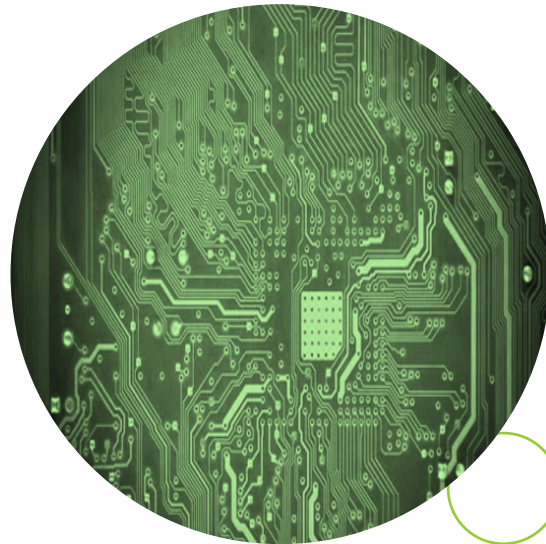


# CS POSTGRADUATE PROGRAMS HANDBOOK



## Department of Computer Science



**CS Department**  
Faculty of Computing  
and Information Technology

King Abdulaziz University

Jeddah, Saudi Arabia

## Department of Computer Science

### **Department's Vision**

A strong academic environment recognized nationally and internationally in delivering excellent computer science education and conducting distinct research addressing needs of the community, we serve.

### **Department's Mission**

To provide superior educational experiences in areas related to computer science at both undergraduate and graduate levels. To provide an environment conducive to imparting quality education and to conducting distinctive research in theoretical and applied computing.

### **Department's Goals**

1. To produce highly qualified CS specialists and researchers.
2. To effectively participate in the scientific proceedings that takes place in the Kingdom of Saudi Arabia and abroad.
3. To constantly update the department's educational programs in order to keep pace with international standards.
4. To keep in touch with local community in order to find out their technical needs and difficulties.

## Postgraduate Programs

Three postgraduate programs are offered by the Computer Science Department:

1. Master of Science in Computer Science Degree (MSc.) Program
2. Doctor of Philosophy in Computer Science Degree (Ph.D.) Degree Program
3. Executive Master in Cyber Security (EMCS) Program.

## Academic Administration of Computer Science Department

**FCIT Dean:** Prof. Iyad Katib

**FCIT Vice Dean (Female Campus):** Dr. Sanaa Sharaf

**FCIT Vice Dean of Graduate Studies and Scientific Research:** Dr. Fahd Alotaibi

**CS Head of Department:** Dr. Fahad Alqurashi

**CS Supervisor of Department (Female Campus):** Dr. Amani Jamal

**Postgraduate Programs Coordinators:**

**MSc. Program:** Dr. Bassma Alsulami and Dr. Waseem Ahmed Abdulkhayoom

**Ph.D Program:** Dr. Areej Alhothali and Mohamed Omair Ramadan

**EMCS Program:** Dr. Salma Kammoun and Dr. Abdullah Marish Ali

These programs are managed at both the department level and the college level. At the department level, program directors and department council overlook the program. At the college level there is a College Council, Vice-Deanship of Graduate Studies and Scientific Research, executive programs' committees that monitor the programs. At the University level, the programs are managed by the Deanship of Graduate Studies (DGS). The department head leads the department council meetings and represents the department at the college council meetings, headed by the Dean of FCIT. The Dean, Vice-Dean, Vice-Dean of Development and Vice-Dean of Research keep close liaison with the CS faculty members and seek their valuable input for the continuous improvement of the program.

At the course level, each faculty member is responsible for updating and modifying, if necessary, the contents of his/her courses annually to cope with continuous improvements and the latest developments in the scientific areas related to each course. Faculty members can also create new courses within the framework of the program curricular areas. The creation, modification, and evaluation of courses have to undergo approval processes of the departmental and college councils. Changes to the program and other policy amendments to the program are approved by the department council, then the proposal is submitted to the FCIT council which submits it to the Deanship of Graduate Studies for final approval.

# Master of Science in Computer Science Degree Program

## Program's Mission

Provide outstanding educational and research experience to graduate students in the core and emerging multidisciplinary areas of computer science and produce distinguished researchers and graduates with professional, entrepreneurial, and innovative skills who serve the needs of the national labor market and society.

## Program's Goals

1. To produce highly knowledgeable Computer Science graduates to pursue a higher degree
2. To collaborate with the local community in building exceptional solutions to meet their technical needs
3. To prepare graduates with the knowledge and professional skills required for local industries and businesses
4. To prepare graduate students to conduct quality scientific research and contribute to research projects at both local and international levels.

## Program's Learning Outcomes

### **Knowledge and Understanding:**

**K1:** An ability to demonstrate in-depth knowledge of a particular subject area and broad knowledge of core areas in computer science.

**K2:** Interpret the knowledge and understanding of key computer science issues and demonstrate through appropriate research methods.

### **Skills:**

**S1:** An ability to examine and articulate the scientific advances and limitations of results described in the computer science research literature.

**S2:** An ability to effectively communicate research proposals, solutions and results to a range of audience both verbally and in writing.

### **Values:**

**V1:** Apply ethical principles related to computer science including data integrity, copyright, authorship, and plagiarism.

**V2:** Collaborate and participate professionally in groups in various research projects while assuming full responsibility for the work.

