Academic General Rules and Regulations

Introduction
The university applies the Credit - hour system across the Postgraduate Studies. According to the United Nations definition, the Credit - hour system is one of the most aligned educational systems with basic human rights in that it offers students the freedom in course(s) selection and workload over the years of study. The Credit hour system is a flexible system that allows students to distribute the university and faculty requirements over the years of study such as extending or condensing their study period in comparison to the standard duration according to their needs and in line with the university and faculties rules and procedures. This system also allows students to organize their own timetable under the supervision of the teaching staff represented by the academic advisor.

To be eligible for graduation:
- Students must complete the total number of Credit hours required for the relevant degree as specified in the curriculum of the relevant faculty in accordance to its rules and regulations, whereby: Mandatory Courses are a group of designated courses (may include courses from other faculties) that must be completed by all students as part of the graduation requirements for the chosen field of specialization. Elective Courses are a group of designated courses (may include specialized electives) that students can select from in order to complete the electives requirements in their program.
- Students seeking the Master or PhD degrees must also pursue a research work and present it in the form of a thesis or a dissertation.

General Rules

Degree Offering
Beirut Arab University grants the following postgraduate degrees based on the recommendations of the faculties councils: Graduate Diploma, Professional Graduate Diploma, Specialized Graduate Diploma, Master Degree, Doctor of Philosophy (PhD).

Submission of Application Form
The Final dates for submission of application forms are as follows:
Fall Semester: 31 of July
Spring Semester: 31 of December
Summer Semester: 31 of April

Semester Schedule
Fall Semester: spans over a 15 - week period and starts in September
Spring Semester: spans over a 15 - week period and starts in February
Summer Semester: spans over an 8 week period and starts in July

Credit Hour System
The Credit hour is a standard unit of measure that is used to specify course load per semester in comparison to other courses. Each Credit hour equates to either: One contact hour per week per semester of theoretical lectures, or Two or three hours of either tutorials or practical class contact per week per semester.
General Rules for Enrollment
Applicants holding a Bachelor Degree (B.E.) from Beirut Arab University or any other recognized university are accepted into the postgraduate programs if:
• All admission conditions relevant to the field of interest are met.
• All the specific conditions relevant to the department and faculty of interest are fulfilled.
• All documents required by the university administration are submitted, and
• The approval of the relevant department & faculty councils is obtained.

Students enrollment in the postgraduate programs is considered valid if the following conditions are met:
• All tuition fees are settled before the start of the study period or on the due date as assigned by the university administration.
• Registered into all required courses relevant to the field of specialization before the deadline (end of the second week during the fall and spring semesters and the end of the first week during the summer semester).

Course Rules
• Students may add, and / or drop any course before the deadline (end of 2nd week in the fall and spring semesters or the end of the 1st week in the summer semester) without having the course appear on the student transcript and at no additional cost.
• Students can cancel their registration for all courses in the semester after the approval of the Faculty. In case of total cancellation for two consecutive semesters, the approval of the Faculty Council is required for re-admission.
• Final examinations are held during the final week of each semester.
• Students can withdraw from any course before the withdrawal deadline (end of 10th week of the fall and spring semesters or end of 4th week in the summer semester), and a grade of "W" indicating Withdrawal will appear for that course on the student transcript. In case of dropping any course during the first 2 weeks of the fall or spring semesters or during the first week of summer semester, students are entitled to a full refund. Otherwise, the following rules apply:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Time Frame</th>
<th>Deduced Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall &amp; Spring Semesters</td>
<td>End of 3rd week</td>
<td>20%</td>
</tr>
<tr>
<td></td>
<td>End of 4th week</td>
<td>30%</td>
</tr>
<tr>
<td></td>
<td>End of 5th week</td>
<td>50%</td>
</tr>
<tr>
<td></td>
<td>After 5th week</td>
<td>100%</td>
</tr>
<tr>
<td>Summer Semester</td>
<td>End of 2nd week</td>
<td>20%</td>
</tr>
<tr>
<td></td>
<td>End of 3rd week</td>
<td>30%</td>
</tr>
<tr>
<td></td>
<td>End of 4th week</td>
<td>50%</td>
</tr>
<tr>
<td></td>
<td>After 4th week</td>
<td>100%</td>
</tr>
</tbody>
</table>
• In order to be able to sit for the relevant final exam, the attendance rate must be at least 80% in any course. Otherwise, a Withdrawal Failure “FW” grade will be awarded for that course which will appear on the student transcript.

