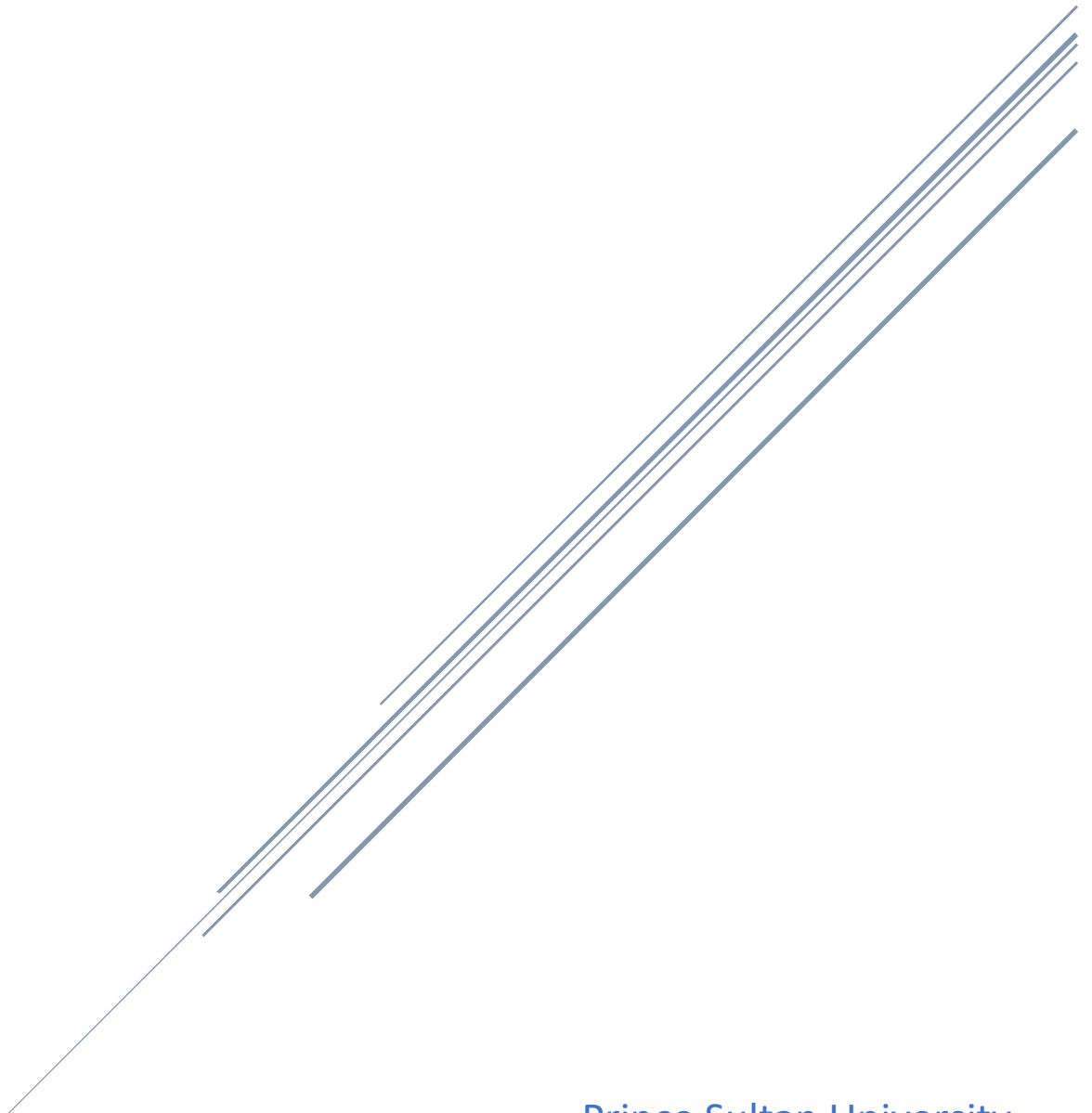


THESIS PROCESS AND GUIDELINES

CCIS Graduate Programs Unit



Prince Sultan University
April 2022

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1- Registration of the thesis

1. The student shall complete at least fifty percent (50%) of the courses with cumulative GPA of at least “Very Good” (bylaw, article 41)

