

Executive Regulations for the Doctorates' Programs

Based on the Dean's council decision No. (12) of the academic year 2019-2020 regarding approval of the modifications of the Executive Regulations for Doctorates' Programs

The Chancellor of the University of Sharjah,

- After reviewing Law No. (3) of 2019 regarding the reorganization of the University of Sharjah and its executive regulations,
- The Emiri Decree No. (1) of 1997 regarding the establishment of the University of Sharjah,
- And the University President Decision No. (8) of 2019 regarding graduate studies bylaws at the University of Sharjah,
- And upon the approval of the Deans' Council at its session No. (4) Date: 09/12/2019
- And as required by the public interest,

The following shall be decided:

Designation

Article 1:

These regulations shall be called "Executive Regulations for granting the Doctorate Program at the University of Sharjah" They shall come into effect as of the date of approval.

Definitions

Article 2:

The following expressions shall have the meanings set against them unless the context indicates otherwise:

University	University of Sharjah
Chancellor	Chancellor of the University
Council	Council of Graduate Studies
Deanship	Deanship of the College of Graduate Studies
Dean	Dean of the College of Graduate Studies
College	Academic college concerned
Department	Academic department concerned
Doctorate	Doctorate of Philosophy (PhD) of the specialization in which a student is admitted

Doctorate Degree Requirements

Article 3:

The requirements for the Doctorate degree shall be as follows:

- a) Completion of at least three years of study, with at least 54 credit hours or the equivalent of study as follows:
 1. A minimum of 24 credit hours or equivalent from advanced level courses that are distinctly more challenging than Master's-level courses in the same discipline.
 2. Completion of training on research methodology and academic research skills.
 3. A minimum of 21 credit hours shall be allocated for a dissertation related to the program, as follows:
 - After passing the qualifying exam, the student shall register (3 or 6) credit hours (according to the study plan), for thesis proposal, which are calculated from the dissertation hours.
 - The remaining dissertation hours shall be completed over the course of the following semesters.
- b) A minimum CGPA of no less than 3 out of 4 should be obtained when registering for the dissertation and upon graduation.
- c) Completion of any remedial or additional courses, provided that the student study these courses before the program courses within a maximum period of two semesters.
- d) Completion of a qualifying exam in the student's field of study (known as specialization exam in some colleges) before registering the dissertation.
- e) Completion of any additional requirements approved by the commission for academic accreditation (CAA) in the country or additional requirements recommended by the Graduate Studies Committee in the Department and approved by the Council.
- f) Completion of a dissertation that meets the following conditions:
 1. It should be written either in Arabic or in English in accordance with the concerned Department's requirements and the College, provided that the abstract must be written in both languages (Arabic and English).
 2. Contributes greatly to the student's field of study.
 3. At least two research papers in the subject of the dissertation should be published or accepted for publication in a scientific journal of category "B" or above according to the University of Sharjah classification.
 4. The dissertation must be approved by an external referee.
 5. The dissertation must successfully pass the defense stage.

6. The dissertation must constitute original contribution to the field of specialization

Article 4:

The time limit set for the student to obtain the PhD degree shall be not less than six semesters and not more than ten semesters. The student may postpone or withdraw his/her study up to three academic semesters, thus making the maximum time limit 13 semesters. Under special circumstances accepted by the Dean and the Council and upon the Supervisor's recommendation, the time limit may be extended for up to two semesters and for the purpose of dissertation defense only. In such a case, the student will pay a fee according to the financial bylaws of the University.

Article 5:

The academic year shall be two semesters, each of which consists of 15 weeks, and summer courses may be offered if necessary with the Dean's approval.

Article 6:

The credit load for each semester shall be between 9-12 credit hours. This load may be reduced in case of special circumstances related to the student or the program and with the Dean's approval.

Article 7:

The student must regularly attend all courses he/she is registered in.

Admission

Article 8:

The Council shall determine the number of students to be admitted to each program every year in accordance with the recommendations of the college council and a proposal from the departmental council.