## Graduate Attributes

1. Critical thinking and analysis: The graduates are efficient problems-solvers, they have a critical and evidence-based thinking to develop innovative responses to any problems.
2. Teamwork and Communication skills: The graduates convey ideas/information effectively to a group of audiences and contribute in a positive and collaborative manner to achieving common goals with the teamwork. The Graduates can speak the English language easily, well, and quickly.
3. Professionalism and leadership readiness: The graduates engage in professional behavior and have the potential to be entrepreneurial and take leadership roles in their chosen occupations or careers and communities.
4. Deep Discipline knowledge: The graduates have comprehensive knowledge and understanding of their subject area.
5. Active & lifelong learners: The graduates will be prepared for lifelong learning in pursuit of personal and professional development.
6. Culturally & socially aware: The graduates respect the social, biological, cultural and economic diversity in the global life. The graduates have a commitment to serve the community through active participation, engagement and reflection.

## Master of Science in Computer Science Study Plan

Level	Credit Hours	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours
Level 1	10	CS611	Design And Analysis Of Algorithms	Required	-	3
		CS641	Advanced Operating Systems	Required	-	3
		CS652	Advanced Software Engineering	Required	-	3
		CS 691	Research Seminar	Required	-	1
Level 2	12	MATH 610	Mathematical Tools	Required One Course Only	-	3
		STAT 612	Stochastic Processes		-	3
		STAT 642	Modelling and Simulation		-	3
		CS6XX	Elective(1)	Elective	-	3
		CS6XX	Elective(2)	Elective	-	3
		CS6XX	Elective(3)	Elective	-	3
Level 3	9	CS6XX	Elective(4)	Elective	-	3
		CS6XX	Elective(5)	Elective	-	3
		CS6XX	Elective(6)	Elective	-	3
		CS699	Thesis	Required	-	
Level 4	9	CS699	Thesis	Required	-	9
<b>Total</b>	40					

# Doctor of Philosophy in Computer Science

## Program's Mission

Provide graduate students with substantial research, technical, and scientific capabilities to develop innovative solutions and conduct research of exceptional quality in sub-disciplines of Computer Science to address the demand in academia, industry, and society.

## Program's Goals

1. To contribute to the advancement of computer science research and related subfields worldwide
2. To provide graduate students with the knowledge, expertise, and ethical practices to propose and explain solutions in at least one of the computer science sub-disciplines.
3. To utilize the state-of-the-art technical and scientific practices of the field and integrate the latest findings in the research to keep up with the demands of society, scientific advancement, and the job market.

## Program's Learning Outcomes

### Knowledge and Understanding:

- K1** Demonstrate an advanced body of knowledge and understanding of subdisciplines and areas in the computer science field.
- K2** Create and defend original research that addresses questions of significance in a particular subject area of Computer Science.

### Skills:

- S1** Integrate and critically evaluate scientific literature relevant to computer science and its subdisciplines and propose innovative approaches to solve challenging problems.
- S2** Effectively communicate research proposals, solutions and results to a range of audiences both orally and in writing.

### Values:

- V1** Apply current and emerging ethical principles and practices related to computer science, including data integrity, copyright, authorship, and plagiarism.
- V2** Collaborate and participate in various research activities and/or research projects while assuming full responsibility for the work.

## Graduate Attributes

### **Attribute #1: Discipline knowledge and intellectual breadth**

Graduates are able to demonstrate a thorough knowledge and comprehension of their subject area and the ability to apply their knowledge to solve related problems.

### **Attribute #2: Research creativity and innovation**

Graduates are able to contribute to the scientific field with creative and innovative solutions to solve related problems.

### **Attribute #3: Intercultural and ethical competency**

Graduates respect and communicate with people of different culture in a productive manner.

### **Attribute #4: Teamwork and communication skills**

Graduates are able to collaborate and communicate with others and share information to achieve research and knowledge development goals.

### **Attribute #5: Professionalism and leadership readiness**

Graduates demonstrate professional behavior and have the potential to take leadership roles in their fields and communities.

### **Attribute #6: Life-long and self-directed learning**

Graduates are ready for lifelong learning in the interest of their professional and personal growth.



## Ph.D. in Computer Science Study Plan

Level	Credit Hours	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours
Level 1	9	CS701	Advanced Topics in Networking	Required		3
		CS702	Software Architecture and Design	Required		3
		CS704	Advanced Computer Architecture	Required		3
Level 2	9	CS703	Advanced Database Systems	Required Elective		3
		Elective	Elective (1)	Elective		3
		Elective	Elective (2)			3
Level 3-6	20	Prerequisite for thesis registration	Comprehensive Exam	Required	CS701-CS702-CS703-CS704	0
		CS799	Thesis	Required		5
		CS799	Thesis	Required		5
		CS799	Thesis	Required		5
		CS799	Thesis	Required		5
<b>Total</b>	<b>38</b>					

## PhD. Comprehensive Exam

After completing all the core courses, the PhD student must pass a Comprehensive Written and Oral exam held by a special departmental committee in accordance with rules approved by the University Council based on the recommendation of the Department Council and the approval of the Council of the College and the Council of the Deanship of Graduate Studies. This exam is in the student's main major and sub-majors, if any. The student is considered a candidate for the degree if he passes the exam from the first time, but if he fails in it or in part of it, he is given one chance during two semesters, and if he fails, he/she will incur dismissal from the program. The date of both exams, duration, references and syllabus are announced at least one month before it is held.

