

**Unified Regulations of Graduate Studies
at Saudi Universities**

**and Rules of Graduate Studies
at King Saud University**

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Decision of Higher Education Council

(No. 3/6/1417 on 26/8/1417 AH)

As per the provisions of Clause 6 of Article XV of the Code of Higher Education and Universities Council, it is stipulated that the Higher Education Council is the competent authority authorized to issue conjoint regulations of universities. Since the Unified Law of Graduate Studies at Saudi Universities fall under conjoint regulations, where endorsement of such laws will lead to organization of aspects related to graduate studies at universities, and having considered the memorandum of the General Secretariat of the Higher Education Council in this regard and the draft bill of the Unified Law of Graduate Studies at Saudi Universities enclosed with the memorandum, the Higher Education Council decided the following:

“The Higher Education Council endorses the Unified Law of Graduate Studies at Saudi Universities in accordance with the wording annexed to the resolution.”

Chapter One: Objectives of Graduate Studies

Article I:

Graduate Studies aim to:

1. Promote Islamic and Arabic studies and work on advancing and disseminating relevant research.
2. Contribute to the enrichment of knowledge in all of its branches through specialized studies and rigorous research to attain innovative, scientific and applicable findings, along with uncovering of new facts.
3. Enable outstanding students with university degrees to pursue higher education locally.
4. Prepare highly qualified graduates who are scientifically and professionally specialized in various fields of knowledge
5. Encourage scientifically proficient graduates to keep pace with the rapid progress of science and technology, and inspire them with creativity, innovation and development of scientific research that would meet the needs and interests of the Saudi society.
6. Contribute to improving undergraduate programs for proper interaction with the postgraduate ones.

Chapter Two: Academic Degrees

Article II:

The Council of the University shall grant the following academic degrees upon the recommendation of the Department Council and the support of the Dean of the College concerned and the Dean of Graduate Studies:

1. Higher Diploma
2. Master's Degree (global)
3. Doctorate Degree (global)

Article III:

The study requirements for all the degrees stated in Article II shall be in accordance with the provisions of the Regulations except for:

1. Medical Diplomas
2. Medical Fellowships

where the rules and regulations issued by the University Council shall apply.

Chapter Three: Organization of Graduate Studies

Article IV:

A Deanship for Graduate Studies, under the university Vice Rector of Graduate Studies and Scientific Research, shall be established in each university to oversee and coordinate all graduate programs at the university including the approval, continuous assessment, evaluation and review of all programs.

Article V:

The Deanship of Graduate Studies shall have a council which shall consider all matters related to graduate studies at the university and make the necessary decisions thereon, provided that they fall under its jurisdiction as defined by the Regulations. The council's main responsibilities are the following:

1. To propose, amend and coordinate the general policy for graduate studies among different colleges and institutes and follow up on its implementation after approval
2. To propose internal regulations, in coordination with academic departments, for the organization of graduate studies.
3. To propose, implement and oversee admission criteria of graduate studies.
4. To recommend the approval of new graduate programs after examining them and coordinating their operation with the existing graduate programs
5. To recommend the approval of graduate courses and amendment and modification of graduate courses or programs.
6. To recommend the names of graduate degrees in both Arabic and English upon the recommendation of colleges' councils.
7. To recommend the granting of graduate degrees.
8. To decide on all student affairs related to graduate students at the university.
9. To approve the formation of supervisory and dissertations committees.

10. To set the general framework for research plans, rules governing the writing, formatting, printing and submitting thesis/dissertation and to develop the required templates for the decision of thesis/dissertation supervisory committees.
11. To periodically assess the graduate programs at the university through specialized committees or bodies within or outside the university.
12. To examine the periodic reports submitted by the academic departments of the university.
13. To consider, and make decisions regarding, the referrals made to the University Council, Chairman of the University Council or the University Rector

Article VI:

The Graduate Studies Deanship Council shall include the following members:

1. Dean of Graduate Studies, assuming the chairmanship of the council.
2. Dean of Scientific Research.
3. Deputy Dean of Graduate Studies, assuming the office of Council Secretariat
4. One faculty member shall represent his/her college if his/her college runs a graduate program. The membership of the council shall include only full professors and/or associated professors, who get appointed members by the University Council upon the recommendation of the respective college council and the approval of the University rector. The term of membership is two years, and can be renewed.