CCIS Graduate Programs Unit Recommendations

1. The student shall have the consent of an advisor to supervise the research work
2. The student shall fill in the study plan option form to confirm the thesis option
3. The director/ Associate director of the CCIS Graduate Unit should approve the registration

2- Scientific Supervision

2.1. Selection of the scientific supervisor

- Theses shall be supervised by Professors and Associate Professors of the university’s faculty members. Assistant Professor shall be permitted to supervise the master’s degree only if he holds this rank for two years and if he published (or obtained acceptance for publication of) two research (in his area of specialization) in a refereed academic journal (Bylaw, article 45)
- Theses and dissertations can also be supervised by outstanding and highly competent experts in the field of scientific research who are not necessarily faculty members of the university, on the recommendation of the respective CCIS Graduate programs Unit and College Councils, the Graduate Studies Deanship Council, and the decision of the University Council. (Bylaw, article 46)
- Supervisors shall supervise a maximum of Three theses at a time (**Graduate Study regulation**).
- The supervisor has one credit hour for each student’s supervision (University regulation)

CCIS Graduate Unit Recommendations

- Thesis can only be supervised by a faculty who is active in research.

2.2. Scientific supervision and follow-up procedure

- Master’s Thesis subjects shall be characterized by newness and originality, and active contribution to the development of knowledge in the student’s discipline (Bylaw, article 43).
- The guidelines for the selection of the examiners is mentioned below:
 - **The updated thesis proposal shall be approved by the CCIS Graduate Council, then the College Council, and finally the Graduate studies Council** (Bylaw, article 42).
 - The supervisor shall, at the end of each semester, submit a detailed report to the Director / Associate director of the CCIS Graduate Unit on the student’s progress in the study. A copy of the report shall be sent to the Deanship of Graduate Studies (Bylaw, article 50).
 - If the supervisor cannot continue his supervision, or his/ her service in the university comes to an end, an alternate supervisor is proposed by **the CCIS**

Graduate Unit Council. The new proposed supervisor shall be approved by the College Council and authorized by the Graduate Studies Deanship Council (Bylaw, article 49).

- If it was approved that the student is not serious in his/ her study or if it was approved that he/ she violates the academic obligations, he/ she, based on a report by the supervisor of study, shall be warned in a letter from the CCIS Graduate Unit. If student is warned twice but he/ she did not rectify the situation, the Graduate Studies Deanship Council, on recommendation of the College Council, may terminate his/ her enrolment in the program (Bylaw, article 52).

CCIS Graduate Programs Unit Recommendations

- The supervisor shall have a regular meeting with the student at least twice a month.
- The student shall submit a thesis proposal to the CCIS graduate Unit.
- The thesis proposal should be part of the research methodology course evaluation process.
- The student shall present the thesis proposal against two examiners selected by the supervisor and approved by the CCIS Graduate Programs directors.
- The proposal presentation is considered as a final exam of the Research methodology course evaluation.
- The thesis proposal examiners should be the same for the thesis defense.
- The student shall consider the examiners' comments and update the proposal accordingly before being presented for approval by the College and Graduate Councils.
- The updated proposal shall be evaluated and approved by the examiners.
- The evaluation form of the thesis proposal shall be submitted to the CCIS Graduate Programs Unit within one **week from the date of the examination.**

3- Thesis Defense/Examination

3.1. Selection of the defense/examination committee

- Thesis examination committee shall be setup by the Graduate Studies Deanship Council on the recommendation of respective CCIS Graduate Unit and College Councils (Bylaw, article 53)
- The number of the examination committee members shall be an odd number and the supervisor shall plan for it (Bylaw, article 54)
- The minimal number of the examination committee shall be three teaching faculty members; the supervisor and co-supervisor (if any) shall not constitute the majority of the committee (Bylaw, article 54).
- Conditions for theses supervision shall be applied to the committee members (Bylaw, article 54).
- A professor, or an associate professor, shall at least be among committee members (Bylaw, article 54).
- The decisions of the committee shall be determined according to the approval of, at least, two of its members (Bylaw, article 54).

CCIS Graduate Unit Programs Recommendations

- The examination committee shall be set to assess both the thesis proposal and the defense.