Article 9:

Applications for admission to the Doctorate programs shall be submitted to the Deanship on a special form. Thereafter, the forms shall be forwarded to the Department concerned for appropriate decisions on admission. Such decisions must be made within two weeks from the receipt of completed application forms.

Article 10:

Conditions of admission to the doctorate program include the following:

- a) The student must hold a master's degree or equivalent with a minimum CGPA of 3 out of 4.0 or equivalent and no less than 2.5 out of 4.0 in his/her bachelor's degree from a university, college, or an institute recognized by the University of Sharjah and the Ministry of Education/Higher Education Affairs in the United Arab Emirates.
- b) Both bachelor's and master's degrees should be in a major that qualifies the student to study the Ph.D. program, in accordance with the special requirements of each program. A student may be accepted in a program other than his/her major upon the recommendation of the

Department and the Council's approval shall be conditioned upon the study of remedial courses specified by the Department.

- c) Students who achieved academic excellence in their bachelor's study and have a CGPA of no less than 3.5 out of 4 may be admitted to a Ph.D. program provided that the bachelor program qualifies the student for the Ph.D. program.
- d) The student must meet the English language proficiency (TOEFL) requirement, as follows:
 1. Students in programs taught in English: a score of 550 in TOEFL (ITP), 6 in IELTS, or 1400 in an EmSAT English exam must be obtained.
 2. Students in programs taught in Arabic:
 - a) A score of 1100 in the EmSAT exam, 500 in TOEFL (ITP), or 5.0 in IELTS must be obtained.
 - b) For programs that require a specific TOEFL score, the instructions provided by the Commission for Academic Accreditation shall be followed.
 3. Exemption:
 - Students whose native language is English and who studied a bachelor's or a master's program in a country where English is the official language shall be exempted from the English language proficiency requirement.
 - Students who graduated from a university in which English is the language of instruction are also exempted from the English language proficiency requirement if they have obtained a minimum score of 1400 in an EmSAT English exam, 500 in TOEFL (ITP), or equivalent upon enrolling in the bachelor program and 550 points or equivalent upon joining the master's program.

Emsat	TOFEL ITP	IELTS
950-1075	450	4.5
1100-1225	500	5.0
1250-1375	530	5.5
1400-1525	550	6.0

Table of English Language Proficiency Test Scores and their equivalents

- e) Passing an admission examination or personal interview prepared by the Department.
- f) The Department Council may, with the approval of the Graduate Council, propose additional conditions for admissions and re-admissions.

Article 11:

The selection of students shall be determined through competition in accordance with their CGPA's in the master's degree and the admission test or interview.

Article 12:

The Council may, upon a recommendation from the Graduate Studies Committee in the Department direct a student to study the remedial courses to be taken in the first year of study. No remedial courses shall be counted in the calculation of the CGPA, or the time limit set for graduation.

Article 13:

In special circumstances, a student may apply and be accepted in a program other than his/her bachelor's or master's major upon the recommendation of the Department as well as the College, and the Council's approval. Students' acceptance shall be conditioned upon the study of remedial courses specified by the Department. The Department shall determine any remedial courses required from the bachelor's or master's level (subject to Article 34 herein). The remedial courses shall not be included in the calculation of the total credit hours of the program or in the student's CGPA or in the time limit set for graduation. Students will not be allowed to study Ph.D. level courses unless they complete and successfully pass the assigned remedial courses

Article 14:

The student shall be admitted by a decision of the Council upon a recommendation from the Graduate Studies Committee in the Department. The Dean shall communicate the decision to the student, the Department, the College, and the Department of Registration to duly carry out the registration of the student.

Article 15:

A student may not be re-admitted to the same program from which he/she was expelled.

Article 16:

A student may not join two doctorate programs at the university at the same time.

Advising**Article 17:**

The Department shall appoint one or more academic advisors, and the Department chairman shall communicate the names of the advisors and their students to the Dean.

Article 18:

The academic advisor shall prepare, jointly with the student, a study schedule or plan on a special form that will include compulsory, elective, and remedial courses in accordance with the program study plan and the student's admission conditions. This plan will be reviewed every semester in order to follow up on the student's progress.