## Implementation Rules

The comprehensive exam consists of two parts, one written and the other oral. The two parts of the exam are in the main major and the sub-majors, if any. The exam aims to measure the student's ability in two main aspects:

- a. Cognitive aspect: It aims to measure the student's ability, in depth and inclusiveness, to assimilate the topics of the main specialization, and the supporting disciplines, if any.
- b. Analytical aspect: It aims to measure the student's ability to analyze and integrate concepts and conclusion, and to suggest appropriate solutions to the questions presented to him.

## Written Exam

The scientific department defines the resources required for the exam. The written exam is held during the semester following the student's completion of the academic courses, on a date determined by the examination committee, provided that it does not exceed three semesters from the beginning of his study of the curriculum courses. In the case that the student does not pass the exam, he is given one chance to retake, and he must retake the exam in the next semester. The student's enrollment is canceled if he does not pass the exam after retaking it on the recommendation of the Department and College Councils and the approval of the Deanship of Graduate Studies Council.

## Oral Exam

After the student passes the written exam, the oral exam will be held no later than the semester following the written exam. If the student does not pass the oral exam, he may retake it no later than the next semester. In the case that he does not pass the oral exam after retaking it, the student will be dismissed upon the recommendation of the department and college councils, and the approval of the Deanship of Graduate Studies Council. Duration of the comprehensive examination: The College Council, based on the recommendation of the Department Council, determines the duration of the written exam as well as the duration of the oral exam.

## Comprehensive Exam Score

Both the written exam and the oral exam have an independent score of 100. The student passes the written exam if he obtains 70% of the exam score. The student passes the oral exam if he obtains 70% in the average score of the committee members. The CS department notifies the Deanship of Graduate Studies with the result of the written and oral exam within two weeks from the date of the exam.

## Exam Topics

The exam includes the following four core courses:

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>• CS701 - Advanced Topics in Networking,.</li><li>• CS702 - Software Architecture and Design.</li></ul> | <ul style="list-style-type: none"><li>• CS703 - Advanced Database Systems.</li><li>• CS704 - Advanced Computer Architecture.</li></ul> |
|---|--|

If a student does not pass the written exam, he is given one chance to retake, and he must retake the exam in the next semester. The student's enrollment is canceled if he does not pass the written exam after retaking it. After the student passes the written exam, the oral exam will be held no later than the semester following the written exam. If the student does not pass the oral exam, he may retake it no later than the next semester. In the case that he does not pass the oral exam after retaking it, the student will be dismissed.

The result of the exam is final, and objections are not accepted. Only the registered students are allowed to enter the exam. Use of information resources is allowed during the exam. Use of mobile phones or any Internet-connected devices during the exam is strictly not allowed. In the case of violation of the exam regulations, the university regulations of the exams will be applied.

# Executive Master in Cybersecurity

## Program's Mission

To provide high-quality theoretical and technical practices for professional leadership and qualified graduates in Cybersecurity with industry-relevant skills, innovation, and entrepreneurship that fulfill the needs of the labor market and society.

## Program's Goals

1. To equip professionals with advanced knowledge, technical and practical skills, and research methodologies to manage and propose solutions for the latest challenges in Cybersecurity.
2. To serve society by qualifying professionals to make informed judgments based on legal and ethical principles in Cybersecurity.
3. To pursue and promote research, innovation, and technological development for professional growth in the Cybersecurity labor market.

## Program's Learning Outcomes

### Knowledge and Understanding:

**K1:** An ability to demonstrate in-depth knowledge of a particular subject area and broad knowledge of core areas in Cybersecurity.

**K2:** An ability to establish cybersecurity measures and methods to manage cyber systems and advanced cyber-attacks.

### Skills:

**S1:** An ability to use a range of specialized skills, techniques and practices which are informed by forefront development in the cybersecurity field.

**S2:** An ability to apply project management principles and implement cybersecurity innovative products and services.

### Values:

**V1:** Apply ethical principles related to cybersecurity including ethical hacking, data integrity, copyright, authorship, and plagiarism.

**V2:** An ability to acquire leadership skills in making an identifiable contribution to new thinking and change.

## Graduate Attributes

1. **Critical thinking and analysis:** Graduates analyze and synthesize information. Draw conclusions from information, to find sustainable solutions and make decisions.
2. **Problem solving, Creativity and innovation:** Graduates investigate ideas, and formulate multiple and alternate solutions to problems. Graduates seek innovative and non-traditional opportunities to examine situations and resolve problems. Graduates carry out other skills-based activities consistent with their area of study.
3. **Technical skills and usage of modern tools:** Graduates define and apply the core skills, resources, modern tools and concepts associated with the discipline to a range of cybersecurity activities, from simple to complex, with an understanding of the associated limitations.
4. **Professionalism and leadership readiness:** Graduates engage in professional behavior and have the potential to be entrepreneurial and take leadership roles in their chosen occupations or careers and communities.
5. **Teamwork and management:** Graduates work cooperatively and supportively as a member or leader of an inter- or intra-disciplinary team and carry out management-based activities consistent with their area of study.
6. **Ethical Practices and Social Responsibility:** Graduates share knowledge and skills within the community (local, national, and international). Graduates apply ethical principles to decision-making in an accountable manner. Graduates demonstrate behaviour consistent with ethical practices that positively impact the community and carry out other values and commitments-based activities consistent with their area of study.

