

First stage: Enrollment in Post graduate studies for Egyptian and Non Egyptian students

	Procedures	Form
1	<p><u>Second: in case of foreign students (Non Egyptian)</u></p> <p><u>1- The student shall obtain initial acceptance from the faculty/institute</u></p> <p>A. Fulfillment of acceptance form for foreign student to register Diploma, Master or PhD (Foreign Student Form 1A) and (Foreign Student Form 1B) that can be printed from the website gs.alexu.edu.eg</p> <p>B. The student shall apply via the website of the institute or the faculty, or sending the form and following documents via post:</p> <ul style="list-style-type: none"> • Student CV signed by the student that contains the following information: <u>First: Personal data</u> (name – date of birth – place of birth – nationality – passport number – address – career – e-mail – mobile – marital status.) <u>Second: Education</u> (B.Sc. – general discipline – special discipline – Master certificate when applying for PhD – thesis title in Arabic and English – thesis specialization. • A copy of transcript for all curriculums of bachelor, license or master when applying for PhD. • A copy of the initial page of passport. • A copy of master thesis when applying for PhD. <p>C. The Administration of Graduate Studies of the faculty/institute shall send a letter accredited by the Deputy of the faculty /institute for Graduate Studies and Research to examine documents and express the department's decision (Foreign Student Form 2).</p> <p>D. According to the article (14) of Universities Organizing Law 49/72, the department has the right to delegate the department head to form a tertiary committee of faculty members to examine student documents. The department has the right to accept or reject the request and to set complementary courses according to faculty or institute regulation.</p> <p>E. In case of accepting student request, the student shall pay the fees of initial acceptance letter (Foreign Student Form 3) according to the university council decree.</p> <p>F. After payment of the prescribed fees, the student obtains the initial approval for admission to postgraduate studies, and must be accredited by the department head, faculty dean and faculty deputy for Graduate Studies and Research. This approval is valid for one year from the date of issue (DA-3) and must be fully clear in the initial approval when the student starts registration and study either at the beginning of the fall or spring for the academic year.</p> <p>G. If the student does not complete the registration process before the end</p>	<p>Foreign Student Form 1A+1B</p> <p>Foreign Student Form 2</p> <p>DA-3</p>

of the validation period of the initial approval, the student must repeat the previous procedures for admission including payment of the prescribed fees to issue the initial acceptance again.

2- Following to get the initial acceptance

- A. The student shall fill in the form "Student Admission Evidence" (Foreign Student Form-4). The form is filled electronically on the website www.mohe-casm.edu.eg and uploading a copy of the passport. The student shall make sure that the full name is the same as mentioned in the passport and he/she shall print the admission receipt and sign it to be submitted to the Administration of Graduate Studies of the faculty/institute.
- B. The foreign student shall withdraw the admission file from the Administration of Graduate Studies of the faculty/Institute and pay admission fees, and fill in the request of registration to graduate studies (Form DA- 1).
- C. The students shall submit full papers as follows:
 - Bachelor's degree certificate accredited by his embassy or from the embassy of the country from which the certificate was issued.
 - A copy of the transcript of studied courses during undergraduate study, as well as the courses that were studied for the Master's degree in case of applying for PhD.
 - Master's degree certificate (equalized from the Supreme Council of Universities in Cairo) in the case of applying for registration in PhD degree.
 - Four personal photos.
 - Birth certificate (or a certificate from the consulate with student birth data).
 - The approval of the Cultural Advisor to join the degree (Diploma - Master - PhD), indicating the academic year, the semester and the funding source whether at his own expense, scholarship or a mission.
 - Two copies of a valid passport.
 - Fill in data and information forms for expatriates.
 - Application form.
 - Name matching. (In case of conflict of student surname in papers, the faculty/institute shall be informed and supplied with a letter from the embassy to support the student's surname in all papers.
 - Health certificate (the student shall go to the Directorate of Health Affairs in Fouad Street to take a letter addressed to the Fever Hospital in Ambrose - Moharram Bek - Alexandria).
 - The student shall sign an acknowledgment that in case of being rejected by the ministry, that he cannot refund the tuition fees or obtain a transcript of the courses he/she has studied.

