



جامعة قطر
QATAR UNIVERSITY



Qatar University Graduate Studies Policy



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Chapter 1:
Vision and Mission

Article One:

Vision

The Office of Graduate Studies at Qatar University aspires to foster distinguished graduate education that nurtures professionalism, scientific and educational discovery, innovation and scholarship excellence and to be a leader in graduate education in the region.

Mission

The Office of Graduate Studies at Qatar University is dedicated to promote academic and scholarship excellence, developing a positive graduate experience, and supporting innovation in order to be a beacon of institutional excellence and produce individuals who contribute to the advancement of society.



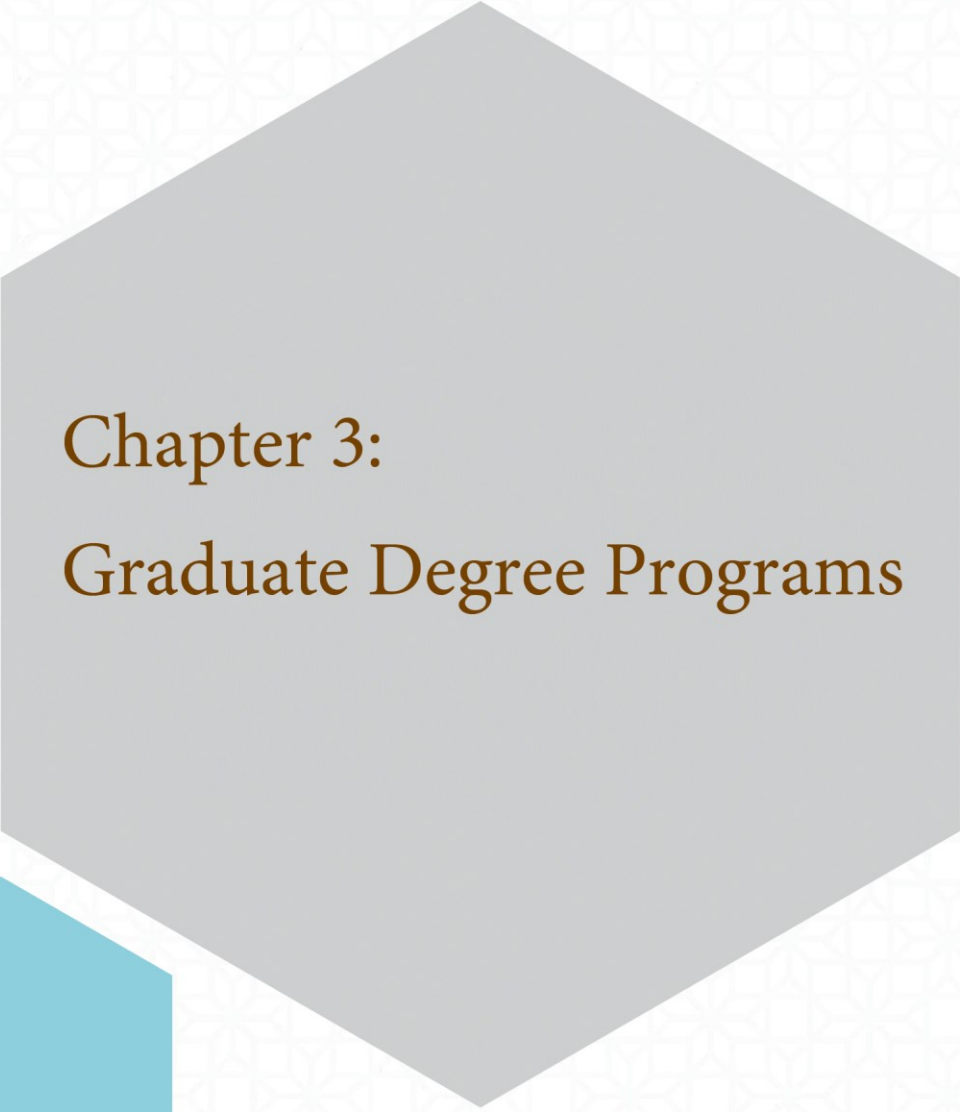
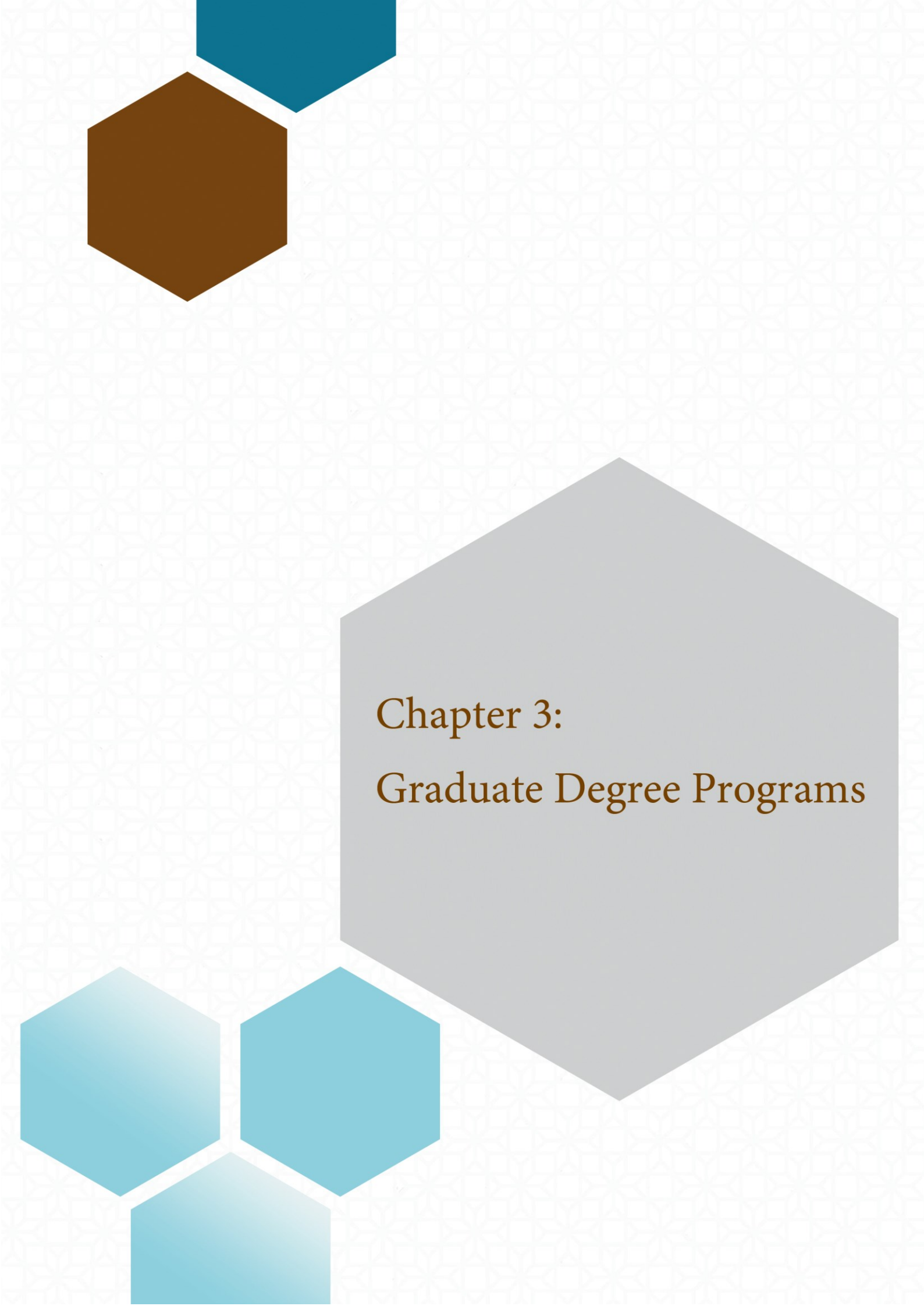
Chapter 2: Office of Graduate Studies' Organizational Structure

Article Two:

- The Vice President for Research and Graduate Studies (VPRGS), through the Office of Graduate Studies, supervises all graduate programs, coordinates among them, and recommends the approval, review, and assessment of programs for quality assurance and continuous enhancement. Additionally, the VPRGS monitors the graduate admission and registration process to ensure timely program completion as well as evaluates and follows student appeal requests in collaboration with the Complaints Resolution Committee. The VPRGS also supervises the academic and professional development of the graduate faculty.
- The Graduate Studies Office is comprised of the Dean of Graduate Studies, the Associate Dean for Graduate Studies, the Assistant Dean for Learning Support, the Assistant Dean for Graduate Student Affairs and the support team.

Article Three:

1. The Office of Graduate Studies will form a committee Graduate Studies committee) to examine all issues pertaining to graduate study at Qatar University over two academic years. The Graduate Studies Committee is comprised of the following:
 - Dean of Graduate Studies (Chair);
 - Associate Dean of Graduate Studies;
 - Assistant Dean for Graduate Student Affairs;
 - Assistant Dean for Learning Support;
 - Associate Deans for Research and Graduate Studies;
 - Representative of the University Research Centers (to be nominated by the VPRGS);
 - Representative of the office of the Vice President for Academic Affairs; and
 - Representative of the office of the Vice President for Students Affairs
2. The committee will convene monthly, at least, upon a call by the chair; Committee decisions will be of a guiding nature, and the committee may form temporary or permanent subcommittees from its members or others to examine assigned issues.
3. The Graduate Studies Committee is tasked with examining the topics within the limits of its specialty in line with policy, including but not limited to:
 - Review and develop graduate policies and procedures;
 - Examine and evaluate nominations for graduate awards and subsequently provide recommendations in this regard;
 - Recommend new graduate programs;
 - Examine new graduate programs and follow up the internal and external review phases;
 - Review modifications in relation to the review of current programs and provide recommendations in this respect;
 - Review proposed solutions to issues raised relating to graduate study and recommend solutions;
 - Provide recommendations for the development and marketing of graduate programs;
 - Identify common ground among programs, provide recommendations that will promote cooperation and encourage collaborations among graduate programs;
 - Participate in developing a strategic framework for graduate studies in accordance with the strategic, academic, and research plan of the University;
 - Review graduate admission, registration and graduation procedures and provide related recommendations;
 - Review procedures related to graduate student appeals and complaints and make a decision in this respect; and
 - Review the academic and professional development plans of graduate students and professors and provide relevant recommendations.



Chapter 3: Graduate Degree Programs

Article Four:

- Qatar University (QU) grants the below mentioned degrees in accordance with the Board of Trustees' approval and recommendations by the Graduate Studies Committee and the University's Executive Management; these degrees include the following:
 1. Diploma (High Diploma);
 2. The Doctor of Pharmacy (Pharm.D)
 3. Master's Degree;
 4. Doctor of Philosophy (PhD).

Article Five:

New academic degrees and programs of a special nature can be introduced to serve local and international institutions or through partnership with such institutions in line with the higher education laws in Qatar, Qatar University policies and the Board of Trustees' approval.