3.2. The requirements to proceed for thesis defense

- On student's completion of the thesis, the supervisor shall submit a report to the CCIS Graduate Unit Director/ Associate director in order to declare the thesis's suitability for examination and announce it (Bylaw, article 51).
- The supervisor shall also submit the acceptance letter for article publication in a Scopus journal as per PSU requirement for thesis based students.

CCIS Graduate Programs Unit Recommendations

- The Director / Associate Director shall authorize the thesis examination and defense based on the thesis progress report

3.3. The criteria for evaluation of the thesis

- The examination committee shall prepare a report to be signed by all members and submitted to the Director / Associate Director of the CCIS Graduate Unit within one **week from the date of the examination**. The report shall include one of the following recommendations (Bylaw, article 57):
 1. Accepting the thesis and recommending degree awarding.
 2. Accepting the thesis with some amendments, but no further examination. Amendments shall be completed **within a time span that does not exceed three months** from date of the examination.
 3. Requiring rectifying of deficiencies in thesis and another examination within a time limit (**not exceeding in length one year from the date of the examination**) specified by the Graduate Studies Deanship Council on the recommendation of the CCIS Graduate Unit Council and the College Council.
 4. Not accepting the thesis.
 5. Each member of the examination committee shall have the right to present different views or reservations in a detailed report submitted to both the Director / Associate Director of CCIS Graduate Unit and Deanship of Graduate Studies within a time limit that does not exceed two weeks from the date of the thesis examination.

3.4. The procedures for defense

- The thesis work is accepted for publication in a Scopus journal (PSU Regulation).
- The examination committee shall be formed and approved.
- The date of the defense shall be approved by the Director / Associate Director of the CCIS Graduate Unit and the Dean of the College (College regulation).

3.5. The procedure for approval of the thesis

- The Director of CCIS Graduate Unit shall submit the report of the examination committee to the Dean of Graduate Studies within a **time limit that does not exceed three weeks from the date of thesis examination** (Bylaw, article 58).
- The Dean of Graduate Studies shall submit the recommendation of degree awarding to the University Council for approval (Bylaw, article 59).

CCIS Graduate Unit Recommendations

- If the evaluation report includes recommendation 2 or 3, the examination committee members shall communicate their comments to the supervisor or the student
- The updated version of thesis shall be approved by examination committee members. The examiners shall approve and sign the “Response to examiners” form
- The supervisor shall perform a final review related to thesis formatting, language editing, references/citations, etc. The supervisor shall sign “The thesis approval for printing” form before submitting the thesis document to the CCIS Graduate Unit.
- The thesis can be printed after receiving the approval from the CCIS Graduate Unit.

