



بسم الله الرحمن الرحيم

Sudan University of Science & Technology

College of Graduate Studies

Rules & Regulations

2012

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Introduction

Since its foundation in 1990, Sudan University of Science & Technology (SUST), has given considerable attention to Graduate Studies. These unremitting attention and efforts have culminated in the establishment of a College for Graduate Studies in the first half of 90s of the last century for the provision of training to holders of bachelor's degrees to gain admission to postgraduate Diploma, Masters, and PhD programs. Presently, the College is offering more than seventy programs across a broad spectrum of disciplines in Humanities and Applied Sciences. Those programs have been designed to be implemented by courses and research to meet postgraduate students' educational goals. The College also accepts students for masters and doctoral degrees by research in various disciplines. It is worth mentioning that the Ph.D. Program by Course and research is considered a quantum leap in the field of graduate studies.

During this continued growth, many rules and regulations have been established to organize its march towards sustainable development aiming at achieving academic excellence. In the year 1992, the University Senate has issued the first Postgraduate Studies Regulations which have been revised in 1997, updated in the year 2004, and then another amendment has been made to it in the year 2007. Update to the latest version of the Regulations (2012 update) was made in accordance with the stage requirements which witnessed a total restructuring of the College in addition to a horizontal improvement that has been made by adding doctoral by courses, and a vertical improvement, where new outputs were entered to the programs in its newly developed version. The 2012 update also has taken into account the remarks on the previous Rules & Regulations and the past decisions taken by the Council of the College of Graduate Studies before and after restructuring to close any loopholes in the previous Regulations.

We wish that this amendment made to these Regulations is responsive to all our Faculty and students hopes and aspirations at all levels.

This significant achievement is largely due to the dedication, efforts and unique qualities of the following members of the committee; **Prof. Abdelhafeez Ali Mohammed, Prof. Ahmed Elsadig Mohammed Saeed, Dr. Adil Abdelmajed Saad and Dr. Taj Elsir E. Mohammed Ali** who contributed to making these Rules and Regulations what they are today. We all acknowledge with deep gratitude, their distinctive work and painstaking efforts undertaken by them, and I am pleased to offer, personally, and on behalf of all those who are concerned, my

heartfelt appreciation for all the excellent and hard work they provided, and for their assiduous attention to details during the preparation of these Rules and Regulations.

Prof. Dr. Humodi Ahmed Saeed

Head of the Committee

CHAPTER ONE

PRELIMINARY PROVISIONS

In conjunction with the provisions of article (16), paragraph (f) of Sudan University of Science & Technology “SUST” Act , the University *Senate* has issued the following Regulations:

1-1 Name of Regulation

These Regulations will be named “**The Regulations of the College of Graduate Studies for the Year 2012**”, and shall become effective at the date it is duly approved by the University *Senate* and executed by the Vice-Chancellor.

1-2 Revocation:

- a. The Regulations of the College of Graduate Studies for the year 2004, amended in 2007, shall be revoked and shall no longer be in effect as of the approval date of the provisions contained in these Regulations, provided that its revocation shall not prejudice any decisions issued under its provisions, and shall remain in effect as if they had been issued under the provisions of these Regulations, and be amended or revoked in accordance with its terms.
- b. Should any provisions set forth in these Regulations conflict with any provision contained in other related Colleges regulations, the provision contained herein shall control.

1.3. Interpretation

The following words and expressions, wherever mentioned in these Regulations, shall have the meanings hereby respectively assigned to them, unless the context otherwise requires:

- a) **The University:** Sudan University of Science & Technology “SUST”.
- b) **Regulations:** The Regulations of the College of Graduate Studies for the year 2012.
- c) **College:** The College of Graduate Studies.
- d) **College Board:** The Board of the College of Graduate Studies.

- e) **Dean:** Dean, College of Graduate Studies.
- f) **Deputy Dean:** Deputy Dean of the College of Graduate Studies.
- g) **Registrar:** Registrar of the College of Graduate Studies.
- h) **Respective College (Institute, Center):** Any college, deanship, institute or center inside or outside the University affiliated to the College of Graduate Studies.
- i) **Research Board at the Respective College:** The academic board responsible for postgraduate studies in the respective college formed in accordance with these regulations.
- j) **The Concerned Department:** The academic department at the respective college, which has a postgraduate program, or graduate programs.
- k) **Board of the Concerned Department:** The academic board of the department in the concerned college chaired by the head department.
- l) **Coordinator of Graduate Studies at the Respective College:** The Faculty member (at least with status of an assistant professor), chosen by the College Research Board to oversee the postgraduate program(s) in the respective college.
- m) **Program(s) Coordinator:** The Faculty member (least with status of an assistant professor), chosen by the College Research Board to implement the program(s) in the respective college.
- n) **Candidate:** The student registered in the College of Graduate Studies to earn a higher degree.
- o) **Supervisor:** The staff member or equivalent who is responsible for providing suitable supervision for a postgraduate student.
- p) **School:** The academic school affiliated to the concerned college and has a postgraduate program(s).
- q) **Program:** The program of study approved by the concerned councils.
- r) **Dissertation “Complementary Research”:** The research submitted in partial fulfillment of the requirements for the targeted degree.
- s) **Thesis:** The research submitted in total fulfillment of the requirements for the targeted degree.

- t) **Graduation Research:** The research presented as part of a course within the courses of a master and a postgraduate diploma degrees by courses.
- u) **Academic Year:** twelve (12) Gregorian months.

1.4. **Functional Role of the College:**

The College shall assume its role and responsibilities as a coordinator of graduate studies and research, depending on the capabilities of the respective colleges and the facilities available therein, such as classrooms, laboratories and academic staff, to name but a few, in the implementation of programs and research. The College is responsible for the payment of all the academic supervisors, teaching staff, and coordinators dues. This functional role is represented in the following:

- a) Undertaking full supervision of graduate studies at the University and making recommendations to the University *Senate* for the approval of postgraduate degrees.
- b) Announcing the programs of studies, specifying application and registration procedures in coordination with the respective colleges.
- c) Coordinating with the respective colleges to implement the programs provided by them.
- d) Supervising the conduct of examinations and examination results in coordination with the respective colleges.
- e) Issuing certificates to students who have obtained the degrees approved by the University *Senate*.
- f) Promoting the performance of the College.
- g) Working jointly with the respective colleges to design programs that cope with the needs of the community, to meet its expectations and contribute to its development.
- h) Establishing and maintaining close ties with similar colleges internally and externally.

CHAPTER TWO

VISION, MISSION, VALUES AND OBJECTIVES

1.2. Our Vision

The College will create a positive learning and research environment, characterized by quality in postgraduate education that encompasses a great variety of lifelong learning styles to enable its graduates to become distinguished and highly ranked. We will strive to be a beacon of learning in the heart of SUST, leading the community towards an upward spiral of development, through cutting edge knowledge and state of the art technology.

2.2. Our Mission

Our College success depends on the quality of our faculty and students who are our key asset; we are committed to developing their potential, encouraging and rewarding them to foster quality in graduate education. Our core business is to provide quality teaching & learning in a supportive environment. Our genuine desire is to serve and develop our community. We will spare no efforts to provide high quality academic programs, and encourage research efforts to stimulate discovery and innovation.

2.3. Our Values are:

- a) Integrity
- b) Transparency
- c) Excellence
- d) Quality
- e) Creativity
- f) Team Work

2.4. Our Objectives are to:

2.4.1. Provide High-Quality Education through:

- a) Attracting and retaining top-notch faculty and excellent researchers.

