

King Khalid University

College of Science
Department of Chemistry



جامعة الملك خالد

كلية العلوم
قسم الكيمياء



Academic supervision system on Ph.D. theses

1: Stages of registering a thesis project

1-1: In the first week of the beginning of the semester, the doctoral student can choose the department he wishes to join by filling out the relevant form (Form 1) and submitting it to the Head of the Chemistry Department.

1-2: The Department of Chemistry assigns each doctoral student a scientific advisor at the beginning of his enrollment in the program. To guide him in his studies, help him choose the thesis topic, and prepare a research plan. (Article thirty-six of the regulations governing postgraduate studies in universities and their executive rules at King Khalid University - attachment 1)

1-3: The doctoral committee addresses the faculty members in the divisions that the students have chosen to join to submit research proposals (Form 2). The research proposals are examined by the doctoral committee and then presented to the students to choose their topics.

1-4: The student chooses a topic from the topics offered and writes a research proposal for his doctoral thesis (Form 3) with the help of his scientific advisor in accordance with the goals of the university and the Chemistry Department.

1-5: After passing at least fifty percent of the courses, with a grade not less than (very good), the doctoral student submits his research proposal for the thesis topic to the doctoral committee of the Chemistry Department. (Article Forty-Two: The regulations governing postgraduate studies in universities and their executive rules at King Khalid University)

1-6: The student presents a seminar on his topic in a panel discussion in front of the department's faculty members, and the research proposal is judged by two department members in the same specialty (Form 4).

1-7: After the student's research proposal is approved by the department's doctoral committee, it is presented to the department council and then submitted to the college council for approval based on the

recommendation of the department council. It is not approved by the college council until the student passes the comprehensive exam in both parts.

1-8: The doctoral student sits for the comprehensive exam, both written and oral, in accordance with the regulating rules contained in the regulations governing postgraduate studies in universities and their executive rules at King Khalid University (Article 35). The student is required to pass the comprehensive test, both parts, with a grade of not less than 70%.

2: Scientific supervision

2-1: After passing the comprehensive examination and approving the student's research proposal by the College Council, the department appoints the thesis supervisor and the assistant supervisor (if the nature of the thesis topic requires that), based on the recommendation of the department and college councils. There is no objection to the scientific advisor being the supervisor of the thesis, if the research plan is in his field of specialization, and this is done in accordance with what is stated in Articles 38-40 of the regulations governing postgraduate studies in universities and their executive rules at King Khalid University.

2-2: At the end of each semester, the supervisor submits a detailed report to the department head on the student's progress in his studies, and the report is filled out electronically on the academic system (Article 50 of the regulations governing postgraduate studies in universities and their executive rules at King Khalid University).

2-3: The main supervisor and assistant supervisor (if there is one) prepare the student to defend his thesis, where the student gives an experimental presentation on the thesis topic and its results and discusses the results.

3: Thesis submission and defense

3-1: After the student has finished preparing it, the supervisor of the thesis submits a report on its completion to the department head according to the form prepared on the electronic system, attaching to it a copy of the academic thesis, in preparation for completing the discussion procedures determined by the Council of the Deanship of Graduate Studies. (Article 47 of the regulations governing postgraduate studies in universities and their executive rules at King Khalid University)

3-2: The student uploads the thesis electronically by following the guidelines of the Deanship of Research and Graduate Studies for submitting the thesis to form the discussion committee (attachment 2).

3-3: To form a discussion committee for a doctoral dissertation, it is required that the student submit at least one scientific paper, alone or jointly with the supervisor, the assistant supervisor, or both, drawn from a doctoral thesis published - or accepted for publication - in peer-reviewed, classified scientific journals and included in the data of the Network of Sciences and Humanities in the approved databases of the Scientific Council, or in conferences, seminars, or scientific forums.

3-4: The discussion committee is formed by a decision of the Council of the Deanship of Postgraduate Studies, based on the recommendation of the relevant department and college councils. This is done in accordance with the executive rules of Article 48 of the Unified Regulations for Postgraduate Studies in Universities and its executive rules at King Khalid University.

3-5: Each member of the discussion committee submits a report on the suitability of the thesis for discussion to the department head, according to the prepared form (Form 5), if the committee members agree on the suitability of the thesis for discussion; The thesis is submitted for discussion.

3-6: After the discussion, the discussion committee prepares a report signed by all its members (Form 6 and Form 7), which is submitted to the

head of the department within a week from the date of the discussion, including the committee's decision and recommendation. (Unified regulations for postgraduate studies in universities and their executive rules at King Khalid University - Article 50)

4: Awarding the academic degree

4-1: After the discussion, the student, under the supervision of the supervisor, makes the amendments requested by the discussion committee at the specified time. The rapporteur of the discussion committee must approve the amendments. After the amendments are completed, the technical examination and plausibility check of the thesis (Form 8 and Form 9) are carried out by the department's doctoral committee. Then the doctoral committee submits its report to the head of the department.

4-2: The supervisor uploads the report and decision of the discussion committee through the electronic portal, after which the student uploads the thesis through his page on Academia, following the steps described in the guideline for submitting the university thesis after the discussion (attachment 2).

4-3: The department head shall submit the discussion committee's report to the college dean within a period not exceeding two weeks from the date of the discussion. To submit it to the executive administration to complete the procedures for granting the degree in accordance with what is stipulated in the unified regulations for postgraduate studies in universities and their executive rules at King Khalid University (Articles 35, 54 and 56).

5: Forms:

- (1) A form of wishes to join the different divisions of the doctoral program.
- (2) Proposed Topic for a Ph.D. student.
- (3) A Research Proposal for a Ph.D. Thesis in Chemistry.
- (4) A Review Form for a Research Proposal for a Ph.D. Dissertation in

Chemistry.

(5) Report on the suitability of the message for discussion.

(6) Report of the discussion and judging committee on the thesis submitted for the doctoral degree.

(7) The decision of the discussion and judging committee on the thesis submitted for the doctoral degree.

(8) Technical Check report for a PhD thesis.

(9) Plagiarism Report Form V1