The council shall meet upon the invitation of its chairman at least once a month. Meetings are invalid without meeting the quorum of the council's members. The council's decisions are determined by the majority of attending members. Even votes are resolved in favor of the chairman's vote. The council's decisions become effective unless contested by the University Rector (within fifteen days of making them). The council can set up permanent or

temporary committees, formed by its members or from outside, for consultation on issues the council assigns or requires.

Chapter Four: New Programs

Article VII

Upon the recommendation of the Graduate Studies Deanship Council, the University Council shall set the detailed criteria for approving graduate programs according to the following measures:

1. The department must have a sufficient number of faculty members (professors and associate professors) specialized in the program's area and must have research facilities (laboratories, computers and others) to ensure the success of the program in terms of teaching, supervision and research.
2. The department must have the appropriate experience at the undergraduate level if proposing a master's degree program and experience at the master's degree level if the proposed program is a doctorate one.
3. Expectancy of students' registration in the program must be sufficient to ensure a proper continuity.

Article VIII

Taking into account the measures prescribed in Article VII, the department shall submit a detailed program draft to its College's Council, stating the following clearly:

1. The program's objectives and the extent of need for it in the Saudi society.
2. The nature of the program in terms of academic and professional focus as well as curriculum.
3. The significance of the program and the justifications for starting it, in light of its availability inside the university or outside in other universities in the Kingdom.
4. The available and required facilities in the department to allow proper academic and professional administration of the program and identifying, in particular, the main research areas of the department.
5. The ratio of faculty members' retention in the department over the past five years.

6. The curriculum vitae of faculty members in the department and of those associated with the program at the university.

Article IX

The Graduate Studies Deanship Council shall examine the program draft, coordinates with running programs to avoid duplication, and, on being satisfied, recommend the program to the University Council for approval.

Article X

The University Council shall approve course amendments, programs' requirements, and the admission conditions upon the recommendation of the Graduate Studies Deanship Council as coordinated with the relevant departments.

Article XI

Joint graduate programs between two departments (or more) and two colleges (or more) can be established at the university according to the rules set by the University Council upon the recommendation of the Graduate Studies Deanship Council in coordination with the relevant departments.

Chapter Five: Admission and Registration

Admission Requirements

Article XII

The University Council shall determine the quota of students to be admitted into graduate programs. The numbers are proposed by department and college councils and recommended by the Graduate Studies Deanship Council.

Article XIII

Admission into graduate programs requires the following:

1. The applicant must be a Saudi citizen or, if non-Saudi, have an official scholarship for graduate studies.
2. The applicant must have a university degree from a Saudi or any accredited university.
3. The applicant must be of good behavior, fair reputation and medically fit
4. The applicant must submit two letters of recommendation from professors who have taught him/her.
5. The applicant, if employed, must provide a letter of consent from his current employer to join the program.

KSU's Regulations:

- Under extenuating circumstances, applicant can submit the letter of consent later when he enrolls for courses (prerequisite courses of program courses).
6. The applicant for a doctorate program must enroll as a full-time student; University Council may exempt students from this condition, if necessary.

KSU's Regulations:

- The applicant for a doctorate program must enroll as a full-time student; department and college councils may waive students from this condition

- The ratio of admitted full-time students should be no less than 40% of the total number of students admitted into the program.

Each university council can stipulate any additional conditions it deems necessary.

Article XIV

The higher diploma admission requirement is a minimum of a “Good” GPA in the bachelor’s degree.

Article XV

The admission requirement for a master’s program is a minimum of a “Very Good” GPA in the bachelor’s degree. However, the Graduate Studies Deanship Council can admit a student with an “Above Average” (C+) GPA.

The Graduate Studies Deanship Council may, upon the recommendation of the departmental council and the college’s council, accept a minimum of a “Good” GPA at some programs as specified by the University Council, provided that the applicant’s GPA of the specialty courses at the bachelor’s stage is at least “Very Good.”

The Graduate Studies Deanship Council can stipulate, upon the recommendation of the departmental council and the college’s council, any additional conditions it deems necessary for admission.

Article XVI

The admission requirement for the doctorate program is a minimum of a “Very Good” GPA in the master’s degree, if awarded by a university that uses such a grading system.

The Graduate Studies Deanship Council can stipulate, upon the recommendation of the departmental council and the college’s council, any additional conditions it deems necessary for admission.