• Students who were not able to attend the relevant final course examination or fulfill some of the course requirements because of conditions beyond their control can apply to receive an incomplete grade "I". This is only feasible if they have attended and completed at least 80% of the course requirements and after the approval of the course instructor and the Faculty Council. The course requirement (examination, etc…) must be met by the end of the first 2 weeks of the following semester. Otherwise, a grade of “WF” will appear for that course.

• "I" & "W" grades and the related Credit hour equivalence are excluded from the total Credit hours earned and from the GPA calculations.

• Students cannot register into a course prior to successful completion of its applicable prerequisite course (s).

• Students may register again in any course(s) to improve their GPA and the higher grade will appear for that course on the student’s transcript, and it will be considered as an extra course.

• Students can attend a number of courses as listeners without completing any of the course requirements. In the event where the attendance rate is ≥80% for these courses, students will receive an “AUD” grade.

• Students may register in courses from outside their departments, faculty or the university as long as it is part of the curriculum and approved by the academic adviser, coordinator, the Faculty Dean and the University President. Such courses will be included in the GPA calculations.

• Postgraduate students are not allowed to enroll in more than one University Degree at the same time.

• Students who obtain a grade below “C” in a given course are issued a warning and their registration in the program is cancelled if a grade of below "C" is obtained in three courses with a CGPA less than 2.33.

• Courses done five years ago are not taken into consideration.

• The evaluation for the thesis and the research work per semester will appear as Satisfactory "S" or Unsatisfactory "U" on the student transcript and both are excluded from the GPA calculations.

• Students may register for a maximum of 15 Credit hours during the fall and spring semesters and a maximum of 9 Credit hours in the summer semester subject to the approval of the academic adviser.
Course Evaluation Methods

<table>
<thead>
<tr>
<th>Grade</th>
<th>GPA</th>
<th>Percentage</th>
<th>Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>95 - 100</td>
<td>Very high caliber graduate</td>
</tr>
<tr>
<td>A^-</td>
<td>3.67</td>
<td>90 - 94</td>
<td></td>
</tr>
<tr>
<td>B^+</td>
<td>3.33</td>
<td>85 - 89</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>80 - 84</td>
<td>Satisfactory level for postgraduate studies</td>
</tr>
<tr>
<td>B^-</td>
<td>2.67</td>
<td>75 - 79</td>
<td></td>
</tr>
<tr>
<td>C^+</td>
<td>2.33</td>
<td>70 - 74</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>65 - 69</td>
<td></td>
</tr>
<tr>
<td>C^-</td>
<td>1.67</td>
<td>60 - 64</td>
<td>Not at a level suitable for postgraduate studies</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
<td>0 - 59</td>
<td>Fail</td>
</tr>
<tr>
<td>I*</td>
<td>-</td>
<td></td>
<td>Incomplete</td>
</tr>
<tr>
<td>W</td>
<td>-</td>
<td></td>
<td>Withdrawal</td>
</tr>
<tr>
<td>AUD</td>
<td>-</td>
<td></td>
<td>Listener (Audit)</td>
</tr>
<tr>
<td>FW</td>
<td>-</td>
<td></td>
<td>Forced Withdrawal</td>
</tr>
<tr>
<td>S</td>
<td>-</td>
<td></td>
<td>Satisfactory</td>
</tr>
<tr>
<td>U</td>
<td>-</td>
<td></td>
<td>Unsatisfactory</td>
</tr>
</tbody>
</table>

* Students must sit for the course examination by the end of the first 2 weeks of the subsequent semester.
Tuition Fees
The cost of each Credit hour is determined by the university administration and fees vary depending on the faculty.