## Executive Master Study Plan

Level	Credit Hours	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours
Level 1	9	EMCS601	Cyber Security Fundamentals	Required	-	3
		EMCS 611	Information Risk Management	Required	-	3
		EMCS631	Network Security	Required	-	3
Level 2	9	EMCS602	Cybersecurity Policies & Issues	Required	-	3
		EMCS 621	Applied Cryptography	Required	-	3
		EMCS641	Security Assessment	Required	-	3
Level 3	9	EMCS603	Effective Leadership	Required	-	3
		EMCS 6XX		Elective	-	3
		EMCS6XX		Elective	-	3
Level 4	3	EMCS698	Research Project	Required	-	3
<b>Total</b>	<b>30</b>					

## Programs' Admission Requirements

The University Board determines the number of students to be admitted each year for the graduate studies as per the recommendations of the Deanship of Graduate Studies Council, and suggestions of CS department and College Councils. For Admission to the Graduate Studies, the following general requirements should be satisfied:

1. The applicant must be a Saudi national or must have an official scholarship to the Graduate Studies (for non-Saudis).
2. The applicant must have a university degree from a Saudi university or from another recognized university.
3. The applicant must have a record of good behavior and be medically fit.
4. Recommendation letters should be submitted from two of his/her former professors and a no-objection letter from his/her employer is required, if the applicant is willing.
5. The applicants must enroll himself on a full-time basis.
6. The applicants must not have been dismissed from any university in the kingdom.
7. Certificates must be endorsed by Saudi embassy in the country where the student gets the degree.

## Admission to Master Degree

Admission to the master's degree program, as per deanship of graduate studies rules & regulations at KAU, requires a minimum overall undergraduate performance of 'very good' (B) status/grade. The Deanship of Graduate Studies Council can add other requirements as per the recommendations of the Department Council and the support of the College Council. The general admission requirements are:

- A copy of a valid national ID number
- Applicant's age must not exceed (30) years
- An approved exam in English with a minimum required score of 450 in TOEFL and 4 in IELTS.

The CS department accepts different related majors such as computer science/computer engineering, information technology, and electrical engineering.

The CS department evaluates applicants' documents based on the following selection criteria:  
GPA (50%), PGAT (40%), and closeness to Computer Science (10%).

## Admission to Doctoral Degree

Admission to a Doctoral degree program requires a minimum overall performance of at least 'very good' (B) in the master's degree program, if this degree is from a university with a letter-grading system. The Deanship of Graduate Studies Council may add other necessary admission requirements as per the recommendations of the Department Council and the support of the College Council.

The general admission requirements are:

- A copy of a valid national ID number
- An approved English test with a minimum required score of 500 in TOEFL and 5 in IELTS.

The CS department requires the following documents:

- Curriculum vitae for the applicant. The Applicant's age must not exceed (35) years with work/teaching experience, publications, presentations, workshops, conferences, etc.
- Statement of purpose must be in English to define specific, precise, and concise research objectives and outcomes.
- A copy of master degree certificate (and the certified equivalence degree). The Applicant must have the degree from an accredited college or university (local or international) in a related computer science field and should have a degree with at least "very good" status/grade.
- A copy of transcript
- Recommendation letters from two of his/her former professors should be submitted who can testify the academic abilities and potential of student for his/her success in a doctoral program.

Applicants allowed to join the program as per article 16, should fulfill the above admission requirements (30%), pass the **Entry Exam** (40%), provide a statement of purpose, and have at least two recent publications (30%). The department ranks the applicants and selects the highest ranked students with passing grade of 70% in the evaluation process.



## Admission to Executive Master Degree Program

Admission to executive master's degree program requires a minimum overall undergraduate performance with not less than "Good" (GPA 3 out of 5 or more) status/grade. The Deanship of Graduate Studies Council can add other requirements as per the recommendations of the Department Council and the support of the College Council. A candidate intending to join the EMCS program must first gain admission by Deanship of Graduate Studies (As per deanship of graduate studies rules & regulations at KAU).

The main elements of admission requirements based on guidelines set by the CS Department council requires a Bachelor's degree in one of the computer specializations (Computer Science, Information Technology, Information Systems, Computer Engineering, Software Engineering, Network Engineering) or related disciplines of a computer nature. Candidate must have an approved English exam test with a minimum required scores of 450 in TOEFL and 4 in IELTS. Employer's approval is required after final admission.

The evaluation or selection criteria are as follow:

- The GPA is 30%.
- University general tests for graduates is 30%.
- Experiences and courses are 30%. (All courses and experiences must be attached when submitting the electronic application, and it is not enough to mention them in the CV only, as the evaluation of the scientific section is based on the certificates that have been attached).
- English language test (TOEFL or equivalent) is 10%.

## Admission for International Students

International students must fill out the online application form. They should read the instructions, admission requirements, documents and transcripts, deadlines and more for program choices before filling out the application form. Applicants will be evaluated based on previous research experience, academic records and achievements, the motivation letter, and the recommendation letters. On-line interview and/or online presentation may be required by the department.