Article XVII

A student can be admitted into a master's or doctorate program in a field different from his specialization; however, his admission requires the recommendation of both the departmental and college's council and the approval of the Graduate Studies Deanship Council.

Article XVIII

The departmental council can require applicants to a master's or doctorate program study a number of prerequisite courses from a lower degree program. The amount of to these courses should not exceed three semesters. The following requirements shall be considered:

1. Applicant must pass each prerequisite course at first attempt with a minimum of a "Good" GPA.
2. The cumulative GPA of the total number of prerequisite courses must be no less than "Very Good."
3. Registration in the graduate program becomes available after proper completion of the prerequisite courses; the department council, however, can permit registration in some graduate courses together with one or two of the prerequisite courses at the end of this preliminary stage.
4. Time spent on prerequisite courses shall not be included in the time specifies to receive the degree.
5. The grades of the prerequisite courses are not included in the computation of the cumulative GPA of the graduate courses.

Article XIX

The Deanship of Graduate Studies shall admit students into graduate programs and register them in coordination with the Deanship of Admission and Registration.

Article XX

No student shall be allowed to be admitted in two graduate programs at the same time.

Drop and Postponement

Article XXI

The departmental council, the college's dean and the Dean of Graduate Studies may approve postponement of the student's admission into a program for a maximum period of two semesters; the period shall not be counted within the time required to complete the degree requirements.

Article XXII

The departmental council, the college's dean and the Dean of Graduate Studies may approve postponement of the student's study under the following conditions:

1. The student must have successfully completed at least one semester in the program or covered a substantial part of the thesis.
2. The number of the total postponement should not exceed four semesters (two years of study).
3. Requests for the postponement should be submitted at least two weeks before the semester starts.
4. The postponement period shall not be counted within the maximum time required to complete the degree requirements.

Article XXIII

Student can (if he chooses to) drop all courses of a semester, after registering for them, provided that he follows the following procedure:

1. Submitting a request to the head of the department five weeks before the final exam weeks
2. Getting the approval of the department council and the deans of both the college and Graduate Studies
3. This semester should not be part of the "additional opportunity" (extension) period.

4. This semester shall count as part of the postponement period described In Article XXII.

Withdrawal ⁽¹⁾

Article XXIV

If a student withdraws from a graduate program then decides to get back in, he shall be treated as a new applicant.

Rules of Withdrawal according to the KSU'S Regulations:

- A. Students who decide to withdraw from a graduate program must apply for the withdrawal at the Deanship of Graduate Studies before the commencement of final exams.
- B. The Deanship of Graduate Studies shall then notify the Deanship of Admission and Registration and the department of the graduate program within two weeks of completing the withdrawal procedure.

Interruption of Study

Article XXV

The student shall be considered as a dropout and his record as closed in the following cases:

1. If accepted in the program and did not register in time.
2. If he registered in any of the courses and did not attend the classes of that course.

Termination of Registration

Article XXVI

The Council of Deanship of Graduate Studies shall terminate the registration of a student according to the following:

⁽¹⁾ Withdrawal: It is the permanent termination of the student's file (admission into program) from the university

1. If a student gets accepted in a program but does not complete his registration within the specified registration period
2. If he fails to pass the prerequisite courses described in Article XVIII.
3. If he withdraws or drops all the courses of the semester without having a valid excuse.
4. If he proves not to take study seriously or neglects his academic responsibilities, as described in Article LII below.
5. If the cumulative GPA drops below “Very Good” in two consecutive semesters.
6. If using up all permissible postponement periods, described in Article XXII, without completing the degree requirements.
7. If he breaches the university code of ethics during coursework or thesis writing or breaks university rules or regulations.
8. If he fails the comprehensive exam (where applicable) twice.
9. If the exam committee deems his thesis indefensible or unacceptable after defense.
10. If he does not complete the degree requirements within the maximum time described in Article XXXVI.

Article XXVII

Under extenuating circumstances, a dropout student or a student whose registration has been terminated can petition to reinstate his registration if both the department council and the college council find the student’s excuse acceptable. Reinstating the student’s registration then becomes contingent upon the recommendation of the Graduate Studies Deanship Council and the ruling of the University Council, provided that:

1. The reinstatement of a student who discontinues his study for more than six months shall be treated as a new student regardless of the number of semesters completed in the program.
2. After six months, the reinstated student shall be requested to retake some of the courses already studied. Courses shall be specified by the departmental and college’s councils and

approved by the Graduate Studies Deanship Council; the grades of courses taken formerly shall be included in the cumulative GPA after resuming study; the period spent in the program before the student's registration got terminated shall be included in the maximum time for receiving the degree.