- b) Selecting outstanding students to pursue postgraduate studies.
- c) Qualifying top-tier scholars holding higher scientific degrees.
- d) Adopting a continuous improvement strategy to develop study programs.
- e) Enhancing learning resources, i.e. (References, journals, Internet, including others) and make them available to learners.
- f) Creating best in class and innovative academic programs, and seeking to obtain approval on them for implementation.
- g) Improving communication and learning skills.

2.4.2. Develop Scientific Research through:

- a) Strengthening and supporting postgraduate programs.
- b) Training researchers to be capable of conducting high-quality scientific research.
- c) Directing scientific research to resolve the current community problems.
- d) Establishing and sustaining collaborative research partnerships with companies and institutions.
- e) Encouraging interdisciplinary research between the University and national and international competent research agencies in order to generate leading edge advances that continually outpace the most stringent benchmark performance
- f) Exchanging expertise and encouraging modern technology by organizing conferences and workshops.
- g) Soliciting financial support for graduate research from national and international granting and funding organizations.

2.4.3. Outreach Activities:

- a) Providing the community with deeply knowledgeable specialists who are able to deal with scientific variables.
- b) Rendering scientific consulting services and studies for the benefit and the comprehensive development of the community.
- c) Publishing studies addressing community needs.
- d) Delivering lectures, and holding workshops on contemporary and emerging issues and science trends.

CHAPTER TREE

ADMINISTRATIVE STRUCTURE

3.1 College Management

- a) College Council
- b) Dean
- c) Deputy-Dean
- d) Registrar
- e) Associate Registrars
- f) Head of Statistics and Information
- g) Coordinators of Graduate Studies at the Respective Colleges.
- h) Study programs Coordinators
- i) College Secretary
- j) Head of Accounting Unit
- k) Librarian

3.2.College Council

- | | | |
|-----------|---|-----------------------|
| a- | Dean | Chairman |
| b- | Deputy-Dean | Member |
| c- | Head of Statistics and Information | Member |
| d- | Secretary of Scientific Affairs | Member |
| e- | Dean, Deanship of Scientific Research | Member |
| f- | Heads of Research Councils at the respective colleges offering graduate programs | Members |
| g- | Two (2) qualified and experienced persons from outside the University at the level of professor | Members |
| h- | Three (3) Faculty Members at the level of professor | Members |
| i- | Registrar | Member and Rapporteur |

Members mentioned in item (g) above, shall be selected by the College Council, however, members mentioned in item (h) above shall be nominated by the Dean and submitted to the College Council for approval and shall serve a members for a period of two (2) years subject to renewal.

3.3.College Council Tasks:

The Council seeks to achieve the College's objectives through the following assignments:

- a) Preparing the College's general policies and approving plans related to the implementation of programs and examinations.
- b) Approving examinations results and submitting them to the University Senate for final approval.
- c) Submitting recommendations to the University Senate for the award of scientific degrees.
- d) Submitting recommendations to the University Senate to freeze, modify, or add academic programs and also the College rules and regulations.
- e) Approving the annual budget, and determining tuition fees.
- f) Forming provisional and permanent committees to assist it in discharging its duties, as it deems appropriate.
- g) Approving the College's annual performance report.
- h) Delegating any of its powers to the Dean, or to any of its competent committees.
- i) Considering any matter relating to postgraduate studies referred to it by the University Senate.
- j) Considering any matter relating to postgraduate studies referred to it by the Dean.

3.4. Duties of the Dean:

In addition to any provisions contained in the University Regulations, the Dean shall have the following authorities and responsibilities:

- a) Chairing the College Council.
- b) Shall be responsible for the administrative, financial, research and academic work in the College as stipulated by the University Regulations.
- c) Approving and signing postgraduates certificates.
- d) Endorsing and signing final examination results approved by the College Council.

- e) Supervising examinations of various programs at the respective colleges.
- f) Follow up on the process of the study programs development.
- g) Monitoring and following up the preparation and printing of the College's manual.
- h) Overseeing and following up the preparation of theses abstracts.
- i) Following up on the implementation of the approved strategic plan, and the achievement of objectives and vision set forth therein.
- j) Reviewing reports on research examination and taking necessary action in this regard.
- k) Implementing policies and programs developed by the College Council regarding the academic aspects.
- l) Approving lists of registered students in accordance with the college's regulations.
- m) Appointing research supervisors and examiners pursuant to the recommendation of the research councils at the respective colleges.
- n) Appointing programs coordinators pursuant to the recommendation of the research councils at the respective colleges.
- o) Appointing examiners pursuant to the recommendation of the research councils at the respective colleges.
- p) Preparing the annual budget for submittal to the College Council.
- q) Preparing the annual report on the performance of the College to send it to the College Council for approval in order to submit it to SUST's High Management.
- r) Providing the University Senate, under the name of the College, with lists of postgraduate candidates nominated in accordance the applicable rules and regulations.
- s) Carrying out any other tasks assigned to him by the College Council, the Vice-Chancellor or the University Senate.

3.5. Research Council at the Respective College

The Research Council is composed of:

- | | | |
|----|---|----------|
| a- | Dean of the respective college | Chairman |
| b- | Deputy Dean | Member |
| c | Heads the respective departments and managers of the respective schools offering postgraduate studies | Members |

- | | | |
|----|---|------------------------|
| d- | Faculty staff in the respective colleges at the level of professor. | Members |
| e- | Two (2) members at the level of professor in the University to be selected by the Research Council at the respective college | Members |
| f- | Two (2) members at the level of professor from outside the University to be selected by the Research Council at the respective college. | Members |
| g- | Coordinator of postgraduate studies at the respective college. | Member &
Rapporteur |

3.6. Duties of the Research Council at the Respective College:

The Council shall:

- a) Promote postgraduate studies at the respective college.
- b) Develop plans to establish and improve postgraduate programs and follow up on their implementation at the respective college.
- c) Submit a recommendation to the respective college council to approve the exams' results and postgraduate programs.
- d) Approve doctoral and masters research proposals and make a recommendation to approve the appointment of the main and co- supervisors.
- e) Address all relevant issues referred to it by the concerned departments or schools regarding study programs and scientific research at the respective college.

3.7. Deputy Dean: Appointment & Duties

3.7.1. Appointment of the Deputy Dean

The Vice-Chancellor appoints the deputy dean upon a recommendation from the college dean for a period of four (4) years, subject to renewal for a further period, provided that the deputy dean should be, at least, in the rank of associate professor.

3.7.2. Duties of the Deputy Dean

- a) Acts on behalf of the Dean in his absence.
- b) Implement the decisions issued by the College Council or the Dean.
- c) Works to promote the different study programs in coordination with the respective colleges.

- d) Prepares and prints the College's manual.
- e) Follow up on the preparation of theses abstracts.
- f) Follow-up on the implementation of the approved strategic plan and the achievement of its objectives and vision.
- g) Undertakes any other duties as may be assigned to him by the Dean.

3.8. Registrar: Appointment & Duties

3.8.1. Appointment of Registrar

The Vice-Chancellor shall appoint the College Registrar upon a recommendation from the College Dean for a period of four (4) years, subject to renewal for a further period, provided that the Registrar should be, at least, in the rank of associate professor.

3.8.2. Registrar's Duties

The Registrar shall:

- a) Serve as rapporteur for the College.
- b) Administer announcements, submittal of applications and registration procedures of academic programs and research, and the start day of any study program.
- c) Supervise students' records keeping.
- d) Establish the college's academic calendar in coordination with the respective colleges.
- e) Complete the research examination procedures in coordination with supervisors, Chairman of the Research Council at the respective college, receive printed theses and dissertations to send them to the concerned examiners, receive examiners' reports to submit them to the dean of the college.
- f) Review the programs' results in accordance with the College's Regulations, and follow up on the implementation of the Faculty Council recommendations.
- g) Follow-up, receive and send forms of the students' semi-annual performance reports.
- h) Prepare lists of students who are allowed to sit for exams.

