

In the name of Allah the most Merciful, the most Gracious

Ministry of Higher Education and Scientific

Research

Standard Regulations for Organizing Postgraduate Studies

for the year 2018

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Pursuant to the provisions of Articles 6.24 of the Law on the Regulation of Higher Education and Scientific Research

For the year 1990, the National Council for Higher Education and Scientific Research issued the following regulations.

Details:

Chapter One

Preliminary provisions

Name the list and start working on it

1. These Regulations shall be called the Standard Regulations for the Organization of Graduate Studies in Higher Education and Scientific Research Institutions for the year 2018 and shall be effective from the date of their signature.

Cancelation and Exclusion

2. The unified regulation of postgraduate studies in higher education institutions of 2013 shall be repealed provided that all orders and decisions issued there under remain valid and are effective until canceled or amended

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Application

3. (1) the provisions of these Regulations shall apply to all institutions of higher education and scientific research

(2) Institutions of higher education may apply additional conditions in a manner that does not conflict with the provisions of these Regulations.

Interpretation

4. In this Regulation: Unless the context requires another meaning for words and phrases, which have the meanings given to them in the Law on the Organization of Higher Education and Scientific Research Year 1990:

Management: means the general administration of admission and evaluation and documentation of certificates.

Program: means the graduate program in accordance with the provisions of this regulation

General Bachelor: means the first degree awarded by the institution in four years or after the completion of credit hours prescribed for this degree.

Bachelor of Honors: means the first degree awarded by the institution in Five years or after completion of the approved credit hours for this degree.

Transformational programs: Programs that fall outside the student's specialization in the university degree
First.

Scientific Degree: means the academic qualification above the first degree, the institution provides with a higher diploma, a master's and a doctorate.

Graduate studies: means first programs eligible for higher degrees
University.

Thesis: means the research submitted to meet the conditions of granting the degree

University number: means the number given by the administration to the admitted student in a higher education institution for the level of higher diploma, master or doctorate.

School year: Two semesters with a minimum duration of fifteen weeks

each. The research is equivalent to twelve months.

Student: means the student enrolled in faculty.

Dean: means Dean of the faculty.

The concerned department: means the scientific section of the concerned faculty.

Faculty: means the faculty of Graduate Studies in one of the institutions of higher education and scientific research or what is in place.

Concerned faculty Research Council: means the Research Council of Graduate Studies faculty.

It shall be followed by the implementing department of the program or its position.

Concerned Faculty: means any unit offering graduate programs in one of the institutions of higher education.

Board of senate: The Scientific Council of the Foundation

Registrar: means the Registrar of the faculty.

The concerned department council: means the council of the scientific department of the concerned faculty.

Faculty Council: means the Council of the faculty of Graduate Studies.

Chapter II

Postgraduate studies

5. The objectives of postgraduate studies are as follows:

- a. to enrich human knowledge in all its, through a series of specialized studies and serious research to reach innovative scientific and applied additions and uncover new facts.
- b. Preparing specialized scientific and professional competencies and qualifying them to produce knowledge
- c. Encouraging scientific competencies to keep pace with the progress of science and technology, and push them to creativity and innovation.
- d. Developing scientific research and directing it to address the issues of society.
- e. Improving the level of undergraduate programs.
- f. To work on coordinating graduate studies with other research Institutions inside and outside the country.

Chapter III

Degrees

6. The board of senate should, on the recommendation of the faculty Council, grant the following scientific degrees:

- (a) Higher Diploma.
- (b) Masters.
- (c) PhD

Chapter IV

Organization of Graduate Studies

7. Each institution should be establish a faculty to supervise and coordinate all graduate programs of the institution, and to recommend them for approval, evaluation and permanent review.

Faculty Council

8. Each faculty shall have a council, which shall be competent to consider all matters relating to the higher studies of the institution and take the necessary decisions thereon.

Terms of reference of the faculty Council

9. The faculty Council shall be concerned with the following:
- a. developing the general policy for postgraduate studies or amend them, and coordinate them in all faculties, institutions and centers of the institutions and follow-up implementation after approval.
 - b. Setting up internal regulations in coordination with faculties, institutions and centers regarding the organization of graduate studies.
 - c. Establishing the principles for admission to postgraduate studies so that they do not contradict the principles of admission mentioned in Chapter 6 of these Regulations.
 - d. Recommending to the board of senate to approve the newly developed programs.
 - e. Recommending to the board of senate to approve the decisions of the

higher studies and the amendments there to or the programs of amendment or change.

f. Recommending the approval of the results of the examinations of graduate students for submission to the Council of Masters for the final approve.

g. Recommending to the board of senate to award degrees.

h. recommending to the board of senate ,the names of the degrees in Arabic and English based on the recommendation of the concerned faculty.