Article Six:

- **Joint Degree:** It is a graduate degree that is granted by two academic institutions; either by an academic institution and an academic Center or by an academic institution and an international organization with a particular specialization. . The student, in this case, completes the required credit hours needed for both parties to grant the student a joint degree. Such degree will recognize both institutions/parties in accordance with the approved policies and regulations detailed in the joint degree agreement with both parties. .
- **Dual Degree:** The student, who is participating in the dual degree path, will be granted two graduate degrees at the same level and two certificates; the first one is to be granted by the home university and the other one is to be granted by the partner university. The dual degree is awarded either by two academic institutions or by an academic institution and an academic institute in accordance with the requirements set by both institutions in the agreement. Each party (the home university and the partner university/institution) shall be accountable for its degree.

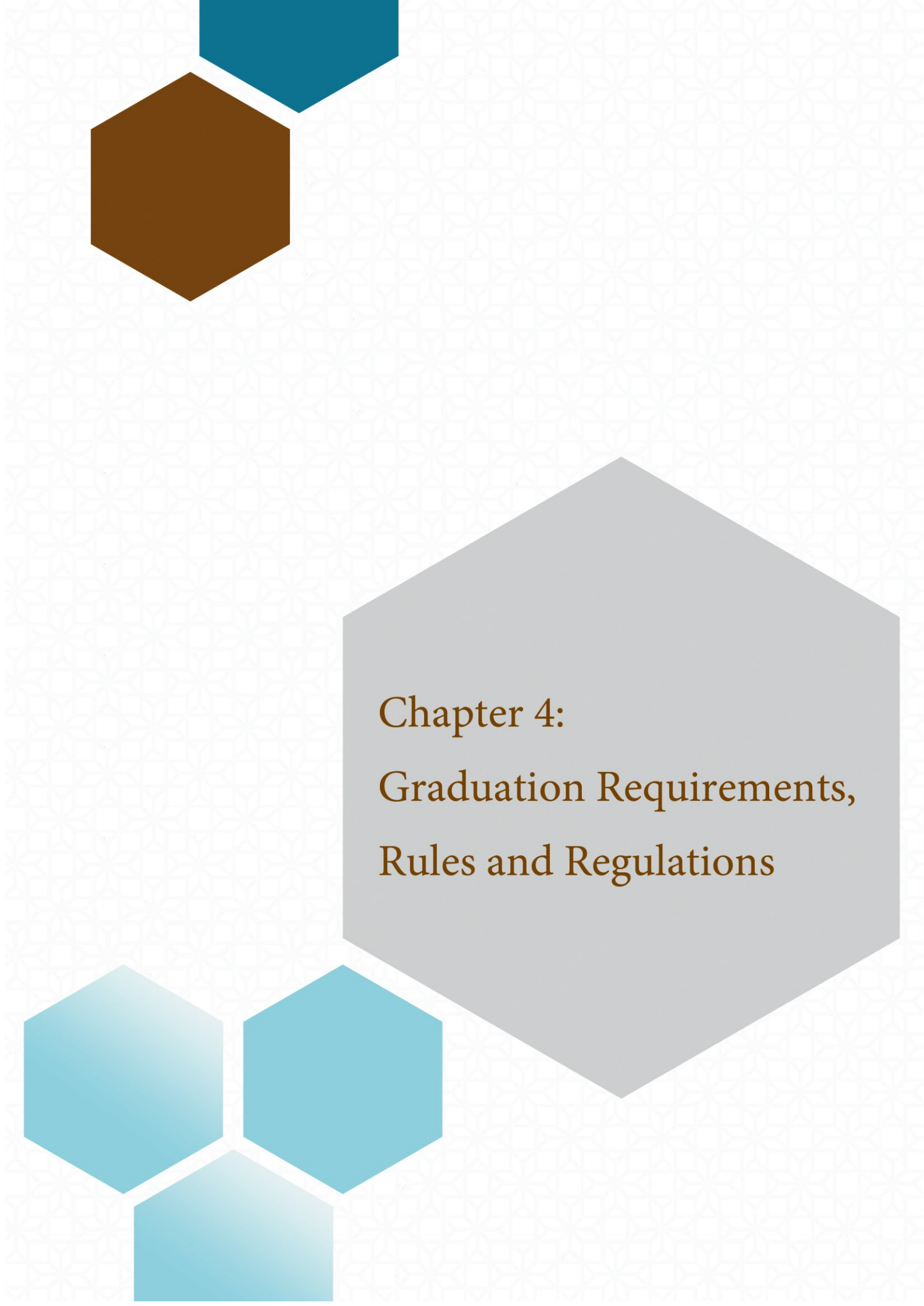
Article Seven:

The joint/dual degree system is subject to standards that protect the academic rights for each educational institution, and the following should be abided by:

- At the beginning of the academic year, the number of students expected to be admitted and the host educational institution in each semester shall be identified.
- Both parties will agree on a supervisory mechanism as well as the research areas for thesis research.

Article Eight:

A joint committee shall be formed from both degree-granting institutions to oversee the program and monitor academic/research progress.



Chapter 4: Graduation Requirements, Rules and Regulations

Article Nine:

Graduate courses offered through the various study plans in academic programs are offered as follows:

- Regular semesters: typically 16 weeks for fall and spring semesters or 6 weeks for summer 2.
- Short summer semesters (summer 1 and summer 3): are typically 4 weeks
- Winter semester: typically 4 weeks during the mid-year vacation.
- Intensive semesters: include those course offerings delivered through intensive modules, which cover the minimum required contact hours in a shorter time period.

Article Ten:

- The maximum duration for degree completion is calculated according to the maximum period of time expected to progress from graduate admission to completion of all degree requirements as stated herein.
- Withdrawal periods and leave of absences are calculated in the maximum time allotted for program completion, while admission deferral is not.

Article Eleven:

To obtain a Master's degree or Ph.D. from Qatar University, students must complete all degree requirements with a minimum cumulative GPA of 3.0; to obtain a Diploma, students must complete all degree requirements with a minimum cumulative GPA of 2.5.

For transfer students, at least 70 percent of the credit hours included in the study plan shall be completed at Qatar University unless otherwise stipulated by agreements with partner institutions; however, in such cases, those programs requiring a Thesis/ Dissertation shall require the thesis to be registered at Qatar University.

Article Twelve:

1. Bridge Courses are those courses which are required (when needed) prior to registering for the regular courses in the program study plan. Bridge courses are determined by the program based on the student's academic and scientific background. Such courses must be completed within three consecutive semesters with a minimum grade of 'B' and a cumulative GPA of, at least, 3.0 in the bridge courses. Grades from bridge courses are not calculated in the student's program GPA.
2. Failure to meet the above requirements shall result in academic dismissal.

Article Thirteen:

Higher Diploma: A professional degree awarded upon successful completion of a series of courses in a specific field of study leading to specialized experience therein. Students with an earned Bachelor's degree, or equivalent, or a Graduate Certificate are eligible for admission to a Diploma program in accordance with the university's admission criteria. A Diploma study plan shall not be less than 24 credit hours and the maximum period for completion shall not exceed three (3) years. The graduation requirements for a Higher Diploma degree are:

- a) Obtain a minimum cumulative GPA of 2.0 upon completion of the program
- b) Completion of all program requirements within three (3) years from admission; failure to complete the program requirements within the maximum time allowed shall result in an academic dismissal.

Article Fourteen:

1. Master Degree: An academic graduate degree beyond the Bachelor's degree (or its equivalent). A Master's degree study plan shall not be less than 30 credit hours and the maximum period for completion shall not exceed four (4) years. The types of Master's degrees offered at Qatar University are:
 - Master's Degree: consists of coursework and thesis research with a minimum of six (6) credit hours dedicated to thesis research.

- Professional Master: consists of coursework and project with a minimum of three (3) credit hours dedicated to the graduation project.
 - Executive Master: designed for professionals to develop and enhance specialized skills in addition to theoretical knowledge. Study plans may be comprised of coursework with a graduation project or thesis research. Courses are offered according to a modified timetable.
2. The graduation requirements for a Master degree are:
- a) Obtain a minimum cumulative GPA of 3.0 upon completion of the program.
 - b) Pass the oral defense of the Thesis (for those in the thesis track).
 - c) The oral defense shall take place in the last semester of study upon completion of the credit hours dedicated to thesis research. In the event the student did not pass the oral defense, he/she shall be granted a second attempt. Failure to pass the second attempt at the oral defense examination shall result in the student being excused from the thesis track; however, he/she may be transferred to the project track in the same program (if available) or granted a Higher Diploma degree in the field of specialization. Granting a Higher Diploma degree is contingent upon the recommendation of the college-level Graduate Studies Committee and the university-level Graduate Studies Committee and the approval of the Vice President for Research and Graduate Studies. In such cases, the coursework completed in the master's program shall be considered toward the requirements for the professional degree or higher diploma; additionally, the request shall be exempted from the transfer credit policy and shall be allowed to transfer more than nine (9) credit hours.
 - d) Accomplish one of the following research outputs prior to graduation:
 - Publish or acceptance of publication of a research article, review paper, or a concept paper in a scientific, peer-reviewed journal
 - Publish or acceptance of publication of a book chapter
 - Other research outputs as determined by the college and approved by the Associate Dean for Research and Graduate Studies in the college, College Dean, and the approval of the Dean of Graduate Studies.
 - e) Completion of any additional program-specific requirements.
 - f) Compliance with the tad formatting requirements and deadlines set by the Office of Graduate Studies. Noncompliance with tad formatting guidelines by graduation shall result in a registration hold on the final, official transcript and the degree certificate.
 - g) Apply for graduation within four (4) years from admission to the program and in accordance with the application deadlines set in the Office of Graduate Studies; failure to do so shall result in an academic dismissal. The application for graduation shall be accompanied by the Similarity Index Approval form with all required signatures of approval.
3. The Graduation Requirements for the Professional Master are:
- a) Obtain a minimum cumulative GPA of 3.0 upon completion of the program.
 - b) Pass the defense of the graduation project.
 - c) Accomplish one of the following research outputs prior to graduation:
 - Present a research poster at a conference or other scientific event.
 - Other research outputs as determined by the college and approved by the Associate Dean for Research and Graduate Studies in the college, College Dean, and the approval of the Dean of Graduate Studies.
 - d) Completion of any additional program-specific requirements.
 - e) Compliance with the tad formatting requirements and deadlines set by the Office of Graduate Studies. Noncompliance with tad formatting guidelines by graduation shall result in a registration hold on the final, official transcript and the degree certificate.
 - f) Apply for graduation within four (4) years from admission to the program and in accordance with the application deadlines set in the Office of Graduate Studies; failure to do so shall result in an academic dismissal.

The application for graduation shall be accompanied by the Similarity Index Approval form with all required signatures of approval.

4. The Graduation Requirements for the Executive Masters are:

- a) Obtain a minimum cumulative GPA of 3.0 upon completion of the program.
- b) For the project track: Pass the defense of the graduation project and for the thesis track: Pass the oral defense of the thesis. The oral defense shall take place in the last semester of study upon completion of the credit hours dedicated to thesis research. In the event the student did not pass the oral defense, he/she shall be granted a second attempt. Failure to pass the second attempt at the oral defense examination shall result in the student being excused from the thesis track.
- c) Completion of any additional program-specific requirements.
- d) Compliance with the tad formatting requirements and deadlines set by the Office of Graduate Studies. Noncompliance with tad formatting guidelines by graduation shall result in a registration hold on the final, official transcript and the degree certificate.
- e) Apply for graduation within four (4) years from admission to the program and in accordance with the application deadlines set in the Office of Graduate Studies; failure to do so shall result in an academic dismissal. The application for graduation shall be accompanied by the Similarity Index Approval form with all required signatures of approval.