4- Thesis Timeline

The thesis shall be performed in two semesters

1- First Semester: Proposal Submission and Approval

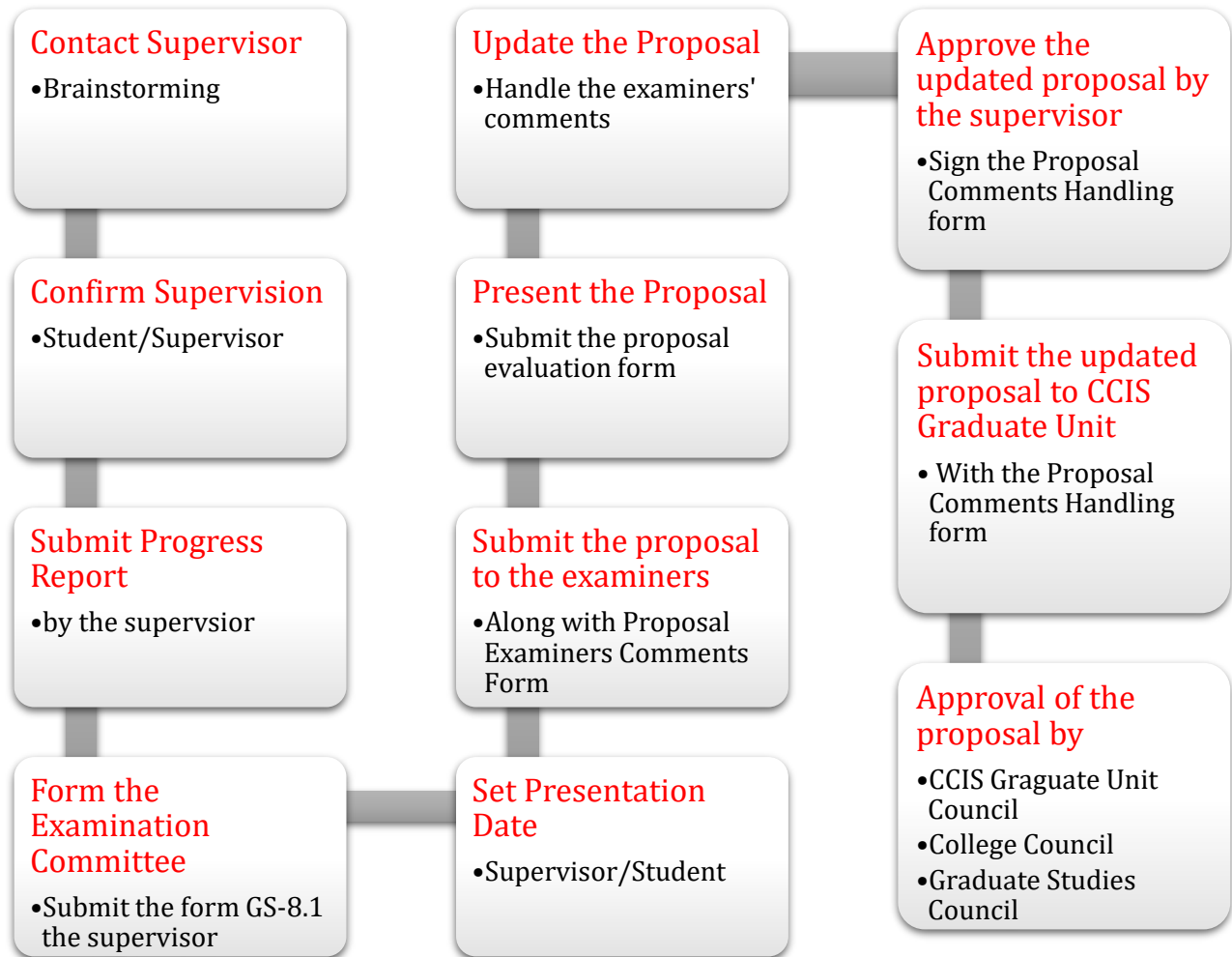
- **Week 1-2:** Confirmation of supervisor selection. The student/supervisor shall submit an email to CCIS Graduate Unit confirming the supervision.
- **Week 9:** Submission (from the supervisor) of the thesis progress.
- **Week 10:** Formation of the examination committee
- **Week 12:** Initial Approval of the examination committee by the CCIS Graduate Unit
- **Week 13-14:** Setting the date of the proposal presentation.
- **Week 13-14:** Submission of the proposal to the examiners.
- **Week 15-16:** Proposal Presentation and submission of the proposal evaluation form.
- **Week 17:** Submission of the final version of the thesis proposal and the Proposal Comments handling form signed by the supervisor.

