

Thesis Writing Policy

Policy #	GS-300	Revision #	01
Accessibility level:	A	Effective date:	Jan 17, 2021

1. Purpose

This Policy highlights the rules, regulations, and procedures that govern the writing thesis for postgraduate students at FBSU.

2. Definitions

The definitions herein appears in this document and/or in the related documents of this policy.

- 2.1. **Thesis Track:** The Graduate Program that requires a scientific research resulted in a Master Thesis as a part of the fulfilment requirements for graduation
- 2.2. **Project Track (Non-Thesis):** The non-thesis track requires the postgraduate student to take more credit hours of electives courses than student in thesis track along with a research project that has a fewer contribution as compared to Thesis
- 2.3. **Graduate Student Supervisor:** is a faculty member selected by the postgraduate student and appointed by the Graduate Studies Council to supervise thesis/project research of the postgraduate student.
- 2.4. **Master's/Thesis Examination Committee:** The Master's/Thesis Examination Committee is a committee selected by the student and his/her thesis/project supervisor, this student will defend the project/thesis in front of this examination committee. The committee formation should be approved by the Council of the Graduate Studies.

3. Policy

- 3.1. All post graduate students should determine the track of his/her study during the admission whether thesis track or non-thesis track
- 3.2. All students in thesis track should apply for thesis supervisor appointment within the first two semesters of his study.
- 3.3. A graduate student must submit (where applicable) a thesis proposal to the department by the end of second semester.
- 3.4. The topics of master's degree theses should be rigorous and Original
- 3.5. The master's degree theses shall be written in English
- 3.6. Professors and associate professors can supervise master thesis. However, an assistant professor, holding this rank for two years, can supervise master's theses provided that he has published (accepted) two research papers (in his area of specialization) in a refereed international academic journal.
- 3.7. Faculty members from other departments can act as co-advisor, based on the nature of the thesis, provided that the supervisor is from student's department

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- 3.8. 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.
- 3.9. 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. The contribution of the former supervisor should be accredited in the thesis.
- 3.10. The supervisor should, at the end of each semester, submit a progress report to the head of the department for each master thesis under his/her supervision.
- 3.11. When a student completes his thesis, the supervisor shall report to the head of the department that it is ready for defense.
- 3.12. A number of procedures set by the Graduate Studies Deanship Council shall then be completed as follows:
- The student must pass all courses and the comprehensive exam, if any, prior to the formation of the viva committee.
 - The thesis supervisor asks the head of the department to form a viva committee before the end of week 13 of the semester.
 - The college council shall propose, based on the proposal of the department council, the thesis viva committee.
 - The majority of the thesis viva committee shall be faculty members
 - At least one member of the viva committee who will examine a master student shall be external.
 - 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.
 - 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.
 - 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.
 - 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 dean, forwarded to the Graduate Studies Deanship.

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- j. The department shall announce the defense date at the departmental and college's usual poster boards and other possible channels.
- k. The verdict shall be pronounced right after the defense, by the viva committee, after the defense.
- l. 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 in written.
- m. 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 dean and forwarded, along with reasons of the member's absence to the Graduate Studies Deanship.
- n. 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.
- o. If a student is proven not to be serious about his/her study or is neglectful of academic obligations, he/she then, based on a report by the supervisor of his/her study, shall be warned in a letter from the respective department. If the student is warned twice but he/she does not address the reasons of the warning, the Graduate Studies Deanship Council, based on the recommendation of the departmental council, may terminate his registration in the program.
- p. The thesis viva committee shall be formed by the Graduate Studies Deanship Council upon the recommendation of respective department and college councils.
- 3.13. The following shall be required in a viva committee for a master's thesis:
- The number of its members must be odd, the supervisor must chair it.
 - The minimal number is three teaching faculty members and the supervisor and co-supervisor (if any) must not form a majority in the committee.
 - The criteria of appointing theses supervisors shall apply to the viva committee members.
 - At least one professor, or one associate professor, shall be among viva committee members.
 - Two thirds of its members make a quorum in its decision.
- 3.14. 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

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propose a substitute to be approved by the college's council and authorized by the Graduate Studies Deanship Council.

3.15. 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:

- a. Accepting thesis and recommending degree awarding.
- b. 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.
- c. 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.
- d. Not accepting the thesis.

3.16. 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.

3.17. 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.

4. Related Documents

- 4.1. Thesis Supervisor Appointment Form (GS-300-F1)
- 4.2. Thesis Committee Appointment Form (GS-300-F2)
- 4.3. Thesis Committee Member Evaluation Form (GS-300-F3)
- 4.4. Thesis Proposal Form (GS-300-F4)
- 4.5. Master Thesis Defense Decision Form (GS-300-F5)