## MSc. Students

The CS department requires the following documents:

- An approved exam in English with a minimum required scores of 500 in TOEFL and 5 in IELTS.
- Curriculum vitae for the applicant. The Applicant's age must not exceed (30) years with work/teaching experience, publications, presentations, workshops, conferences, etc.
- Statement of purpose must be in English to define specific, precise, and concise research objectives and outcomes.
- A copy of Bachelor degree certificate (and the certified equivalence degree). The Applicant must have the degree from an accredited college or university (local or international) in a related computer science field and should have a degree with at least "very good" status/grade.
- A copy of transcript
- Recommendation letters from two of his/her former professors should be submitted who can testify the academic abilities and potential of student for his/her success in MSc. program.

## Ph.D students

The CS department requires the following documents:

- An approved English test with a minimum required scores of 500 in TOEFL and 5 in IELTS.
- Curriculum vitae for the applicant. The Applicant's age must not exceed (35) years with work/teaching experience, publications, presentations, workshops, conferences, etc.
- Statement of purpose must be in English to define specific, precise, and concise research objectives and outcomes.
- A copy of master degree certificate (and the certified equivalence degree). The Applicant must have the degree from an accredited college or university (local or international) in a related computer science field and should have a degree with at least "very good" status/grade.
- A copy of transcript
- Recommendation letters from two of his/her former professors should be submitted who can testify the academic abilities and potential of student for his/her success in a doctoral program.

# Students Rights and Responsibilities

## Academic Rights of Postgraduates Students

- Understand the procedures and rules of graduate studies, which is available on the website of the Deanship of Graduate Studies. It includes the rules regulating postgraduate studies of objectives and degree requirements, terms of admission and registration, deletion and postponement, withdrawal, enrollment dismissal, extra opportunities, and thesis preparation and final discussion.
- Obtain the necessary orientation to clarify rules and regulations of the postgraduate studies
- Have an academic advisor to help plan the schedule and provide guidance and direction for the best ways to advance in the academic and scientific research process to achieve the goal of joining the program
- Have the academic calendar with important dates and deadlines
- Have a study plan for compulsory and elective courses
- Have course descriptions (course objectives and educational outcomes - course timetable - course evaluation methods - grade distribution - and references)
- Have the right to add – drop compulsory or elective courses
- Obtain a list of faculty members, specializations and research directions
- Get a scientific supervisor for the thesis after approving the research proposal plan (and passing the comprehensive examination for doctoral students)
- Change the thesis supervisor after submitting a written statement to justify the request
- Get one additional opportunity to improve the marks for one semester (after the completion of all courses given that the student's grades are less than very good and have been received a warning letter to improve the GPA)
- Have a second chance to retake the comprehensive exam – (if the student gets a grade of less than 70%)
- Postpone the admission for one or two semesters
- Postpone the study for one or two semesters and submit a written statement to justify the request.
- Keep the academic records confidential.
- Ensure confidentiality of complaints
- Solving problems and obstacles that negatively impact the academic progress
- Get the graduation certificate upon completion of the graduation requirements

## Academic Responsibilities of Postgraduate Students

- Read and understand the regulations and rules of the graduate studies
- Attend the orientation session organized by the CS department
- Avoid dismissal from the program when the GPA is less than 3.75 for two consecutive semesters.
- Continuously seek advice of the academic advisor, as most decisions related to the educational process require the approval of the academic advisor
- Know the academic calendar and paying attention to deadlines (registration - delete - add – drop)
- Inform the academic advisor of any change to the study plan
- Attend and participate in research activities such as scientific seminars, workshops, student conferences, and local and international scientific conferences recommended by the supervisor.
- Select elective courses based on the research direction and the goals of studying in the program
- Communicate with the academic advisor and the potential scientific supervisor (at the beginning of the third semester and after completing 50% of the courses with at least a very good grade) to prepare the research proposal plan
- Communicate with the thesis supervisor at least once every two weeks and in a scheduled manner, as being absent for a month without an acceptable excuse exposes you to a warning for lack of seriousness. When the student receives two consecutive warnings, the study will be terminated.
- Inform the potential supervisor of the research proposal seminar to register the thesis.
- Inform the thesis supervisor of the pre-defense seminar after finishing the practical part of thesis and submitting the publication
- Inform the supervisor of the annual seminar (PhD.)
- Commit to the title of the thesis and the research plan approved by the department, college and graduate studies
- Commit to the rules of publication announced for master's and doctoral students
- Comply with the disciplinary regulations and the penalties announced in the Graduate Studies Regulations
- Seek approval of the supervisor before submitting any postponement or withdraw from the program
- Evaluate the supervisor before obtaining the graduation certificate
- Be Familiar with all post graduate forms on the website of the Deanship of Graduate Studies

## Academic Regulations and Policies

Academics are largely governed by the regulations of graduate studies and exams in the Kingdom of Saudi Arabia issued by the Ministry of Education, and rules of King Abdulaziz University published by its Deanship of Admission and Registration. Both students and faculty are encouraged to check relevant academic rules and procedures in the latest FCIT Graduate Student Guide. The most important information is highlighted next.

### Academic Integrity

#### Scholastic Honesty Policy

We are serious about creating an honest and ethical learning environment. FCIT will not tolerate dishonest actions such as cheating and plagiarism, or disruptive behavior that violates its rules and conduct expectations. Offenders will be subject to punishment in accordance with student disciplinary regulations as issued by the University Council. FCIT reserves the right to use various means to detect and document dishonest conduct.