	<p>D. The student shall fill in the information form (Foreign Student Form 5) and the Enrollment Form (Foreign Student Form 6) in addition to the security approval (Foreign Student Form 7)</p>	
	<p>E. Following to completing required documents, the faculty/Institute Deputy for Graduate Studies shall forward it to the department board to approve student admission. The department board shall assign the Academic Mentor and send approval with all documents to Foreign Student Form 5 to get approval from the Committee of Graduate Studies the faculty/Institute Deputy for Graduate Studies</p>	
	<p>F. The following procedures are then completed:</p> <ol style="list-style-type: none"> 1- The student shall pay the registration fees and the tuition fees due to him in the Arab African International Bank in accordance with the relevant decisions. 2- The foreign student shall be treated as an Egyptian student in regarding to the curricula form. 3- The Administration of Graduate Studies of the faculty/Institute shall send the student's file, in addition to 3 Information Forms (Form-5) and 3 Enrollment Form (Form 6-A and Form 6-B). 4- The Administration of Graduate Studies of the university shall revise all student data. 5- The Administration of Graduate Studies of the university shall send all student's papers to the General Administration for the Admission and Awarding of Foreign students (97 Gomhoria St. - Ramsis – Al-Fajala - Cairo). 6- The Ministry shall respond with acceptance or rejection. 7- In case of acceptance, the student will be notified to go to the faculty/institute to obtain a registration acknowledgment addressed to the General Administration of Passports and Immigration in Alexandria to obtain residence. The acknowledgment should indicate that the student is enrolled in the faculty/institute starting from the semester ---- Academic year ----- and that he/she has payed tuition fees and obtained the approval of the Ministry No. ----- - signed by the Director of the Administration of Graduate Studies and the Deputy of the faculty/institute for Graduate Studies and Research and approved by the Dean of the faculty/institute with the stamp of the Republic. 8- In the course of his/her studies, the foreign student shall be treated as an Egyptian student. <p><u>Important Note</u> The registration of the foreign student is accepted up to the end of the second week of fall and spring semesters, the same as Egyptian students.</p>	
2	<p>The Administration of Graduate Studies of the faculty/institute shall revise the attachments to the registration application and ensure completion.</p>	

3	The Administration of Graduate Studies of the faculty/institute shall send the files to the scientific department to prepare the form DA-2A and form DA-2B.	DA-2A DA-2B
4	The department board shall study applications of admission and identify admitted students and academic mentors for students, and re-send files and registration forms to the Administration of Graduate Studies at the faculty/institute after approval to complete the procedures.	
5	The Administration of Graduate Studies of the faculty/institute shall prepare the files of admitted students and prepare the form DA-2A and DA-2B for approval by the faculty Deputy and Dean.	DA-2A DA-2B
6	The Administration of Graduate Studies of the faculty/institute shall send the registration form that has been approved by faculty Deputy and Dean to the University (for admitted students only).	DA-2A DA-2B
7	The Administration of Graduate Studies of the university shall receive the forms and register the names admitted students in the records (electronically). The form DA-2A and DA-2B shall be presented to the Vice President of the university for Graduate Studies and Research for approval, then to send a photocopy to the faculty/institute.	DA-2A DA-2B

Second stage: registration of curricula for all students (Egyptians and foreigners)