Additional Opportunities (Extensions)

Article XXVIII

Clause 5 of Article XXVI can be waived and a student can be granted an additional opportunity (an extension) not exceeding two semesters to complete his study in the program dependent on the recommendation of both the department and college councils and approval of the Graduate Studies Deanship Council.

Article XXIX

Clause 10 of Article XXVI can be waived and a student can be granted an extension, not exceeding two semesters, contingent on a report from the supervisor, the recommendation of the department and college councils, the Graduate Studies Deanship Council, and the approval of University Council.

Transfer

Article XXX

Students can be transferred to the university from another accredited university provided that they get the recommendation of both the department and college councils and the Graduate Studies Deanship Council, taking into account the following regulations:

1. A transferring student must meet the admission criteria of a new applicant, in addition to any extra criteria required by the department.
2. A transferring student should not have been dismissed (regardless of reasons) from his home institution.
3. A transferring student can be credited for courses he completed at his home institution, according to the following regulations:
 - A. The courses should not be completed more than six semesters before the transfer.
 - B. The course content must be directly related to the program transferred to.
 - C. The courses transferred must not exceed thirty per cent of the courses of the program transferred to.
 - D. Grades of the transferred courses must be no less than "Very Good."
 - E. The courses transferred shall not be included in the computation of the new cumulative GPA.
 - F. Crediting transferred courses is contingent upon the recommendation of the concerned departmental council and the approval of both the college's council and Graduate Studies Deanship Council.

Article XXXI

A student can transfer from one major to another at the university upon the recommendation of the respective departmental and college's councils and approval of the Graduate Studies Deanship Council. The following regulations shall be taken into account:

1. The current criteria for admission shall apply to transfer students, in addition to any extra criteria the respective department may deem necessary.
2. Courses completed at the university can be credited if the respective department finds them correspond with those

- offered in its program, and they shall be included in the student's cumulative GPA.
3. Transferring student's registration must not be terminated for any of the reasons described in XXV1 above.
 4. The time spent in the program transferred from shall BE included in the maximum time limit for obtaining the degree.
 5. Transfer from one program to another is allowed only one time during the period set for obtaining the degree.

Chapter Six: Study System

Article XXXII

Study for the Higher Diploma shall be through courses as well as practicums, and field work according to the following regulations:

1. The study extends from two to four semesters.
2. The study units shall not be less than 24 hours and not exceed 36.

The University Council shall specify the required courses of the Higher Diploma program as well as the descriptive terms that appear on its awarded diploma, based upon what the respective department and college councils propose, and the recommendations of the Graduate Studies Deanship Council.

Article XXXIII

The study for a master's degree shall be possible through one of the two following tracks:

1. The course/thesis track (minimally twenty-four hours of graduate courses plus a thesis).
2. The course track (in some disciplines of vocational nature, provided that study units are no less than forty-two hours of graduate courses including a three-unit research project).

The study plan for a master's degree shall include, wherever possible, graduate courses related to other disciplines.

Article XXXIV

The study for a doctorate degree is possible through one of the two following tracks:

1. The courses-thesis track: at least thirty credit hours of graduate, post-master's degree courses in addition to the thesis.

2. The courses-thesis track: at least twelve credit hours of graduate courses of independent studies and seminars correspond with the student's academic interests and specialization, in addition to the thesis.

Article XXXV

The academic year consists of three semesters (fall, spring and summer). Each of the fall semester and spring semester lasts at least fifteen weeks, excluding the registration and final examinations periods. The summer semester is shorter. It lasts at least eight weeks, but the number of credits of a course per week is doubled to complete the course's credits within the specified period.

A one-year study system is available for some colleges in accordance with the rules and procedures approved by the University Council and comply with the provisions of the Regulations.

Article XXXVI

1. The requirements of a master's degree can be completed in a period no less than four semesters, and no more than eight semesters. Summer semesters shall not be included.
2. The requirements of a doctorate degree can be completed in a period no less than six semesters, and no more than ten semesters. Summer semesters shall not be included.