### Code of Student Conduct

FCIT expects all of its students to conduct themselves in a respectful, ethical, and professional manner. In addition to guidelines outlined in KAU document of Student Rights and Obligations, students are expected to adhere to the following:

- Respect and be courteous to faculty members, staff, and fellow students.
- Respect faculty property both physical and electronic.
- Respect faculty rules and regulations.
- Attend classes regularly and punctually.
- Complete all assignments on time and honestly.
- Actively participate in faculty activities.
- Lead by example and be a good representative of KAU students.

### Student Appeals

Students can appeal any decisions according to standard university process published in Arabic within the KAU Regulations Governing Student Rights and Obligations manual, available on KAU website under Deanship of Admissions and Registration.

## Academic Advising

Academic advising is a key to success at any higher education institution. FCIT considers academic advisers a valuable resource to students as they help plan their graduate career and, ultimately, prepare them for graduation. Academic advising means guiding the students/advisees on different issues related to their academic progress and to help them find solutions to different academic problems. Academic advising is related to assisting students with educational choices, degree requirements, academic policies/procedures, as well as broader concerns such as career and graduate school options in the future.

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The four stakeholders involved in the process of academic advising at FCIT are:

1. The advisee/student.
2. The advisor/faculty member.
3. The Head of the Academic Advising Committee or the Head of Academic Advisors.
4. The department/program.

Details of academic advising procedures and policies can be found in the FCIT Academic Advising Manual available by the Academic Affairs Unit.

### Roles and Responsibilities

An academic advisor is a selected faculty member of the department for the process of guiding the students/advisees on different issues related to their academic progress and problems. Maximum number of students per academic advisor is twenty (20). Following are the responsibilities defined for the academic advisor:

1. Advise graduate students and address their academic concerns.
2. Follow and report student's progress via advising checklist sheet.
3. Participate in orientation and advising services.
4. Assist students in selecting suitable senior projects and supervisors.
5. Check fulfillment of graduation requirements.

The advisee/student has the responsibility to:

1. Recognize that advising is a shared responsibility and accept responsibility for all decisions.
2. Share personal values, abilities and goals.
3. Prepare for advising sessions and bring relevant materials.
4. Meet with the advisor when asked or when in need of assistance.
5. Learn policies, procedures and requirements, i.e. add/drop deadlines, graduation and general education policies.

## Grade Point Average (GPA) Calculation

The minimum course passing grade is “Pass” (C), which corresponds to 70% of final marks obtained by student and a GPA of 3 out of 5. The Grade Point Average (GPA) is calculated as an average of points, obtained according to the table below, weighted by course credits. Although students are allowed to repeat any course, new grades do not cancel out old ones. Old grades are kept in the student’s transcript and are counted in their GPA. The details of transforming marks into grade symbols and grade points are as follows: Additionally, special grades may be awarded. The following are the most common. The official transcript issued by King Abdulaziz University has a complete list.

- The grade “Incomplete” (IC): if a student, for strong reasons, becomes unable to complete the requirements of a registered course, they can request a grade of (IC). The case should be presented to the Department Council for approval. Students have to complete the course requirements during the following semester otherwise their grade will automatically change to “Fail” (F).
- The grade “In-Progress” (IP): some students may need more time to complete course requirements in cases such as the senior project. They can be awarded a grade of (IP) and allowed to postpone their grade for no more than two semesters.
- The grades “Nograde-pass/fail” (NP/NF): these grades are awarded for courses that require demonstrating satisfactory performance such as the summer training.
- The grade “Denied” (DN): awarded in cases where student class absence exceeds limits set by King Abdulaziz University within national guidelines as detailed in the section Absence from Classes. DN corresponds to 1.0 point in GPA calculation.

Percentage	Grade	Grade Symbol	Points Scale
95-100	Outstanding	A <sup>+</sup>	5
90-95	Excellent	A	4.75
85-90	Highly Very Good	B <sup>+</sup>	4.5
80-85	Very Good	B	4.00
75-80	Highly Good	C <sup>+</sup>	3.5
70-7	Good	C	3.0
65-70	Fairly Good	D <sup>+</sup>	2.5
60-65	Pass	D	2.0
Less than 60	Fail	F	1.0

## **Absence from Classes**

Absence exceeding 25% of course classes is grounds for granting a grade of “Denied” (DN), and being denied admission to the final exam of the course. Students with absence of 25%-50% may submit an excuse request to the Faculty Council supported by proper documentation.

## **Transfer Policies**

Transfers between colleges within King Abdulaziz University, or from other institutions are handled by the Deanship of Admission and Registration are subject to approval by FCIT. Transfers inside FCIT are handled by its Academic Affairs Unit.

Students, who want to transfer to FCIT are subject to the following:

1. GPA should be no less than 3 out 5 or equivalent.
2. No disciplinary action in academic record.
3. Only one-time transfer is allowed.
4. No more than half of completed credits may be transferred.
5. Application through the university electronic systems before submission deadlines specified in academic calendar.

## **Course transfer rules are as follows:**

1. Course must be equivalent to similar FCIT program course based on course syl- labi.
2. The number of credits must match corresponding FCIT program course.
3. Additional conditions placed by FCIT may apply.

