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# Welcome to KFUPM

## Rules and Regulations of Graduate Studies

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Dean of Graduate Studies

Feb. 8, 2012

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# Overview at KFUPM

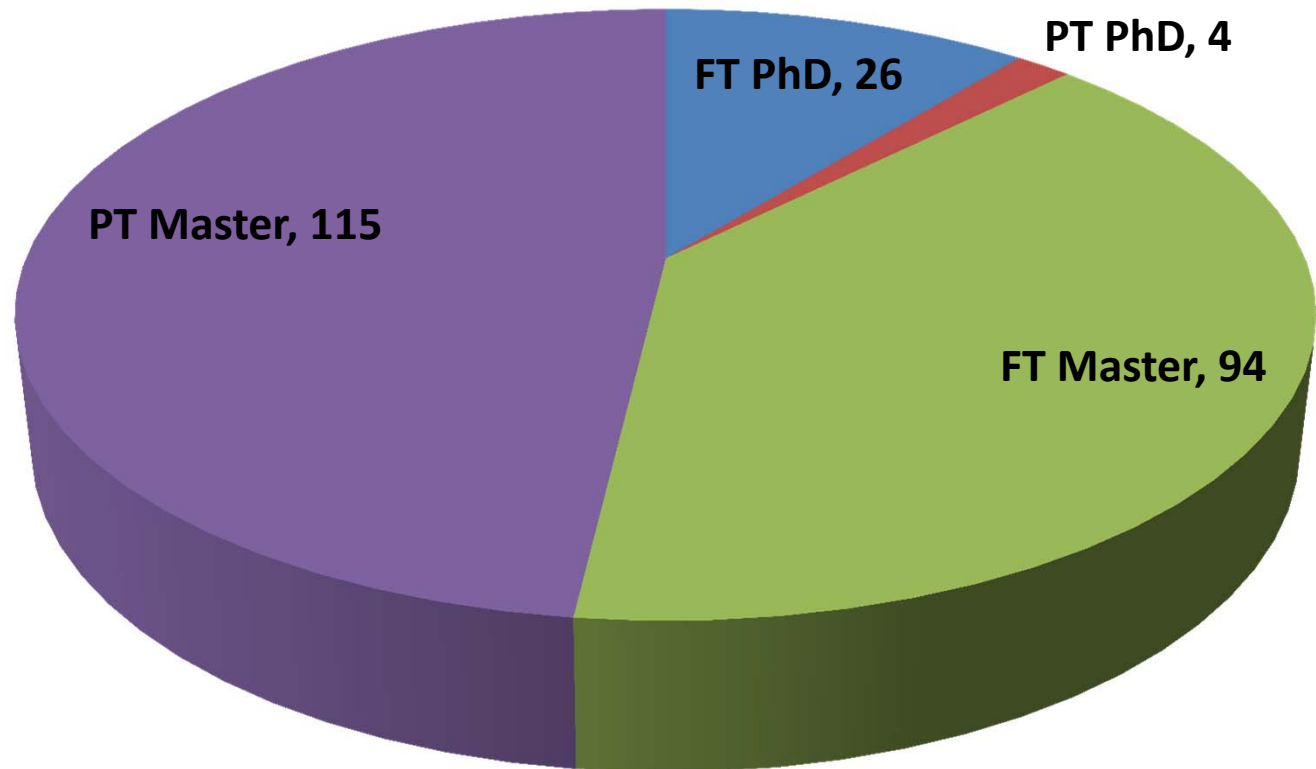
- Founded in 1963
- Composed of 7 colleges and 18 departments
- State-of-the-art IT center, Library, infrastructure
- Recognized as the leading science and engineering school in the whole region
- Research is supported by:
  - ❑ Deanship of Scientific Research
  - ❑ Research Institute
  - ❑ Five Centers of Research Excellence
  - ❑ KACST funds for faculty and graduate students
  - ❑ National Science and Technology Plan (NSTP)

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# History of Graduate Studies

