

Kingdom of Saudi Arabia
Ministry of Higher Education
Majmaah University
College of Applied Medical
Sciences



المملكة العربية السعودية
وزارة التعليم
جامعة المجمعة
كلية العلوم الطبية التطبيقية

Procedural Guide for Transactions of Graduate Students

جامعة المجمعة

Vice Deanship for Graduate Studies and Scientific Research

كلية العلوم
Graduate Studies Unit

الطبية التطبيقية
1446-2024

1- Raising the approval of messages and supervisors

Attachments

- 1- Minutes of the approved department council
- 2- Presentation form to the College Council (**Word file**)
- 3- Decision form for approving a research topic and supervisor (**Word file**).
- 4- Curriculum vitae and published research of assistant professors supervisors according to the form [19-56].
- 5- The research proposal for each student in English.
- 6- The new form for appointing the scientific supervisor for each student [09-56].
- 7- The student's official academic record in which the student's success in all courses is proven with a degree of not less than "75" in all courses and the GPA is not less than "very good".
- 8- Supervisor Quarterly Report Form No. [56-10].
- 9- Attach a statement that the topic was not previously discussed. By entering the King Fahd National Library "Service of Reporting a Research Topic".
- 10- Attach the NCBE certificates for the supervisor and the student.

Note

- The graduate student must pass **at least fifty percent** of the courses **with a minimum cumulative GPA of "very good"**.

2- Raising the treatment of forming a discussion committee

Attachments

- 1- Minutes of the approved department council.
- 2- Presentation form to the College Council (**Word file**).
- 3- Discussion Committee Formation Decision Form (**Word File**).
- 4- / **Final Report of the Thesis Supervisor** [10-56].
- 5- A copy of the letter
- 6- A copy of the quotation percentage, provided that it does not exceed 25%
- 7- The student's official academic record in which the student's success in all courses is proven with a degree of not less than "75" in all courses and the GPA is not less than "very good".
- 8- The decision of the Dean of the College to approve the subject of the thesis and the supervisor.
- 9- Discussion Committee Formation Form [11-56].
- 10- Biography of the discussants from within the university.
[19-56] Curriculum vitae of a discussion committee member at the rank of assistant professor or higher.
- 11- Biography of discussants from outside the university.
]20-56 Curriculum vitae of a member of the discussion committee at the level of assistant professor or higher.

3- Raise the treatment of scheduling a date for discussion

Attachments

1. Sample report for each member of the discussion committee on the validity of the thesis for discussion [12-56].
2. Form for scheduling [13-56] discussion through the main supervisor and submitting it to the head of the department. **Based on the time chosen in the link (<https://form.jotform.com/222740957114455>).**
3. The decision to form the defense committee approved by the Dean of the College.

Treatment of announcing the date and place of discussion.

- **After approving the date of discussion in the system, a form announcing the date of discussion is sent**

(In Excel image) by Ms/ Nadah Alolah responsible for advertising.

Book a discussion appointment through this link and make sure the time and day are available

<https://form.jotform.com/222740957114455>

For inquiries, contact Ext. (0164042883).

Majmaah University

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6- Treatment of supervisors and discussants dues

Letter addressed to His Excellency the Dean of the Institute of Studies and Consulting Services.

And two files are uploaded:

□ **The first file consists of:**

- 1- Completion Certificate Form (Thesis Supervisor, Discussants) in the Paid Master's Program [56-27] .
- 2- The decision of the Dean of the College to approve the subject of the thesis and the supervisor.
- 3- A copy of the decision to form the discussion committee.
- 4- A copy of the IBAN certificate of the rapporteur and members of the discussion committee.
- 5- A copy of the status / residence card/ of the rapporteur and the discussants.

□ **The second file consists of:**

1. A copy of the minutes of the department council to approve the final report of the discussion committee.
2. A copy of the clearance form for the master's student [18-56].
3. Request to file a thesis to obtain the graduation document for the master's stage [16-56]
4. The approved academic record in which the student's thesis course grade is recorded.
5. A copy of the letter in its final form.
6. Updating the database of each/ student with master's students for each program in the college database.

(https://majmaah-my.sharepoint.com/:f/g/personal/cams_vdgs_mu_edu_sa/EswvlQzrCnxIpGQ5BkEqItwBDt2bLAbWb3a2ugEg9PTrZw?e=mSj2li)

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**Documents related to postgraduate transactions
On the website of the Vice Deanship for Graduate Studies and Scientific
Research**

- 1- Regulations governing postgraduate studies in Saudi universities and executive rules at Majmaah University.**
- 2- Procedures for submitting research proposals and quarterly and final reports for students of master's programs.**
- 3- All forms are available electronically on the website of the Vice Deanship for Graduate Studies and Scientific Research.**

<https://m.mu.edu.sa/ar/colleges/college-of-applied-medical-sciences>

For inquiries

**Contact the Graduate Studies Unit
Vice Deanship for Graduate Studies and Scientific Research
Ext. 0164042999**

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