I. Approving the formation of the supervisory committees.

j. Approving the formation of committees to discuss the scientific papers.

k. Developing the general framework and rules governing how to prepare scientific thesis.

L. Evaluating graduate programs in the institution periodically by committees or specialized bodies within or outside the university.

l. Determination of tuition fees in consultation with the concerned faculties.

m. Consideration of what is referred to them by the Council of Professors or its Chairman for study and opinion.

Formation of the faculty Council

10. (1) The faculty Council shall be formed as follows:

1. The Dean (Chairman).

2. Deputy-Dean (if any) (members).

3. Secretary of Scientific Affairs (Member).

4. Dean or Director of Scientific Research Department (Member).

5. Three members of the board of senate from different scientific

disciplines. At the level of at least Associate Professor (Members).

6. Dean of each faculty, if there are graduate studies (members).

7. Two qualified, experienced and interested in graduate studies and research; from outside the universities are appointed by a decision of the Faculty Council for a period of two years renewable (members).

8. Registrar (member and repertoire).

(2) The term of the Council is four years.

(3) The Board shall meet at the invitation of its Chairman at least four times a year.

Chapter V

Post Graduate Programs

11. the board of senate should, upon the recommendation of the Faculty Council, set out detailed criteria, to approve the graduate programs, including the following:

- (a) Providing adequate number of relevant staff members in the relevant program area.
- (b) The availability of study and research capabilities.
- (c) The faculty shall ensure the availability of the possibilities mentioned in items (a) and (b), before recommending program approval.

12. The concerned faculty, shall submit to the faculty Council a detailed program outline stating the following:

- (a) Program objectives.
- (b) The rationale for the submission of the program.
- (c) The available capabilities of human resources, infrastructure, the curriculum and teaching staff.

13. The faculty Council should study the draft program and shall coordinate its requirements and needs of other existing programs, if any, to avoid duplication between them and in the case of conviction, recommended be approving to the board of senate, and forwarding to the Scientific Committee competent National Council for Higher Education for final approval.

14. The amendment to the requirements of the program or the

requirements for admission, except in Chapter VI, shall be made by a decision of the board of senate on the recommendation of the faculty Council in coordination with the concerned faculty.

15. Joint graduate programs may be established at the University between two or more departments or two or more colleges, in accordance with rules established by the board of senate upon the recommendation of the Faculty Council after coordination with the concerned authorities.

16. Joint graduate programs may be established at the University with other accredited internal and external universities, under which joint degrees are awarded through the bilateral agreements approved by the University administration.

Chapter six

Admission Requirements and Registration for Higher Diploma Degree

17. Admission to the higher diploma level in the relevant specialization requires obtaining:

- (a) General Bachelor's degree with good grade (second degree).
- (b) The general bachelor's degree with an acceptable grade (third degree).

The student should study a number of qualifying courses for the previous stage in a period not exceeding two semesters and not less than one semester.

Admission Requirements and Registration for Master's Degree

18. Admission to the Master's degree in the relevant specialization requires obtaining one of the following qualifications:

- (a) Bachelor of Honors with a good grade (second degree) as a minimum.
- (b) A Bachelor of Honors with an acceptable grade (third degree),

provided that the student studies a number of qualifying courses for the previous stage in a period not exceeding two semesters and not less than one semester.

- (c) Bachelor's degree in good grade (second degree) at least in addition to a qualifying year during which the student passes the courses with a minimum grade of good grade
- (d) Bachelor's degree in acceptable grade (third degree) in addition to a high diploma with a minimum grade of good.

Admission Requirements and Registration for PhD

19. Admission to the PhD degree requires a master's degree in the relevant specialization.

Additional admission requirements for both master's and doctoral degrees:

20. The concerned department may require that a student in the master's or doctoral degree, should take a number of supplementary courses, from the previous stage in a period not exceeding three semesters, taking into account the following:

- (a) Passing supplementary courses with a general grade of at least good.
- (b) Do not calculate the time period for passing the supplementary courses within the period specified for obtaining the degree.

21. A student may be admitted to a master's or doctorate degree, in a field relevant to his specialty, based on the recommendation of the relevant department and faculty councils and approval of the faculty council.