Article Fifteen:

1. Accelerated (Bachelor-to-Master) Program: provides a study track in which the student obtains both the Bachelor degree and the Master degree at an accelerated pace. Prior to being admitted to the Accelerated Program, the student must have completed at least 75% of the credit hours required in the undergraduate program with a minimum cumulative GPA of 3.0.
2. The student shall be classified as an undergraduate student until all Bachelor degree requirements have been met after which his/her status shall be changed to graduate.
3. Students in the Accelerated Program are subject to the academic standards and policies related to their academic status (i.e. undergraduate or graduate).
4. A maximum of 6 credit hours from the Master degree shall be eligible for dual credit in the Bachelor degree.
5. For a student in the Accelerated Program to be eligible for a Graduate Assistantship, he/she must complete all Bachelor degree requirements and meet the eligibility requirements for the GA position.
6. Each degree shall be awarded separately
7. The Graduation Requirements for the Accelerated Program are:
 - a) Satisfy all degree requirements for the Bachelor and Master degrees (either project or thesis track) prior to graduation.
 - b) Obtain a minimum cumulative GPA of 3.0
 - c) Completion of the Accelerated Program within a maximum of eight (8) years.
 - d) Completion of any additional program-specific requirements.
8. A student who withdraws from the Accelerated Program upon completion of the Bachelor degree requirements but before completion of the Master degree requirements shall receive the Bachelor's degree. The student may complete the requirements for the Master degree within one year of the withdrawal according to the university admission policies and procedures. If, at a later time, students decide to complete the requirements for the Master's degree, they must apply for admission, be admitted (automatically) and then complete the requirements. The time between withdrawal and automatic admission shall not exceed one year.

Article Sixteen:

1. Doctorate of Philosophy (PhD): is an academic graduate degree beyond the completion of a Master's or Professional Master's degree and shall consist of a minimum of 60 credit hours. There are two categories of doctoral degrees at Qatar University:
 - a) Course-based: shall consist of a minimum of 60 credit hours with 30 credit hours designated for thesis research. The minimum duration for course-based doctoral study is four (4) years and shall not exceed eight (8) years.
 - b) Research-based: shall consist of a minimum of 60 credit hours with at least 40 credit hours designated for thesis research and a minimum of nine (9) credit hours for coursework. The minimum duration for research-based doctoral study is three (3) years and shall not exceed five (5) years.
2. The graduation requirements for the PhD are:
 - a) Obtain a minimum cumulative GPA of 3.0 upon completion of the program
 - b) Pass the Comprehensive Examination
 - Upon passing the Comprehensive Examination, the student shall be permitted to register for thesis hours in the following semester
 - Failure to attend testing without acceptable excuse shall result in an automatic failure
 - c) Pass the Candidacy Examination
 - Failure to attend testing without acceptable excuse shall result in an automatic failure
 - d) Pass the Oral Defense
 - The oral defense shall take place in the last semester of study upon completion of the credit hours dedicated to thesis research. In the event the student did not pass the oral defense, he/she shall be granted a second attempt.
 - Based on the Failure to pass the second attempt at the oral defense shall result in one of the following (pending the recommendation of the Examination Committee):
 - Academic dismissal from the program;
 - Be transferred to the Master's program in the same discipline (if available) and allowed the opportunity to complete the requirements for the degree; In such cases, the courses completed in the doctoral program shall be evaluated for transfer credit toward the Master's degree, and the student shall be exempted from the maximum transfer credit requirement. The Examination Committee's recommendation shall be approved by the college-level and university-level Graduate Committees as well as the VPRGS;
 - Be awarded a Master's degree in the same discipline. In such cases, the student must have met the requirements for the Master's degree at Qatar University. The Examination Committee's recommendation shall be approved by the college-level and university-level Graduate Committees as well as the VPRGS.
 - Failure to attend testing without acceptable excuse shall result in an automatic failure
 - e) Publish or acceptance of publication of, at least, one research article (for course-based programs) and, at least, two research articles (for research-based programs) in a scientific, peer-reviewed journal
 - f) Publish or acceptance of publication of one of the following additional research outputs prior to graduation:
 - Review paper
 - Book chapter
 - Conference paper at a peer-reviewed conference
 - Concept paper
 - Other research outputs as determined by the college and approved by the Associate Dean for Research and Graduate Studies in the college, College Dean, and the approval of the Dean of Graduate Studies.
 - g) Completion of any additional program-specific requirements

- h) Compliance with the tad formatting requirements and deadlines set by the Office of Graduate Studies. Noncompliance with tad formatting guidelines by graduation shall result in a registration hold on the final, official transcript and the degree certificate.
 - i) Submit the Application for Graduation in accordance with the deadlines set by the Office of Graduate Studies accompanied by the Similarity Index Approval form with all required signatures of approval. Failure to apply for graduation within the maximum duration allowed for program completion shall result in an academic dismissal.
3. The Comprehensive Examination: is designed to assess a doctoral student's cumulative knowledge and skills in the field of study.
- The Comprehensive Examination is given at the end of the last semester of coursework
 - At the beginning of the student's last semester of coursework, the Associate Dean for Research and Graduate Studies, in coordination with the program, shall appoint a committee for the Comprehensive Examination, which shall be filed along with the student's details in the Office of Graduate Studies
 - The Comprehensive Examination Committee shall be comprised of, at least, three (3) voting members with expertise in the field and who have graduate faculty supervisory status
 - The Committee Chair shall be a non-voting member external to the program
 - The Committee Chair shall submit the Comprehensive Examination Evaluation form to the Associate Dean for Research and Graduate Studies within five (5) working days of the exam, who will submit the form to the Office of Graduate Studies within ten (10) days from the date of the exam
 - The Comprehensive Examination shall be comprised of written and/or oral components as agreed upon by all parties
 - A student shall be allowed a maximum of two attempts to pass the Comprehensive Examination; he/she must pass the Comprehensive Exam before registering for dissertation hours in the following semester. If the student fails the first attempt at the Comprehensive Exam, he/she must have the second attempt by the end of the following semester
 - a) The committee's decision regarding the result of the Comprehensive exam is final.
 - b) Failure to pass the second attempt at the Comprehensive Exam shall result in one of the following (pending the recommendation of the Examination Committee):
 - Academic dismissal from the program;
 - Be transferred to the Master's program in the same discipline (if available) and allowed the opportunity to complete the requirements for the degree; In such cases, the courses completed in the doctoral program shall be evaluated for transfer credit toward the Master's degree, and the student shall be exempted from the maximum transfer credit requirement. The Examination Committee's recommendation shall be approved by the college-level and university-level Graduate Committees as well as the VPRGS;
 - Be awarded a Master's degree in the same discipline. In such cases, the student must have met the requirements for the Master's degree at Qatar University. The Examination Committee's recommendation shall be approved by the college-level and university-level Graduate Committees as well as the VPRGS.
4. Candidacy Examination: the Candidacy Exam is designed to assess the quality, significance, and contribution of the dissertation research as well as the student's scientific background and ability to conduct meaningful research.
- a) A student may take the Candidacy Exam upon completion of one semester of dissertation research and must pass the exam prior to the end of the second semester of dissertation research
 - b) The Candidacy Examination Committee shall be comprised of a minimum of three (3) voting members including the Supervisory Committee and, at least, one additional member; the additional member shall be an expert in the field and meet the criteria for graduate faculty with supervisory status.
 - c) The Committee Chair shall be a non-voting member external to the program

- d) The Committee Chair shall submit the Candidacy Examination Evaluation form to the Associate Dean for Research and Graduate Studies within five (5) working days of the exam, who will submit the form to the Office of Graduate Studies within ten (10) working days from the date of the exam
- e) The student must pass the Candidacy Exam before being allowed to carry out the proposed dissertation research; the exam is comprised of three (3) parts:
 - Prepare the first three (3) chapters of the dissertation including the Methodology chapter and submit (in whole) to the Examination Committee at least one week prior to the date of the Candidacy Exam
 - Give an oral presentation of the proposed dissertation research
 - Defend the dissertation proposal to the Candidacy Examination Committee; the proposal defense may include discussions concerning the student's depth of knowledge in the field and his/her research skills
- f) A student shall be allowed a maximum of two attempts to pass the Candidacy Examination
- g) Failure to pass the second attempt at the Candidacy Exam shall result in one of the following (pending the recommendation of the Examination Committee):
 - Academic dismissal from the program;
 - Be transferred to the Master's program in the same discipline (if available) and allowed the opportunity to complete the requirements for the degree; In such cases, the courses completed in the doctoral program shall be evaluated for transfer credit toward the Master's degree, and the student shall be exempted from the maximum transfer credit requirement. The Examination Committee's recommendation shall be approved by the college-level and university-level Graduate Committees as well as the VPRGS;
 - Be awarded a Master's degree in the same discipline. In such cases, the student must have met the requirements for the Master's degree at Qatar University. The Examination Committee's recommendation shall be approved by the college-level and university-level Graduate Committees as well as the VPRGS.
- h) The committee's decision regarding the result of the Candidacy Exam is final
- i) Failure to attend testing without acceptable excuse shall result in an automatic failure

Article Seventeen:

1. Graduate Certificate: is a non-academic diploma designed for those interested in enhancing their knowledge and skills without being committed to a graduate degree program. Students with an earned Bachelor's degree, or equivalent, are eligible for admission to a Graduate Certificate program in accordance with the university's admission criteria. A Graduate Certificate study plan shall not be less than nine (9) credit hours and the maximum period for completion shall not exceed two (2) years.
2. Graduate Certificate
 - Graduate Certificate courses may be disciplinary or interdisciplinary
 - In the case of interdisciplinary Graduate Certificates, all relevant programs shall approve the certificate and a committee comprised of members from each specialization shall be responsible for the coordination of the program. The committee shall report to the VPRGS
 - All courses in the Graduate Certificate study plan shall be comprised of graduate-level courses
 - Graduate Certificate programs shall be designed to utilize existing resources without posing any additional burden on academic programs
 - Admission to a Graduate Certificate program should not be interpreted as a guarantee of admission to a QU graduate program as the student must meet all of the program-specific eligibility criteria
3. For admission to a QU Master's program beyond completion of a Graduate Certificate, the student must satisfy one of the following conditions:
 - Have an earned Bachelor's degree from an accredited institution of Higher Education with a minimum cumulative GPA of 2.8
 - Have completed a QU Graduate Certificate with a minimum cumulative GPA of 3.2 in cases where the minimum cumulative GPA of the earned Bachelor's degree is less than 2.8

4. Tuition fees toward a Graduate Certificate shall be governed in accordance with the same rules and regulations of QU graduate programs
5. In cases of enrollment to a graduate program upon completion of a Graduate Certificate with a minimum GPA of 3.2, the courses in the certificate program shall be counted toward the Master's degree and the student shall be exempted from the maximum transfer credit policy

Article Eighteen:

- PharmD: is a terminal degree involving practical applications in the specialization of pharmacology awarded beyond the completion of a Bachelor's degree; the program shall consist of a minimum of 30 credit hours spanning at least one year.
- The graduation requirements for a PharmD degree are:
 - a) Obtain a minimum cumulative GPA of 3.0 upon completion of the program
 - b) Completion of all program requirements within three (3) years from admission; failure to complete the program requirements within the maximum time allowed shall result in an academic dismissal.