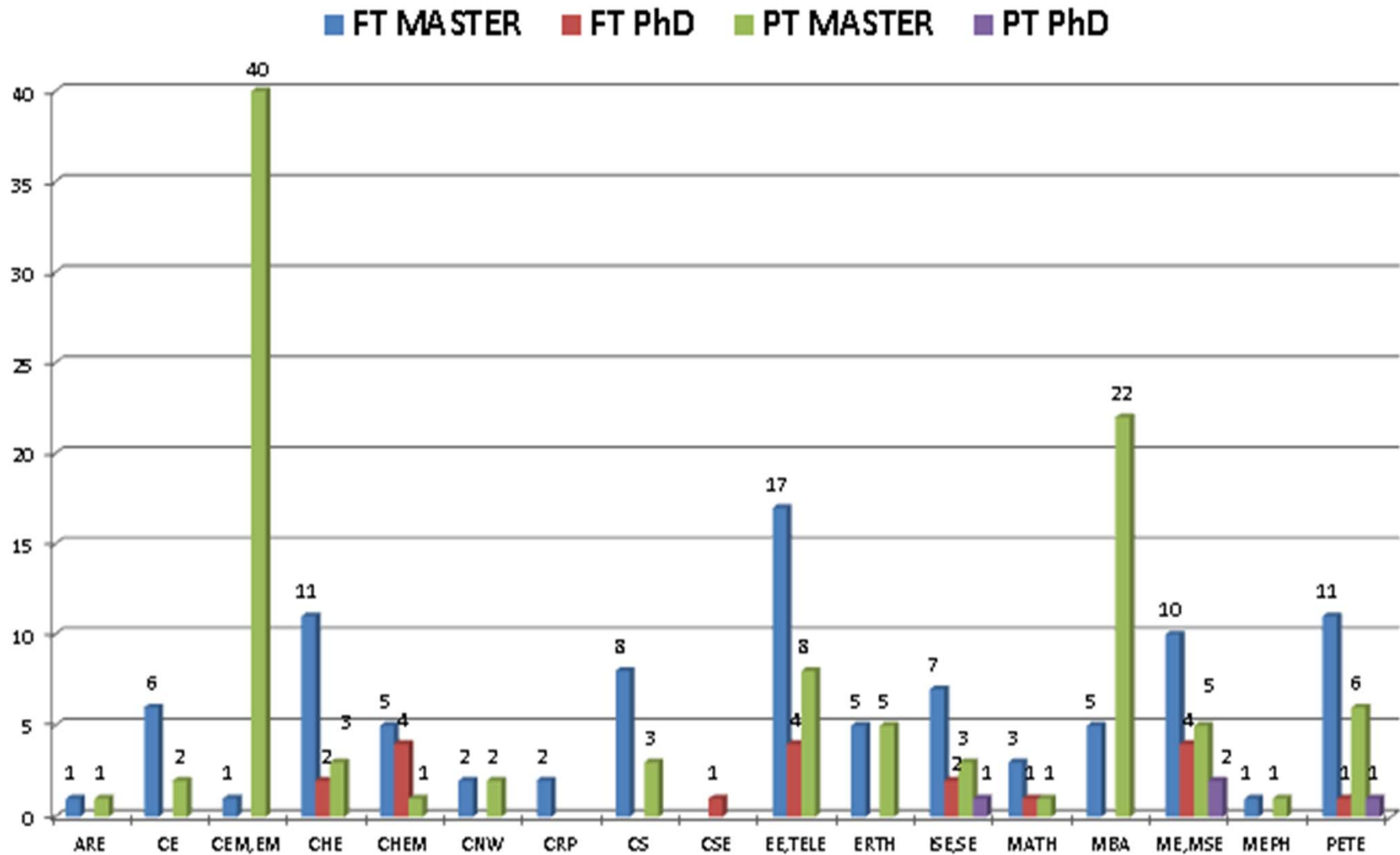
- Founded in 1973
- Formerly called College of Graduate Studies (CGS)
- Presently called Deanship of Graduate Studies (DGS)
- First Graduate College in the Gulf Region
- KFUPM – the first university in Saudi Arabia to introduce PhD Programs in Engineering
- KFUPM has 12 PhD and 35 MS programs