Transfer from other Universities**Article 19:**

A student may, upon a recommendation of the Graduate Studies Committee in the Department, transfer from a Ph.D. program from outside the University to a similar program offered by the

University if he/she fulfills the admission requirements of the intended program and through regular admission procedures subject to the following:

- a) The Graduate Studies Committee in the Department may propose to the Dean calculating no more than 25% of the total required credit hours (or any equivalent scale used to determine program requirements) provided that the student's grade therein is no less than Very Good or (B) with a CGPA of 3.0 out of 4.0 or equivalent which shall not be calculated in the student's new CGPA.
- b) The student has an effective English language proficiency certificate such as EmSAT, TOEFL, or IELTS.
- c) The student has met all the program admission conditions.
- d) The transferred courses must be related to the program's courses.
- e) The student must be informed in advance of the equivalent courses.
- f) No more than 5 years have elapsed since the student studied the correspondence courses.
- g) Credits for Graduation projects, theses and dissertations will not be transferred.
- h) One semester for every 9 hours shall be subtracted from the maximum study period for obtaining the degree.

Study Postponement

Article 20:

A student who has spent at least one semester in the program which he/she has joined may request a postponement for a period of no more than three consecutive or separate semesters by a decision of the Dean upon a recommendation from the Graduate Studies Committee in the Department, provided that this is done in the first half of the semester. The decision shall be communicated to the student, the Department, and the Director of Registration in accordance with article 4 of these regulations.

Article 21:

Postponement shall be deemed effective if the student is considered to have withdrawn from all courses due to his/her excessive absence and by an excuse acceptable to the Dean. This period shall be included in the postponement period.

Withdrawal

Article 22:

A student may withdraw from one or more courses during the first week of the semester without recording the course on the transcript. She/he may also withdraw from one or more courses from the second to the tenth week of any semester using a special form prepared by the Deanship, and a grade of (W) shall be recorded in the student's transcript.

Article 23:

The Dean may permit a student to withdraw from a number of courses provided that three credits remain if the student provides convincing justifications to the Department and the Dean.

Article 24:

The Dean may approve the withdrawal of a student from all courses he/she has registered at least two weeks prior to the final examinations if he/she submits convincing justifications. The student shall be deemed to have postponed his/her study if he/she does not exceed the postponement period permitted by the regulations using a special form prepared by the Deanship.

Article 25:

The Dean may approve the withdrawal of a student from the program at least two weeks prior to the final examinations. A student whose CGPA is at least 3 out of 4 May re-register in the same program, upon approval of the Council.

Article 26:

If the student ceases his/her study (did not register any credit hours) for two consecutive or separate semesters, he/she shall be dismissed from the program and may not be re-admitted except upon approval by the Council.

Probation**Article 27:**

The student shall be placed under probation by the Deanship in either of the following cases:

- a. If he/she fails to obtain a CGPA of (3 out of 4) at the end of any semester.
- b. If the supervisor (or co-supervisor if present) sees that the student has neglected his doctorate dissertation.

Article 28:

If the student's CGPA falls below 3, the Deanship shall send him/her a warning and a second warning in the following semester after which he/she will be expelled from the program upon the receipt of the third warning. The postponement period will not count in the period of warning.

Expulsion and Re-admission**Article 29:**

A student shall be expelled from the program upon a decision by the Dean in any of the following cases:

- a. If he/she fails in any of the courses twice.
- b. If he/she fails in two courses in his/her study throughout the entire time in the program.
- c. If he/she fails the qualification examination twice.
- d. If he/she fails to obtain the minimum CGPA (3 out of 4) upon the receipt of the third warning.
- e. If he/she exceeds the maximum number of semesters set in these regulations or exceeds the period of postponement stated in these regulations.

- f. If he\she commits a violation that is punishable by expulsion in accordance with the university by-laws and regulations.
- g. If he/she received two” no-pass” in the dissertation defense.
- h. If he/she fails in any of the remedial courses

Article 30:

A student who has suspended his\her studies or withdrawn from the program may apply for re-admission. If he\she meets the conditions of admission, he\she will be re-admitted through the regular admission procedures. His\her academic record shall be maintained intact and he\she shall complete the program in accordance with the study plan approved by the Department at the time of re-admission provided that his\her CGPA was at least 3.00 out of 4.00 at the time of re-admission and a maximum of 5 years elapsed since suspension or withdrawal.