- i) Prepare research exams results to present them to the College Council.
- j) Supervise the receipt of the approved theses and dissertations, and distribute them as provided for in the Regulations.
- k) Issue and sign certificates.
- l) Perform any other functions as may be assigned to him by the Dean or the College Council.

3.9. Head of Statistics and Information Unit: Appointment &Duties

Head of Statistics and Information Unit: Appointment &Duties

3.9.1. Appointment:

The Vice-Chancellor shall appoint, upon recommendation from the college dean, the Head of Statistics & Information Unit who holds a doctorate degree for a period of four years, subject to renewal for a further period.

3.9.2. Duties:

The Head of Statistics and Information Unit shall:

- a) Exchange of information between the SUST and other universities in the field of scientific publishing.
- b) Take charge of the theses, dissertations and the library of the college.
- c) Create a database containing research, theses and study programs titles.
- d) Supervise the college's Web site.
- e) Assume any other duties as may be assigned to him by the Dean.

3.10. Duties of the Chairman of the Research Council at the Respective College:

- a) Supervising the implementation of postgraduate programs at the respective college.
- b) Approving the recommendations of the research council at the respective college relating to research examinations.
- c) Approving the nomination of supervisors, examiners and admission of students for submittal to the college.
- d) Approving the nomination of the postgraduate studies coordinator and study programs coordinators.

- e) Setting up postgraduate programs development committees.
- f) Setting up committees for establishing new postgraduate programs.
- g) Reviewing and approving semi-annual reports of postgraduates' supervisors.
- h) Approving periodical comprehensive report on the progress of postgraduate studies at the respective college after being presented to the respective council for submittal to the College Council.
- i) Any other tasks as may be assigned to it by the College Council, Vice-Chancellor or the Faculty Council.

3.11. Duties of the School Principal/Head of the Respective Department Council

- a) Nominating programs coordinators to the Chairman of the research council at the respective college.
- b) Supervising the sorting process of applicants' forms submitted for admission to postgraduate studies and recommending names to the research council of at the respective college.
- c) Reviewing research proposals, nominating supervisors, and making recommendations on them to the research council at the respective college.
- d) Supervising the implementation of programs in accordance with the principles and regulations approved by the University.
- e) Follow up on the performance of students studying by research in coordination with supervisors, and providing assistance to overcome any problems or obstacles that may be encountered by them.
- f) Follow up on submittal of regular reports on students and graduate programs to the research council at the respective college.
- g) Coordinating with supervisors in the selection of the theses peer reviewers committees.
- h) Coordinating between the respective college and relevant institutions.

3.12. Postgraduate Studies Coordinator: Appointment & Duties

3.12.1. Appointment

The College Dean shall appoint, upon a recommendation from the chairman of the research council at the respective college, a coordinator for postgraduate studies implemented by the respective college.

3.12.2. Post Graduate Studies Coordinator shall:

- a) Serve as the research council rapporteur at the respective college.
- b) Follow up on the implementation of postgraduate study programs in all departments at the respective college.
- c) Conduct administrative follow up, in coordination with the head of department at the respective college, to keep track of students' performance on research.
- d) Supervise programs coordinators at the respective college to follow up on their performance with regard to the implementation of programs.
- e) Prepare a comprehensive annual report on the progress of postgraduate studies at the respective college to present it to the concerned college council.
- f) Follow-up examinations for approval, and submit a detailed copy of the final results to the registrar.
- g) Sign the recommendations of the of the respective college research council regarding the nomination of supervisors, and admission of students.
- h) Any other tasks as may be assigned to him by the college via the chairman of the research council at the respective college.

3.13. Program's Coordinator: Appointment & Duties

3.13.1. Appointment

- a) Upon a recommendation from the chairman of the research council at the respective college, the Dean of the college shall appoint a coordinator for each program even if the program combines multiple disciplines, and more than one batch to be taught at one time.

3.13.2. Duties of the Program's Coordinator

The Programs Coordinator shall:

- a) Follow up on the implementation of the postgraduate studies program at the respective department in coordination with its head department.
- b) Receive applications submitted by students for the required program, sort them in coordination with the head of the respective department, and return the same to the college after being approved by the chairman of the research council at the respective college.

- c) Establish the academic calendar which includes study timetables.
- d) Supervise the respective program's examinations by receiving the lists of students who are eligible to sit for exams, specify exams schedule and make the required announcement thereof, after being approved by the college, receive examination papers from faculty staff and make them ready after printing, copying, and inserting them into envelopes. These procedures shall be undertaken by him from the beginning of the exams until the delivery of results.
- e) Prepare programs exams results for submittal to the college council at the respective college.
- f) Assume any other duties as may be assigned to him by the dean or the Chairman of the Research Council at the respective college.

CHAPTER FOUR
SUPERVISION & TEACHING

1.4. Supervisory Controls

- a) A main supervisor who has a considerable experience in research shall be appointed to each student studying by research or dissertation, and shall be fully responsible for the research progress.
- b) If the research covers a variety of topics, or if topics are interrelated, then a co-supervisor shall be appointed to assist the main supervisor.
- c) The main supervisor and the co-supervisor shall be one of University's faculty members, or a qualified experienced person from outside the University.
- d) If the main supervisor is elected from an outside firm, the co-supervisor must be appointed from among the University's Faculty members.
- e) The respective departments and schools shall nominate supervisors and be recommended by the chairman of research council at the respective college for appointment by the Dean of the College.
- f) The research council at the respective college shall review the main and co-supervisors resumes elected from outside the University. Resumes shall be kept at the respective department.

4.2. The Academic Rank of the Main Supervisor

The minimum academic rank of the main supervisor shall be as follows:

- a) **Graduation Research for a Postgraduate Diploma:** An assistant professor holding a PhD degree.
- b) **Graduation Research for a Master's Degree:** An assistant professor holding a PhD degree.

- c) **Dissertation for a Master's Degree:** An assistant professor holding a PhD degree who has published at least one (1) scientific paper.
- d) **Master's Degree by Research:** An assistant professor holding a PhD degree who has published at least two (2) scientific papers.
- e) **PhD by Research or by Courses and Research:** A professor holding a PhD degree or an associate professor with a PhD degree.

4.3. The Academic Rank of the Co-Supervisor

Master's & Doctoral Degrees: An assistant professor holding a PhD degree.

4.4. Duties of the Main Supervisor:

The supervisor shall coach, support and direct the student in:

- a) Identifying and planning the student's research.
- b) Overcoming any problems encountered by the student during the preparation of his research.
- c) Establishing effective oral, written and electronic communication.
- d) Preparing and presenting scientific seminars.
- e) Searching various sources of knowledge.
- f) Adhering to ethical behavior when conducting research.
- g) Continuously improving his knowledge and skills.
- h) Writing scientific reports.
- i) Presenting seminars (two "2" for master's degree and three "3" for doctoral degree.)
- j) Publishing one (1) scientific paper in the case of master's degree and two "2" in the case of doctoral degree.)
- k) Extracting final outcomes from theses and dissertations.

And shall also:

- l) Submit a report every six (6) months to the College Council after obtaining the approval of the chairman of the respective college research council outlining the performance of students pursuing doctoral or master's degree by research.

- m) Nominating examiners in coordination with the respective department or school, and participating in the exam.
- n) Ascertaining that the corrections and amendments to the treatise proposed by the examiners are duly implemented.