Chapter 5: Academic Load



Article Nineteen:

- To be considered full-time, a graduate student must be registered for at least nine (9) credit hours in a normal semester except for students enrolled in research-based programs (in such cases, 6 CH is considered full-time) or those students who are registered in Thesis/Dissertation hours including the thesis defense.
- Graduate students registered for six (6) credit hours or less (but not less than three (3) credit hours) in normal academic semesters are considered part-time.

Article Twenty:

Graduate students are allowed to register for a maximum of twelve (12) credit hours per semester. Students admitted to the part-time Pharmacology program are allowed to register a maximum of eighteen (18) credit hours in preparatory programs in each semester. The maximum allowable registered hours in summer semester or any short semesters shall be (6) six credit hours, unless otherwise approved for programs of a special nature.

Article Twenty-One:

Doctoral students are required to be full-time students (registered for at least 9 credit hours). Those students who have completed all courses and are registered for thesis hours are considered full-time. Doctoral students in research-based programs are considered full-time when they are registered for 6 credit hours; dissertation hours may be divided across semesters.

Article Twenty-Two:

Doctoral students who have passed the Candidacy Exam and have completed the required coursework shall be considered full-time even if they are registered for 1CH dissertation or OCH defense.

Article Twenty-Three:

Master students who have completed their coursework and are enrolled in thesis hours are considered full-time even if registered for less than (9) credit hours, or registered for one credit hour for the thesis (a number of zero credit hours), or registered for the oral defense. The total number of hours dedicated for Thesis/Dissertation research may be divided across semesters.

Article Twenty-Four:

Graduate students under academic probation are allowed to register for a maximum of six (6) credit hours. Such students are considered as full-time.

Article Twenty-Five:

Graduate Assistants are considered full-time when registered for at least nine (9) credit hours per semester (or 18 CH per academic year) in accordance with articles twenty-one, twenty-two, and twenty-three of this policy.

Article Twenty-Six:

A graduate student may repeat a course for which he/she obtained a grade of (Good) or (Good +) one time for a maximum of two courses. A graduate student who failed to pass a course may repeat the course one time; failure to pass the course on the second attempt shall result in academic dismissal.

Article Twenty-Seven:

In cases where a graduate course has been repeated, the highest grade shall be counted toward the student's cumulative GPA. However, all grades, even those for repeat courses, shall appear in the student's official transcript. The cumulative GPA is not subject to change once the academic degree has been awarded.

Article Twenty-Eight:

A graduate student intending to repeat a discontinued course may register for an equivalent course upon approval from the Program Coordinator (or his deputy), and approval from the Associate Dean for Research and Graduate Studies at the college and the Dean of Graduate Studies (or other approved representative). However, the equivalent course should not have the same course title or course number as the original, discontinued course. The previous course grade shall then be replaced.

Article Twenty-Nine:

Courses with identical course numbers and course titles but with different course content (i.e. Special Study or Special Topics) are not subject to repetition unless the repetition shall require the student to study the same content of the course in which he failed previously.

Article Thirty:

Course coding and numbering at Qatar University complies with the standard practices of other institutions of higher education. The courses should be identified with literal digital identifiers that contain the subject's code, followed by course number in the following order:

1. Subject code: Represents the official abbreviation used to refer to the specialization, program, concentration, and branch concentration in the course's coding system.
2. Every course should be preceded with four literal codes to refer to the specialization or program.
3. The program/specialization may have more than one code.

Article Thirty-One:

A three-digit-number should be used to indicate the course number. The first number should indicate the course level. The remaining numbers are used to identify the other remaining courses. Letters may be used before or after the course number to determine a certain condition or value. Amending the course's code or number is subject to the policy of the University in this respect.

Article Thirty-Two:

The number allocated for a certain course helps determine the category/ level of the student who is benefiting from the course. The sequential order should reflect the student's level of knowledge and skills in the assigned curriculum.

Article Thirty-Three:

Special, distinguished courses are denoted in the course manual by the letter "H".

Article Thirty-Four:

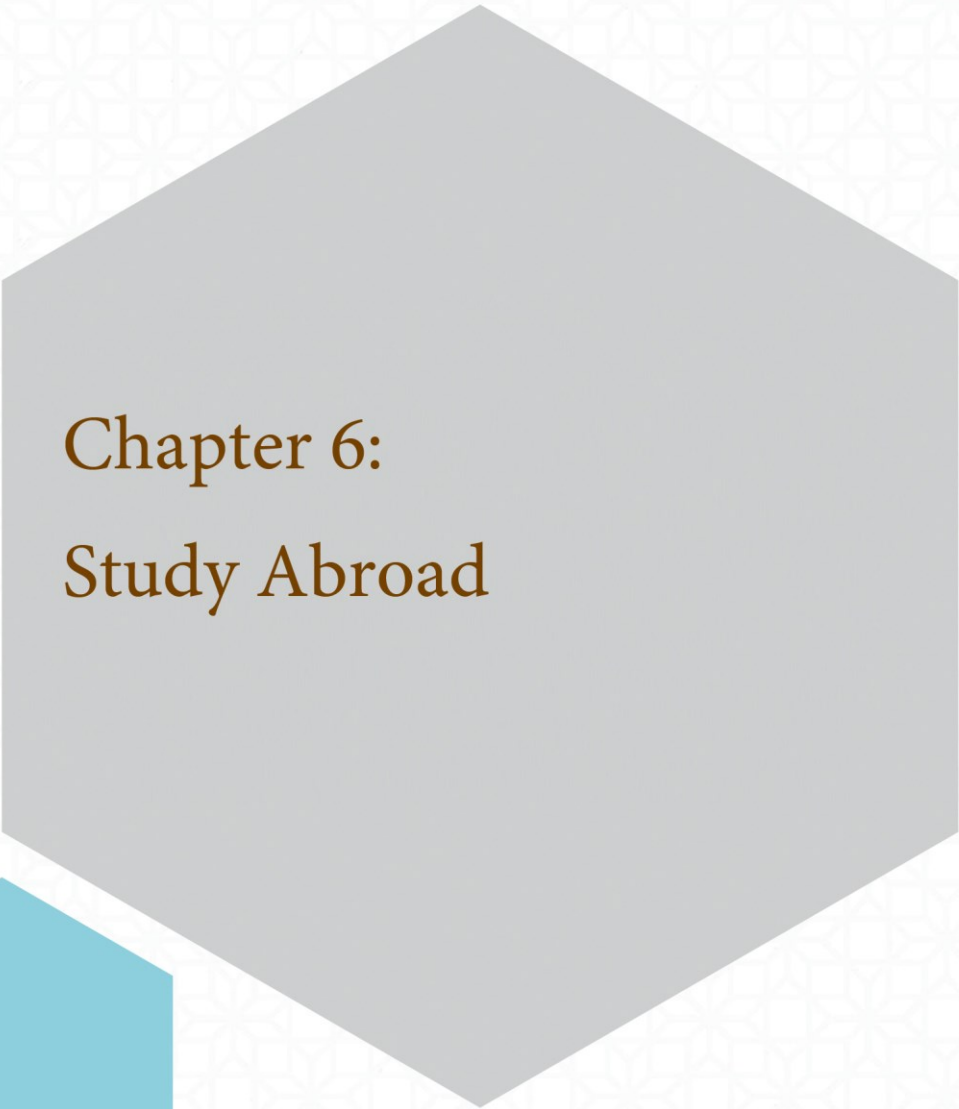
Graduate courses are characterized by one or more of the following:

- Typically build upon a foundation of undergraduate or higher level courses.
- Require intellectual maturity of students and stress independent study.
- Are used in graduate diploma bridging courses, masters, and PhD programs.
- Intended to broaden the perspective and deepen the advanced knowledge students have of a particular discipline or professional field of study.
- Characterized by a high level of complexity and generalization in the study of a particular subject.
- Intended for students who are capable of knowledge, comprehension, application, analyzing, synthesizing, and evaluating.

Article Thirty-Five:

The codes of courses are defined as follows:

- Bridge courses (500-599): Bridge courses are used for some graduate programs at either the master or doctoral levels. The same codes are used for Diploma level courses.
- Master level (600-699): Courses designed for graduate students enrolled in a master degree beyond completion of an undergraduate degree.
- Doctorate level (700-899): Courses designed for students enrolled in PhD programs. Such courses contain advanced subjects and entail developed techniques, and the previous graduate study applies an equivalent or relevant track. It is possible to allow master's students to register for PhD courses in accordance with the program's academic plan requirements after obtaining approval from Program Coordinator/Department Head and the Associate Dean for Research and Graduate Studies at the college. In such cases, grades are counted within the student's cumulative GPA and the master degree graduation requirements. Transfer of credit hours of such courses is permissible if the student's enrolment is in an equivalent PhD program at Qatar University. The student in such a case shall be exempted from the transfer of nine (9) credit hour condition.
- Master and Doctorate level (600-699)/ (700-899): Courses designed for graduate students enrolled in a master and PhD programs. Such courses entail advanced subjects and use developed techniques. Also, it follows the previous (undergraduate) study. It is possible to allow the master degree holders, who have previously applied for such courses, to refer to the credit hours allocated for such courses in the event of enrolment for an equivalent PhD program at Qatar University in accordance with the program's academic plan. In such a case, grades are counted within the student's cumulative GPA and graduation requirements, and the student shall be exempted from the maximum hours stipulated in the transfer credit policy.



Chapter 6: Study Abroad

Introduction:

Qatar University (QU) values international expertise and cooperation in the field of research among graduate students and seeks to encourage QU graduate students to conduct research in collaboration with an external faculty member, despite being unable to obtain a university degree from the participating institutions, unless otherwise stipulated in agreements with the partner institutions.

Article Thirty-Six:

A graduate student seeking to study or conduct research abroad during a normal academic year, should meet the following requirements:

1. Be registered in a QU graduate program at the master or doctoral level;
2. Be in Good Academic Standing (minimum GPA of 3.0); and
3. Not seeking to obtain a dual or joint degree from QU and any other institution, unless otherwise stipulated in agreements with the partner institution.

Article Thirty-Seven:

A graduate student can be registered at an external institution for a maximum of two consecutive or non- consecutive semesters, excluding the summer semester, unless otherwise stipulated in agreements with the partner institution.

Article Thirty-Eight:

A graduate student seeking to study abroad should submit proof of acceptance from the hosting university/institution (i.e. official invitation letter) prior to the study abroad request for leave of absence. The invitation letter should also detail the duration; the leave period will be calculated as part of the maximum period allowed for degree completion.

Article Thirty-Nine:

1. Unless otherwise stipulated in agreements with the partner institution, any coursework or program study, which is prescribed outside QU, will be subject to the transfer credit policy. For such courses, a grade of TC will be designated in the academic record.
2. Any credit hours completed for Thesis/ Dissertation research while at an external university/institution shall be included in the academic record of the student and calculated toward fulfilment of the program study plan. In such cases, the student will be given a "P" grade based on the approval of the Thesis/ Dissertation supervisor, program coordinator/department head, Associate Dean for Research and Graduate Studies at the college, College Dean, and Dean of Graduate Studies. Additionally, the student should submit evidence of being registered for Thesis/Dissertation hours at the external university/institution.