Article 31:

A student expelled from the university (not the program) for any reason in accordance with the university regulations and by-laws may not be re-admitted.

Examinations and Grades

Article 32:

Subject to Article 34, the course grades in letters and numbers shall be as follows:

Points	Letter Grade	Mark (100%)
4	A	90-100
3.5	B+	85 to less than 90
3	B	80 to less than 85
2.5	C+	75 to less than 80
2	C	70 to less than 75
0	F	Less than 70

Article 33:

Subject to Article 35, the CGPA is equivalent to the following grades:

Grade	Points
Excellent	From 3.70 – 4.00
Very Good	From 3.00 – 3.69
Good (Does not meet graduation condition)	From 2.50 - 2.99
Fail	Less than 2.5

Article 34:

The passing grade for each course in the Doctorate program shall be (B). The passing grade for a remedial course is “C” and is reported on a pass/fail basis only.

Article 35:

The minimum passing CGPA is 3 out of 4 points.

Article 36:

A student may repeat a maximum of three courses for the purpose of raising his\her CGPA throughout the study period, and the highest grade shall be counted in the CGPA.

Article 37:

A- It is permissible to study an elective course as an alternative to the courses in which the student failed.

B - The student may register the electives in excess of the number required of him from the elective group.

C- The marks of the elective courses in excess of the study plan are not counted within the cumulative average, but they remain recorded in the transcript, and the higher marks for the courses are approved for the student.

Article 38:

The student may, within two weeks of announcing the results of the semester, submit a request to review his answer sheet for the final exam in accordance with the procedures of the university, and after paying the prescribed fees. In the case of approval of the application, the review is carried out by a committee formed by the head of the department headed by him or whomever he authorizes to do so, and the membership of two members of the teaching staff in the department, including the course teacher, and reviewing the answer sheet is limited to making sure that it is free from errors in the collection of grades or the transfer of vocabulary or forgetting Correct all or part of a question. In the event of a material error, it is corrected by the course instructor and the corrected result is approved. The department informs the dean of the corrected result along with the papers proving the change. In the event of the dean's approval, the dean informs the registration department and the department.

Article 39:

If a student is absent from the final examination for a compelling reason or submits a medical report acceptable to the Dean in accordance with university regulations, a grade of "Incomplete" shall be recorded for the student on a special form prepared by the Deanship. The student must complete this grade before the end of the first week of the following semester at the latest, except in the summer session and the postponed semester. Otherwise, the Registration Department will change the mark of the final examination or missing marks to zero and the grade obtained will be entered in the student's record.

Article 40:

If the examination is held on time, the instructor will complete the special form for the full grade in order to be signed by the Department Chairman and approved by the Dean. Copies of the form will be kept in the Department, Deanship, and in the Registration Department.

Attendance

Article 41:

If a student's absence exceeds 25% of the total number of teaching hours in the courses which require attendance without an excuse acceptable to the instructor and approved by the College Dean, the student shall be barred from the final examination and will receive a grade of "F". In such a case, the student will not be allowed to withdraw from the course even if the drop period still applies in accordance with the regulations. However, if the student provides a medical excuse or an excuse acceptable to the instructor and approved by the Dean, the student shall be deemed to have withdrawn from the course, and the word "withdrawn" shall be entered in his record

Registration of Dissertation

Article 42:

Dissertations shall be written either in Arabic or English in accordance with the Deanship guidelines and the Department requirements provided that an abstract is written in the other language.

Article 43:

A supervisor and a joint supervisor (if necessary) shall be appointed for the dissertation from among the Department faculty, giving consideration to the student's selection as much as possible, by a decision of the Dean and upon a recommendation from the Graduate Studies Committee in the Department.