4.5. Duties of the Co- Supervisor

The co- supervisor shall:

- a) Assist the main supervisor, and supervise some parts of the study related to his field of specialty.
- b) Provide for continuity of supervision in the event of the absence of the main supervisor.
- c) Provide help and guidance to student to extract the final conclusions from his thesis.
- d) Assist the main supervisor in the preparation of the bi-annual report.
- e) Nominate examiners and take part in the exam in coordination with the respective department or school, in the event that the main supervisor is residing outside Sudan.

4.6. Maximum Rate of Supervision

- a) The maximum number of dissertations assigned to each supervisor shall be determined by the research council at the respective college, provided they shall not exceed twenty (20) research.
- b) The number of students pursuing Master's and Doctoral degrees assigned to any one main supervisor must not exceed ten (10) students.

4.7. Academic Ranks of Persons in Charge of Teaching

4.7.1. Theory Lectures

The minimum academic rank of persons in charge of teaching shall be as follows:

- a) The minimum academic rank of the faculty member assigned to supervise a postgraduate diploma program shall be an assistant professor who holds a PhD degree.
- b) The minimum academic rank of the faculty member assigned to supervise a Master's program shall be an assistant professor who holds a PhD degree.

- c) The minimum academic rank of the faculty member assigned to supervise a PhD program shall be an associate professor who holds a PhD degree.

4.7.2. Practical Lessons

The minimum academic rank of persons in charge of teaching shall be as follows:

- a) The minimum rank of a person in charge of teaching assigned to supervise a postgraduate diploma and Master's programs shall be a lecturer who holds a Master's degree.
- b) The minimum academic rank of a person in charge of teaching assigned to supervise a Master's program shall be an assistant professor who holds a Masters degree.
- c) The minimum rank of a person in charge of teaching assigned to supervise a PhD program by courses shall be an assistant professor who holds a PhD degree.

CHAPTER FIVE
ADMISSION & REGISTRATION PROCEDURES

5.1. Applying to College

- a) Applications for Master's and Doctoral by research shall be accepted throughout the year.
- b) Applications submittal and registration deadlines for postgraduate study by courses or by courses and dissertation shall be announced through available means.
- c) Two (02) passport size photographs should be attached with the form.
- d) The original copies authenticated by the Ministry of Higher Education with copies therefrom must be attached. Original copies will be returned to applicant, after being duly verified by the college registrar.
- e) Applicant who holds a foreign certificate shall attach an evaluation certificate issued by the Foreign Certificates Equivalency Committee at the Ministry of Higher Education and have it authenticated by the concerned authorities.
- f) Applications must be legibly completed and submitted along with the required documents (Academic certificates, ID card, notarized copies of passport and citizenship certificate), to the College registrar for review.

5.2. Nomination for Admission

- a) Application shall be sent to the respective college, which in turn shall refer the same to the respective department or school to evaluate the applicant's qualifications, enter the required information in the relevant portion of the application and make the required recommendation. The relevant department or college shall forward the applications to the Chairman of the Research Council at the respective college along with one of the following recommendations attached with every application:

1) Candidate acceptance.

Admission to master's degree may be approved provided that the dissertation requirements are satisfied which hours shall not exceed one third (1/3) the program's credit hours – having passed them successfully, or admission to pre master's degree in the event the credit hours exceed one third (1/3) the program's credit hours).

2) Rejection:

- b) Forms shall be returned to the college for approval.
- c) The names of successful candidates who applied for admission shall be posted on the bulletin board.

5.3. Registration Procedures

- a) The College will announce a certain time period for registration in each course.
- b) The student will be registered for admission to the relevant program in the college after payment of the prescribed tuition fees.
- c) Lists of enrolled students will be sent to the Chairman of the research council at the respective college.
- d) No student shall be allowed to register for more than one academic degree at a time.
- e) Re-registration for any academic degree by research is not allowed if the student has failed to pass it before, regardless the type of discipline.
- f) ID shall be issued to student following the completion of registration procedures, and shall be presented upon request for verification purposes. The student shall renew his ID card at the beginning of each academic year.
- g) Student shall not be permitted to register after the elapse of four (4) weeks from the beginning of the study by course.

5.4. Keeping Opportunity Alive for the Student (*Freezing the student's status for valid reason*)

- a) The opportunity for each separate semester shall be kept with the previous semester's result, provided that the student whose opportunity was kept in a previous semester will not be enrolled for the subsequent semester.
- b) Student, whose opportunity has been kept, shall begin his studies with the next batch, if any, after payment of full tuition fees for the relevant semester.
- c) The opportunity shall be kept alive two (2) times only throughout the study period, and shall be counted with the maximum period of study, following which the registration shall be cancelled, noting that the College shall not incur any financial or administrative obligation arising out of this action whatsoever.

5.5. Substitute

The College Council has the right, pursuant to specific rules, to postpone sitting for the scheduled examination, or for courses examination that have been completed by the student, but was not able to sit for the whole exams or in part thereof, for acceptable reason communicated to the College at the same day of the examination.

5.6. Re-correction

The College Council may allow the re-correction of the student's paper (s) who failed to pass a course or courses, after submitting a written request and payment of the prescribed fees within seventy two (72) hours from the announcement of the results.

5.7. Withdrawal

Withdrawal from the program for good reason shall be accepted, but the student has to pay the full fees of the relevant semester.

5.8. Cancellation of Registration

The College shall have the right, in the following cases, to cancel the student's registration, without being liable for any financial or administrative obligations:

- a) If the registration has been done according to incorrect information.
- b) In the event the student has failed to attend classes after the elapse of one (1) month from the beginning of study.
- c) If the student has not completed the study of courses after the elapse of three (3) academic years.
- d) If the student has failed to submit his dissertation within two (2) years from the date of final examinations.
- e) In the event the student has not started his study by research within three (3) months following the date of registration.
- f) The registration of the student registered for a master's degree by research will be cancelled after the elapse of four (4) years from the date of registration.
- g) The registration of the student registered for a doctoral degree by research will be cancelled after the elapse of five (5) years from the date of registration.
- h) The registration will be cancelled if it violates any of the provisions set forth in these regulations.

5.9. Students' Conduct

- a) The 1992 regulations governing the students conduct, amended in 2011, and any further amendments thereof, shall be applied to the College of Graduate Studies students.
- b) If a student misbehaves inside or outside the classroom or in the examination hall with any of the faculty members or any of the University's employees, an investigation panel will be set up to investigate him, and he may be subject, at the discretion of its members, to one or more of the following disciplinary actions:
 - b 1) A draw attention or a warning notice to be issued by the dean of the respective college.
 - b 2) Suspension of study for a minimum of one (1) year approved by the college dean. In the absence of a new batch, the punishment will continue until the enrollment of a new batch in the relative program.
 - b 3) Permanent exclusion from the University approved by the Vice-Chancellor.

5.10. Cheating and Plagiarism in Exams and Theses

- a) Any student studying by course or by course and dissertation caught cheating on exam shall be permanently dismissed from the University, and will not be eligible for re-registration.
- b) Any student found guilty for copying the work of another student, or plagiarized from references or other media means, such as scientific journals or the internet, shall be permanently dismissed from the University and will not be eligible for re- registration.

CHAPTER SIX

GENERAL REGULATIONS FOR STUDY BY COURSES

6.1. Programs Submittal & Approval

- a) Research Councils at the respective colleges shall forward the postgraduate diploma or master's degrees projects by research or dissertation or by courses only, or doctoral degree projects by courses and research to the college council who, in turn, shall refer them to the University Senate for approval.
- b) Programs shall be submitted as set forth in the Rules & Regulations of the University Senate, Evaluation & Accreditation, and College of Graduate Studies.

6-2. Postgraduate Diploma Degree

6-2-1. Admission Prerequisites

- a) Obtaining a bachelor's degree (General) with a minimum rating of "Good" from SUST or a recognized equivalent from an accredited institution.