22. A student may not register for more than one graduate program at the same time.

23. Registration of a registered student for a master's degree should not be promoted to a doctorate degree.

Conditions for acceptance of **conversion programs**

24. Admission Requirements for the Higher Diploma of the Transfer Program:

- (a) obtaining a Bachelor's degree or a minimum grade of honor.
- (b) Obtain a Bachelor's degree (general or honor) with an acceptable grade plus three years of practical experience at least after graduation.

25. Admission Requirements for Master in the Transfer Program:

- (a) Obtain a bachelor's degree, in addition to a higher diploma in the same field of conversion program .
- (b) A student specializing in the transfer program may be accepted.

Applicants must not exceed one semester

Conditions for students residing abroad :

26. A student residing abroad, may be registered with the approval of the faculty Council upon the recommendation of the concerned faculty, to prepare part of his research outside the University in a recognized scientific and research institution and university, taking into consideration the following:

- (a) Obtain written approval from the institution in which the research is being conducted.
- (b) Have an external supervisor approved by the faculty, and an internal supervisor from the institution in which he is registered.
- (c) The external supervisor reports periodically on the student's performance to the faculty.
- (d) The student must spend at least six months for the Master's degree and a PhD year of study in the institution in which he is enrolled.
- (e) All examinations shall be conducted at the institution in which they are registered.

27. The faculty Council may based on the recommendation of the concerned faculty and the approval of the Council of Professors Add conditions they see it necessary for acceptance.

28. The faculty shall accept and register the students in coordination with the concerned faculty.

University Number

Granting the university number to post graduate student:

- (a) The university ID for post graduate studies shall be awarded by the administration, to the student who is nominated for study at a higher education institution after meeting the admission requirements received by this regulation.
- (b) A student cannot enroll in institutions of higher education for the degree unless he obtains the university ID from the administration.

Chapter VII

Study system

30. Admission to the degree should be completed in whole or in part according to the program rules and regulations.

Higher Diploma Study System

31. (1) the study of the higher diploma, shall be in the fields of curricula, practical and field courses and courses as follows:

(a) The duration of the study shall not be less than one year of study (two semesters), and not more than two years of study (four semesters).

(b) The number of credit hours shall not be less than (20) and not more than (30).

(c) The program may include a research paper in one of the subjects of the study One or three credit hours.

32. The master's study shall be in one of the following ways:

(a) by academic courses, provided that the number of credit hours shall not be less than (36) credit hours minimum and (42) credit hours maximum, and may be from Including a research paper equivalent to three credit hours (and in the case of complementary research Includes 6 hours of research.

(b) In research, the student may be required to pass an written examination in the first two papers General Specialization and Specialization in Specific field before thesis discussion.

(c) The period prescribed for obtaining a Master's degree is not less than 3 semesters and not more than six semesters.

Doctoral study system

33. To be in one of two ways:

(a) By decisions and research on the minimum number of credit hours prescribed for (50) credit hours not exceeding (60) credit hours, including research.

(b) Research, provided that the student passes a written examination of the first two papers in the general specialization and the second in the exact specialization before discussing the thesis.

(c) The academic year should be divided into two semesters, of not less than five years' duration ten weeks, and not including the registration and exam periods.

(d) The period prescribed for obtaining a Ph.D. in research for not less than two years and not exceeding five years.

The transfer

34. The student should not be transferred from one institution to another.

35. The internal regulations of institutions should regulate the transfer of students from one discipline to another within the institution.

36. The internal regulations of the faculty shall specify the conditions for repeating, cancellation, withdrawal and extension.

Chapter VIII

Preparation and supervision of scientific thesis

37. Each academic student should be assigned an academic supervisor at the beginning of joining the program

to guide him in his study and help him choose the subject of the thesis and prepare the research plan.

In accordance with the rules approved by the faculty Council, based on the recommendation of the Boards of the Department and the Concerned faculty .

38. The topics of thesis should be characterized by novelty, originality and innovation

and to be valid for publication in authenticated scientific journals.

39. Master's and doctoral dissertations should be written in Arabic or English, and may be written in another language, containing sufficient abstracts in both Arabic and foreign languages.

Conditions of teaching and supervision:

40. Teaching staff members who teach and supervise programs are required the following graduate courses:

(a) Obtaining a doctorate or equivalent from a professional fellowship.

(b) The thesis shall be supervised by the professors and the participating professors of the university faculty.

(c) The assistant professor may supervise the master's thesis if he / she have passed two years on his appointment at this level, and he had at least two research papers in his field of specialization of published or accepted

papers for publication in authenticated scientific journals.