Article 44:

- a. University dissertations shall be supervised by professors. An associate professor may also supervise a dissertation upon the approval of the Dean, provided he\she has research activities in the subject of the dissertation, and experience in graduate studies dissertation supervision.
- b. if necessity dictates, assistant professors may jointly supervise students upon the recommendation of the Graduate Studies Committee of the department and approval of the College of Graduate Studies Dean.
- c. In special circumstances, faculty or qualified professionals from other departments may act as joint supervisors (co-supervisors) upon a decision made by the Council.
- d. Faculty from other universities which have cooperation agreements or joint programs with the University may act as supervisors or co-supervisors of students.

Article 45:

Conditions applicable to the main supervisor shall apply to the joint supervisor from the university faculty.

Article 46:

Application to supervise a dissertation proposal must include an updated resume of the supervisor who is undertaking supervision for the first time or of the external supervisor. The supervisor is expected to have publications that are published or accepted for publication over the past five

years.

Article 47:

The maximum number of dissertations (Masters and Ph.D.) a supervisor may supervise at any one time will be as follows:

- a. Professor: 5 Dissertations
- b. Associate professor: 4 Dissertations
- c. Assistant professor: 3 (co-supervisor)

The Dean may increase the number of dissertations for each supervisor in accordance with the legitimate needs of the Department and upon recommendation from the Graduate Studies Committee in the Department.

Article 48:

The supervisor may be changed in compelling and justifiable circumstances, with the same conditions for the appointment of a new supervisor.

Article 49:

A faculty member on sabbatical leave or unpaid leave may, by a decision of the Council and upon the recommendation of the Department, continue to supervise or co-supervise a student's dissertation.

Article 50:

A student may register for the dissertation after the completion of all compulsory courses, passing the qualification examination, passing the comprehensive exam, if any, passing all the remedial courses, and any other conditions stipulated for admission.

Article 51:

The following steps must be followed in dissertation proposal approval:

A- The student chooses the topic of the thesis and the proposed supervisor and submits it to the concerned department head to be presented to the department's graduate studies committee to assign a supervisor to him, taking into account the student's desire, if possible.

B - The title of the thesis agreed upon between the student and the supervisor assigned to the head of the concerned department is presented to the department's graduate studies committee for approval.

C - The student works on preparing the (Proposal) plan under the supervision of the supervisor approved by the Graduate Studies Committee in the department.

D- When the plan is completed, the student submits an application for registration to the department head, along with the thesis plan, on the special form prepared by the Deanship in accordance with the relevant guide.

e- The department head sets a public date for discussing the plan, to be attended by the supervisor, members of the graduate studies committee, the faculty in the department, and graduate students within two weeks of submitting the application.

F - The Graduate Studies Committee in the Department approves the plan after discussion in the

presence of the supervisor after making sure that the required amendments have been made in the public discussion and submitting them to the Deanship.

g- The dean approves the thesis plan, rejects it, or suggests amendments to it within two weeks of receiving it.

Article 52:

The supervisor shall submit a detailed progress report to the Department chairman at the end of each semester and a copy of the report should be forwarded to the Dean.

Article 53:

The dissertation shall be allocated 3 or 6 credit hours for purposes of approving the proposal. The remaining credit hours shall be offered throughout the remaining semesters and the dissertation shall be allocated 0 or multiples of 3 credit hours (taking into consideration Article 6). However, the student must continue to register zero credit hours every semester after the completion of the dissertation credit hours until the student defends his/her dissertation.

Article 54:

The dissertation title and proposal may be modified by the Dean if the need arises, and reasons for modification must be cited in the same manner in which it was initially approved.

Article 55:

Faculty members who practice administrative posts can supervise students in special and urgent cases only, and they shall be paid for supervision for the third students onward.

Defense of Dissertation

Article 56:

The supervisor shall submit a recommendation to the Department chairman when the student completes the dissertation in accordance with proper scientific principles and the Deanship guidelines for the formation of the defense committee. A copy of the final version of the dissertation should be attached to the recommendation.

Article 57:

The dissertation (taking into consideration Article 3 part 6) may not be defended prior to the completion of all courses including remedial, any other admission conditions, and, obtaining a CGPA of 3 out of 4.

