
- j) Consider any issues referred to it by the dean.

#### **Article (53):**

The School Council shall form the Graduate Studies Committee within the School, and the Committee shall assume the following powers:

- a) Coordinate between the various departments within the School regarding postgraduate studies.
- b) Make recommendations to the Dean regarding the appointment of a supervisor based on the recommendation of the Departmental Graduate Studies Committee.
- c) Make recommendations to the Dean regarding the appointment of defense committees based on the recommendation of the Graduate Studies Committee in the concerned department.
- d) Appoint student advisors based on the recommendations of the Graduate Studies Committee in the concerned department.

#### **Article (54):**

The Department Council shall form the Departmental Graduate Studies Committee, which shall assume the following powers:

- a) Examine the applications submitted for postgraduate studies in the department, and make recommendations to the Council regarding the admission of students within the prescribed numbers.

- b) Make recommendations to the School's Graduate Studies Committee regarding the appointment of student advisors, then instruct those advisors to prepare study programs for students and submit a report each semester on the progress of the advisory process.
- c) Organize exams, supervise their conduct, and then approve the results.
- d) Make recommendations to the School's Graduate Studies Committee regarding the appointment of a thesis supervisor to each student.
- e) Recommend the members of the student's defense committee to the School Graduate Studies Committee.
- f) Make recommendations to the dean regarding the following:
  - 1. Extending the maximum limit for the student's period of study.
  - 2. Deferral of the student's studies within the period stipulated in the regulations.
  - 3. Transfer of the student from one program to another at PSUT, or from a program at another university to the same specialization at PSUT, and the equivalence and calculation of the appropriate courses.
  - 4. Any other matters related to graduate studies.

**Article (55):**

- a) The student enrolled in the thesis track of any of the Master's programs shall be granted a Higher Diploma certificate in any of the following cases:
  - 1. If he has been enrolled in the program for more than eight semesters from the start of the period of regular study and he has been unable to complete the thesis and present its defense. The summer semester is not considered a study semester for this purpose. The student must have successfully completed 27 credit hours from the study plan, and maintain a minimum cumulative average of 75%. Dependent upon a decision from the Deans Council and upon the recommendation of the Council, the student may be allowed an additional semester to enable him to complete the thesis.
  - 2. If the student fails to present a successful defense of the thesis. The student must have successfully completed 27 credit hours from the study plan, and maintain a minimum cumulative average of 75%. Dependent upon a decision from the Deans Council and upon the recommendation of the Council, the student may be allowed an additional semester to enable him to complete the thesis.
  - 3. If the Departmental Graduate Studies Committee submitted a written report, based on a report from the student's supervisor, stating the student's inability to accomplish his thesis. The student must have successfully completed 27 credit hours from the study plan, and maintain a minimum cumulative average of 75%. Dependent upon a decision from the Deans Council and upon the recommendation of the Council, the student may be allowed an additional semester to enable him to complete the thesis.
  - 4. If the student applies in writing to his department, indicating that he does not wish to continue studying for a Master's degree and is satisfied with obtaining a higher diploma. The student must have successfully completed 27 credit hours from the study plan, and maintain a minimum cumulative average of 75%. Dependent upon a decision from the Deans Council and upon the recommendation of the Council, the student may be allowed an additional semester to enable him to do so.

b) A student who is registered in the comprehensive examination track of a Master's program shall be awarded a Higher Diploma certificate in any of the following cases:

1. If he fails the comprehensive exam twice.

2. If he has been enrolled in the Master's program for eight semesters and has been unable to take and pass the comprehensive examination. The summer semester is not considered a semester for this purpose. The student must have successfully completed 27 credit hours from the study plan, and maintain a minimum cumulative average of 75%. Dependent upon a decision from the Deans Council and upon the recommendation of the Council, the student may be allowed an additional semester to enable him to complete the requirements.

c) The Higher Diploma certificate is granted by a decision of the Deans Council based on the recommendation of the Council and a recommendation from the School Graduate Studies Committee, based on a recommendation from the Departmental Graduate Studies Committee.

**Article (56):**

The Council shall grant research or teaching grants to outstanding students according to principles approved by the Deans Council.

**Article (57):**

With regard to joint Master's programs with any Jordanian university, the regulations for granting an accredited Master's degree from each of the universities may be used in the interest of the student, in accordance with the resolutions of the Higher Education Council and the Higher Education Accreditation Commission.

**Article (58):**

The Deans Council shall make the final decision in cases that are not covered by the text of these Regulations.

**Article (59):**

The President of the University, the Dean, and the Director of Admissions and Registration are responsible for implementing the provisions of these regulations.