Postgraduate Program Scholarships
Two Master Degree scholarships are annually offered to BAU students who receive the highest GPA with a minimum of 3.00 in the undergraduate level. The scholarship is in the form of a 50% reduction on the program tuition fees provided that the student gets the same GPA or higher each year.

Academic Advisor
The academic adviser is a faculty member who is nominated for each program (Diploma, Masters, and PhD) by the relevant department from the teaching staff. This person is assigned the responsibility of mentoring and coaching the students as well as assisting them in course selection and registration. The opinion of this academic adviser throughout the study period is consultative and not compulsory. In the case of the Master and PhD programs, the academic supervisor replaces the academic adviser at the time of thesis registration.

Academic Coordinator
The academic coordinator is a faculty member appointed by dean of the faculty and assigned the responsibility of organizing the registration process and its requirements as well as the responsibility of facilitating the communication between the faculty, the academic advisors and the university administration office regarding all academic issues.

Course Transfer
Upon the recommendations of the relevant department council and the approval of the faculty council, through the coordination with the students’ affairs administration, students may be allowed to transfer some course(s) previously completed at other universities according to the following conditions:
- Transferred course(s) is (are) part of the degree requirements.
- The final course(s) grade must be “C+” minimum or equivalent.
- The total Credit hours of the transferred course(s) does not exceed 30% of the total Credit hours for courses required to obtain the relevant degree.
- The transferred course(s) have not been previously used to obtain a degree in the same field of specialization.
- Whether completed at BAU or any other recognized university, the course(s) completion date must not be in excess of 5 years.
- It is not allowed for Postgraduate students who registered in one of the Postgraduate Program to transfer passed courses (not less than C+) that they have already taken in BAU or any other recognized university in the Continuous Learning Program or a program that they have not finished yet; if these courses were from the university requirements.
Supervising Committees of Thesis and Dissertation

• The faculty council, upon the recommendation of the department council, suggests a professor or an associate professor to supervise the thesis and to be the main supervisor, in charge of all academic and administrative issues throughout the period of registration. The main supervisor presents the final report when the thesis is completed. Supervision committees may consist of the main supervisor, one or more co-supervisors from the faculty or from outside. Lecturers in this case may join supervision committees. In case the student is conducting research outside the university, the faculty council may approve the inclusion of a supervisor affiliated with the relevant institution where the research is conducted.

• The president of the university issues a decree assigning supervision committees upon the suggestion of the faculty council.

• If the work of the main supervisor, or a member of the supervision committee, ends at BAU, they have to present a report showing the progress of the thesis. The department council will assign another supervisor when necessary following the procedures described above.

• In case of the main supervisor’s term/contract coming to an end with the university, he is automatically replaced by the co-supervisor who takes his place as main supervisor and he becomes a co-supervisor.

• The president of the university may change supervision committees upon the suggestion of the faculty council.

• Beirut Arab University and the University of Alexandria are considered as one unit as far as academic supervision is considered if there is no resident main supervisor at BAU.

• Individual Supervision should not be assigned to professors from outside Beirut Arab University.

• The main supervisor is entitled to supervise up to 20 thesis including the theses which he/she co-supervises.

• The main supervisor presents a report to the department council every six months showing the progress of the research. The report is then presented to the faculty council. The university council is entitled to be suspended based upon two negative reports and upon the suggestion of the department and the faculty councils.

• Upon the completion of the thesis, the main supervisor presents a detailed report to the department council after advising the co-supervisor showing that it may be submitted to the examination committee as well as a request for the formation of the examination committee. The report and the request will then be presented to the faculty council.