Article XXXVII

Student's time to complete the requirements of a degree starts when he registers for graduate courses, and ends on the date his supervisor submits a report to the head of the department along with a copy of the thesis, or any other requirements for the degree.

Article XXXVIII

The number of credit hours a graduate student takes at a degree-awarding university shall not be less than seventy per cent of the required credit hours. The student shall also prepare a thesis supervised at the awarding university.

Article XXXIX

The student shall graduate when he completes all degree requirements with a cumulative GPA of no less than “Very Good.”

Chapter Seven: Exams Regulations

Article XL

Administering the exams of graduate courses and grading them in the higher diploma, master's and doctorate programs shall be according to the "Rules and Regulations of Undergraduate Studies and Examinations" issued by the Council of Higher Education in its second session on 11/6/1416 AH, with the exception of the following:

1. The passing grade in a graduate course shall be an average of "Good."
2. Decisions on makeup exams and the courses that take more than one semester shall be made by Graduate Studies Deanship Council upon the recommendation of the departmental council and approval of the college's council.
3. After completing all the required courses, students in the PhD program and students in the master's program (if their program requires it) must pass a comprehensive exam (oral and written) prepared by a committee in the program's specialty, according to rules approved by the University Council, and recommended by the councils of the respective department and college and the Graduate Studies Deanship Council. The exam shall be in the student's specialization and a specific area within the specialization if such focus exists. The student shall be a candidate for the degree on passing the exam at first sitting, but on failing it, or part of it, a second chance will be granted, which must be taken within two semesters. If the student fails again, his registration shall be terminated.

Chapter Eight: Theses and Dissertations

Preparation and Supervision

Article XLI

Every graduate student shall, right after joining a program, have an academic advisor to direct his study, assist him in selecting a thesis topic and preparing a research plan according to University Council regulations as recommended by the Graduate Studies Deanship Council.

Article XLII

After meeting all the admission requirements and completing at least fifty per cent of the required courses with a cumulative GPA no less than “very good,” a graduate student must submit (where applicable) a thesis proposal to his department. If it is approved, the department council shall name a supervisor and a co-supervisor (where applicable), or a committee of a supervisor with a chairman.

The proceedings are then reported to the college council, and in turn to the council of Deanship of Graduate Studies for approval according to the college council recommendation.

Article XLIII

The topics of master’s degree theses should be rigorous and original and topics of doctorate dissertations should be original, innovative and contribute to the development of knowledge in the student’s discipline.

Article XLIV

The master’s degree theses and doctorate dissertations shall be written in Arabic. It is permissible to have some written in a different language in certain disciplines upon the recommendation of the respective department and college councils and the Graduate Studies Deanship Council as well as the approval of the University

Council, provided that a sufficient abstract in Arabic is included in the thesis.

Article XLV

Theses shall be supervised by professors and associate professors of the university faculty members. An assistant professor, holding this rank for two years, can supervise master's theses provided that he has published (or has received letters of acceptance for publication of) two research papers (in his area of specialization) in a refereed academic journal.

Article XLVI

Theses and dissertations can be supervised by outstanding and highly competent experts in the field of scientific research who are not necessarily teaching faculty members at the university after the University Council approves it upon the recommendations of the respective department and college councils, and the Deanship of Graduate Studies Council according to the following criteria:

In accordance with the KSU's Regulations:

a. Master's Theses:

1. The nominated supervisor must hold a doctorate degree.
2. He should have had the doctorate degree for at least three years.
3. He should have published at least three research papers in his area of specialization, or has received a letter of acceptance, in a referred academic journal.

b. Doctorate Dissertations:

1. He must hold a doctorate degree.
2. He must have had the doctorate degree for or at least five years.
3. He should have published at least six research papers in his area of specialization, or has received a letter of acceptance, in a referred academic journal.

Article XLVII

Faculty members from other departments can assist in supervision, based on the nature of the thesis, provided that the supervisor is from student's department.

Article XLVIII

Supervisors (individuals or joint) can supervise a maximum of four theses at a time; the number of theses can, with the recommendation of respective department and the approval of the respective college council and the Deanship of Graduate Studies Council, under extenuating circumstances, be increased to five. Theses supervision counts for one credit hour each in faculty members teaching loads (whether chairing the supervision or supervising individually).

Article XLIX

If the supervisor cannot continue supervision, or his service at the university comes to an end, a substitute shall be proposed by the departmental council, approved by the college's council and authorized by Graduate Studies Deanship Council.