6.2.2. Syllabus

- a) There will be a syllabus for each program outlining theory and practical courses.
- b) The credit hours for specialized diploma programs shall not be less than (24) hours in two semesters.
- c) Professional diploma programs' hours shall not be less than (30) credit hours in two semesters.
- d) Post graduate diploma programs shall include a graduation research which must be completed before the beginning of the exams and shall be treated as an integral part of the program's courses.
- e) Student shall attend lectures in the University at any time specified by the respective college.
- f) The study of the syllabus shall be continuous unless a special permit has been obtained from the college council to cease it.

6.2.3. Graduation Research

- a) Graduation research topic shall be approved by the respective school or department council.
- b) Graduation research shall be written according to the scientific writing style guide, i.e. in Arabic or English language. However, the Research Council at the respective college may allow the use of other languages as situation necessitates.
- c) Graduation research must be consistent with research methods used in each discipline.
- d) Student shall make three (3) copies of his research and submit them to his program coordinator.
- e) A copy of the research approved by the examiners committee shall be forwarded to the library of the respective college and department or to the respective school and supervisor.

6-4. Examinations Regulations

6.4.1. General Regulations

- a) Pursuant to the method prescribed in the regulations of the programs by courses, student must sit exams in the courses of study.
- b) Student shall not be allowed to sit exam unless he completes the study of the designated courses with a 75% attendance minimum for taking the exam.
- c) The results of various programs examinations shall be discussed by the concerned councils, and shall be finally approved by the University Senate.

6.4.2. Qualifying Exams

Success in the prescribed courses the first time is required. Courses shall be evaluated according to the SUST's exams regulations.

6.4.3. Preliminary Examinations

- a) Success rate in each course is 60% with a minimum grade of "good" in aggregate.
- b) The respective college council may consider the admission of students who obtained "Satisfactory" grade.
- c) Student is not permitted to re-sit any course examination.
- d) The course may be considered as a substitute for the student who is absent from the exam for reasonable reason acceptable to the college management, provided that a solid

evidence to support reason for absence should be submitted the same day of examination in the relevant course.

- e) Student shall sit for the substitute exam in the first exam held for the relevant course.

6.4.4. Special Regulations

- a) Success rate in each course and in aggregate is 50%.
- b) Graduation research project for a postgraduate diploma shall be evaluated by an Evaluation Committee composed of three (3) faculty staff formed by the Research Council at the respective college for each program with a recommendation to be provided by the school or department.
- c) Student shall be considered to have failed graduation research in the following cases:
 - a 1) In the event the presented research does not satisfy the components of the graduation research.
 - a 2) if the research is rejected by the evaluation committee.
 - a 3) if the research is not submitted before the beginning of the examinations.
- d) The aggregate shall be calculated according to courses' weightings rounded to one decimal place.
- e) Student who has failed in one third (1/3) of the total number of credit hours or less, shall be permitted to sit for a supplementary exam.
- f) Any student who sits for a supplementary exam shall not be granted more than a "Passing" grade.
- g) The total score shall not be changed by the supplementary result.
- h) The supplementary result shall not influence student's final grade.
- i) The student who fails courses whose number of hours exceed one third (1/3) the program's total credit hours, shall be dismissed.
- j) Student who fails the in the aggregate shall be dismissed.
- k) Student who fails in supplementary examination shall be dismissed.
- l) Dismissed student shall not be permitted to take exams as an external.

6.4.5. Postgraduate Diploma Award

a) Postgraduate diploma shall be awarded as stated in the following grading scale:

Excellent	75% +
V.Good	60% to 64.9%
Good	65% to 74.9%
Pass	50% to 59.9%

- a) Ratings outlined in the above table shall be computed for the postgraduate diploma from the total aggregate.
- b) grades earned by the student in each course shall be recorded as a percentage and classified as follows:

Excellent	75% +
V.Good	65% to 74.9%
Good	60% to 64.9%
Pass	50% to 59.9%
Fail	Less than 50%

6.5. Regulations of Master's Degree by Courses and Dissertation

6. 5.1 Admission Prerequisites

- a) Obtaining at least a second class bachelor's degree from SUST or a recognized equivalent from an accredited institution.
- b) Obtaining a postgraduate diploma with a minimum rating of "Good" from SUST or a recognized equivalent from an accredited institution.
- c) The Research Council at the respective college may consider the admission of a student who obtained a third class bachelor's degree from SUST or a recognized equivalent from an accredited institution, with a minimum of three (3) years working experience.

- d) The Research Council at the respective college may consider the admission of a student who obtained a postgraduate diploma with a grade of “Satisfactory” from SUST or a recognized equivalent with a minimum of one (1) years working experience.
- e) The Research Council at the respective college may compel the student to sit for qualifying examinations to meet the requirements of some courses whose total load does not exceed nine (9) credit hours as a prerequisite for admission.
- f) The Research Council at the respective college may compel the student to sit for a preliminary examination in some courses whose total load does not exceed fifteen (15) credit hours as a prerequisite to admit a group of students in one semester.

6.5.2. Syllabus

- a) There will be a thirty six (36) credit hours syllabus for each program addressing all theory and practical training required for the student. The program shall be offered in two (2) semesters equivalent to thirty (30) credit hours, followed by a dissertation at a rate of six (6) credit hours, provided the student has successfully completed the syllabus requirements and has passed in all the prescribed subjects.
- b) Master's programs by courses and dissertation comprise a dissertation in the field of specific specialization.
- c) The duration of a program’s study leading to a master's degree depends upon the approved programs requirements, provided that it shall not be less than two (2) academic years and shall not exceed three (3) academic years.
- d) The course of study as outlined in the syllabus shall be continuous, unless otherwise approved by the College Council, pursuant to a special permit.
- e) Student shall attend lectures in the University at any time specified by the respective college.
- f) Student enrolled in master's program has to complete his dissertation in a period not exceeding one (1) academic year and not less than one (1) semester, reckoned from the date of the last semesters’ exams result.
- g) The above cited period may be extended upon a recommendation from the supervisor and the Research Council at the respective college, on condition that a request for

extension shall be submitted at least one (1) month ahead of the end of the study period.

6.5.3. Dissertation

- a) The dissertation topic shall be approved by the council of the relevant school or department, and must be finally approved by the Research Council at the respective college.
- b) Student must create an original dissertation that is not based on a previous research carried out and submitted by another student to obtain a scientific degree from SUST or any other university.
- c) The dissertation shall be written in Arabic or English language. However, the research council may allow the use of other languages.
- d) An abstract of the dissertation not exceeding five hundred (500) words is required. The abstract must be written in Arabic or English languages, in addition to the language used for the preparation of the dissertation.
- e) The dissertation must constitute a substantive contribution to knowledge in the field of scientific research and should be carried out in a way that demonstrates the student's ability to critique and analyze appropriately.
- f) The dissertation shall be written and submitted according to the scientific writing standards contained in the college's style guide
- g) The thesis peer review committee shall be composed of the following: three (3) members, the **external examiner** from outside the University as chairman, an **internal examiner** from the University, and the supervisor who will serve as member and rapporteur.
- h) The supervisor shall nominate, in coordination with the respective head department or school, an internal and external examiners who satisfy supervision requirements, and attach their resumes.
- i) Names shall be forwarded to the Research Council at the respective college for concurrence and conveyance to the college dean for approval.
- j) The student shall place three (3) copies of his dissertation in a temporary cover to submit them to the college registrar, who shall send a copy thereof to each examiner.