Article 58:

The defense committee shall be appointed and a date for it to convene shall be designated in accordance with a decision from the Dean upon a proposal from the supervisor and a recommendation from the Graduate Studies Committees in the Department.

Article 59:

The following must be observed when forming the defense committee:

- a. The number of the committee members will be at least three (supervisor/co-supervisor cannot be included in the defense committee), one of whom (or more in cases of joint programs with

other universities) will be from outside the university. Conditions for supervision must apply to the defense committee.

b. The committee decision shall be taken by the majority of votes.

c. One of the committee members may be a non-faculty member, but a person who is qualified and competent to carry out this task.

Article 60:

Procedures for thesis discussion shall be as follows:

a. The graduate committee in the department (or the department's council in the absence of the department's graduate committee) shall appoint the thesis examining committee and among the internal examiners, assign the member with the highest rank and most experienced as a head of the committee.

b. The student will introduce a summary of the thesis for 25 - 45 minutes.

c. The chairman will give the floor to the committee members to examine the student.

d. The committee will withdraw to take its decision privately.

e. The supervisor or co-supervisor shall not interfere in the decision of the committee.

f. The committee will make one of the following decisions:

1. Pass with minor changes

- If the student's responses to the Committee's questions during the defense meet the academic criteria for awarding a Ph.D. degree, but the thesis requires minor changes to meet the required academic standards.
- The student is given a period not exceeding three months to make the necessary changes based on the Committee's report. The student must register zero credit hours for the thesis each semester (if necessary).
- The task of ensuring that the student has made all the required changes will be delegated to the supervisor and approved by the examination committee.
- If the thesis is not submitted within this time frame, the decision will be converted into No Pass following item no. 2.i below. If the status stayed the same, the student will be compulsorily withdrawn from the program.

2. No Pass:

If the Committee decides that the thesis, oral defense, or both do not meet the academic criteria for awarding a Ph.D. degree, therefore, the thesis will require major changes or additional research, one of the decisions below will be taken:

- i. No pass for thesis: the oral defense is satisfactory, but the thesis does not meet the academic criteria for awarding the Ph.D. degree. The student can submit a revised version of the thesis

to the defense Committee within a period of minimum three to maximum six months. The Committee will evaluate the thesis without another oral defense. The thesis evaluation Committee's report must include a summary of the expected changes.

- ii. No pass for oral defense: the thesis is satisfactory, but the oral defense does not meet the academic criteria for awarding the Ph.D. degree. If this is the first "no pass" result, the student can re-defend his/her thesis within a period of minimum of three to a maximum of six months without submitting a revised thesis. The thesis evaluation Committee's report must include a recommendation of several activities to improve the candidate's ability to present his/her thesis and respond to any questions related to it.
- iii. No pass for oral defense and thesis: both the thesis and the oral defense do not meet the academic criteria for awarding the Ph.D. degree. If this is the first "no pass" result, the student can submit a revised thesis to the defense Committee within a period of a minimum of three to a maximum of six months. The defense Committee will evaluate the revised thesis and conduct another oral defense. The thesis evaluation Committee's report must include a summary of the expected changes, and a recommendation of several activities to improve the candidate's ability to present his/her thesis and respond to any questions related to it.
 - If the student has received a "no pass" decision before for an initial thesis or oral defense, the second "no pass" decision will lead to his/her compulsory withdrawal from the program.
 - The student must register zero credit hours each semester until he is awarded the degree or withdrawn from the program.
 - The Committee publicly announces the result in the presence of the student. The original report will be submitted, first, to the department, then, to the Dean to be approved. The Deanship will provide the registration department with a copy of the report.
 - After the student makes all the changes required by the Committee, these changes will be submitted to the Committee members to sign the report in accordance with the special form prepared by the Deanship. The report will be approved by the Department Chair, and the Deanship will provide the registration department with a copy of the report to complete the thesis result.
 - If the student fails to complete the thesis based on the Committee's report and within the time frame set thereby, he/she will fail the defense. The Deanship will issue a dismissal from the program decision for the student, and notifies the registration department, the concerned department, and the student's College of this decision. In this case, the student would be given a high diploma certificate (if available) instead and leave the program.