2- Second Semester: Thesis submission and Defense

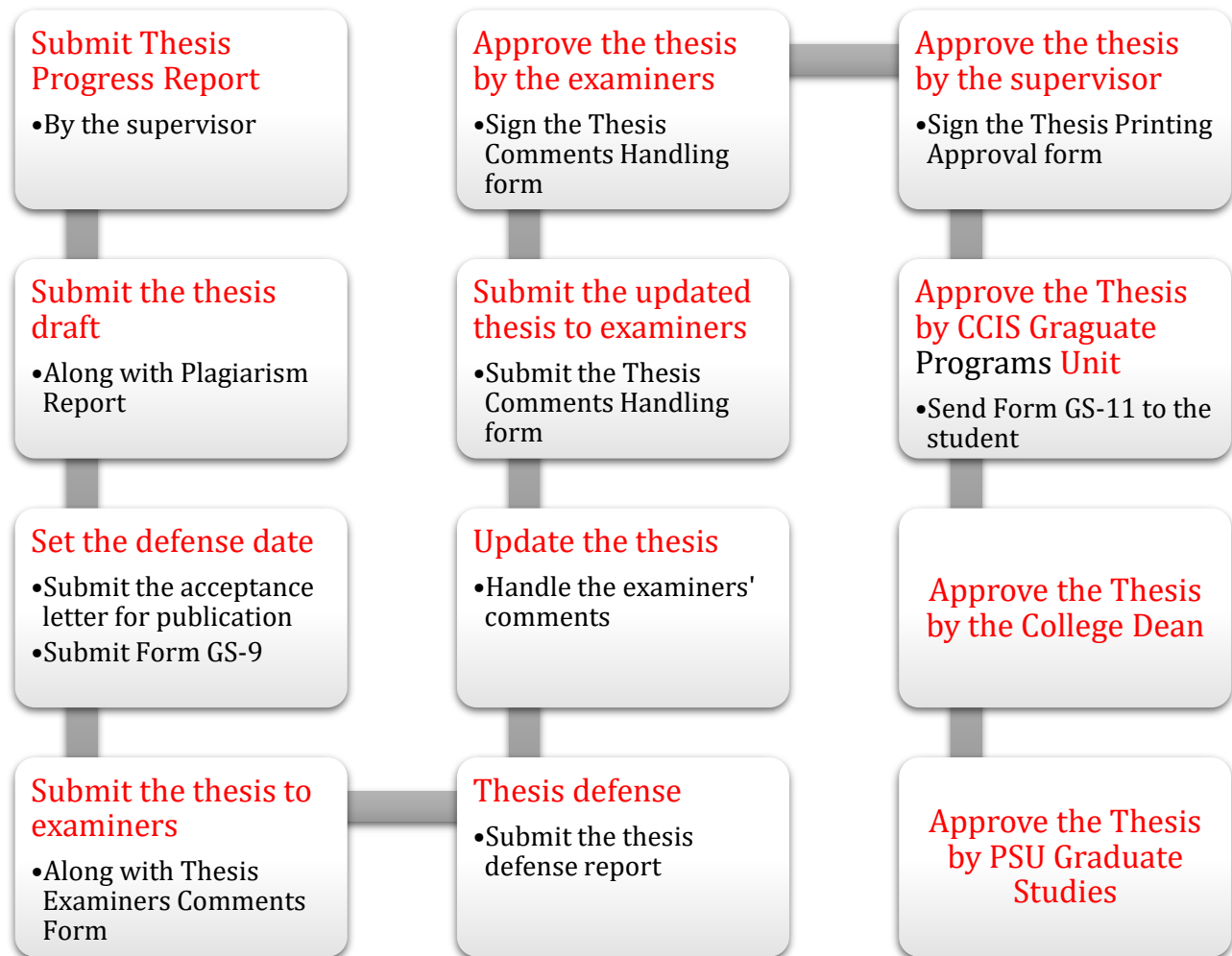
- **Week 9:** Submission of the thesis progress report
- **Week 11:** Submission of the thesis draft and the Plagiarism report (less than 20%)
- **Week 14:** Submission of the Acceptance letter for thesis publication
- **Week 14:** Setting the defense date (to be in Week 16)
- **Week 14:** Submission of the thesis document to the examiners
- **Week 16:** Thesis Defense and submission of the thesis defense report
- **Week 18:** submission of the final version of thesis along with the thesis printing approval form signed by the supervisor.
- **Week 19:** Submission of the thesis hardcopy

5- Detailed Process

5.1. Proposal's detailed process



5.2. Thesis's detailed process



Appendices

Appendix 1: Proposal template

Appendix 2: Proposal Approval Request - No fund

Appendix 3: Proposal Approval Request – With fund

Appendix 4: Proposal Progress Report

Appendix 5: Formation of the Examination Committee – GS8.1

Appendix 6: **Proposal Evaluation Form**

Appendix 7: **Proposal Examiners' comments Form**

Appendix 8: **Proposal Handling Comments Form**

Appendix 9: Thesis Progress Report

Appendix 10: Thesis Template

Appendix 11: Thesis Defense Date Form – GS-9

- Appendix 12: **Thesis Examiners' comments Form**
- Appendix 13: **Thesis Handling Comments Form**
- Appendix 14: Thesis defense report – GS-10
- Appendix 15: **Thesis Printing Approval Form**
- Appendix 16: Thesis Approval – GS11