- k) The committee shall review the thesis and make its recommendations immediately following review completion.
- l) The peer review committee shall make its decisions by majority vote.
- m) The examination form shall be completed immediately after discussion by the peer reviewing committee and shall be submitted with one of the following recommendations: (Acceptance of thesis, acceptance of thesis with some amendments to be made to it without further discussion, completion of the thesis and re-submission for re-review, or rejection of thesis).
- n) The peer review committee shall refer the thesis along with its recommendation to the registrar.
- o) The external and internal examiners must ensure that the student has made all the amendments required by the peer review committee within a maximum period of three (3) months from the examination date , otherwise he shall retake exam.
- p) Successful student shall submit six (6) final hard bound copies of his thesis along with compact disk (CD) to the registrar to be distributed as follows:
 - 1. One (1) copy to SUST's library.
 - 2. One (1) copy to the College of Graduate Studies library.
 - 3. One (1) copy to the respective college.
 - 4. One (1) copy to be deposited in the achieve of the National Records Office.
 - 5. One (1) copy to the student's supervisor.
 - 6. Compact Disk (CD) to be delivered to the E-Library.

Q. The College Registrar shall retain a copy of each rejected or deferred dissertation.

6.6.Exams Regulations

6.6.1. Qualifying Exams

The student to be examined shall be required to achieve a passing score the first time. The courses shall be evaluated in accordance with SUST's Exams Regulations.

6.6.2. General Regulations

- a) Student has to sit exams in all the courses of study as specified by the pertinent regulations.

- b) The competent councils shall discuss the various exams results and shall be finally approved by the University Senate.
- c) The result of the substitute exam shall be considered in the first place, then the student's assessment shall be completed to determine his status accordingly.
- d) Student shall not be permitted to sit exam unless he has completed his registration process within the prescribed period, and has paid all tuition fees.
- e) The re-evaluation exam shall include both written and practical tests, if the course includes a practical part.

6.6.3.Special Regulations for Master's Degree by Courses

- a) Total aggregate shall be calculated according to courses' weightings rounded to one decimal place.
- b) The average success rate in each course is 60%.
- c) Grades earned by student in each course shall be recorded as a percentage and shall be classified according to the below table.

Classification of Grades Earned by Student

Rating	Average
Excellent	80% +
V.Good	70% to 79.9%
Good	60% to 69.9%
Fail	Less than 60%

- d) Student pursuing masters degree shall be dismissed if his total aggregate in all courses is less than 60%.
- e) Student shall sit reevaluation exams if he secures an average of 60% or more, and fails two (2) courses or less (Or three (3) courses in case of a three (3) semester program).
- f) Student who fails reevaluation examination in one course or more shall be dismissed.
- g) Student who passes the reevaluation program exam shall be given only a rating of satisfactory in the course.

- h) Dismissed student shall not be permitted sit exam as an external.
- i) Masters degree shall be awarded without rating.
- j) The Research Council at the respective college may recommend the award of a postgraduate diploma degree with a satisfactory rating.

6-7.Masters Degree by Courses Only

6.7.1. Admission Prerequisites

- a) Obtaining at least a second class bachelor's degree from SUST or a recognized equivalent from an accredited institution.
- b) Obtaining a postgraduate diploma with a minimum rating of "Good" from SUST or a recognized equivalent from an accredited institution.
- c) The Research Council at the respective college may consider the admission of a student who obtained a third class bachelor's degree from SUST or a recognized equivalent with a minimum of three (3) years working experience.
- d) The Research Council at the respective college may compel the student to sit for qualifying examinations to meet the requirements of some courses not exceeding nine (9) credit hours in total as a prerequisite for admission.
- e) The Research Council at the respective college may compel the student to sit for a preliminary examination in certain courses not exceeding fifteen (15) credit hours in total as a prerequisite to admit a group of students for one semester.

6.7.2. Syllabus

- a) There will be a thirty six (36) credit hours syllabus for each program outlining theory and practical courses offered in three (3) semesters.
- b) Teaching and research assistants are eligible for a waiver of six (6) credit hours, which include graduation research, and shall be replaced by six (6) dissertation credit hours after satisfying dissertation the writing conditions. However, all conditions contained in the dissertation shall be applicable to them.
- c) Master's programs by courses only shall include a graduation research and research papers.

- d) The duration of a study program leading to a master's degree shall be in accordance with the requirements of the approved programs, provided it shall not be less than one year and not more than two academic years.
- e) The study of the syllabus shall be continuous unless otherwise determined pursuant to a special permit obtained from the college council.
- f) Student shall must attend lectures in the University at any time specified by the respective college.

6.7.3. Graduation Research

- a) Graduation research topic shall be approved by the council of the respective department or school.
- b) Graduation research shall be written in Arabic or English language. However, the Research Council at the respective college may allow the use of other languages as situation necessitates.
- c) The graduation research must contain a considerable amount of knowledge which ascertains that the student has understood all lectures delivered to him.
- d) The researcher shall present three (3) copies of his research and submit them to his program coordinator who in turn, shall submit them to the Examiners Committee .Copies shall be distributed as follows:
 - 1. One (1) copy to the respective college.
 - 2. One (1) copy to the respective department or school.
 - 3. One (1) copy to supervisor.

CHAPTER SEVEN

DOCTORAL DEGREE BY COURSES & RESEARCH

7.1. Admission Prerequisites

- a) Student pursuing doctorate degree must have obtained a master's degree from the University or a recognized equivalent from an accredited institution.
- b) Program's conditions must have been met.

7.2. Syllabus

- a) There will be a 54 credit hours syllabus for each PhD program outlining the theory and practical courses, out of which twenty six (26) credit hours are assigned for courses in three (3) semesters and 28 credit hours assigned for the research.
- b) PhD programs by courses and dissertation comprise a dissertation in the field of specific specialization.
- c) The length of a study shall be in accordance with the approved programs requirements.
- d) The course of study as outlined in the syllabus shall be continuous, unless otherwise approved by the College Council, pursuant to a special permit.
- e) Student shall attend lectures in the University at appointed times of study, or at any time specified by the respective college.
- f) Student enrolled in PhD program has to complete his dissertation according to scientific writing standards contained in the college's style guide within a period not exceeding three (3) academic years and not less than two (2) academic years, reckoned from the date of the approval of semesters' exams result.
- g) The above cited period may be extended upon a recommendation from the supervisor and the Research Council at the respective college, on condition that a request for extension shall be submitted at least one (1) month ahead of the end of the registration period.
- h) Student's registration shall be cancelled if he does not complete study after the elapse of five (5) academic years. However, under certain circumstances, the college council may extend the above period.

- i) If the student has passed courses' exams and the comprehensive exam, and has been allowed to write research but has failed to present his research within three (3) years from the date of final examinations, or within five (5) academic years from the date of registration, (whichever is in the best interest of the student), a recommendation may be submitted to award M Phil degree to the student.

7.3. Research

- a) Research topic shall be approved by the council of the respective department or school, provided it shall be finally approved by the research council at the respective college.
- b) Student must create an original research that is not based on a previous research carried out and submitted by another student to obtain a scientific degree from this University or any other one.
- c) A committee composed of the following three (3) faculty members shall be set up by the research council at the respective college to reevaluate and follow up on research:
 - 1) Chairman- Holding at least the position of Associate Professor (with no less than three (3) years experience.)
 - 2) First Member- Holding at least the position of Associate Professor (with no less than three (3) years experience.)
 - 3) Second Member-Main supervisor.
- d) **Initial Evaluation:** Student shall submit in the first phase a complete and comprehensive report about his research plan within a maximum period of six (6) months. However, upon consent of the research council at the respective college, the said period could be extended to a maximum duration of six (6) months, reckoned from the approval of the final comprehensive exam's result,. The committee shall have the right to take any of the following decisions:
 - 1) Approval of the report.
 - 2) Approval of the report with some amendments to be made.
 - 3) Giving student only one chance not exceeding six (6) months to rewrite the report, and submit it to the same committee.
- e) In the event the committee is not convinced for the next time, (following the time specified by it), a recommendation shall be communicated to the research council at the

respective college to dismiss student. The committee shall write a comprehensive report outlining reasons for dismissal, then a recommendation may be made to award M Phil degree to student.