As per the KSU's regulations, the contribution of the former supervisor should be accredited in the thesis.

Article L

The supervisor should, at the end of each semester, submit a detailed report to the head of the department on the student's progress in the study and a copy of the report should be sent to the Dean of Graduate Studies.

Article LI

When a student completes his thesis, the supervisor shall report to the head of the department that it is ready for defense. A number of procedures set by the Graduate Studies Deanship Council shall then be completed as follows **(As per the KSU's**

regulations regarding viva committees as approved by Graduate Studies Deanship Council in its 12th session of the 1434/1435 academic year dated on 28/7/1435 AH):

1. The student must pass all courses and the comprehensive exam, if any, prior to the formation of the viva committee.
2. The thesis supervisor asks the head of the department to form a viva committee before the end of week 13 of the semester.
3. The college council shall propose, based on the proposal of the department council, the thesis viva committee as per Article LIV and Article LV of the Regulations.
4. The majority of the thesis viva committee shall be faculty members
5. At least one member of the viva committee who will examine a doctorate student shall be external, with no current or previous connection with, and who didn't receive his doctorate degree from, the university.
6. The names of the viva committee members shall be forwarded to the Graduate Studies Deanship Council, for approval, within a period not exceeding one month from the date of the decision of the college's council.
7. Following the Graduate Studies Deanship Council's approval of Panel members, the head of the respective department shall forward the thesis to viva members and set a date for the defense, provided that the date of the thesis defense is one week after the Graduate Studies Deanship Council's approval.
8. The time between the Graduate Studies Deanship Council's approval of the viva committee and the date of the defense must not exceed four months, which shall be included in the time of completing the requirements of the degree.
9. The supervisor shall fill in a thesis defense form, as approved by Graduate Studies Deanship to set the defense date and a copy of the form shall be, after being approved by the head of the department, the college's vice dean for graduate studies and scientific research, forwarded to the Graduate Studies Deanship.

10. The department shall announce the defense date at the departmental and college's usual poster boards and other possible channels.
11. Thesis defense shall be conducted in public, but might be done, after the approval of the college's council upon the recommendation of the department, in private when necessary.
12. The verdict shall be pronounced right after the defense, by the viva committee, after the defense.
13. If at least two thirds of the thesis viva committee deem the thesis to be entirely unsuitable for defense, the Deanship of Graduate Studies must be notified to terminate the student's registration, in compliance with Clause 9 of Article XXVI of KSU's regulations.
14. If a member of the viva committee is absent, thesis defense shall not be conducted; in this case the head of the department shall be notified, by the chairman of the viva to set a new thesis defense date and a new form shall be filled in and approved by the head of the department, the college's vice dean for graduate studies and scientific research and forwarded, along with reasons of the member's absence to the Graduate Studies Deanship.
15. If a member of the viva committee decides not to participate in defense, a substitute shall be nominated by the departmental council upon the recommendation of the college's council and the approval of the Deanship of Graduate Studies Council and his reasons for not participating shall be also forwarded.

Article LII

If a student is proven not to be serious about his study or is neglectful of academic obligations, he then, based on a report by the supervisor of his study, shall be warned in a letter from the respective department. If the student is warned twice but he does not address the reasons of the warning, the Graduate Studies Deanship Council, on the recommendation of the departmental council, may terminate his registration in the program.

Thesis Defense

Article LIII ⁽¹⁾

The thesis viva committee shall be formed by the Graduate Studies Deanship Council upon the recommendation of respective department and college councils.

Article LIV

The following shall be required in a viva committee for a master's thesis:

1. The number of its members must be odd, the supervisor must chair it.
2. The minimal number is three teaching faculty members and the supervisor and co-supervisor (if any) must not form a majority in the committee.
3. The criteria of appointing theses supervisors shall apply to the viva committee members.
4. At least one professor, or one associate professor, shall be among viva committee members.
5. Two thirds of its members make a quorum in its decision.

Article LV

The following shall be required in a viva committee for a doctorate dissertation:

1. The number of its members must be odd, at least three, and the supervisor must chair it.
2. Its members must be exclusively professors and associate professors and the supervisor and co-supervisor (if any) must not form a majority in the committee.
3. One of the viva members, at least, must be a full professor.
4. One of the viva members, at least, must come from outside the university.