# New Admits for Semester 112

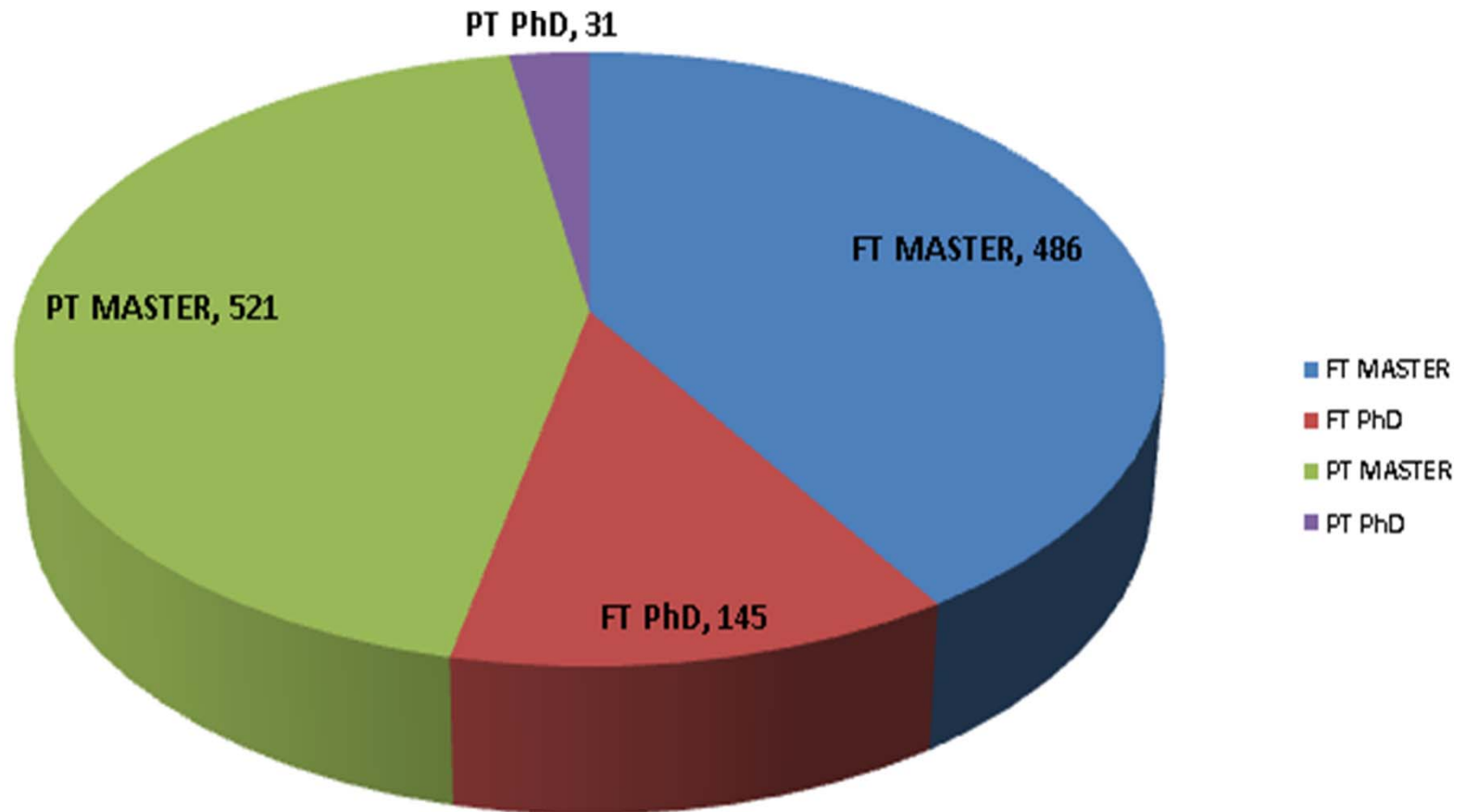


■ FT PhD ■ PT PhD ■ FT Master ■ PT Master

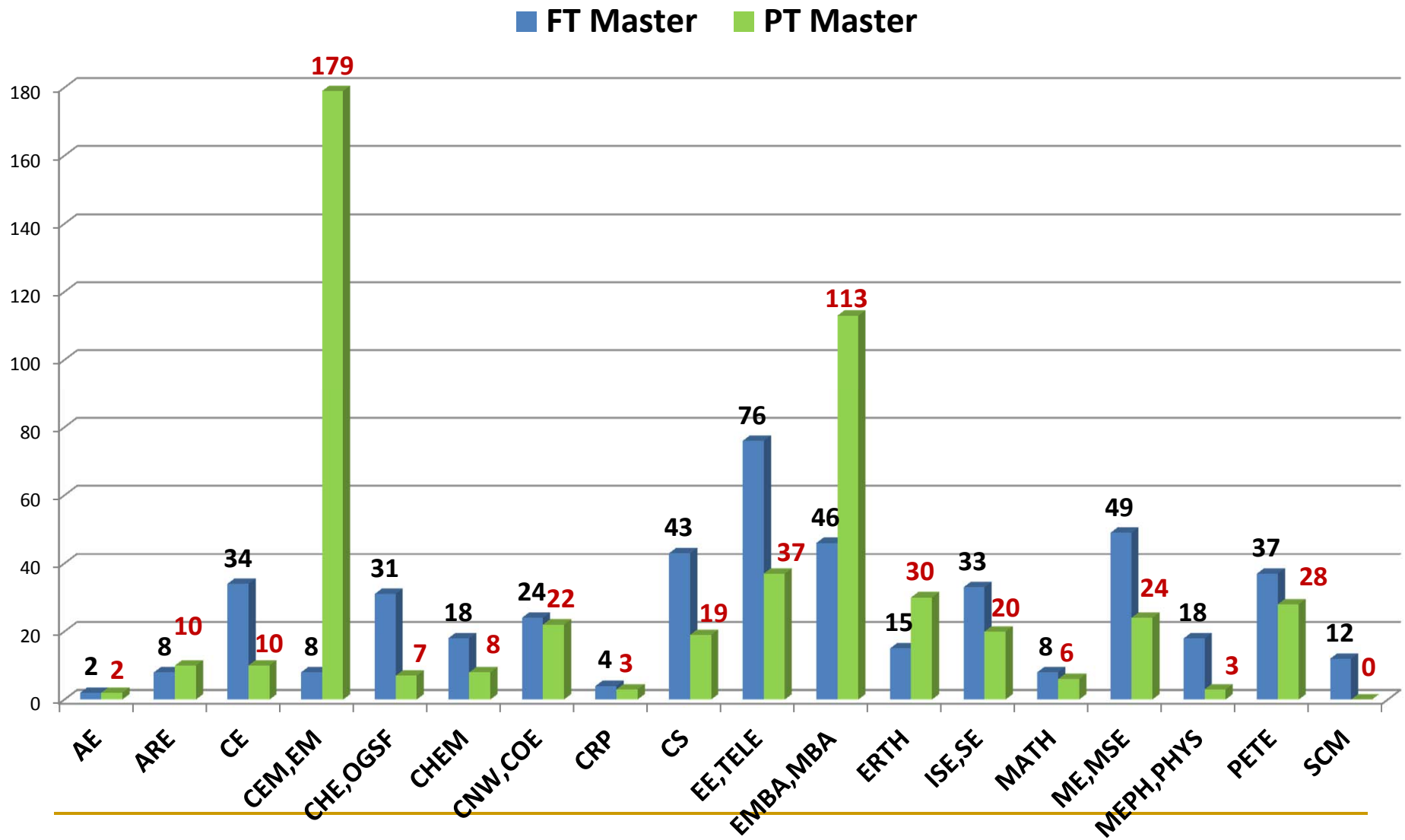
# New Admits Distribution – 112



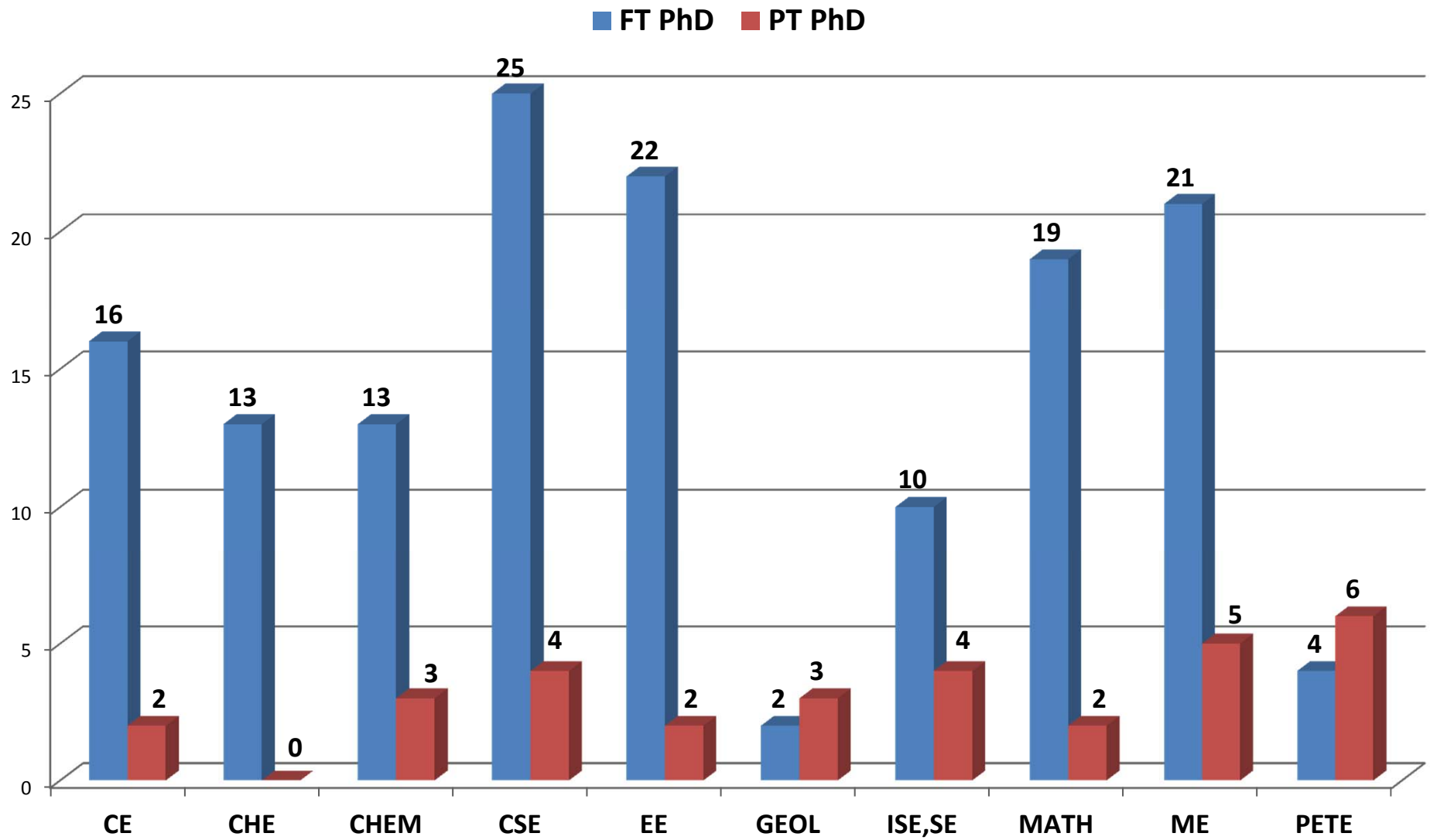
# Active Students Distribution – 112



# Active Master Students – 112

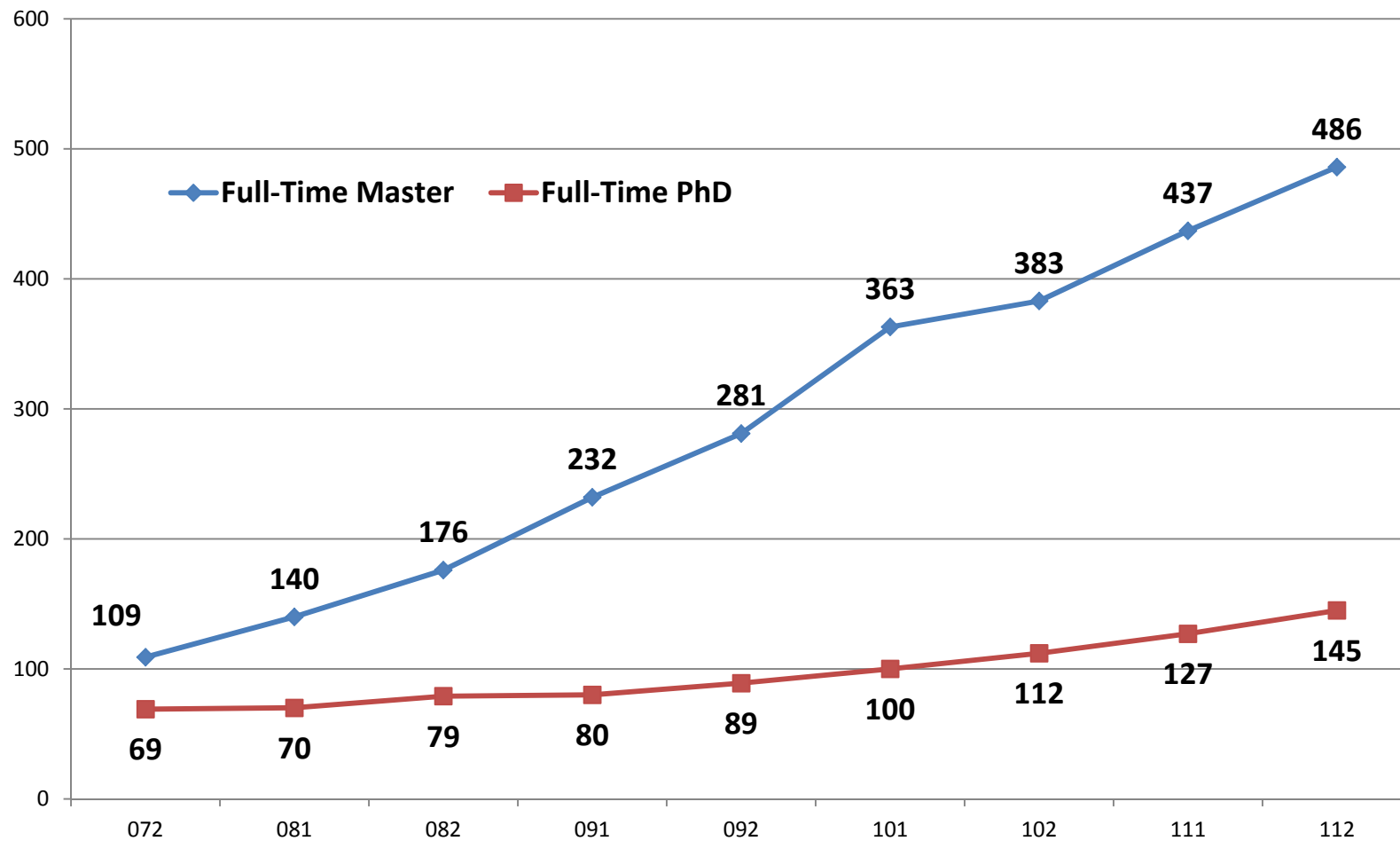


# Active PhD Students – 112





# Full-time Master and PhD students



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# New Strategic Plan 2012 – 2020

## ■ **Vision:**

To be globally known for quality graduate programs that attract and develop prominent students and lead to quality research.

## ■ **Mission:**

To guide, support and develop graduate programs towards the highest level of excellence that serve national needs and beyond in:

- ❑ Creating and disseminating knowledge.
- ❑ Producing quality research.
- ❑ Recruiting and retaining prominent graduate students.

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# New Strategic Plan 2012 – 2020

## Goals:

- Ensure globally competitive graduate programs.
- Ensure significant contribution to knowledge and innovation.
- Attract and retain quality of graduate students locally and internationally.
- Develop graduates personally, academically and professionally.
- Provide high quality services and efficient management that respond to faculty and student's needs.