Article-Forty:

The approval for a Study Abroad request is issued by the Dean of Graduate Studies. After the approval of the thesis supervisor and the program coordinator/ Head of department on the research plan and approval of Associate Dean for Research and Graduate Studies, college Dean, and, finally, the Dean of Graduate Studies; the approval letter shall include the obligations of both the student and QU.

A copy of the signed letter shall be sent to the Vice President for Research and Graduate Studies and the Vice President for Student Affairs.

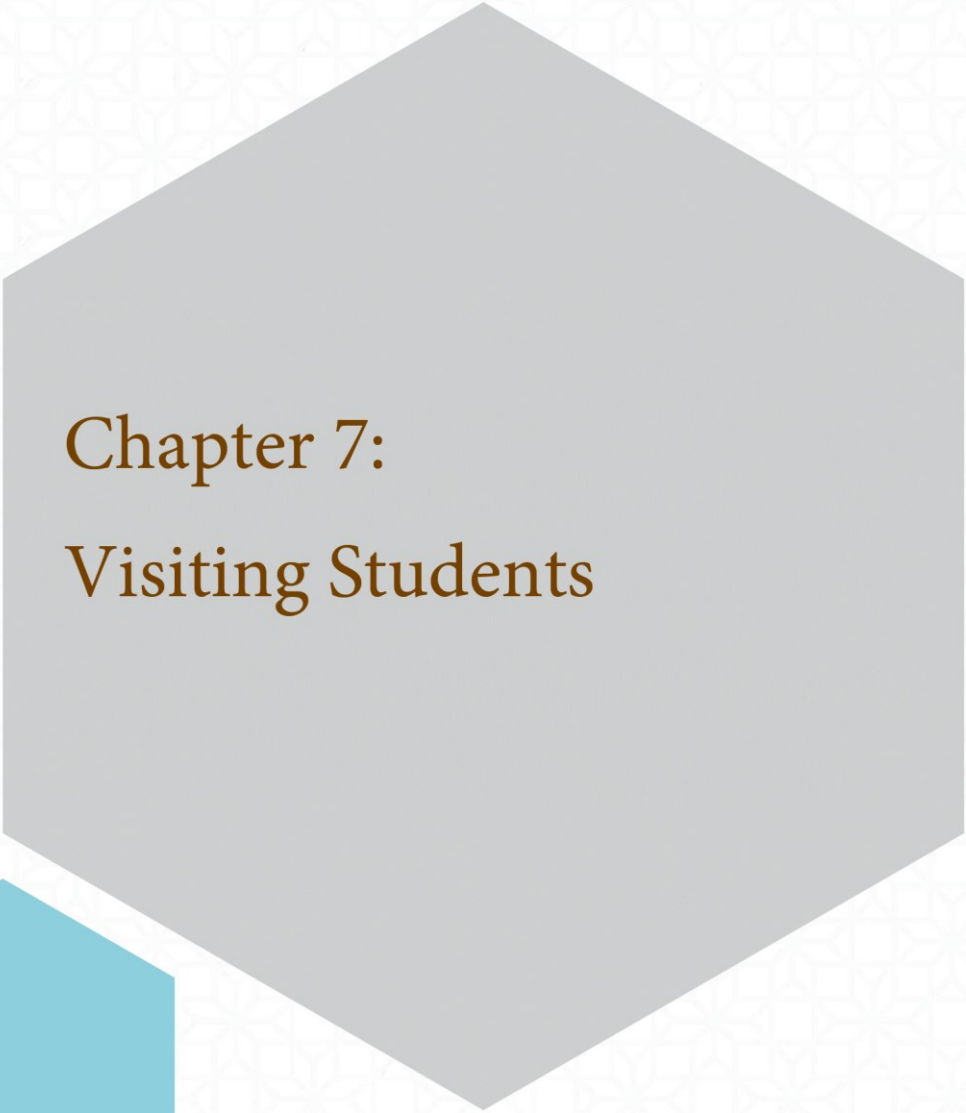
Article Forty-One:

1. A graduate student shall bear the expenses related to the study at the external institution, unless otherwise stipulated in agreements;
2. The remuneration/salary of a graduate assistant/researcher studying abroad shall be suspended during the study abroad period;

3. The remuneration/salary of a graduate assistant/researcher shall continue in case of traveling to attend a conference or workshop, and such a mission shall not exceed one week; and
4. The remuneration/salary of a graduate assistant/researcher shall continue in case of traveling in research missions in respect of serving the department or college, after the approval of the main supervisor, Associate Dean for Research and Graduate Studies, college Dean, and the Dean of Graduate Studies; such a mission shall not exceed two months.

Article Forty-Two:

1. Any curricula, which are prescribed outside QU, should be approved by the Program Coordinator/Department Head, Associate Dean for Research and Graduate Studies, College Dean and Dean of Graduate Studies;
2. Approval for a QU graduate student to take coursework or conduct research at an external institution is based on the following criteria:
 - The international ranking of the institution
 - The curriculum vitae of the external supervisor
 - The student's field of specialty and purpose of travel
 - The requirements and terms of the external universities, if any



Chapter 7: Visiting Students

Introduction

Qatar University (QU) encourages academic and research cooperation with local, regional, and international institutions. Therefore, we welcome visiting graduate students seeking to pursue certain coursework, conduct research within in particular department, work with a QU professor, or conduct other academic/research assignments. Although visiting students are not degree-seeking students at QU, we consider such students as a value addition to the University's educational and academic ecosystem.

Article Forty-Three:

1. Visiting graduate students shall submit all documents required for processing their entry visa to the State of Qatar at least three months ahead of arrival. The required documents shall be sent to the Academic Unit (i.e. program, department, college), as well as to the Dean of Graduate Studies.
2. A visiting graduate students shall submit official evidence of their enrolment as full-time graduate students at their home institution; the document shall also state that the student will resume their study upon return to their respective university/institution.

Article Forty-Four: rephrase

1. The Associate Dean for Research and Graduate Studies at the host college, or the Director of the host Research Center, or their delegate, shall follow up processing of the authorization documents and invitation letter for the visiting student. The invitation letter shall specify the student's obligations, name of the department/Research Center, and the duration of the visit. The student shall agree to abide by the terms and conditions set forth by Qatar University.
2. For visiting students who are invited to assume specific academic or research assignments, the invitation letter shall specify the following:
 - The job assignments, which are directly related to the academic or research objective; visiting students are not permitted to provide any administrative services as part of their responsibilities. Additionally, they shall not engage in any externally-funded research project except after obtaining the prior consent from QU Vice President for Research and Graduate Studies.
 - Detail the financial remunerations for the job assignments based on a lump sum monthly pay to be fixed by the Human Resources Department.
3. The Associate Dean for Research and Graduate Studies at the host college, or the director of the host Research Center, or their delegate, shall send a copy of the invitation letter and of the student's signed copy along with all other relevant documents to the Office of Graduate Studies to facilitate the processing of the entry visa in coordination with the Human Resources Department. For visiting students, who are invited to undertake specific academic or research assignments, the Human Resources Department, in coordination with the Office of Graduate Studies, shall finalize recruitment procedures and prepare contracts for those students; such contracts shall specify their financial obligations, work assignments, and their direct supervisory entity. The contracts shall also specify that visiting students shall be responsible for maintaining their own living and health insurance obligations. The contract may be instantly terminated for the student's misbehaviour or failure to undertake the functional assignments. All termination processes shall be subject to the relevant rules and regulations implemented at Qatar University.

Article Forty-Five:

Visiting graduate students shall adhere to Qatar University's policies and procedures and to the intellectual property rights and ethical research practices used at Qatar University. The academic entity at Qatar University shall ensure student compliance with the all policies, laboratory permits, and other applicable conditions in this respect.

Article Forty-Six:

Visiting graduate students shall enjoy the same privileges of full-time graduate students enrolled in the academic unit.

Article Forty-Seven:

1. Visiting students, who are interested in seeking admission to a graduate program and are qualified for admission must fulfil the following additional program requirements:
 - Abide by the common QU admission requirements and complete an electronic admission form
 - Submit evidence of their admission at an accredited higher education institution two weeks prior to the beginning of the academic semester.
2. A visiting student intending to conduct research with a QU faculty member(s) must obtain consent from the faculty as well as from the Program Coordinator, Associate Dean for Research and Graduate Studies, college Dean (or Center Director) in addition to the approval of the Dean of Graduate Studies. In such cases, the approval request shall be submitted together with the student's research plan and the consent from both the program coordinator, or his delegate, and the student's supervisor outside Qatar. The approval must include evidence of the QU faculty's inclusion in the supervision committee and/or inclusion as an author on the publication resulting from the thesis research.
3. The student shall register for the required graduate courses or the Thesis/Dissertation with credit hours in accordance with the research plan. The student shall pay the due fees and shall eventually obtain detailed statement/certificate showcasing his attended courses, credit hours, and the grades he obtained during his period of study at QU.
4. The student's status shall appear in the transcript statement/certificate as a visiting student.

Article Forty-Eight:

1. A visiting student shall be eligible to attend Qatar University for a maximum duration of four (4) consecutive or non- consecutive semesters according to the agreed study/research plan of the program and the visiting student. Upon the Dean's request for exceptional circumstances, the Vice President for Research and Graduate Studies may extend the duration of study/research.
2. In the event of any violation of the agreed study/research plan, the registration of the student will be closed and the student will be dismissed from graduate study. Based on the recommendation of the thesis supervisor, Program Coordinator/Department Head, and the Associate Dean for Research and Graduate Studies, the Dean of Graduate Studies shall request the Registration Office to implement the academic dismissal. A transcript statement/certificate shall be issued showcasing the courses, credit hours and grades obtained during the period of study at the University.

Article Forty-Nine:

A visiting graduate student shall be responsible for all costs associated with his visit to Qatar University, including health insurance, air tickets and accommodation unless otherwise provided for under agreements concluded with the institution to which he belongs.

Chapter 8:
Inception of New
Academic Programs

Article-Fifty:

To be accredited, a graduate program shall adhere to the following criteria:

1. The department shall have been in operation at least four years at the BS or MS levels before initiating a graduate program(s); in the case of initiating a research-based or joint program, the department or Research Center shall have been in operation at least three years prior to initiating a program. The timeline requirements may be excluded in case of launching a new graduate program(s) as per the University's vision or as deemed by agreements concluded with other institutions;
2. Requests for initiating a new Master's program shall be justified with evidence that the department/Research Center has a sufficient number of faculty (at the rank of Assistant Professor or higher for master programs or Associate professor or higher for PhD programs) compared to that of specialists in the field. In the case of initiating a PhD program(s); the department shall also have the necessary research capabilities to ensure the success of the program in terms of teaching, supervision, and research;
3. The number of students anticipated to be admitted to the program will ensure the continuity of the program; and
4. The program shall have apparent objectives in relation to the development of community service, serving the field of knowledge, and market needs.