	Procedures	Form
1	The student should register curricula at determined dates according to the guiding regulation of the university Article-05 Item-05 that states that (The student should choose curricula and fill in the registration form approved by the academic mentor, the department head and deputy of the faculty/institute for graduate studies and research). The form of registration/adding/removing (Form DA-3) should be fulfilled and signed by the student then the academic mentor/scientific supervisor and department head and to be adopted by deputy of the faculty/institute for graduate studies and research.	DA-3
2	The student can remove or add a curricula using DA-3 form according to the dates mentioned in the guiding regulation of the university Article-06 Item-02 that states that (The student can remove/add curricula before the end of the second week from study start in autumn and spring semesters or by the end of the first week of summer semester by filling in the registration form approved by the academic mentor.). The form of registration/adding/removing (form DA-3) should be fulfilled and signed by the student then the academic mentor/scientific supervisor and department head and to be adopted by deputy of the faculty/institute for graduate studies and research.	DA-3
3	The student has the right to withdraw from curricula using the Withdraw Form DA-4 according to regulations and determined dates before the end of the second week	DA-4

	from study start in autumn and spring semesters or by the end of the sixth week of summer semester. The form of withdraw (form DA-4) should be fulfilled and signed by the student then the academic mentor/scientific supervisor and department head and to be adopted by deputy of the faculty/institute for graduate studies and research.	
4	The student has the right to register in a curriculum as listener using the (Registration as Listener Form DA-5) according to regulations and determined dates. The form DA-5 should be fulfilled and signed by the student then the academic mentor/scientific supervisor and department head and to be adopted by deputy of the faculty/institute for graduate studies and research.	DA-5
5	The student can register the supplementary curricula by filling in the (Registration of supplementary curricula Form DA-6) according to regulations and determined dates. The form DA-6 should be fulfilled and signed by the student then the academic mentor/scientific supervisor and department head and to be adopted by deputy of the faculty/institute for graduate studies and research.	DA-6
6	The student can register to continuous education system by filling in the (Continuous Education Registration Form DA-7) according to regulations and determined dates and according to the guiding regulation of the university Article-23 Item-01 that states (The student should has the right to register in post graduate curricula in continuous education system upon approval from the department board and the council of faculty/institute. The university shall be informed by accepted names till the third week from study start as maximum). The form DA-7 should be fulfilled and signed by the student and department head and to be adopted by deputy of the faculty/institute for graduate studies and research.	DA-7
7	The student has the right to receive a transcript of what he has studied of courses by filling in the Form DA-8 signed by graduate studies employee and Director of graduate studies and to be adopted by deputy of the faculty/institute for graduate studies and the Dean.	DA-8

Third stage: Registration of research plan and formation of supervision committee (Master/ PhD)

	Procedures	Form
1	Prior to presenting the research plan in seminar, the student should check the proposed title and guide words of the thesis in the Digital Library Unit of Alexandria University according to the adopted regulation by the university council.	
2	The student should submit check result from the Digital Library Unit to the department board before the seminar and to complete the registration procedures	

	providing that there is no similarity.	
3	The student should present the research plan in seminar in front of the scientific department, and to fill in "Seminar Attendance Form DA-9	DA-9
4	The student should submit his desire to the department board to register the research plan attached with a copy of the transcript with CGPA=2.333 and required credit hours according to the internal regulation of the institute/faculty. The student should fill in "Registration of Research Plan" form DA-10 and (Research Plan Proposal) form DA-11A and DA-11B signed by the proposed supervision committee.	DA-10 DA-11A DA-11B
5	The department board accepts the proposal of the research plan and assigns a committee to supervise the student (adopted by the department head) and send it to the Administration of Graduate Studies.	DA-10 DA-11A DA-11B
6	The Administration of Graduate Studies should present the research plan to the Medical Ethics Committee or the committee of caring and using laboratory animals.	
7	The registration forms and research plan proposal should be presented to the Committee of Graduate Studies as well as the letter of Medical Ethics Committee or the committee of caring and using laboratory animals, and to be adopted by the faculty/institute council.	DA-10 DA-11A DA-11B
8	The Administration of Graduate Studies in the faculty/institute should send the Registration of Research Plan form DA-10 that is adopted by the faculty/institute deputy for graduate studies and research to the Administration of Graduate Studies of the university.	DA-10
9	The Administration of Graduate Studies of the university should review and register student data and adopt the registration form from the University Vice-President for Graduate Studies and Research, then send a copy to the faculty/institute	DA-10