⁽¹⁾ Article LIII was repealed upon the decision of the Graduate Education Council in its 42nd session on 25/4/1427 AH.

5. Two thirds of its members make a quorum in its decision.

Article LVI

If the thesis supervisor is unable to participate in the viva committee (due to death, retirement or a long-term tenure assumed outside the country), the department shall propose a substitute to be approved by the college's council and authorized by the Graduate Studies Deanship Council.

Article LVII

The viva committee shall issue a report to be signed by all members and forwarded to the head of the department within one week from the date of the defense. The report shall include one of the following recommendations:

1. Accepting thesis and recommending degree awarding.
2. Accepting thesis with some amendments, but no further defense. A member of the committee shall be authorized to recommend degree awarding on ascertaining that amendments are made. Amendments must be completed within a time span not exceeding three months from the date of defense. However, the University Council may exceptionally permit a time extension upon the recommendation of the Graduate Studies Deanship Council and the viva committee report.
3. Requiring a rectification of deficiencies in thesis and another defense date is set (not exceeding one year from the date of the first defense). This shall be specified by the Graduate Studies Deanship Council upon the recommendation of the respective departmental council.
4. Not accepting the thesis.

Each member of the viva committee has the right to present different views or reservations in a detailed report to both the head of the department and the Dean of Graduate Studies within a period not exceeding two weeks from the date of thesis defense.

Article LVIII

The head of the respective department shall forward the committee's report to the Dean of Graduate Studies within a period not exceeding three weeks from the date of thesis defense.

Article LIX

The Dean of Graduate Studies shall forward the recommendations of degree awarding to the University Council for approval.

Article LX

1. A master's degree supervisor from outside the university shall be paid five thousand Saudi riyals, and a doctorate degree supervisor from outside the university shall be paid seven thousand riyals.
2. The supervisor from outside the university can, when necessary, meet with supervised students pending the approval of the Graduate Studies Deanship Council to which the external supervisor belongs, and on the request of the student's university. The external supervisor can be seconded to supervise theses and dissertations according to the following procedures:
 - A. One time per semester for every external university where students are supervised
 - B. The total number of such universities must not exceed two per semester.
 - C. The trip must not exceed three days each time.
 - D. The trip must not exceed ten days for the whole academic year (applicable to all universities).
 - E. The beneficiary university shall be responsible for the expenses to be paid as regards staff member assigned to supervise its students' theses as per relevant regulations.

Article LXI

A viva committee member participating in thesis defense (master's or doctorate) shall be paid one thousand Saudi riyals (if he is a teaching faculty member at the same university to which thesis is submitted).

The university personnel (whether or not a teaching faculty member) and the participant from outside the university shall be paid one thousand five hundred Saudi riyals for a doctorate dissertation and one thousand riyals for the master's thesis. Committee members from outside the Kingdom shall receive two thousand five hundred Saudi riyals.

The committee member from outside the city where the thesis is defended (whether from inside or outside the Kingdom) shall be paid (in addition to the aforementioned remuneration) a two-way flight ticket, adequate accommodation and subsistence allowance (for up to two nights); a flight ticket shall also be paid for the person escorting the committee member if blind, and for the legal male guardian, if the committee member is a female, in addition to (up to two nights) accommodation.

Graduate Studies Deanship Council may add one or two nights, when necessary, dependent on the nature of the study, pending the recommendation of the respective department and college councils, while providing justifications for adding more nights.

Chapter Nine: General Provisions

Article LXII

The University Council shall set up rules to assess graduate programs based on the proposal of the Graduate Studies Deanship Council; the outcome of assessment shall be forwarded to University Council.

Article LXIII

The head of the department shall submit a report to both the college dean and the Dean of Graduate Studies at the end of each academic year on the progress of the graduate studies in the department.

Article LXIV

Issues not stated in the Regulations shall fall under the governance of the Council of Higher Education and universities, its rules and decisions in force in the Kingdom.

Article LXV

The Regulations shall repeal all previous regulations of graduate studies at universities. It is effective as of the first academic year following the date of approval. The University Council shall address cases of students registered under previous, now repealed, regulations.

Article LXVI

University councils can set up additional rules, regulatory and procedures that govern graduate studies, provided that they are not in conflict with the provisions of the current Regulations.

Article LXVII

The Higher Education Council has the right to interpret the current Regulations.

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