Article Fifty-One:

1. In addition to the above, the department shall submit a preliminary proposal on the program(s) to the Graduate Studies Committee at the college-level clarifying the following:
 - a) The objectives of the program and how close it is to the needs of the Qatari community;
 - b) The program's characteristics associated with the academic and professional fields related to its scientific approach;
 - c) The importance and justifications of initiating such a program in comparison to other academic programs being offered by other departments at Qatar University or other universities in Qatar in the same area;
 - d) The department's capabilities and technologies available or required for ensuring the high educational and professional levels of the program, along with the focus on regulating the main research fields in the department;
 - e) Identify the competitiveness of such program with that of similar programs regionally and is not identical to another program being offered in the State of Qatar;
 - f) Demonstrate the need for launching such a program and the anticipated admissions supported by messages from local government/industry institutions, ensuring that the program shall contribute to the meeting of the labour market requirements; and
 - g) Demonstrate additional sources, if any, and provide adequate clarification.
2. Upon the Executive Management Committee's approval of the preliminary proposal and upon compliance with the previous article, the department shall present the detailed program proposal to the college's Graduate Studies Committee clarifying the following:
 - a) The objectives of the program and how it meets the needs of the Qatari community;
 - b) The nature of the program in terms of its academic and professional fields, along with its scientific approach;
 - c) The importance and justifications of introducing such a program in comparison to other academic programs being offered by other departments at QU or other universities in Qatar within the same area;
 - d) The department's capabilities and technologies available or required for ensuring high educational and professional levels of the program, along with the focus on regulating the main research fields in the department;
 - e) The stability level of the faculty members at the department during the past five years prior to the submission of the proposal;
 - f) The updated CVs of the faculty members nominated for joining the program from the department or the University, including those expected to perform teaching or supervisory activities within the program;
 - g) The educational goals of the proposed program;

- h) Linking the educational goals of the proposed program to the current programs;
 - i) Demonstrate the need for launching such a program and the anticipated admissions supported by messages from local government/industry institutions, ensuring that the program shall contribute to the meeting of the labour market needs;
 - j) Demonstrate additional sources, if any, and provide adequate clarification;
 - k) Identify the admission and course terms and graduation requirements and determine the number of credit hours for each course;
 - l) The program management will evaluate the proposed program in terms of guidance and follow up of requirements and program evaluation;
 - m) Identify the expenses and expected revenues; and
 - n) Recommendation letters from department heads, colleges deans, and unit heads involved in graduate programs.
3. In case of interdisciplinary/research-based programs, the Vice President for Research and Graduate Studies will establish a committee from the relevant fields to prepare the preliminary and detailed proposal of the program.

Article Fifty-Two:

In order to initiate new academic programs, the following two steps shall be adhered to:

1. Step One: Submission of the preliminary proposal:
 - a) The department head, after discussing the proposal with the council of the department, shall submit the program's preliminary proposal to the college's Associate Dean for Research and Graduate Studies, who, in turn, will review it in collaboration with the college's Graduate Studies Committee;
 - b) In case the Graduate Studies Committee approves the preliminary proposal, the Associate Dean for Research and Graduate Studies will forward the preliminary proposal to the college Dean for review with the board of the college;
 - c) Upon the dean's approval, the program's preliminary proposal will be submitted to the relevant Vice President for consideration;
 - d) Upon the VP's recommendation, the preliminary proposal will be sent to the Academic Planning Committee for feedback; then, the proposal will be presented to the Vice President for Research and Graduate Studies;
 - e) The Vice President for Research and Graduate Studies will forward the proposal to the University's Executive Management Committee after discussing it with the University Board; and
 - f) Based on the recommendation of the University's Executive Management and approval of the University President, the concerned departments will be informed to start preparing the detailed proposal of the program.
2. Step Two: The submission of the detailed program proposal:
 - a) The department head will submit a detailed proposal of the program to the college's Associate Dean for Research and Graduate Studies, who will in turn review it with the college's Graduate Studies Committee;
 - b) In case the Graduate Studies Committee approves the detailed proposal, the Associate Dean for Research and Graduate Studies will forward it to the college Dean for feedback;
 - c) Based on the Dean's approval, the program's detailed proposal will be submitted to the relevant Vice President for feedback;
 - d) Upon the recommendations of the relevant VP, the detailed proposal will be sent to the Dean of Graduate Studies who will review the proposal with the University's Graduate Studies Committee and to complete all the needed reviewing process.
 - e) Based on the approval recommendation by the Graduate Studies Committee, the Dean of Graduate Studies will present the detailed proposal to the Vice President for Research and Graduate Studies for approval;
 - f) The Vice President for Research and Graduate Studies will forward the proposal to the University's Executive Board for review;

- g) Based on the recommendation of the University's Executive Management Committee and approval of the University President, the detailed proposal will be sent to the Board of Trustees for taking the appropriate decision: and
- h) The University President will report the decision made by the Board of Trustees to the related departments for implementation.

Article Fifty-Three:

For the initiation of non-academic graduate programs (Graduate Certificate):

- After discussing the proposal, the department head will submit a program proposal to the college's Associate Dean for Research and Graduate Studies who, in turn, will review it with the college's Graduate Studies Committee;
- In case the Graduate Studies Committee approves the preliminary proposal, the Associate Dean for Research and Graduate Studies will forward it to the college Dean for feedback and presentation to the Board of the College;
- Based on the dean's approval, the program's preliminary proposal will be submitted to the relevant Vice President for feedback;
- Upon the recommendations of the relevant VP, the program proposal will be sent to the Dean of Graduate Studies who will review it with the University's Graduate Studies Committee;
- Based on the approval recommendation by the Graduate Studies Committee, the Dean of Graduate Studies will present the detailed proposal to the Vice President for Research and Graduate Studies for approval;
- The Vice President for Research and Graduate Studies will submit the proposal to the University's Executive Board for review;
- Based on the recommendation of the University's Executive Management Committee and approval of the University President, the concerned departments will be informed to start preparing the detailed proposal of the program; and
- In case the proposal is initiated by a Research Center, the program's preliminary proposal will be submitted to the Vice President for Research and Graduate Studies for feedback, and upon the recommendation of the Vice President for Research and Graduate Studies, the proposal of the program will be presented to the Dean of Graduate Studies who will review the proposal with the University's Graduate Studies Committee and complete the procedure.

Article Fifty-Four:

- Interdisciplinary/multidisciplinary joint programs may be launched by two or more QU departments, two or more QU colleges, or by a QU college and a QU Research Center in line with the recommendation of the College or University Graduate Studies Committee in coordination with the related departments;
- Such programs may be launched by Qatar University and other institutions in Qatar or abroad in line with the recommendation of the College or University's Graduate Studies Committee in coordination with the related divisions/departments or research centers;
- The management of the joint graduate programs will be assigned to a coordination committee supervised by the Vice President for Research and Graduate Studies and its members will be appointed from among associate deans for research and graduate studies, faculty members or the body of the researchers who belong to the relevant departments, colleges or research centers.



Chapter 9: Admission to Graduate Studies Programs

Article Fifty-Five:

The Office of Graduate Studies shall announce the opening of admission in coordination with the Admission Office and colleges/centers. For eligibility to a QU graduate program, the applicant must meet the following general admission requirements:

1. Have an earned Bachelor (or its equivalent) or higher from an accredited institution or recognized by the Ministry of Higher Education in the State of Qatar.
2. Students applying to a graduate degree program at Qatar University must meet all university and college/program-specific admission requirements and deadlines. Students are admitted to Qatar University on a competitive basis.
3. Pass the personal interview or admission tests (if any) as organized by the program's admission committee.
4. A student may apply to more than one graduate program at the same time; however, he/she may only be matriculated in one graduate program at a time.
5. QU employees may apply to a graduate program provided there is no conflict of interest. No faculty member employed by Qatar University with the rank of lecturer or higher is allowed to enrol in a graduate degree program offered in the department in which they are affiliated.
6. Students admitted to a graduate degree program and who have not registered for any course may request to defer their first semester of enrolment for a maximum of two semesters provided the program is still offered by the University at the time of enrolment. Students requesting this extension must submit in writing an official request to the Office of Graduate Studies one week prior to the add/drop deadline announced in the academic calendar; furthermore, the deferment period must adhere to the period requested by the student and approved by the Office of Graduate Studies.
7. In case the student fails to register for any prescribed courses after the end of the maximum period of deferment, the student will be dismissed.
8. A graduate student who has enrolled in the Graduate Certificate Program is not entitled to request to defer or withdraw from any semester.

Article Fifty-Six:

Considering Article Fifty-Five, applicants must meet the additional program-specific requirements (as applicable):

1. In order to be admitted to a Graduate Certificate program, the following shall be adhered to:
 - Have an earned Bachelor degree, or its equivalent, or higher with a minimum cumulative GPA of 2.0/4.0 or its equivalent.
 - The number of students admitted to a Graduate Certificate program should not exceed the maximum number determined by the college with regard to the maximum capacity of a graduate program's class for each semester;
2. To be admitted to the PharmD program, applicants shall meet the following requirements:
 - Have an earned B.S in Pharmacy (5-years program) from Qatar University with a minimum cumulative GPA of 2.5/4.0 or its equivalent;
 - Pass the Pharmacist Qualifying Exam required by the Ministry of Public Health (Prometric Test from April 2010 or later);
3. To be admitted to the Diploma Program, applicants shall meet the following:
 - Have an earned Bachelor degree (or its equivalent) or higher with a minimum cumulative GPA of 2.0/4.0 or its equivalent.
4. To be admitted to a Master's program (Master or Professional Master) the applicant shall meet the following requirements:
 - Have an earned Bachelor's degree (or its equivalent) or higher with a minimum cumulative GPA of 2.8/4.0 or its equivalent OR completed a Graduate Certificate at Qatar University in the same program/field with a minimum cumulative GPA of 3.2/4.0 or its equivalent.

5. To be admitted to a Master's program as part of a dual degree program (accelerated program), the applicant shall meet the following requirements:
 - Complete at least 75% of the credit hours required of the bachelor degree program;
 - Obtain a cumulative GPA of at least 3.0/4.0 or its equivalent in addition to meeting any college/program-specific admission requirements;
6. To be admitted to an Executive Master's program, the applicant shall meet the following requirements:
 - Have an earned Bachelor degree (or its equivalent) or higher with a minimum cumulative GPA of 2.0/4.0 or its equivalent.
 - At least five years of work experience.
 - The admission criteria may include the GMAT test or any other test required by the program.
7. To be admitted to a PhD program, applicants shall meet the following requirements:
 - Have an earned Master's degree (courses/project or courses/thesis tracks), or equivalent degree from an accredited institution or recognized by the Ministry of Higher Education in the State of Qatar, with a minimum cumulative GPA of 3.0/4.0 or its equivalent;
 - Meet any additional college/program-specific admission requirements including, but not limited to, standardized tests such as GRE, GMAT, etc.

Article Fifty-Seven:

Graduate students, seeking admission in programs offered in English, are expected to be proficient in English. Thus, applicants are required to demonstrate their English proficiency as part of the admission process by satisfying either of the following:

1. Earned a previous degree from an institution of higher education in a program where English was the language of instruction; OR
2. Achieved a score of, at least, 6.5 on the IELTS exam (or its equivalent) within the last two years or other required test scores as determined by the program at the time of admission.

Article Fifty-Eight:

1. Admission to a graduate degree in an area outside of the student's specialization is subject to the approval of the Program Admission Committee as well as the College of Graduate Studies Committee. Additionally, such candidates must successfully complete any required preliminary courses.
2. When completion of preliminary courses are required, candidates must pass these courses within three academic semesters and in accordance with the following:
 - Pass the preliminary course from the first time with an overall grade of 'Good' or higher.
 - The cumulative grade for all required preliminary courses shall be 'Very Good' or higher.
 - In general, a graduate student may not register in any graduate course without successful completion of all required preliminary courses; However, a student may do so provided he/she has obtained the approval of the Program Coordinator or his/her representative, approval of the Associate Dean for Research and Graduate Studies, College Dean, and Dean of Graduate Studies upon review of the student's case and provided the preliminary course is not a prerequisite to the graduate course being taken at the same time and that there are no more than two preliminary courses.
 - The period of time required for completion of the preliminary courses shall not be included in the maximum time allowed for completion of the degree program.
 - Grades from preliminary courses shall not be factored into the graduate program GPA.
3. A student admitted to a graduate program may transfer a maximum of nine (9) credit hours in accordance with the QU transfer credit policy.