Students may transfer from one program to another (change their major) within FCIT only once if they have not completed 50% of graduation credit hours in their original program. Transferred students should complete all the requirements of the new program. Credits from the original program will remain in the student’s record and will contribute to their GPA.



# Rules of Supervision of Theses/Dissertations

## Terms and Definitions

**Thesis/Dissertation:** An academic work introduced by the requirements of obtaining the Master's or PhD Degree, which its title and proposal have been approved by the board of the Department Council and Deanship of Graduate Studies as per the recommendation of both the councils of Scientific Department and College. This has to be done according to the Manual of Theses Preparation approved by the Graduate Studies Deanship.

**Student:** A male or female graduate student who registers for attaining the theses after getting his/her Thesis/Dissertation accredited along with appointing an academic supervisor by the Deanship of Graduate Studies Council as per the recommendation given by the meant two councils of Department and College.

**Advisor:** He/she is a faculty member chosen by the academic section dedicated for each graduate student at the beginning of his/her joining the program. His/her duty is to guide and assist the student in their selection of the subject required and preparing the research plan proposal.

**Supervisor:** He/she is a faculty member appointed by the Council of the Graduate Studies to supervise a graduate student as per the recommendation of the two councils of Department and College. He/she is the main supervisor in case of more than one supervisor is chosen to supervise the Thesis/Dissertation.

**Co-supervisor:** He/she is a faculty member appointed as an assistant supervisor for the student's main supervisor. He/she can also be selected to supervise a part of the Thesis/Dissertation.

## Selection of the Thesis/Dissertation subject

The student chooses the Thesis/Dissertation subject and writes the proposal of the research plan (assisted by the supervisor) in accordance with the university and academic section goals based on the specialization which has been adopted when He/she is admitted in the graduate program.

The student has to submit the proposal of the research plan to his/her direct academic supervisor in order to present it to the Department Council before the end of the next semester, to finalize 50% of the courses and after passing the comprehensive exam as part of the PhD requirements.

All the Masters' degree topics should be serious and original, while the PhD topics should be characterized with originality, and creativity. They should directly contribute to the student's knowledge development within his/her field of specialization.

The research plan proposal should have a bilingual title, research introduction, research problem, research objectives, research importance, the proposed plan for implementation, time frame to accomplish the proposed research and the most important references used by the researcher.

## Student' direct relation with the supervisor of the academic section

1. The graduate student should be in contact with the supervisor (or supervisors) with regard to his/her Thesis/Dissertation through regular meetings. This scientific contact should be made regularly twice every two weeks and in a scheduled manner.
2. He/she should be committed to attending all the courses and lectures recommended by the supervisor.
3. He/she should offer a number of scientific seminars within his/her affiliated academic Department during the phase of the Thesis/Dissertation, based on the following:
  - A- Upon completion of the proposal plan, and before introducing it to the Department Council, the student displays his/her research proposal, its importance, its goal, its method of implementation and the possibilities of the research implementation and to what extent the research topic is original. It must also include the benefits of the Thesis/Dissertation.
  - B- The Ph.D. student should be committed to providing an annual scientific workshop on his/her research subject within the scientific seminars organized by the department.
  - C- Upon the final delivery of the graduate student's Thesis/Dissertation, He/she should present his/her study in a scientific workshop attended by the supervisor/supervisors, faculty members and other graduate students.
4. The supervisor has to assist the student in conducting a timetable for the stages of the Thesis/Dissertation (research and investigation, Thesis/Dissertation axes, Thesis/Dissertation delivery, etc.) plus the expected length of time for the Thesis/Dissertation.
5. If a student does not come to meet with his/her supervisor for a whole month without acceptable excuses, the supervisor shall inform the Head of the Department to take the necessary measures.

## Student's responsibilities and duties

1. He/she should abide by the plan agreed and approved by both councils of the Scientific Department and College and the Deanship of Graduate Studies.
2. He/she should show his/her seriousness and dedicated attention to all that is academically required, without any delay or negligence.
3. He/she must comply with the guidance directly provided by his/her supervisor.
4. He/she should well-prepare his/her tools and develop his/her skills, and to be fully responsible for the management of the research activities and the achievement of the various tasks needed to complete his/her Thesis/Dissertation.

## Supervisor's responsibilities and duties:

1. He/she must discuss the various ways utilized in solving the problems or dealing with the difficulties facing the research, with his/her direct supervisor, whenever these issues take place.
2. The student bears the responsibility of informing the Scientific Department with regard to the timetable set for the research plan, the stages that have been implemented, supervisor change follow-up or the Thesis/Dissertation subject, at a regular base. (In the event of an emergency happens to the supervisor such as sickness, retirement, termination of contract, death, etc.).
3. He/she should be committed to the ethics of scientific research as well as the academic norms such as documenting information that requires mentioning the names of the references owners.
4. The Thesis/Dissertation should contain the necessary acknowledgement for the people who supported it or those who cooperated with the researcher, either directly or indirectly, or those who provided him/her with the required material support.
5. The student performs all the amendments suggested by the Defense Committee on the fixed time, and He/she must take the approval of the reporter with regard to these changes, plus that this should be made under the supervision of the main supervisor.
6. Enlightening the student about their tasks, duties, rights, importance of the academic research and the need to get committed to their ethics, responsibilities and methods.
7. Knowing about the university rules and regulations with regard to the Thesis/Dissertation and making sure that the student is fully conversant about them.
8. The supervisor starts to comply with the tasks affiliated to supervising the student's
9. Thesis/Dissertation after finalizing all the formal procedures to register this Thesis/Dissertation.
10. Making sure that the Thesis/Dissertation topic is serious, authentic and fully in compliance with the Kingdom's rules and the university as well.
11. Directing the student to adhere to the Thesis/Dissertation writing rules, according to the scientific guidebook dealing with writing the Thesis/Dissertation for King Abdul Aziz University.
12. Assisting the student as much as possible to raise their level of academic attainment and to satisfy their needs whether they are training, lab experiments, computers, software, technicians or other requirements.
13. Providing the student with advice and assistance that enable them to reach the entities or persons who have the ability to assist them academically in order to overcome any difficulties during the preparation of the Thesis/Dissertation.
14. The supervisor must submit a report about the student on a regular basis since his/her appointment as a supervisor, before the end of each