Examiners Committee of Thesis and Dissertation

• The faculty council appoints the examiners committee which consists of three members: the resident main supervisor and when necessary the co-supervisor/s, and two faculty members, one of them must be from outside the faculty for the MA and from outside the university for the PhD. The oldest professor is the head of the committee. Co-supervisors may join the examination committee but will have only one vote together. One of the two members of the committee may be an expert from outside the university. The formation of the examination committee must be endorsed by the president of the university. For the PhD from the scientific faculties The faculty council appoints the examiners committee which consists of five members at least: the resident main supervisor and when necessary the co-supervisor/s, and faculty members, two of them must be from outside the university. The oldest professor is the head of the committee. Co-supervisors may join the examination committee but will have only one vote together. The members of the committee may be experts from outside the university. The formation of the examination committee must be endorsed by the president of the university.
• The oral defense of the dissertation must be scheduled within a 3 months period from the the university presidents endorsement date of the examiners committee. Otherwise, the examiners committee will be re-formed following the same previous procedures.
• The period between the student's oral defense of the dissertation and the university president's approval should not be less than 15 days for the MA and one month for the PhD.
• After the oral defense, each member of the examiners committee must present an individual report, in addition to a joint report presented by the examiners committee that states the result of the oral defense.
• In case one of the committee's members from outside Lebanon could not attend the dissertation, his report is taken into consideration if it is positive.

Recommendations of The Examiners Committee
The recommendation of the examiners committee can either be:
• Accepted with the recommendations to award the MA and the PhD Degree.
• Minor changes required.
• Major changes required, or
• Refused to award the Degree.
Where applicable, the faculty council may allow students a minimum of period of six month to resubmit the dissertation after making the major required changes or resubmit another dissertation within one year.
Upon the approval of the dissertation, the university council awards the Degree.
The university council can decide, upon the suggestion of the Examiner’s Committee, the exchange of Thesis or dissertation with other distinguished universities. The examiners committee can also suggest thesis publication at the university expense.

Diploma Degree

Registration Rules
Applicants for any of the postgraduate Diploma Degree must hold a Bachelor Degree obtained from BAU or any other recognized university.

Diploma Degree Requirements
The student should complete the minimum Credit hour in the Faculty curriculum with a CGPA not less than 2.33, to obtain diploma; that is according to the number of hours shown in the fifth article from the list. This list is related to the Credit hours required for graduation.

Master Degree

Registration Rules
1. Applicants for the Master Degree must hold either:
• A Bachelor Degree obtained from Beirut Arab University or any recognized university with a minimum CGPA of “2.00”; or a Specialized Graduate Diploma with a minimum CGPA of “2.00” or its equivalence.
• Postgraduate students should pass the TOEFL exam with at least an average of 500, or IELTS, or its equivalence in other languages before registering for the thesis. The student willing to register his thesis in the Faculty of Law and Political Sciences may be exempted from the Foreign Language (English or French) exam before registering his thesis provided that he presents an attestation of passing any of the above suggested exams within a period of six months starting from the registration date. Otherwise, the university has the right to cancel the student’s registration in case he fails to submit the attestation within the given period.
• Submission of two letters of recommendation.
• Application form for graduate admission.

2. Students will be notified within a month from the date of their application of the decision regarding their admission to the program.

**Master Degree Requirements**

• Students must successfully complete the minimum Credit hour requirements, as specified in the relevant faculty curriculum with a minimum CGPA of 2.33 starting from the date the faculty council accepts the enrollment into the program within a minimum period of two years.
• Students must give a seminar about the scope of their research project with the relevant department seeking its approval. Based on that approval, students can proceed with the research work that is endorsed by the university council provided that the student’s CGPA is not less than 2.33.
• The language of the Thesis should be assigned by the faculty council after taking into consideration the opinion of the relevant department council. In both cases, every thesis should have brief summary in Arabic and in English.
• Upon the recommendation of the relevant faculty council, the university council approves the thesis registration, this registration is considered valid from the date the faculty council approved it.
• Students are not entitled to submit their thesis for discussion if the work on their thesis is not completed within two years from the date of the approval of the Faculty Council of the thesis registration. The President of the university may extend registration for a specific period of time upon the report of the supervisor and the approval of the Faculty council.
• The student has to follow the rules and regulations issued by the postgraduate (graduate) office concerning the mechanics of writing the thesis.