Dissertation Standards

Article 61:

Two abstracts, one in Arabic and the other in English, each around 350 words, must be attached to each dissertation. Keywords must also be included for indexing purposes together with a letter authorizing the University to photocopy all or part of the dissertation for research purposes or for exchanging dissertations with other universities and academic institutions.

Article 62:

The title page, committee members' names, and other elements of the dissertation must be prepared in accordance with the special guidelines to be prepared by the Deanship.

Article 63:

Typing the dissertation must be in accordance with the rules set out in the Graduate Studies Guide prepared by the Deanship.

Article 64:

1- The student submits an electronic copy of the thesis in its final form to the department, duly signed by the members of the discussion committee.

2- The department approves the final copy sent by the student and sends it to the College of Graduate Studies as an attachment with the degree recommendation form.

Article 65:

The College of Graduate Studies keeps a copy of the thesis in its final form in the college's electronic system and sends a copy of it to the university library.

Qualification Exam (Comprehensive Exam)**Article 66:**

The qualification examination aims to measure the student's ability to understand and demonstrate a general understanding of his\her discipline, show the ability of critical, analytical, and creative thinking and employ them in solving problems and proposing appropriate solutions. The qualification examination is not another test in the courses studied by the student.

Article 67:

The student registers for the qualification examination only upon the Dean's approval after the student has completed all compulsory courses in the study plan, all remedial courses, and any other conditions stipulated for admission and with a minimum CGPA of 3 out of 4.

Article 68:

The written qualification examination will be twice yearly, one in the fall and one in the spring semesters only (the exam cannot be conducted twice in one semester). For the purposes of registration, the student shall register for zero credit hours and a result of fail or pass shall be recorded for him\her. The Graduate Committees in the Departments may also include an oral test component.

Article 69:

The student may sit for the qualification examination twice only. If he\she fails the second time, he\she will be expelled from the program.

Article 70:

The Graduate Committee in the Department shall be responsible for organizing the qualification examination by:

1- Determining the major topics of the qualification examination and announcing them to the

students (topics are different from courses).

2- Forming committees from Department faculty to write the questions and grade papers confidentially.

3- Preparing the qualification examination in two documents to be given on two separate days. Each exam shall be a minimum of 3 hours long.

4- Evaluating the results of the qualification examination and recording a grade of "pass" or "fail" in special forms.

Article 71:

The Dean shall approve the results of the qualification examination upon the recommendations of the Graduate Committee in the Department.

Degree Awarding

Article 72:

The student shall be awarded the Ph.D. degree by a decision of the Board of Trustees upon the recommendation of the council of Deans and the Council of Graduate Studies and upon a proposal from the Department after the student has completed all the program requirements with a CGPA of not less than 3 out of 4 and after the submission of the amended copies of the dissertation.

Committees and their Duties

Article 73:

The Department Council shall set up at the beginning of each new academic year a Graduate Studies Committee comprising of 3-5 members. It will be headed by the chairman or whomever he/she deputizes provided that academic rank, specialization, and experience are observed in the selection process.

Article 74:

The College council shall set up at the beginning of each new academic year a Graduate Studies Committee in the College comprising the chairpersons of the graduate studies committees in the relevant departments plus two senior experienced faculty members in the College if needed. It will be headed by the College Dean or whomever he deputizes.

Article 75:

The Graduate Studies Committee in the Department shall have the following duties:

a- Consider applications for admission to doctoral programs and send its recommendation to the Deanship.

B- Organizing and supervising the comprehensive exam and qualifying exam and informing the Dean of its results.

C- Studying and supervising doctoral and dissertation plans and submitting them to the Deanship.

D- Recommending the appointment of a defense committee based on a proposal from the supervisor, setting its date, and submitting it to the Deanship.

e- Recommending issues to the Deanship of postponement, extension, transfer, transfer,

calculating, and equivalency of subjects.

f- Any other matters related to higher studies delegated by the department council or stipulated by regulations, instructions, and decisions.