Stage 4: Modifying the title of the research plan or the supervisory committee or changing the research point (Master / PhD), or cancelation of student registration

First: To modify the title of the research plan if the amendment is substantial or not essential

	Procedures	Form
1	The main Supervisor submits the "Modification of the title of the research plan" form (Form DA-12), indicating whether the amendment is	DA-12

	substantial or not essential to the relevant department board.	
2	Before presenting to the department board, the student must apply to the Digital Library Unit of Alexandria University to check the proposed title of the research plan and the guiding words, only if the change is essential.	
3	In case of non-substantive amendment, it shall be submitted the department board for approval. In case of a substantive amendment, the procedures mentioned in the third stage of this manual shall be repeated "Registration of the research plan and formation of the supervision committee".	
4	The Administration of Graduate Studies of the faculty/ institute shall present the title after the amendment to the Committee on Medical Ethics and the care and use of laboratory animals in the faculty/ institute, according to the nature of the study, only if the amendment is essentially.	
5	The "Modification of the title of the research plan" (Form DA-12) shall be presented to the Graduate Studies Committee of the Faculty/Institute then be approved by the faculty/institute Council.	DA-12
6	The Administration of Graduate Studies of the faculty/ institute shall send "Modification of the title of the research plan" (Form DA-12) adopted by the Deputy of Graduate Studies and research agent and also the Dean of the faculty/institute to the Administration of Graduate Studies of the university.	DA-12
7	The Administration of Graduate Studies of the university should review and register student data and adopt the "Modification of the title of the research plan" form from the University Vice-President for Graduate Studies and Research, then send a copy to the faculty/institute	DA-12

Second: Modifying the supervision committee on student's thesis

	Procedures	Form
1	The supervision committee shall submit "Modification of supervision committee" (Form DA-13) with justification.	DA-13
2	The form "Modification of supervision committee" shall be submitted to the department board for approval.	DA-13
3	The "Modification of supervision committee" (Form DA-13) shall be presented to the Graduate Studies Committee of the Faculty/Institute then be approved by the faculty/institute Council.	DA-13
4	The Administration of Graduate Studies of the faculty/ institute shall send "Modification of supervision committee" (Form DA-13) adopted by the Deputy of Graduate Studies and research agent and also the Dean of the faculty/institute to the Administration of Graduate Studies of the	DA-13

	university.	
5	The Administration of Graduate Studies of the university should review and register student data and adopt the "Modification of supervision committee" form from the University Vice-President for Graduate Studies and Research, then send a copy to the faculty/institute.	DA-13

Third: Change the proposal of the research plan of the thesis with substantial amendment (Cancellation of the research point and registration of a new research point)

	Procedures	Form
First: Cancellation of the research point		
1	The supervision committee shall submit "Cancellation of the research point and registration of a new research point" (Form DA-14) with justification.	DA-14
2	The form "Cancellation of the research point and registration of a new research point" shall be submitted to the department board for approval.	DA-14
3	The "Cancellation of the research point and registration of a new research point" (Form DA-14) shall be presented to the Graduate Studies Committee of the Faculty/Institute then be approved by the faculty/institute Council.	DA-14
4	The Administration of Graduate Studies of the faculty/ institute shall send "Cancellation of the research point and registration of a new research point" (Form DA-14) adopted by the Deputy of Graduate Studies and research agent and also the Dean of the faculty/institute to the Administration of Graduate Studies of the university.	DA-14
5	The Administration of Graduate Studies of the university should review and register student data and adopt the "Cancellation of the research point and registration of a new research point" form from the University Vice-President for Graduate Studies and Research, then send a copy to the faculty/institute.	DA-14
Second: Registration of the new research point		
6	The student and the supervision committee shall follow the same procedures of research point registration as mentioned in the third stage	

Fourth: Cancellation or termination of student registration from the program

	Procedures	Form
1	To cancel student registration, the student should submit a request to cancel his registration in the program with indicating the reasons. The Administration of Graduate Studies of the faculty/ institute shall submit "Cancellation of student registration in the program" Form DA-15.	DA-15 Or DA-16