Article Fifty-Nine:

1. Qatar University allows Non-Degree admission to a limited number of individuals; Applicants seeking Non-degree admission must satisfy Qatar University graduate admission requirements. Non-Degree students are eligible to seek regular admission to a graduate program provided they meet Program requirements.
2. The student will receive a statement of the courses he/she registered and attended by the end of the semester.

Article Sixty:

A graduate student who is academically dismissed from Qatar University is not eligible for readmission to his/her existing program and may apply for readmission to a different graduate program.

The applicant must satisfy all graduate admission requirements for the intended graduate program and must submit all appropriate application materials and supporting documents to the Admission Department by the admission deadline.

Article Sixty-One:

Academically dismissed students who are re-admitted to the university will return with a fresh record where courses and grades earned prior to the students' re-admission remain on record and on the QU transcript; however, the student's new attempted hours, earned hours, and cumulative grade point average (GPA) will start fresh upon the new admission.

Previous passed courses at QU that meet the new program requirements may transfer to the new program subject to the transfer of credit policy.

Article Sixty-Two:

1. Graduate students intending to return to their program of study following a dismissal for a long absence/ No show/ withdrawal from university or an end of defer period may apply for readmission to the same program. The university may grant readmission only once for any particular student.
2. The student shall submit an application for re-admission to the Program/ Department. The application shall then be submitted by the Graduate Studies Office to the Registration Department after the approval of the Program Coordinator or his/her representative, Associate Dean for Research and Graduate Studies, College Dean and the Dean of Graduate Studies.
3. The student who applies for a re-admission shall fulfil the program admission requirements for the semester in which the student wants to be admitted. All courses completed by the student at Qatar University will be added to the student's permanent record. The University's current fees shall apply upon re-admission.
4. Master and doctoral students who want to change their academic program or concentration by adding or deleting courses or changing the title or subject of the dissertation shall submit a request to the Program/Department to study their case. Upon the approval of the Program Coordinator (or his/her representative), approval of the Associate Dean for Research and Graduate Studies, College Dean and the Dean of Graduate Studies, the request will be submitted by the Office of Graduate Studies to the Registration Department.
5. Graduate students who want to change their major shall submit a transfer request to the desired program. The transferable credits offered by Qatar University shall be subject to the approval of the new graduate program. Upon the approval of the Program Coordinator (or his/her representative), approval of the Associate Dean for Research and Graduate Studies, College Dean and the Dean of Graduate Studies, the request will be submitted by the Office of Graduate Studies to the Registration Department.

Article Sixty-Three:

Students with a status of No show, leave of absence, or who have withdrawn from a semester may return to university in the following semester without the need to apply for a re-admission.

Article Sixty-Four:

Students who left the university while on academic probation may be readmitted to the same program provided the absence does not exceed one semester; however the academic probation will be sustained on the academic record upon their return.

Article Sixty-Five:

Graduate students who are readmitted to their existing program and who are subsequently academically dismissed are not eligible to apply for readmission for the same program.



Chapter 10: Withdrawal, Dropout, and Transfer



Qatar University provides graduate students the opportunity for optional withdrawal from courses, semesters or the university as described below:

Article Sixty-Six:

- Withdrawal from Courses:
 1. After the regular add/drop period, graduate students may withdraw from one or more courses before a set deadline published by the Office of the Vice President of Student Affairs. This withdrawal period results in differing refund rates.
 2. The student shall receive 'W' (withdrawal) grade in the course from which s/he withdrew.
 3. The Grade Point Average (GPA) will not be affected by the 'W' grade, which will not be included in the average calculation.
 4. The student placed under Academic Probation may not withdraw from the course if such withdrawal will reduce the student's academic load to less than what is permitted (no more than six credit hours) (fall - spring). Otherwise, his/her academic status will be affected.
 5. The student is not allowed to withdraw from the last course (project or thesis course).
- Refund of Tuition Fees

In case the student withdraws from one or more courses, or the semester, upon termination of add and drop period, regardless of his/her academic major, s/he shall be subject to financial penalty as per the following schedule:

Semester	Time of Drop or Withdrawal after End of Add/Drop Period	Penalty
Fall & Spring	Up to 2 weeks	20%
	After 2 weeks up to 8 weeks	50%
	After 4 weeks up to 8 weeks	75%
	After 8 weeks	100%
Summer (1)/ Summer (3)/ Winter	Two days	20%
	Two weeks & two days	50%
Summer (2)	Two days	20%
	Two weeks & two days	50%

Article Sixty-Seven:

1. Withdrawal from a semester:
 - The student may withdraw from two semesters (consecutive/non-consecutive) within the period of his/her graduate study.
 - Withdrawing from a semester requires the student to apply to the program to study his/her case for withdrawal, upon the approval of the Program Coordinator (or his/her representative), approval of the Associate Dean for Research and Graduate Studies, College Dean and the Dean of Graduate Studies, the request will be submitted by the Office of Graduate Studies to the Registration Department.
 - Failure to obtain the necessary approvals may result in a grade 'F' for the courses and may lead to academic dismissal.
 - The student shall abide by the period specified in the academic calendar to withdraw from the semester.
 - An exception can be made, in case of exceeding the number of withdrawals permitted to the student upon the approval of the Program Coordinator or his/her representative; recommendation of the Graduate Studies Committee at the college and university level, approval of Dean of Graduate Studies and the Vice President for Research and Graduate Studies. The student shall abide by the period specified in the academic calendar to withdraw from the semester.
 - The student shall receive 'W' grade in courses of withdrawal semester and his/her GPA shall not be affected by this grade.

- A student on academic probation may be allowed to request a withdrawal from a semester upon the approval of the Program Coordinator or his/her representative and the program shall submit a report of his/her academic status to the Office of Graduate Studies.
 - Withdrawal from a semester disqualifies a student from appointment as a Graduate Assistant.
 - A financial penalty may be applied upon withdrawal from a semester, and it will be determined in accordance with the withdrawal date.
2. Temporary Withdrawal from the University:
- A graduate student, who wants to withdraw temporarily, shall be entitled to submit an application signed by him/her clarifying withdrawal reasons. The application shall include the plan of completing the study requirements within the maximum period specified for the category to which the program belongs. The period of temporary withdrawal shall be calculated within the maximum period specified for ending the study. The student shall apply to the program to study the case for withdrawal and the Graduate Studies Office shall submit the application to the Registration Department, upon the approval of the Program Coordinator or his/her representative and the Associate Dean for Research and Graduate Studies and approval of the College Dean and Dean of Graduate Studies.
 - The temporary withdraw period may not be more than two semesters (except for summer), unless exception is made to the student considering the exceptional circumstances and based on the approval of Program Coordinator or his/her representative, recommendation of Graduate Studies Committee at the college and the university level, and approval of Dean of Graduate Studies and Vice President for Research and Graduate Studies.
 - Withdrawal from the university disqualifies a student from appointment as a graduate assistant.
3. Final Withdrawal from the University
- Withdrawal from the university requires the approval of the program. The Office of Graduate Studies shall submit the application to the Registration Department upon the approval of the Program Coordinator (or his/her representative), the Associate Dean for Research and Graduate Studies and upon approval of the College Dean and Dean of Graduate Studies. Failure to obtain the necessary approvals may result in dismissal.
 - Withdrawal from the university disqualifies a student from appointment as a graduate assistant.

Article Sixty-Eight:

1. A graduate student who has withdrawn from the university and later seeks to return to study, shall enrol in the semester s/he wishes.
2. A graduate student who has withdrawn from the university may not be allowed to enrol in any course at Qatar University prior to returning to the study under readmission.
3. A graduate student who continues to withdraw for more than two semesters (consecutive/ non-consecutive-interrupted) shall be dismissed.

Article Sixty-Nine:

Upon being accepted for admission to Qatar University, a graduate student may transfer credit hours completed from another university as per the following conditions:

1. Graduate courses or preparatory/ introductory/ foundation courses shall be completed at a recognized college or university accredited by the Ministry of Education and Higher Education.
2. A maximum of 9 credit hours may be transferred, unless otherwise specified in QU agreements.
3. Courses graded on a non-standard basis (for example, Pass/Fail, Satisfactory/Unsatisfactory) may not be subject to transfer, unless otherwise specified in a QU agreement.
4. The credit hours for Thesis/ Dissertation, if it is stated in a QU agreement, which the student completed outside QU shall be calculated within the student's academic record. The grade of pass 'P' shall be calculated, upon approval of thesis supervisor; Program Coordinator (or his/her representative); the Associate Dean for Research and Graduate

Studies in the college; the College Dean and Dean of Graduate Studies. The student shall provide a proof of registering these hours at the university or an outside institution.

5. Only courses with a grade of 'B' or higher on the official issued transcript will be considered for transfer.
6. Matching percentage of the course content shall not be less than 80% of the program's courses at QU.
7. Transfer courses will be given a grade of 'TC' and will not bear on the GPA calculation at QU, unless otherwise specified in QU agreements. Courses required to be equated shall be at the same level of the program and level of study or higher.
8. Credit hours obtained in a course completed more than five years may not be transferred.
9. The student must submit a credit hours transfer application with official transcripts and course syllabi from the college or university where s/he attended to the Graduate Studies Program. The Graduate Studies Program will take the necessary action concerned to evaluate the equivalent of credits required to be transferred; making sure of the possibility of transferring credit hours and providing the study plan proposed to the student based on the approved transferred hours. Subsequently, it shall be sent to the Office of Graduate Studies, which shall submit the application to the Registration Department, upon the approval of the Program Coordinator or his/her representative and the Associate Dean for Research and Graduate Studies and the approval of the Dean of Graduate Studies.

Article Seventy:

Considering article sixty nine, a student can transfer his/her QU credit hours for graduate studies to another graduate program offered at QU under the following conditions:

1. The student shall get an approval upon his/her transfer or acceptance to another graduate program.
2. Only courses approved by the new program and with a grade of "B" or higher for the master and doctoral programs, and "C+" or higher for the diploma programs will be considered for transfer.
3. Credit hours earned more than five years from the date of the last attendance at QU cannot be transferred.
4. The maximum number of credit accepted for transfer is subject to program approval. The program may not accept to transfer any credit.
5. A student who has completed a master's degree at QU and received admission to a PhD program at QU is allowed to transfer a maximum of 9 graduate credit hours towards a PhD program.
6. A student who has completed a master's degree at QU and received admission to another master's degree at QU is allowed to transfer a maximum of 9 graduate credit hours towards the other master's program.
7. A student may transfer from a graduate program to a research-based graduate program provided he/she meets all eligibility requirements for admission to the new program. The detailed study plan of the new program shall be attached to the admission request.
8. A student admitted to a research-based graduate program may transfer to another QU graduate program provided he/she meets all eligibility requirements for admission to the new program. The detailed study plan of the new program shall be attached to the admission request.
9. Courses graded on a nonstandard basis (for example Pass/ No Pass, Satisfactory/ Unsatisfactory) are not accepted for transfer. Exception may applied on some Thesis/Dissertation credit hours after obtaining the approval of the thesis supervisor, Program Coordinator (or his/her representative), the College Associate Dean for Research and Graduate Studies; the College Dean and the Dean of Graduate Studies.
10. The student must submit a credit hours transfer application with official transcripts and course syllabi from the college or university where s/he attended to the Graduate Studies Program. The Graduate Studies Program will take the necessary action concerned to evaluate the equivalent of credits required to be transferred; making sure of the possibility of transferring credit hours and providing the study plan proposed to the student based on the approved transferred hours. Subsequently, it shall be sent to the Office of Graduate Studies, which shall submit the application to the Registration Department, upon the approval of the Program Coordinator or his/her representative and the Associate Dean for Research and Graduate Studies and the approval of the Dean of Graduate Studies.