- f) The research council at the respective college may consider giving the student another chance for amendment, and shall make a recommendation to the College of Graduate Studies Council to that effect.
- g) **Second Evaluation:** This phase is dedicated to the discussion of research and results. In this phase the student shall present a full report of his research's results. If he completes this phase successfully, the committee shall permit him to write the research, noting that the cited phase shall not be deemed complete unless the student publishes at least one paper of his research in a refereed journal. In the event the result of the second evaluation report comes negative, the period, under the approval of the research council at the respective college, may be extended to a maximum duration of six (6) months reckoned from the date of the second evaluation meeting held by the committee.

This above committee is responsible for taking one of the following actions:

- 1) Approval of the report.
 - 2) Approval of the report with some amendments to be made.
 - 3) Granting student only one chance not exceeding six (6) months to rewrite the report, and submit it to the same committee.
- h) In the event the committee is not convinced for the next time, (following the elapse of the six (6) months), a recommendation shall be communicated to the research council at the respective college to dismiss student. The committee shall write a comprehensive report identifying reasons for dismissal, then a recommendation may be made to award M Phil degree to student.
 - i) The research council at the respective college may consider giving the student additional chance for amendment, and shall make a recommendation to the College Council to this effect.
 - j) Successful student shall submit six (6) final hard bound copies of his research along with compact disk (CD) to the registrar to be distributed as follows:
 - k. One (1) copy to SUST's library.

- l. One (1) copy to the College of Graduate Studies library.
- m. One (1) copy to be deposited in the archive of the National Records Office.
- n) One (1) copy to the respective college.
- o) One (1) copy to the student's main supervisor.
- p) Compact Disk (CD) to be delivered to the E-Library.
- q) The College Registrar shall retain a copy of each rejected or deferred research.

7.4. Exams Regulations

7.4.1. General Regulations

- a) Student has to sit exams in all the courses of study as stipulated by the courses' programs regulations.
- b) Student shall not be permitted to sit exams unless he completes the study of the designated programs, with a 75% attendance minimum for taking the exam, and his work performance during the year is satisfactory.
- c) The competent councils shall discuss the results of the various programs' exams.
- d) The result of the substitute exam shall be considered in the first place, then the assessment of the student shall be completed to determine his status accordingly.
- e) Student shall not be permitted to sit exam unless he has completed his registration process within the prescribed time limit, and has paid all tuition fees.
- f) Student who has attended lectures but has not completed his registration procedures within the specified period, shall not be allowed to sit exam.
- g) The following regulations shall apply in the absence of exams' regulations contained in the relevant program:
- h) **Qualifying Exams:** Success in the prescribed courses the first time is required. Subjects shall be evaluated according to the University's exams regulations.

i) Preliminary Examinations

- 1) Success rate in each course and in aggregate is 70% minimum.
- 2) Student shall not be permitted to re-sit examination in any course.
- J) Student may be permitted to sit for a substitute exam in any course if is absent from the exam for a reasonable reason acceptable to the college management, provided a solid

evidence to support reason for absence should be submitted within seventy-two (72) hours maximum from the date of the examination in the relevant course.

k) Student shall sit for the substitute exam in the first exam held for the relevant course.

7.4.2. Special Regulations

- a) The student's overall average shall be computed according to the weightings of courses rounded to one decimal place.
- b) Success rate in each course is 70%.
- c) Grades earned by student in each course shall be recorded as a percentage, and classified on a Pass/Fail basis.
- d) Student pursuing doctoral degree shall be dismissed if his total aggregate in all courses is less than 70%.
- e) The research council at the respective college shall reevaluate student who completed all his study courses and obtained 70% or more, but failed in one course.
- f) Student who fails in reevaluation process shall be dismissed.
- g) Dismissed student shall not be permitted to take exams as an external.
- h) The status of student who has been dismissed from doctoral program shall be considered in accordance with master's regulations.
- i) Student who completes his study courses successfully shall be permitted to sit for the comprehensive examination, if he passes this exam successfully, he will be allowed to start research.
- j) Student, who fails in the comprehensive examination for the first time, shall be given a chance to resit exam within a period not exceeding three (3) months from the date of first exam.
- k) In the event student fails for the second time, his case shall be entertained for award of master's degree.
- l) PhD shall be awarded without rating.

7.5. Research Examination

- a) The thesis peer review committee shall be composed of three (3) members who satisfy PhD supervision requirements as follows:
 - An external examiner from outside the University as chairman.

- An internal examiner from the University.
 - A supervisor who will serve as member and rapporteur.
- b) Supervisor shall nominate, in coordination with the respective department, internal and external examiners who satisfy supervision requirements.
 - c) Names shall be forwarded to the chairman of the research council at the respective college for concurrence and shall be conveyed to the college dean for approval in order to select committee members.
 - d) A copy of the thesis shall be forwarded to each member to make his recommendation.
 - e) If any of the examiner recommends rejection of thesis, it will be forwarded along with the thesis and reports to another external peer reviewer, then shall be submitted to the college council.
 - f) The committee will examine student and conduct discussion with him, and shall make its vote immediately following discussion.
 - g) The peer review committee shall make its decisions by majority vote.
 - h) The examination form shall be completed immediately after discussion and shall be submitted with one of the following recommendations:
 - 1) Award of PhD degree.
 - 2) Award of PhD degree after making the required corrections.
 - 3) Award of PhD degree after making the required amendments and resitting examination.
 - 4) Refusal to award degree.
 - i) The peer review committee shall convey its recommendation to the college's registrar.
 - j) Supervisor shall adhere to review all amendments as a prerequisite to approve the recommendation. Student who fails to make the required amendments within three (3) months from the date of examination shall be required to resit exams.
 - k) M Phil degree shall be awarded to student who has passed courses examinations successfully and failed in research.

CHAPTER EIGHT
MASTERS & DOCTORAL DEGREE BY RESEARCH

8.1. Admission Prerequisites

- j) Student pursuing doctorate degree must have obtained at least a BA degree (with Lower second-class honors) from SUST or a recognized equivalent from an accredited institution, or,
- k) A postgraduate diploma with a minimum rating of “Good” from SUST or a recognized equivalent from an accredited institution.

8.1.2. Syllabus

- l) The minimum duration of study shall be two (2) years.
- m) Under certain circumstances, the College Council may approve the extension of the prescribed period to a maximum duration of one (1) year, on a recommendation from the supervisor and chairman of research council at the respective college, provided student must pay extension fees.
- n) In all cases, student shall submit extension form via his main supervisor and chairman of research council at the respective college, two (2) months before the end of the previous registration.
- o) The course of study shall continue on a regular basis, except in exceptional cases approved by the College Council, pursuant to a request submitted by student via his main supervisor.
- p) Student whose study requires absence from the University must obtain the approval of the main supervisor and the chairman of research council at the respective college, provided that the period of absence shall not exceed nine (9) months.
- q) Student is required to deliver, through the respective department and college, at least two (2) seminars for assessment and follow up on study. The first seminar shall be held within two (2) months from the date of registration to discuss the proposal and shall be conducted under the immediate supervision of the supervisor, and the second seminar shall be held to discuss findings and recommendations, provided it shall be held six (6) months ahead of the discussion examination date.