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# Familiarizing with Terms & Procedures

- Academic Petition/Request
- Changing Degree Objective
- Provisional and Regular Status
- Pre-Graduate Program
- Readmission
- Degree Plan
- CGPA and Warning Policy
- Thesis/Dissertation Proposal & Committee Formation
- Public Oral Defense of Thesis/Dissertation

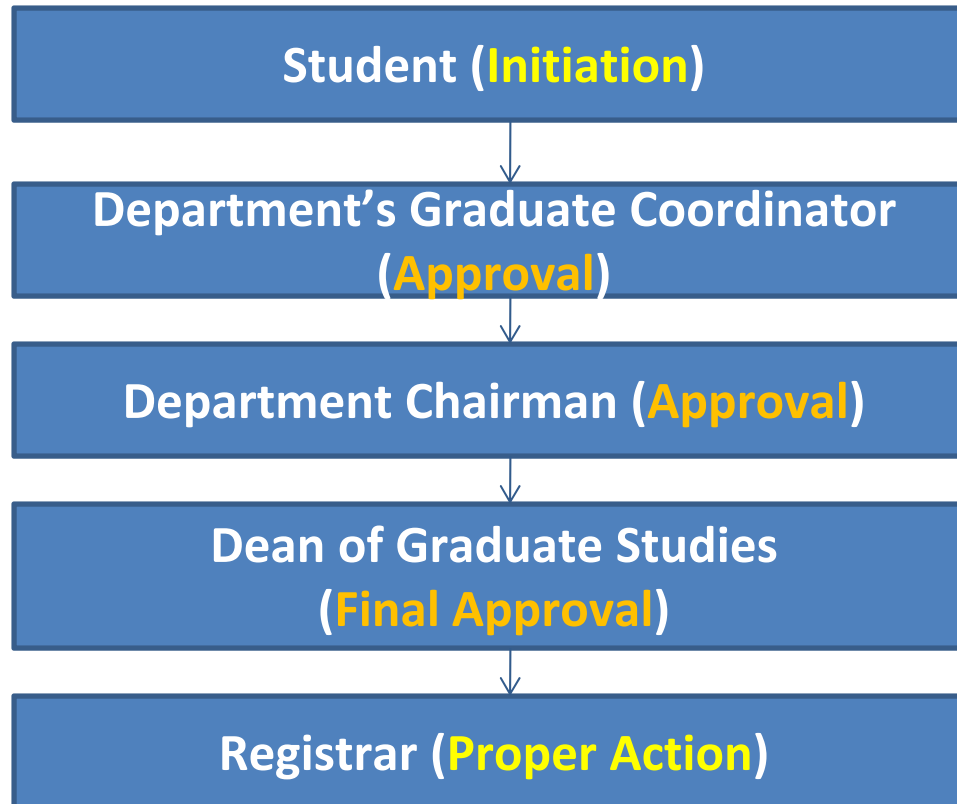
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# Academic Petition/Request

- Specific Form available on the website of Graduate Studies  
(from homepage, Current Students → Forms → Miscellaneous → Academic Petition)
- It can be used for:
  - Changing Provisional status to Regular.
  - Changing status from Pre-Graduate to Graduate.
  - Accepting/waiving GRE/TOEFL/Deficiency Courses etc.
  - Transferring Credits from an unfinished degree at another institution.
  - Registering more/less than allowed credit hours.
  - Others. For more information please check FAQs (from homepage, Current Students → FAQ)

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# Flow of Academic Petition



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# Provisional & Regular Status

- A student admitted with academic conditions is referred to as a **PROVISIONAL STUDENT**
- Such academic conditions could be **GRE, GMAT, TOEFL, deficiency courses**, etc.
- Students should fulfil these deficiencies within the first semester of admission.
- If not changed into Regular within first semester, students will be held from registration confirmation in the next semester.

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# Removal of Provisional Status

- Use the academic petition form once fulfilled the academic conditions for which they were on provisional status.
- If such a petition is approved, the student will become a **regular student**.



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# The Hold List

- The list is prepared mid of every semester.
- It contains names of students who are still on Provisional Status.
- Such students should arrange to remove their names from the list by changing status to Regular.
- Students failing to do so will be put on registration hold and **will not be allowed** to confirm registration for the coming semester.
- RA/LB/FT students on HOLD will have their contracts/stipend put on HOLD → Affect scholarship severely

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# Pre-Graduate Program

- It is a special program for students with weak achievements in their BS degrees.
- However, they showed good work experience and high motivation to continue their MS degrees.
- They may be granted admission as Pre-Graduate for one year.
- They must pass 3 graduate courses, two of which are core courses with a grade of B and above in each.
- Very strictly monitored and revised at the end of each semester.

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# Degree Plan

- Specific Form available on DGS website in PDF format.
- It is a roadmap for earning a degree.
- Shows what a student has achieved and what is still needed for completing the degree requirements.
- Prevents a student from taking unnecessary courses that may not be counted towards his degree, which could waste his time and delay his graduation processing.
- Students should submit their Degree Plans in the **second semester** of admission at maximum.

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# Change of Degree Objective

- Specific Form on the website of DGS.
- Can be done **only once** during the study at KFUPM.
- Same applies for changing major – only once...

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# Some Important Policies

- All PhD students are required to
  - ❑ Pass the PhD Comprehensive Exam within 04 semesters of their enrolment at max.
  - ❑ Submit their dissertation proposals by within 06 semesters of their enrolment at max.
  - ❑ Can be taken twice at max IF recommended by Graduate Committee in Dept.
  - ❑ This means that PhD students should attempt the comprehensive exam in 3<sup>rd</sup> semester.
- Failing to progress according to set deadlines may lead to issuance of Warnings or even dismissals from the PhD program.