	To terminate student registration, the Administration of Graduate Studies of the faculty/ institute shall submit a statement that demonstrates that 3 three warns have been sent to the student based on three periodical reports showing that student performance was not satisfactory according to Article-16 Item-5 of the regulation of Alexandria University. The Administration shall submit "Termination of student registration in the program" Form DA-16 or submitting evidence that investigation was conducted with the student that led to the termination.	
2	The form "Cancellation or termination of student registration from the program" shall be submitted to the department board for approval.	DA-15 DA-16
3	The form of cancellation or Termination of student registration from the program shall be presented to the Graduate Studies Committee of the Faculty/Institute then be approved by the faculty/institute Council.	DA-15 Or DA-16
4	The Administration of Graduate Studies of the faculty/ institute shall send the form of cancellation or Termination of student registration from the program adopted by and the Deputy of Graduate Studies and research agent and also the Dean of the faculty/institute to the university.	DA-15 Or DA-16
5	The Administration of Graduate Studies of the university should review and register student data and adopt the form of cancellation or Termination of student registration from the program from the University Vice-President for Graduate Studies and Research, then send a copy to the faculty/institute.	DA-15 Or DA-16

Stage 5: Comprehensive exam for PhD degree

	Procedures	Form
1	A comprehensive exam shall be conducted for the student according to the internal regulation of the faculty/institute. This shall be after passing the curricula with accumulative grade of 2.333 as minimum. The exam shall be conducted after registration of thesis topic, supervision committee formation and preparation of the research plan, and before thesis discussion.	
2	The supervision committee shall submit a request to the department board to allow the student to apply for the comprehensive exam and to suggest exam committee.	
3	In the first session after the submission of the request, the department board shall propose the formation of the comprehensive exam committee using the "Formation of the Comprehensive exam Committee for PhD" (Form DA-17). The Committee shall have three or five	DA-17

	<p>professors, including one of the supervisors. The committee of graduate studies shall approve the formation and adopted by the faculty/institute council.</p> <p>The comprehensive exam must be held within two months from the date of approving the formation of the committee from the faculty/institute council</p>	
4	<p>After finishing the comprehensive exam, the committee will fill in the "PhD Comprehensive Exam Result" (Form DA-18) and submit it to the relevant department board, approved by the Graduate Studies Committee and adopted by the faculty/institute council.</p> <p>- <u>If the student does not pass the comprehensive exam:</u></p> <p>The student has the right to know the reasons for not passing the exam through the decision of the Committee, which must have been caused in that case.</p> <p>If the student does not pass the comprehensive exam, the student will apply to the department board to allow him / her to take the exam again, after three months from the date of his / her exam with the same committee. If the student fails again, he shall be allowed to apply before a new committee, which shall be formed by a new proposal from the Council of the Department and approved by the relevant councils of the same mechanism of formation of the First Committee as stated previously (item 3).</p>	DA-18
5	<p>The Administration of Graduate Studies of the university should review and register student data and adopt the "Modification of supervision committee" form from the University Vice-President for Graduate Studies and Research, then send a copy to the faculty/institute.</p>	DA-13

Stage 6: Periodic reports and warning of cancellation of registration and termination from the study

First: Periodic Reports

	Procedures	Form
1	<p>The Administration of Graduate Studies of the faculty/ institute shall prepare a register that contains names of the enrolled graduate students who have registered for research plan. The register should include registration date and determined dates for periodical reports (semiannual reports) using "Periodic reports follow-up form" Form DA-19.</p>	DA-19
2	<p>The Administration of Graduate Studies of the faculty/ institute shall send</p>	DA-20