BAU awards the Master Degree, based on the recommendations of the faculty council, twice a year during the months of January and July.
The student may enroll in an MA program in a specialization other than his / her first university degree provided that he / she completes 24 Credits (8 courses) of complementary courses upon the decision of the faculty council and the approval of the university council.

**Doctor of Philosophy (PhD) Degree**

**Registration Rules**

• Applicants for the PhD Degree to any of the humanities faculties must hold a Master degree with grade of Good at least from Beirut Arab University or any other recognized university, that qualifies him / her to pursue their PhD. While applicants for the PhD Degree to any of the scientific faculties must hold a Master degree from Beirut Arab University or any other recognized university that qualifies him / her to pursue their PhD. with an average of 80% at least in the courses of the master degree.
• Postgraduate students should pass the TOEFL exam with at least an average of 500, or IELTS, or its equivalent in other languages before registering for the thesis. The student willing to register his dissertation in the Faculty of Law and Political Sciences may be exempted from the Foreign Language (English or French) exam before registering his dissertation provided that he presents an attestation of passing any of the above suggested exams within a period of six months starting from the registration date. Otherwise, the university has the right to cancel the student’s registration in case he fails to submit the attestation within the given period.

• Submission of three letters of recommendation.
• Application form for graduate admission.
• Passing successfully a GRE or an interview with the committee of the department.
• Students will be notified within a month from the date of their application of the decision regarding their admission to the program.

PhD Degree Requirements

• The student must successfully complete the required number of Credits according to Item no. 5 and within a minimum period of 3 years starting the date of the faculty council's approval of enrollment in the program.
• After successfully completing the required Credits with CGPA of 2.33 at least in any of the humanities faculties, and a CGPA of 3.00 at least in any of the scientific faculties the student must sit for a comprehensive exam designed to evaluate the student’s ability to conduct high quality research in his / her specialization as well as to assess the student’s knowledge of his / her knowledge of the field of specialization in general and the specific area of research in particular, his / her research skills, planning and general knowledge. The faculty council sets the date for the written exam and assigns a committee of three faculty members, headed by a professor in the relevant specialization. Student evaluation is as follows: Pass, Unsatisfactory (must repeat parts of the exam), Fail (repeat the exam).
• The comprehensive exam may be repeated twice only. After which the student will be expelled from the PhD program.
• PhD theses must be written in the language assigned by the faculty council upon the suggestion of the relevant department council. In all cases the theses must be accompanied by a summary in Arabic and another in a foreign language.
• Students passing the comprehensive exam are considered as PhD candidates.
• PhD candidates must discuss the scope of their research work in the form of a seminar with the department seeking its approval.
• After the endorsement of the university council of the dissertation registration, this registration is considered valid from the date the faculty council approved it.
• Students are not entitled to submit their dissertation for discussion if the work on their dissertation is not completed within three years from the date of the approval of the Faculty Council of the thesis registration. The President of the university may extend registration for a specific period of time upon the report of the supervisor and the approval of the Faculty council.
• Before discussing the dissertation, Students must have at least two papers published or accepted to be published, one of which has to be in a well known scientific journal.
• Students must pass a qualifying exam before setting the defense committee two papers published or accepted to be published, one of which has to be in a well known scientific journal.
The format of the dissertation must conform to the guidelines published by the Graduate Studies Office.

Students are awarded the PhD degree with the general and precise areas of specialization as well as the topic of the dissertation mentioned on the certificate.

BAU awards the PhD degree based on the recommendations of the faculty council, twice a year during the months of January and July.