semester, and until the last semester where the student can defend their Thesis/Dissertation, and where the supervisor will clarify the progress made by the student in their Thesis/Dissertation.

15. He/she should guide the student towards accuracy and to make sure that they use the original references as a sign of credibility in their research.
16. He/she should encourage the student to publish a part or parts of their Thesis/Dissertation in the form of scientific research derived from the scientific Thesis/Dissertation in prestigious scientific journals, or through the participation in conferences, scientific papers and scientific research activities.
17. Evaluating the scientific Thesis/Dissertation in a precise and clear manner upon receiving its draft, then notifying the student with the amendments no later than 3 months from receiving the Thesis/Dissertation draft by the supervisor.
18. Preparing the student for the viva. The student should offer a rehearsal presentation tackling the Thesis/Dissertation topic, its scientific buildup and results, plus their efforts to develop their performance.
19. The committee decision will be approved by the Council of Graduate Studies based on the recommendation of the two councils of Department and College. (IS IT RELEVANT HERE?)
20. Following the administrative procedures relating to the Defense Committee, and scheduling the debate time in coordination with the Defense Committee.
21. Following up the procedures of the corrections suggested by the members of the viva Committee. However, if the supervisor is not authorized by the committee to pursue the amendments, he/she should follow up what has been attained in the capacity of themselves as the Reporters of the Defense Committee.

## Responsibilities and duties of the Co- supervisor:

1. Attending the meetings conducted between the main supervisor and the student, at least one time every semester.
2. Keeping a copy of the approved Thesis/Dissertation plan that has been indorsed by both councils of the academic Department and College, and the Graduate Studies Deanship. The co-supervisor should also keep a copy of the timetable set for the completion of the scientific Thesis/Dissertation.
3. Working closely with the main supervisor in checking the student's Thesis/Dissertation as required by the schedule, and writing a proposal showing what can help to facilitate the completion of the scientific Thesis/Dissertation in a satisfactory manner.
4. Work closely with the main supervisor in providing all the needs, tools or licenses required to conduct the Thesis/Dissertation through the relevant authorities (such as training, laboratory needs, computer hardware and software, experiments, etc) and making a proposal concerning what can assist the student to complete their Thesis/Dissertation.
5. In the event of an emergency happens to the main supervisor (sickness, death, contract termination, retirement, etc.), the co-supervisor is committed to achieving the following:
  - To supervise the student until an alternative supervisor is appointed by the Council of the Scientific Department.
  - In case of not satisfying the legal conditions to undertake the task of supervising until the student, or in case of a different specialization in the Thesis/Dissertation, He/she should supervise the stages and the legal procedures concerning the appointment of a supervisor or changing the Thesis/Dissertation subject with the possibility of continuing his tasks as an assistant supervisor for the new main supervisor.

## Intellectual property rights:

- In case of publishing some parts derived from the Thesis/Dissertation, the following points should be taken into consideration:
  - The student has the right to publish, in coordination with the Thesis/Dissertation supervisor/supervisors.
  - When publishing the Thesis/Dissertation, the supervisor, has to mention the name of the student and the co-supervisor.
  - The arrangement of the names of the research authors should be as follows: (students and supervisors) and put as per their mutual agreement and coordination.
  - The name of King Abdul Aziz University as well as the supervisors' names in the university should be mentioned.
  -
- In case of publishing the Thesis/Dissertation or any part of it in a form of a book, the following points should be considered:
  - The rules and regulations of scientific research in this regard.
  - Names of the book's authors that include the student and the Thesis/Dissertation supervisors.
  - If the Thesis/Dissertation gets the scientific patent, this patent should be recorded under the name of the student and the Thesis/Dissertation supervisor/supervisors, with preservation of the rights of King Abdul Aziz University in accordance with the laws and regulations governing the issue of publication.

### **Rights:**

- A graduate student is entitled to apply in writing to the Head of the Department to change their supervisor, stating the reasons behind this request.
- A supervisor has the right to discontinue supervising his/her student. This can be through a formal notification submitted to the head of the department, explaining the reasons behind this. However, he/she will continue supervising the Thesis/Dissertation until another supervisor is appointed.

## References & Sources

- Web site of Deanship of Graduate Studies  
[http://graduatestudies.kau.edu.sa/Content.aspx?Site\\_ID=306&Ing=EN&cid=237514](http://graduatestudies.kau.edu.sa/Content.aspx?Site_ID=306&Ing=EN&cid=237514)