	“Periodic report on completed stages of the thesis” Form DA-20 to the scientific departments on the scheduled date for each student.	
3	The department board shall follow up the fill in the periodic reports “form DA-20” and to be presented to the department board for review and feedback then to be presented to the Committee of Graduate Studies and adopted by the faculty/institute council.	DA-20
4	The Administration of Graduate Studies of the faculty/ institute shall send a copy of the adopted periodic report to the scientific department, copy to the main supervisor and a copy to the student. The original copy shall be filled in student case saved in the Administration of Graduate Studies of the faculty/ institute	DA-20
5	<p>The instructions for the general rules of the periodic report contained in the annexes to these Regulation shall be implemented:</p> <ul style="list-style-type: none"> - The periodic report shall be released every six months (semi-annually) from the date of registration of the research plan. The report shall be signed by the Supervisory Committee combined. in the case of different opinions of the members of the Supervisory Committee, the scientific department to study the situation and take the appropriate decision. - Regularity in the editing of periodic reports is a condition for the validation of student thesis registration of and is a prerequisite for presenting the validation report of the thesis to the relevant department board. - Failure to submit two consecutive reports is considered as excuse of the supervisor (who did not sign the report or did not edit it). The Department Board has to decide to assign new supervisory duties to the supervisor. - The registration of the thesis shall be terminated if the Supervisory Committee combined has submitted three successive (consecutive) unsatisfactory reports, taking into account taking appropriate measures towards warning the student after each report. - The student shall be notified through the Administration of Graduate Studies of the faculty/institute with the opinion of the Supervisory Committee about the extent of his progress in the thesis (continuation of registration or warning of the student or cancellation of thesis registration). The student should be notified with a copy of the report and signed with the flag, the student has the right to submit any grievance or explain a different position by writing to the faculty Deputy for Graduate Studies and Research to discuss the grievance with the concerned scientific department and the Committee of Graduate Studies and 	

	<p>Research at the faculty / institute.</p> <p>The university council has the right to amend the supervision committee upon proposal of the faculty council and after consulting the department board in case that the supervisor does not comply with the supervision requirements through the periodic follow-up reports of student performance.</p>	
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Second: Warning about cancelation of registration

	Procedures	Form
1	Students registration shall be canceled if three periodic reports was released that indicate that his or her performance are not satisfactory and after three warnings have been issued. The reason for dissatisfaction about student performance shall be specified in the periodic report.	DA-21
2	A number of warnings are sent to students who are not regular or drop out after registering for a master's or PhD degree. The first warning shall be sent after six months from the date of absence. If the absence continues, a second warning will be issued six months later. If the student remains absent, the third and final warning shall be sent after another six months. Then, the Vice-Dean of the faculty / Institute for Graduate Studies to submit the decision of registration cancellation for lack of seriousness to the faculty / institute council.	DA-21
3	If the student does not register for the research plan after completing all the courses, a first warning will be given at the end of the semester in which he / she was interrupted and did not register the research plan. If the student continues not to register for the research plan, he is given the second warning at the end of the next semester and then a third warning at the end of the next semester. After the third warning, the student's registration is canceled due to lack of seriousness	DA-21

Stage 7: Formation of the Arbitration Committee on thesis (Master/PhD)

	Procedures	Form
1	Following to study all credit hours with a cumulative grade CGPA 2.33 at least, the Administration of Graduate Studies of the faculty/institute shall send a notification to the department	
2	The student shall develop a seminar on thesis outputs prior to discussion. The form "Seminar Attendance Form" DA-9 shall be filled out.	
3	After finishing preparation of the thesis, writing and revising by the supervisors, the supervision committee shall submit the followings to the department board: <ul style="list-style-type: none"> a. Report of thesis validity for discussion by explaining the researcher's work - 	DA-22 DA-23