Article 76:

The Graduate Studies Committee in the College shall have the following powers:

A- Coordination between departments in the college regarding graduate studies.

B - Approval of new plans and programs in the college.

C - Coordination with the Deanship to determine the intake capacity of students for doctoral programs.

D- Any other matters related to graduate studies authorized by the College Council or stipulated by regulations, instructions, and decisions.

Scholarships

Article 77:

At the beginning of each academic year, the university shall offer a number of scholarships to distinguished students in each of the doctorate programs. The scholarship shall cover only the fees of the credit hours plus a monthly stipend in accordance with the following procedures:

a. Applications must be submitted on a special form to the Deanship at the time of submitting new applications for admitting new students or at the beginning of each semester for the students already enrolled in the program.

A. Applications will be sent to the academic departments to review them and make recommendations to the Council.

B. Scholarships shall be awarded on a competitive basis and approved by a decision of the Council, and the Dean shall communicate the decision to the Department of Registration, the Financial Department, and the academic department for implementation.

C. The CGPA in the first degree and in the master's shall be 3.6 out of 4 in the minimum. The students' CGPA in the first degree and in the master's, their experience as well as the academic skills such as English and computer skills must be observed in the process of selection

D. The student must be enrolled in the program on a full-time basis and must not have a grant or a scholarship from any other organization. The student shall be held responsible for the information he\she submits in relation to being a full-time student.

E. The scholarship student undertakes to work for 20 hours a week in the Department in accordance with the regulations of the Deanship.

F. Departments shall furnish the Deanship with reports each semester on the student's performance. If the student is incompetent or fails in his\her commitment, or his\her duties, the Dean may terminate the scholarship upon the recommendation of the Department.

A scholarship student shall have a study load of 6-9 credit hours. This load may be adjusted by

one hour upward or downward with the approval of the Dean upon the recommendation of the Department.

Supervision and Financial Issues

Article 78:

The number of admitted students – under normal circumstances - is not less than five students per semester. In special cases, fewer numbers may be admitted based on a recommendation from the Council and the Chancellor's approval.

Article 79:

If a supervisor reaches the maximum teaching load, he\she shall be paid Dhs. 2500 for each dissertation in each semester for no more than four semesters. Half of this amount will be paid in case of joint supervision. If a supervisor has not reached the maximum teaching load, one credit hour per dissertation for four semesters will be counted toward his\her teaching load. The payment should be made at the end of each semester.

Article 80:

A committee member who is from the University will be paid an honorarium of Dhs. 1500, and a committee member from within the country will be paid Dhs. 2000. Committee members from outside the country will be paid (Dhs 3,000) plus a return economy class ticket and full board accommodation of a maximum of three nights. Supervisors will not be paid a defense honorarium.

Article 81:

Each credit hour in teaching doctorate courses shall count as 1.33 hours of the teaching load.

Joint Programs

Article 82:

The articles mentioned in the by-laws hereby shall be active and valid, unless the articles of the joint program stipulate otherwise.

General Provisions

Article 83:

The Council may admit postgraduate students from other universities as visiting students for a specified period. Such students will pay the normal tuition fees, or the payment of tuition fees will be determined according to certain agreements of cooperation with other universities. However, this type of admission for purposes of awarding the degree by the University is restricted to joint programs between the University and other universities.

Article 84:

The Dean shall be authorized to make decisions regarding matters that fall within the authority of the Council in urgent cases during the holidays and in cases where no quorum is secured for the Council. All decisions must be presented to the Council for approval at the next meeting.

Article 85:

Graduation documents are awarded when they are due at the end of each semester.

Article 86:

The Council of Deans shall decide on problematic issues arising from the application of these regulations.

Article 87:

The provisions of these regulations are effective from the date of their issuance and any previous articles that contradict these regulations are canceled.

Article 88:

The Chancellor, vice chancellors, the Dean, and the director of registration shall be responsible for the implementation of these regulations.

Issued on 9-12-2019

Chancellor

Prof. Hamid Majoul Al Nuaimi