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# Some Important Policies

- The minimum number of credit hours to be completed by a Full-time Graduate Student (including RA's and Lect-B's) every semester is **09 credit hours**.
- This is a very strict policy to insure full-time status and smooth progress in the degree program.
- Every student should submit his Degree Plan latest by the second term (4<sup>th</sup> Week) of his enrolment.
- Every student should declare his thesis/dissertation advisor and topic latest by the second term of his enrolment.

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# Some Important Policies

- The minimum time period between the **thesis/dissertation proposal submission** and the planned public oral defence is **03 months**.
- The student should count for at least one month for the processing in the Department, College and Deanship of Graduate Studies.
- MS and PhD students who defended their theses/dissertations in a term are given IC grades, which should be changed into NP once the final bound theses/dissertations is submitted.

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# Some Important Policies

- PhD students should pass the comprehensive examination as part of the Seminar course XXX-699.
- This course is a pre-requisite to registering the PhD Dissertation XXX-710. The course is graded as pass or fail.



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# GPA & Warning Policy

- Graduate students **must maintain** a minimum GPA of 3.00.
- Students with GPA less than 3.00 are discussed every semester and are issued Warning or Severe Warning letters.
- Failure to raise the GPA above 3.00 will result in **dismissal** from the program.
- Full-Time students such as RAs and LBs may be given a single chance and then dismissal will be issued.
- In extreme cases of low performance (e.g., securing F or DN or D grades), Full-Time students may be dismissed from the first semester

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# Starting your Thesis Research

- Start deciding on your thesis supervisor and initial topic as early as possible (**DO NOT** wait for your coursework completion).
- You might want to select some of your course projects as introduction to your thesis work.
- This way, you will be ready to submit the proposal by the time you end the course work.

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# Thesis/Dissertation Proposal & Committee Appointment

- Thesis/Dissertation is required from all M.Sc. and PhD students.
- Not required from students of non-thesis degrees.
- Proposal and Committee should be approved by Department and College Councils and by Deanship of Graduate Studies.
- All the required forms available on DGS website.
- Please refer to the chapter on Thesis in the Graduate Bulletin

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# Public Oral Defense of Thesis/Dissertation

- A public oral defense is required from all M.Sc. and PhD students as a part of their degrees.
- The oral defense form has to be submitted 2 weeks before the intended date of defense.
- The minimum gap between the proposal approval date and oral defense request is 2 months.
- Oral defense is **not allowed** during the registration periods, final examinations and summer semesters.

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# Readmission

- Needed for the following students:
  - Have been **inactive** even for one semester.
  - Have dropped **ALL** courses in a semester.
  - Have not confirmed their registration according to Registrar deadlines.
- Full-time graduate students, RAs, Lecturers-B are **NOT** allowed to drop a semester or withdraw from ALL courses.
- A student can get re-admission for 3 times at max.
- The form **should be submitted** at least 4 weeks before the start of the intended semester to the department.
- For students inactive for more than 6 semesters, their cases have to be approved by Dept., College and Graduate Councils!!!

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## Important Note

Please read the Graduate Bulletin carefully  
and check the FAQ's document.

Both are available on our website  
[www.kfupm.edu.sa/gs](http://www.kfupm.edu.sa/gs)

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# Important Deadlines

Academic Issue	Deadline
<b>Readmission Application</b>	4 weeks before new semester starts
<b>Change of Major</b>	2 months before new semester starts
<b>Degree Plan Submission</b>	2 <sup>nd</sup> Semester (4 <sup>th</sup> Week) from initial admission
<b>Thesis Proposal Submission</b>	3 months before intended defense date
<b>Oral defense Request Form</b>	2 weeks before intended defense date
<b>Last day of defense</b>	Last day of classes
<b>Last day for clearing pending issues to avoid HOLD</b>	One week before new semester starts

# Typical Degree Progress - FT MSc Students

Admission
<u>1<sup>st</sup> Semester</u> - Register 3 courses
<u>2<sup>nd</sup> Semester</u> - Register 3 courses - Submit degree plan - Select thesis advisor and preliminary thesis topic
<u>3<sup>rd</sup> Semester</u> - Register 2-3 courses - Select thesis committee - Submit thesis proposal
<u>4<sup>th</sup> Semester</u> - Thesis defense and degree completion