	<p>"Report of thesis validity to be presented to the Arbitration Committee (Form D-22).</p> <p>b. A complete not bound copy of the thesis (Double Spaces - on one side - spiral binding).</p> <p>c. Proposal on the composition of the arbitration and discussion committee on the thesis. The subject shall be discussed in the department board and to fill in the form "Proposal to form arbitration and discussion committee on Master/PhD thesis" (Form DA -23).</p>	
4	The department board shall approve the formation of the Arbitration Committee and send the form of "Committee Formation" DA-23 to the deputy of the faculty/institute	DA-23
5	The Vice-Dean of Graduate Studies and Research will present the matter to the Graduate Studies and Research Committee and submit it to the Dean of the faculty/institute for submission to the faculty / institute council. (the Dean can be delegated providing that the faculty council is informed)	
6	After the approval of the Faculty / Institute Council, the Administration of Graduate Studies at the Faculty or the Institute shall review the documents and submit the matter to the Administration of Graduate Studies and Research of the University.	
7	The Administration of Graduate Studies and Research at the University shall review the formation and register it in the records (electronically) and adopt the form DA-23 the Vice President for Graduate Studies and Research.	DA-23
8	The Administration of Graduate Studies and Research at the university shall inform the Vice Dean of the Faculty / Institute for Graduate Studies and Research with the approval of the Vice President for Graduate Studies and Research on the formation. The Vice Dean of the Faculty / Institute shall notify the Administration of Graduate Studies of the Faculty / Institute and the Head of the Department Board and the supervisors of the student.	DA-23
9	The student shall submit to the Graduate Studies Department of the faculty / institute five copies of the thesis for the members of the Arbitration and Discussion committee. The Administration of Graduate Studies at the faculty / institute shall prepare the letters addressed to the judges and to adopt these letters by the Dean or Vice Dean of the Faculty / Institute for Graduate Studies and Research and shall attach with the letter a copy of the "Individual / Joint Report Form" (Form D-24) (Form D-25).	DA-24 DA-25
10	The Administration of Graduate Studies of the Faculty / Institute or the supervisors shall deliver the copies of the thesis and letters to the arbitrators.	
11	Master or PhD student may discuss the thesis after 15 days and not more than 3 months from the approval of University Vice President for Graduate Studies and Research, other else the committee must be reformed with justification.	
12	In the case of a student who is close to the completion of the duration of the repeating the courses of more than five years for Master degree and six years for PhD degree, and submitted the report of thesis validity for discussion and the	

	formation of the Committee, the student shall be discussed within three months without any extension for this period, (Five years for Master and six years for PhD).	
13	The supervisor on the thesis and the representative of the Supervisory Committee shall determine the appropriate date to conduct the discussion in coordination with the rest of the arbitration and discussion committee. The Dean and Vice-Dean of the Faculty / Institute for Graduate Studies and Research and Department Head should be informed with the date and place of discussion at least three days before, using the "Notice of thesis discussion date" (Form DA-26).	DA-26
14	After determining the date of the discussion, the Administration of Graduate Studies of the faculty / institute shall announce it indicating the: student name, the scientific department, the title of the thesis in Arabic and English, the supervision committee and the signature of the department head.	
15	The external members of the Jury shall send individual reports to the supervisor of the thesis and the representative of the Supervision Committee three days as minimum prior to the discussion date or as agreed. The supervisor shall prepare the collective report using a form of "Collective report of the Arbitration and discussion Committee" (Form DA -27) or by using the "Collective report via publishing" (Form DA-28). Note: Each page in either individual reports or collective report must be signed.	DA-27 DA-28
16	Following the discussion session, the Chairman of the Arbitration and Discussion Committee shall announce the public decision of the Committee in accordance with the "Public Decision of the Arbitration and Discussion Committee" (Form DA-29).	DA-29
17	After finishing the student's discussion and making any adjustments if required, the student will prepare thesis copies as final version.	
18	The Supervisors shall send the following to the head of the department: - The final version of the thesis. - A letter stating that the student has made all necessary modifications and delivered the copies of the thesis to the supervisors and arbitrators using the form "Acknowledgment of the required amendments to the thesis" (Form DA-30). - Individual reports and collective report.	DA-30
19	All documents that were submitted to the Department Board shall be submitted to the Graduate Studies and Research Committee of the Faculty / Institute in addition to: - Abstract of 200 words in Arabic and English. - Form of "Archiving of finished theses" (DA- 31) (DA-32). - 2 final copies of the thesis for the university.	DA-31 DA-32