### Credit Hours Required for Graduation

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Diploma</th>
<th>Master</th>
<th>PhD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Credit hr.</td>
<td>Thesis</td>
<td>Credit hr.</td>
</tr>
<tr>
<td>Arts</td>
<td>Professional: 30</td>
<td>30</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Specialized: 24</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Library &amp; Information Systems 36 Credit Hours</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Law &amp; Political Science</td>
<td>-----</td>
<td>30</td>
<td>8</td>
</tr>
<tr>
<td>Commerce &amp; Business Administration</td>
<td>-----</td>
<td>30</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>MBA Program 42 Cr.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Architecture</td>
<td>24</td>
<td>30</td>
<td>10</td>
</tr>
<tr>
<td>Engineering</td>
<td>-----</td>
<td>30</td>
<td>6</td>
</tr>
<tr>
<td>Science</td>
<td>30</td>
<td>30</td>
<td>6</td>
</tr>
<tr>
<td>Pharmacy</td>
<td>30</td>
<td>30</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Pharm D1:30</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pharm D2:38</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medicine</td>
<td>30</td>
<td>34</td>
<td>6</td>
</tr>
<tr>
<td>Dentistry</td>
<td>40 or 60*</td>
<td>40 or 60*</td>
<td>6</td>
</tr>
<tr>
<td>Health Sciences(Nursing)</td>
<td>-----</td>
<td>30</td>
<td>6</td>
</tr>
</tbody>
</table>

* The number of Credit hours differs according to each specialization.
Continuous Education

- The university council may, in consultation with the relevant faculties and academic departments, offer training programs, specialized studies or specialized courses with the aim of enhancing academic standards and endorsing the continuity of the graduates’ education. These may be held in collaboration with scientific organizations, institutions, or corporations. Upon the completion of any program or course, the student gets an attendance certificate not an academic degree.
- The students may enroll in graduate courses as part of continuous education, and may, if eligible for graduate studies, transfer to a degree-awarding program provided that the courses completion date must not exceed 5 years.

Postgraduate Forms

Form PG1: (Application for Admission to Graduate Studies)
Form PG2: (Recommendation for Graduate Studies)
Form PG3: (Registration Form)
Form PG4: (Add / Drop Form)
Form PG5: (Proposal and Title for Thesis)
Form PG6: (Petition for Change of Supervisory Committee)
Form PG7: (Petition for Change of Thesis Title)
Form PG8: (Students Bi - Annual Progress Report for MA)
Form PG9: (Bi - Annual Progress Report for PhD Students)
Form PG10: (Report on PhD Comprehensive Exam)
Form PG11: (PhD Publication Requirement Form)
Form PG12: (Ph D Degree Plan Form)
Form PG13: (Thesis Submission Form)
Form PG14: (Thesis Evaluation Form)
Form PG15: (Examination Panel Report)
Form PG16: (Request for Letter of Thesis Completion)
Form PG17: (Acknowledgement of Completion of Amendments)
Form PG18: (Graduate Appeal Form)
Form PG19: (Leave of Absence Form)
Form PG20: (Application for a Waiver of an Academic Regulation)
Form PG21: (Request for Temporary Incomplete)
Form PG22: (Request for Reassessment of Final Grade)
Form PG23: (Petition for Change in Graduate Program)
Form PG24: (Graduation Student Cancellation Form)
Form PG25: (Degree Award Notice)
Form PG26: (Request for Academic Transcript)
Form PG27: (Request for Letter of Confirmation)
Form PG28: (Address Change Form)
Procedures at The Postgraduate Office

• Students fill in (out) an Application of Admission PG1 at the graduate office (division) and attach to it all the required documents. The file is sent to the faculty for evaluation. The faculty returns the applications to the graduate office to notify the students who have been accepted.

• Three letters of Recommendation for Graduate Studies PG2 must be attached to the application.

• Students fill in (out) the Registration Form PG3 with the required courses. Students keep a copy of this form, another will be kept by the academic advisor, and the third will be kept by the graduate office.