(d) An Associate Supervisor may be appointed to supervise the thesis from other departments or scientific or research institutions.

(e) Supervisors with distinguished experience and scientific competence in the field of research may supervise, other than members of the faculty of the university, provided that the supervision is assisted by a faculty member from the institution based on the recommendation of the concerned department and faculty councils and the approval of the faculty council.

41. The faculty member supervises the students who are studying the research only from within or outside the institution with a maximum of ten (10) students at one time for applied sciences, and fifteen (15) students for humanities and social sciences. In the case of complementary research, the professor can supervise fifteen (15) students in applied sciences and twenty (20) students in the humanities and social sciences to be equivalent to the student by complementary research.

42. Postgraduate regulations in universities specify the duties of the supervisor.

Chapter IX

Exam system and discussion procedures

Examination System

43. Examinations and high school diploma examinations shall be held for the attainment of a higher diploma, master's or doctorate degree, and to monitor the estimates in accordance with the regulations of the institutions examinations, taking into consideration the following:

(a) the student shall success in the courses as provided in the regulations of the institutions.

(b) A student who fails in one-third of the courses must sit for the supplementary examination in the subjects in which he failed.

(c) The student who fails in more than one-third of the courses to half of them (based on credit hours or approved certifications) sits down to reset all courses as supplements.

(d) A student who fails in more than half of the particulars is stopped from the study.

(c) A student who fails in the Supplementary Examination is not allowed to continue studying.

(d) supplementary examination shall be start after the final examination for each semester.

(e) The student shall be awarded the assessment, if he / she passed the Supplementary Examination. The institution applies the scoring system To determine his CGP.

(f) A student who passes the Supplementary Examination and receives a lower GPA is not allowed to continue studying.

(g) A student passing the examination in all courses may be awarded with a grade equivalent to the lowest grade, if any

(h) The grades shall be subject to research only or by supplementary courses and research for evaluation by the discussion committees.

(h) The faculty shall conduct the examination of the plagiarism in the electronic version of the letter and, in case of passing the examination, shall be sent to the examiners.

(I) In case of proven plagiarism, the researcher shall apply the regulations of the violation.

Discussion procedures

Discussion Committee

44. The discussion committee shall be a decision of the faculty Council based on the recommendation of the two Boards of the Department and the research of the concerned faculty at least the number of candidates for internal and external examiner about three persons (professors).

45. The following discussion committee is required:

(a) the number of its members shall be an individual and not less than three, including the supervisor or Associate Supervisor

(b) The terms of supervision of the communications shall apply to members of the discussion committee

(c) One of its members shall be one of the professors or professors participating in the exact specialization outside the university (external examiner) and chairs the committee.

(d) Its decisions shall be taken by the approval of two-thirds of the members, including the examiner.

Thesis Reporting

46. The report of the thesis, is as follows:

- (a) Each member of the Committee shall prepare an individual report on the thesis indicating the extent of its validity for discussion and any other observations in accordance with the guidelines was determined by faculty within a period not exceeding four weeks from the date of receipt of the thesis, The faculty may assign another examiner if the report is not submitted during the period determined previously.
- (b) The report shall be prepared in the language in which the thesis is written.
- (c) The thesis shall be discussed only after the submission of the individual reports to the faculty.

Recommendation Report of the Discussion Committee

47. The Discussion Committee shall prepare a report signed by all its members, submitted to the faculty immediately after completion of the exam, including one of the following recommendations:

- (a) accepting the thesis and recommending the award of the degree.
- (b) Acceptance of the thesis with some corrections and amendments without further discussion, And authorizes a member of the Committee to ensure if it is done.
- (c) Accept the thesis and grant it the lowest grade, if any.
- (d) Not accepting the thesis with necessary modifications and re-discussing the thesis.
- .(e) Refusal of the thesis.

48. The Dean shall recommend the award of the degree after its approval from the faculty Council to the Board of Professors for decision making.

Chapter X

Rules and general provisions

49. Unless otherwise provided in this regulation, the regulations of the institutions shall apply to it.

50. Institutions may establish rules and regulations for their postgraduate studies, in a way that does not contradict the provisions of these regulations.

Issued under my name and my signature on the day 25 second

Jumada year 1439 H

Corresponding to March 13, 2018

Dr... Sumaya Mohammed Ahmed Abu Kashawa

Minister of Higher Education and Scientific Research

and the President of the National Council for Higher Education and Scientific Research