	<p>- 4 CD's of the thesis.</p> <p>Then the accreditation of the Faculty / Institute Council in preparation for submission to the University Council.</p> <p>The discussion may take place in the faculty / institute in accordance with the internal regulations (Article 105).</p>	
20	<p>The parallel system may be followed for granting a student who publishes scientific research in accordance with University Council Resolution No. 9 of 2015 which stipulates that "PhD student is exempted from submitting a thesis in the traditional form, as well as from the public discussion session, if at least two research papers are published in one of the world-ranked journals in the list of top 50% ISI index. One of the two researches may be accepted for publication and the other research is already published".</p> <p>Also, "Master's student is exempted from presenting a thesis in the traditional form, as well as from the public discussion in the case of the submission of at least one research published or accepted for publishing in one of the world ranked journals in the list of the best 50% in the field of specialization in the ISI index".</p>	

Stage 8: Awarding Diploma Certificate

	Procedures	Form
1	The control will prepare the result and get approval from the deputy of the faculty / institute for Graduate studies and Research who shall send the result to the faculty dean for approval by the faculty council.	
2	The Administration of Graduate Studies of the faculty / institute shall prepare the awarding memorandum by filling in the form "Memo of Awarding Graduate Diploma Certificate" (Form DA -33). It shall also prepare a letter to the university president by filling in the form "The university president's decree to grant Graduate Diploma Certificate" (Form DA -34) to be sent for accreditation by the university.	DA-33 DA-34
3	The Administration of Graduate Studies of the university shall review the awarding memorandum and archive it.	DA-33
4	The awarding memorandum shall be presented to the University Council and the university president's decision shall be issued.	DA-33 DA-34
5	The Graduate Studies Department of the university shall send the awarding decision to the faculty / institute.	DA-34
6	The Administration of Graduate Studies of the faculty/institute shall receive the decisions and archive them (electronically) and issue the diploma certificate.	DA-34
7	The student submits a request to obtain the awarding certificate by filling in the form "Request for Certificate" (Form-35).	DA-35

Stage 9: Awarding Master and PhD Certificate

	Procedures	Form
1	The supervisors shall send Arbitrators reports (individual/ collective) and the decision of the Jury to the department board	
2	The department shall send the approval letter and Arbitrators reports with required adjustments to the Administration of Graduate Studies in the faculty	
3	The student shall submit the required documents to Administration of Graduate studies. - 2 final copies of the thesis. - 4 CD's of the thesis. - Abstract of 200 words in Arabic and English. - Form of "Archiving of finished theses".	DA-33
4	The Administration of Graduate Studies of the university shall revise submitted documents and prepares the awarding memorandum by filling in the form "Memo of Awarding Master or PhD degree Certificate" (DA-36). It shall also prepare a letter to the university president by filling in the form "The university president's decree to grant Master or PhD degree Certificate" (Form DA -37) to be sent for accreditation by the university.	DA-36 DA-37 DA-38
5	The deputy of the faculty presents the awarding memorandum to the committee of graduate studies then to the faculty council for accreditation.	DA-36 DA-38
6	The Administration of Graduate Studies of the faculty shall send the awarding memorandum and archive it.	DA-36 DA-37 DA-38
7	The Administration of Graduate Studies of the university shall review the awarding memorandum, Rector's decree and all documents to the Administration of Graduate Studies of the university.	DA-36 DA-38
8	The awarding memorandum shall be presented to the University Council and the university president's decision shall be issued.	DA-36 DA-38
9	The Administration of Graduate Studies of the university shall send the awarding decision to the faculty / institute.	DA-36 DA-38
10	The Administration of Graduate Studies of the faculty/institute shall receive the decisions and archive them (electronically) and issue the Master or PhD certificate.	DA-36 DA-38

11	The student submits a request to obtain the awarding certificate by filling in the form "Request for Certificate" (Form-35).	DA-35
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