• Students may fill in (out) the Add / Drop Form PG4 if they want to add or drop some (any) courses before the deadline. Students keep a copy of this form, another will be kept by the academic advisor, and the third will be kept by the graduate office.

• The faculty council approves the thesis registration upon the recommendation of the relevant department council after holding a public discussion of the thesis proposal. After the approval of the department and the faculty councils, students must fill in (out) a form entitled “Proposal and Title for Thesis PG5”. After the approval of the university council, one copy of the proposal will be sent to the principal (main) supervisor, one to the faculty, and one to the student, and the original will be kept in the student file at the graduate office.

• Students may request change of the supervisory committee while working on their thesis by filling in (out) the Petition for Change of Supervisory Committee PG6.

• Students may present a Petition for Change of Thesis Title PG7. When change of thesis title is approved by the university council or by the President of the university, one copy will be sent to the main (principal) supervisor, one to the faculty, and one to the student, and the original will be kept in the student file.

• The supervisor submits / presents a Bi-annual Progress Report for MA Students PG8 to describe the progress students have achieved in their research.

• The supervisor submits / presents a Bi-annual Progress Report for PhD Students PG9 to describe the progress students have achieved in their research. Both forms must be signed by the supervisor and the head of department. One copy will be sent to the main (principal) supervisor, one to the faculty, and one to the student, and the original will be kept in the student file.

• PhD students must fill in (out) the Publication Requirement Form PG11 signed by them and the supervisor. One copy will be sent to the main (principal) supervisor and one to the faculty, and the original will be kept in the student file.

• For PhD students, two forms must be completed. The supervisor fills in (out) the Report on PhD Comprehensive exam PG10. This form must be signed by the examiners, the head of department and the dean of the faculty. A copy is kept at the faculty, and the original is kept in the student file.

• The other form is the PhD Degree Plan PG12. It must be signed by the supervisor and the student. Each must keep a copy of it and the original is kept in the student file.

• When the thesis is ready for the oral defense, the supervisors must complete a Thesis Submission Form PG13, which includes the suggested examiners committee and is signed by the supervisor, the head of department and the dean of the faculty. After the approval of the President of the university, one copy is sent to the principal (main) supervisor, one to the faculty, and one to the student, and the original is kept in the student file. Then a date for the oral defense is scheduled.

• After the oral defense, the Thesis Evaluation Form PG14 must be completed by each examiner.
• An Examination Panel Report PG15 must also be completed by the examiners committee and signed by all of them. Upon the approval of the department and faculty councils of the recommendation of the examiners committee, the individual Thesis Evaluation Form PG14, the Examination Panel Report PG15, the official minutes taken at the oral defense signed by all members of the examiners committee, and the student’s curriculum vitae signed by the dean of the faculty must be submitted to the President of the university so that awarding the degree may be processed.

• In case of the supervisor’s reluctance to begin the processes of the completion of the thesis and suggesting an examiners committee, students may fill in (out) a Request for Letter of Thesis Completion PG16 to initiate the process.

• After the oral defense, the supervisor signs the Acknowledgment of Completion of Amendments PG17.

• During the period of study students may use any of the following forms:
  - Graduate Appeal Form PG18
  - Leave of Absence Form PG19
  - Application for a Waiver of an Academic Regulation PG20
  - Request for Temporary Incomplete PG21
  - Request for Reassessment of Final Grade PG22
  - Petition for Change in Graduate Program PG23
  - Graduation Student Cancellation Form PG24

Students may present any of these forms, if needed, to the dean of the faculty. After the approval of the dean of the faculty, one copy of the form is kept by the student, and another is kept by the supervisor, and the original is kept in the student file.

• Students may apply for any of the following at the graduate office:
  - Degree Award Notice PG25
  - Request for Academic Transcript PG26
  - Request for Letter of Confirmation PG27
  - Address Change Form PG28