- r) Oral examination shall be conducted only after student has published a scientific paper derived from thesis in a peer-reviewed journal. The said paper shall be attached for confirmation.
- s) Supervisor is required to prepare a periodical report every six (6) months on student's performance. The relevant report shall be submitted through the research council at the respective college. If the student's performance is weak, the supervisor may make a recommendation to the College Dean, after obtaining the approval of the chairman of the research council at the respective college, to terminate the student's studies. Termination shall take effect following the approval of the College Council.
- t) Thesis shall be written according to scientific writing standards contained in the college's style guide.

8.2. Doctoral by Research

8.2.1. Admission Prerequisites

- b) Student pursuing doctorate degree must have obtained a master's degree from the University or a recognized equivalent from an accredited institution.

8.2.2. Syllabus

- m) The length of a study shall be three (3) years minimum.
- n) Under some exceptional circumstances, the college council may agree to extend the prescribed period to a duration of two (2) years maximum, upon a recommendation from the supervisor and chairman of research council at the respective college.
- o) In all cases, student shall submit the extension form via his supervisor and chairman of research council at the respective college, two (2) months before the end of the previous registration.
- p) The course of study shall continue on a regular basis, except in exceptional cases approved by the College Council, pursuant to a request submitted by student via his main supervisor.
- q) Student shall provide the College Registrar with his contact information i.e. (permanent delivery address and telephone number).

Student whose study requires absence from the University must obtain the approval of the main supervisor and the chairman of research council at the respective college,

provided that the period of absence should not exceed nine (9) months during which student shall remain in touch with his main supervisor.

- r) Student is required to deliver, through the respective department and college, at least two (2) seminars for evaluation and follow up on study. The first seminar shall be held within two (2) months from the date of registration to discuss the proposal, and shall be conducted under the immediate supervision of the supervisor. The second seminar shall be held to discuss findings and recommendations, provided that it shall be held six (6) months ahead of the discussion examination date.
- u) Oral examination shall be conducted only after student has published a scientific paper derived from thesis in a peer-reviewed journal. The said paper shall be attached for confirmation.
- v) Supervisor is required to prepare a periodical report every six (6) months on student's performance. If student's performance is unconvincing, the supervisor may make a recommendation to terminate student's studies. Termination shall take effect upon the approval of the College Council.

8.3. Upgrading Registration from Master's by Research to Doctoral by Research

8.3.1. Student shall be qualified for converting registration from Master's by Research to Doctoral by Research if he:

- a) Has demonstrated high level of proficiency in research.
Has completed the approved research plan for master's degree during the first year, reckoned from the date of registration.
- b) Has achieved findings that live up to the standard of a scientific discovery.
- c) Has published his findings in a scientific peer-reviewed journal.

8.3.2. Procedures

- a) A comprehensive report detailing the theory and practical achievements of the student shall be prepared by the supervisor highlighting the points of strength in the research conducted by the student and a recommendation for conversion.
- b) Develop a research plan complementary to the approved master's plan to be in its entirety equal to the PhD plan.

- c) Submit items mentioned in (a) and (b) above to the department council with a positive or negative recommendation.
- d) The recommendation of the department council shall be submitted to the research council at the respective college for approval or rejection.
- e) The complete student's file shall be submitted to the college council, in the event of approval, three (3) external peer reviewers at the level of professor, specialized in the relative discipline, shall be nominated to assess the case, noting that a positive recommendation for conversion is conditioned on the consent of all peer reviewers.
- f) Being convinced by the recommendation of peer reviewers appointed by its members, the College Council is required to give his consent for conversion.
- g) Upon conversion, student may be granted a registration with retroactive effect in recognition of his previous work during a period not exceeding one (1) academic year.
- h) In case conversion is rejected, the Registrar shall keep a copy of each report, and student shall continue his master's studies.

8.4. Examination

8.4.1. Examining Professors

- a) Application for examination shall be submitted through the main supervisor and the head of the relative department in the form prepared for this purpose.
- b) The College Dean shall appoint an examiners committee, pursuant to a recommendation from the main supervisor, relative department and chairman of research council at the respective college.
- c) Examiners committee shall be composed of the following three (3) members, an external examiner and an internal examiner who satisfy supervision requirements for the respective degree, in addition to the main supervisor.
- d) The external examiner shall be the chairman of the committee.

8.4.2. Evaluation of Thesis and dissertation

- a) After scrutinizing thesis or dissertation, every examiner has to submit a separate and confidential report to the college as set forth in the form.
- b) Examining professors are required to submit their reports to the College Registrar within three (3) weeks.

8.4.3. Thesis and Dissertation Discussion

- a) Discussion examination shall be held only when examiners reports are positive and incorporate a recommendation to hold oral examination inside the University's premises, unless circumstances necessitate otherwise.
- b) Student is required to arrive at the examination venue on time.
- c) Oral examination shall be held after receipt of all examiners reports by the College.
- d) Examiners committee shall prepare a consolidated report signed by all members in the form prepared for this purpose.

8.4.4. Recommendation

Examiners shall make one of the following recommendations:

- a) Approval
- b) Approval (with some corrections to be made within one (1) month, unless committee otherwise provides.)
- c) Deferment (for a period not exceeding six (6) months for master's degree and one(1) year for doctoral degree, following which student shall resubmit his dissertation.)
- d) Rejection with a signed statement stating grounds on which the committee based its recommendation.

APPENDIX: FINANCIAL PROVISIONS

Tuition Fees

- a) Tuition, application and registration fees, and issuance of certificates for various programs and degrees shall be subject to change annually.
- b) Tuition fees shall be paid by semesters, and shall become due and payable at the time of registration for the relevant semester.
- c) Student shall not be permitted to sit exam unless all fees are paid in full.
- d) In case of extension for an additional semester, student shall pay the respective semester fees.
- e) Student shall pay exam fees if he is required to sit for a substitute exam, and exams could not be held for the relevant course (or courses) for not conducting the program or for any other reason.
- f) In case of study by research, extension fees for every additional six (6) months shall be paid from the total fees.

Funding Research Budget

- a) The college shall allocate 10% from the student's study expenses to fund master's and doctoral degree by research and 5% to fund dissertations.
- b) Applications for funding shall be submitted using the form prepared for such purpose.
- c) Applications for funding shall be approved by the main supervisor and the chairman of research council at the respective college.

Compensation for Academic Supervision

Dissertation

a) Supervisors for master's and doctoral degrees by research shall receive a specific amount for supervision. Payment shall be made in installments every six (6) months. The main supervisor shall submit a report to the college in this concern, after ascertaining that the supervisor has fully and faithfully discharged all his duties as stipulated in the regulations' provisions.

- b) In the presence of a co- supervisor, the main supervisor shall receive two third of the compensation and one third of the amount shall be paid to the co-supervisor.

- c) Last supervision's installment shall be paid after the discussion committee to award the degree sought by student and amendments have been made.
 - d) If the main or co-supervisor has been changed, or if registration has been cancelled, or dissertation has been rejected, the due amount shall be calculated on the basis of the time spent and contribution to the work made by each of them.
 - e) In the event of more than one co-supervisor are engaged in the work, the compensation shall be divided on the basis of 50% to be paid to the main supervisor, 25% to the first co-supervisor, and 25% to the second co-supervisor.
- f) If circumstances necessitate the change of the main or the co-supervisor, a reasonable amount determined by the College Dean shall be paid to each of them depending on his efforts and contribution to the work.

Thesis

- a) Compensation shall be paid after the discussion committee recommends the award of the degree sought by student and amendments have been made.
- b) If the supervisor has been replaced by another one, the due amount of the previous supervisor shall be calculated on the basis of the time spent, efforts and contribution to the work made by him.
- c) A reasonable amount determined by the College Dean shall be paid in case registration is cancelled or research rejected.

d) Graduation Research

Compensation shall be given to supervisor after Graduation Research is being approved by discussion committees.