# Typical Degree Progress - PT MSc Students

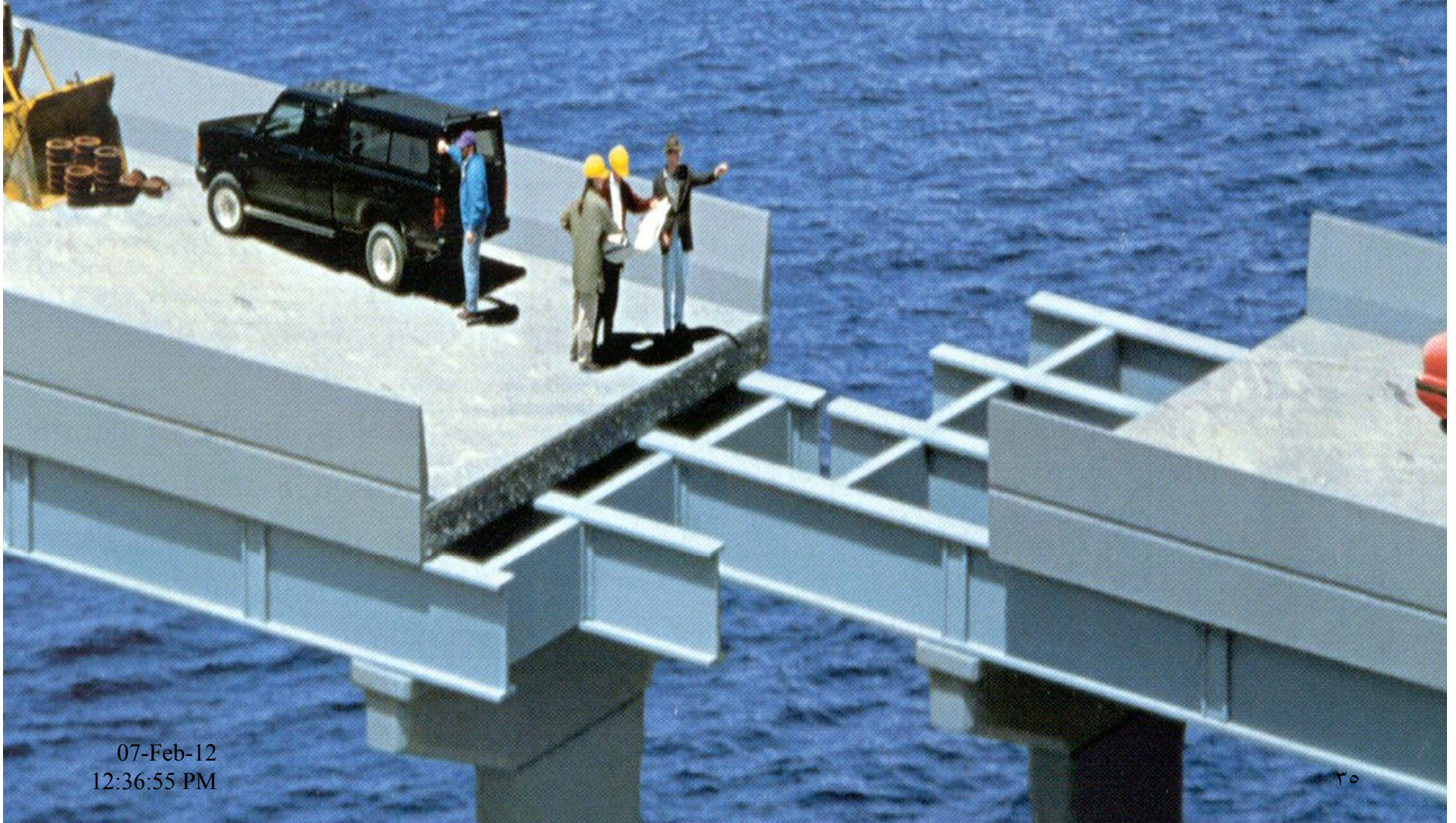
<b>Admission</b>
<b><u>1<sup>st</sup> Semester</u></b> - Register 2 courses
<b><u>2<sup>nd</sup> Semester</u></b> - Register 2 courses - Submit degree plan
<b><u>3<sup>rd</sup> Semester</u></b> - Register 2 courses - Select thesis advisor and preliminary thesis topic
<b><u>4<sup>th</sup> Semester</u></b> - Register 2 courses - Select thesis committee - Submit thesis proposal
<b><u>5<sup>th</sup> Semester</u></b> - Work on thesis
<b><u>6<sup>th</sup> Semester</u></b> - Thesis defense and degree completion

# Typical Degree Progress - FT PhD Students

Admission
<u>1<sup>st</sup> Semester</u> - Register 3 courses
<u>2<sup>nd</sup> Semester</u> - Register 3 courses - Submit degree plan
<u>3<sup>rd</sup> Semester</u> - Register 3 courses - Select dissertation topic and supervisor - Attempt/pass Comprehensive Exam
<u>4<sup>th</sup> Semester</u> - Register 1-2 courses - Pass Comprehensive Exam
<u>5<sup>th</sup> Semester</u> - Select dissertation committee - Submit & defend dissertation proposal
<u>6<sup>th</sup> and 7<sup>th</sup> Semesters</u> - Work on dissertation research - Thesis defense and degree completion



For a civil engineer, there's no such thing  
as a "little mistake."



07-Feb-12  
12:36:55 PM



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# Common Mistakes

- Being not in touch with the Department and DGS.
- Forgetting to do the registration confirmation at the beginning of every semester (*detailed explanation can be acquired from the Registrar Office*)
- Dropping ALL courses and NOT applying for re-admission for next semester.
- Students on provisional status do not read the conditions mentioned in their admission letters carefully.
- Not checking the university student email ([g???????@kfupm.edu.sa](mailto:g???????@kfupm.edu.sa)) regularly.

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**THANK YOU**