Article Seventy-One:

The maximum length of absence between completion of a master's degree and admission to PhD should not exceed two academic years in order to take the advantage of the credit hour transfer.

Article Seventy-Two:

A student who has completed a Graduate Certificate Program at QU and has received admission to the related master program is allowed to include his/her graduate certificate's passed credit hours even if it exceeds more than 9 CH and it will be calculated towards his/her master GPA.

Chapter 11:
Warning, Probation
and Dismissal

Preface

Qatar University is providing timely and accurate information to graduate students regarding their academic standing. However, it is the student's responsibility to be aware of their academic standing at all times. As the students' academic standing is evaluated at the end of each semester (excluding the summer term), the Office of Graduate Studies, in coordination with Program Coordinators, shall follow up on the evaluation of the students, their academic standing and inform them accordingly.

Article seventy-three:

1. An academic warning notification will be sent to Master and PhD graduate students if their GPA falls below 3.2, Diploma and PharmD students (part-time) if their GPA falls below 2.7 and if the student fails any compulsory/ elective course. The notification shall be officially sent to the students electronically or in writing at the end of every semester, after declaring the results or at the beginning of the following semester before the registration. The Program Coordinator, Head of the Department offering the program, and the Associate Dean of Research and Graduate Studies of the college offering the program shall receive a copy of the mentioned notification, electronically or in writing.
2. Student will be under academic probation for Master and PhD graduate students if their GPA falls below 3 and Diploma and PharmD students (part-time) if their GPA falls below 2.5. The probation notification shall be officially sent to the students electronically or in writing at the end of every semester, after declaring the results or at the beginning of the following semester before the registration. The Program Coordinator, Head of the Department offering the program, and the Associate Dean of Research and Graduate Studies of the college offering the program shall receive a copy of the mentioned notification, electronically or in writing.

Article seventy-four:

1. Graduate students placed under Academic Probation may apply for transfer to another program, subject to the university rules and regulations as defined in the transfer policy.
2. A hold preventing students from registering any course will be activated by the Office of Graduate Studies for all students placed under Academic Probation, unless they have their Academic Record evaluated.
3. Graduate students placed under Academic Probation are only allowed to register in a maximum of six (6) credit hours per regular semester and a maximum of three (3) credit hours in summer and other short terms. Students may, however, be allowed to register in more than the allowed maximum number of credit hours, subject to a prior approval from the Vice President for Research and Graduate Studies.
4. Academic Probation is noted on the student's transcripts and academic records.

Article seventy-five:

Graduate students placed under Academic Probation who do not register in any course in the following semester will be academically dismissed by the end of the semester, unless the student obtains an approval from the Program Coordinator (or his/her representative), and the approval of the Associate Dean of Research and Graduate Studies. Graduate students placed under Academic Probation may request to withdraw from a semester, a leave of absence, or leave the university subject to the articles of this policy.

Article seventy-six:

Graduate students shall be academically dismissed from Qatar University if:

1. Failing a course or courses with same content two times.
2. Failing to pass the Comprehensive Examination two times.
3. Failing to pass the candidacy examination two times.

4. Failing to pass the Thesis/Dissertation oral examination two times.
5. Failing to achieve the minimum cumulative GPA requirements (for Diploma 2.5 and Masters and PhD 3.0) by the end of the following semester after having been placed on Academic Probation.
6. Failing to achieve the minimum cumulative GPA requirements for (Diploma 2.5 and Masters 3.0) in the bridging courses (partial or all bridging courses) by the end of the semester.
7. Failing to pass the bridging course from the first time with at least “Good Standing”.
8. Failing to achieve the minimum cumulative GPA requirements (for Diploma 2.5, Masters and PhD 3.0) in two consecutive semesters or three non-consecutive semesters.
9. Failing to meet the graduation requirements within twice the period required for program completion as defined in the program approved study plan upon matriculation in the university.
10. Failing to maintain academic integrity and ethics while studying the courses, or during the preparation of Thesis/Dissertation or have committed a violation against QU’s academic rules and traditions.

Article seventy-seven:

Graduate students shall be dismissed for non-academic reasons in the following cases:

1. If the student is accepted to Graduate Studies but does not register any courses during the specified period of registration. In this case, the reason for the dismissal will be noted on the certificate as ‘non-registration’. The student may be accepted in the same program again upon applying, subject to the approval of the Graduate Studies Committee of both the college and the university and the approval of the Dean of Graduate Studies.
2. If the student withdraws or is absent from a semester without a valid reason. In this case, the reason for the dismissal will be noted on the certificate as ‘dropout’. The student may be accepted in the same program again upon applying, subject to the approval of the Graduate Studies Committee of both the college and the university and upon the approval of the Dean of Graduate Studies.

Article seventy-eight:

Academic Dismissal decisions are to be officially communicated by the Office of the Vice President for Student Affairs to the concerned student, the Program Coordinator, the Head of the Department, the Vice President for Research and Graduate Studies, and the Office of Graduate Studies by the end of each semester (excluding the summer term).

Article seventy-nine:

1. A graduate student may appeal the academic dismissal decision within ten (10) business days of the official notification of the decision. The appeals committee, which is formed based on a decision by the President of Qatar University at the beginning of each academic year, shall consider the appeal request and communicate its recommendations to the President of the University. The Vice President for Research and Graduate Studies and the Vice President for Student Affairs shall be notified within Ten (10) days from the date of the committee’s meeting following the Academic Dismissal decision.
2. The Graduate Committee must base its recommendation on the criteria and guidelines approved by the President of Qatar University and may recommend to:
 - a) Accept the appeal and authorize correction of the student’s academic record and the word “applied” shall be noted to distinguish his/her request for appeal.
 - b) Accept the appeal and grant the student one (1) semester to raise his/her GPA, otherwise the student will be dismissed.
 - c) Decline the student’s request and maintain the academic dismissal decision.
3. The Registration Department shall communicate the committee’s decisions to the student within three (3) business days from the date of receiving the committee’s recommendations.

Article eighty:

If the student fails to obtain his/her degree within the maximum time prescribed in the program's study plan, the student may be authorized an extension of one or two semesters, based on the recommendation of the Program Coordinator, the Graduate Studies Committee of both the college and the university, the approval of the Dean of Graduate Studies and the Vice President for Research and Graduate Studies.

Article eighty-one:

Graduate students dismissed under compelling reasons may be reinstated/ readmission in cases of extreme necessity and based on a recommendation from the Graduate Studies Committee of both the college and the university and the approval of the Vice President for Research and Graduate Studies. The Reinstated/ Readmission process shall be made in accordance with the following conditions:

1. If the student has been dismissed for more than six semesters, he/she shall be treated as a new student "Readmission", regardless of any courses the student has already completed within the same program he/she has been readmitted to.
2. If the student has been dismissed for six semesters or less, the student shall be treated as a "Reinstated" student and some of the passed courses may be considered for acceptance upon the Program Coordinator or his/her representative's recommendation; any accepted courses shall affect the cumulative GPA and courses that have been completed will be credited to the degree within the same program he/she has been reinstated to.

Chapter 12:
Grading Policy

Article eighty-two:

- The grade of “C” is a passing grade for students enrolled in a Diploma, PharmD, and Master’s program, while the minimum passing grade for a PhD course is a “C+”.
- The grade of Incomplete “I” shall be given for graduate courses in which the student is not able to fulfill the course requirements due to compelling circumstances. The deadline for changing an “I” grade for a graduate course shall be announced by the Office of the Vice President for Students Affairs. If a student fails to successfully complete the course requirements by the deadline announced by the Office of the Vice President for Students Affairs, a grade of Fail “F” will be noted on the student’s Academic Record
- The non-numerical, (letter grades) shall be defined as follows:

A grade of Pass “P” earned in a Thesis/ Dissertation course, Master project, PhD project, indicates satisfactory progress. The Comprehensive Exam, Candidacy Exam, the Dissertation/ Thesis Defense (or the research project) with a minimum grade of “P” indicates a passing grade.

- A grade of High Performance “HP” shall be available in the course of Dissertation, Thesis, or Masters Defense, subject to the criteria of the scientific publication, the distinguished performance of the student, and the approval of the Graduate Studies Committee at Qatar University.
- A grade of Not Pass “NP” earned in the Dissertation defense or Thesis defense, Masters project defense, PhD project defense, Comprehensive Exam, or Candidacy Exam indicates that the supervision committee and/or Defense Committee has not been satisfied with the Thesis/ Dissertation or the student’s performance. A Master’s student who received the grade of Not Pass twice on the thesis/dissertation oral defense shall be academically dismissed or transferred to a Professional Master’s program (not requiring a thesis) or granted a diploma degree in their specialty subject to the program/track availability and the aforementioned rules. Moreover, doctoral students who receives a ‘Not Pass’ grade twice in the dissertation, Comprehensive Examination or the candidacy examination shall be academically dismissed or granted a master’s degree in their specialty subject to the program/track availability and the aforementioned rules.
- A grade of In Progress “IP” shall be given in cases of incomplete works associated with a Dissertation course, Thesis course, Master project, or PhD project, ongoing for more than one semester. Students shall be charged the regular tuition fees when they receive the In Progress grade for the first time. The student may apply for a free extension with the same grade for one additional time. In case of extension for one or more semesters with the same grade, the student pays the tuition fees for one credit hour. In all cases, the course extension shall be subject to the approval of the Program Coordinator, the Associate Dean of Research and Graduate Studies, and the Dean of Graduate Studies, only after the supervisor’s submission of the justification for the extension.
- A Grade of Transfer Credit “TC” is associated with credit hours taken outside of Qatar University and transferred to a graduate studies program at Qatar University as per applicable transfer credit policy.
- Numerical grades: The following table identifies the letter grades and their corresponding grade points at Qatar University:

Letter Grade	Description	Percentage	Grade Points
A	Excellent	90-100	4.00
B+	Very Good+	85 to <90	3.50
B	Very Good	80 to <85	3.00
C+	Good+	75 to <80	2.50
C	Good	70 to <75	2.00
F	Fail	Less than 70	0.00
FA	Fail for Absence	-	-
HP	High Performance	-	-
P	Pass	-	-
I	Incomplete	-	-

NP	Not Pass	-	-
IP	In Progress	-	-
TC	Transfer Credit	-	-
W	Withdrawal	-	-
WF	Forced Withdrawal	-	-
AU	Audit	-	-

Article eighty-three:

Graduate students are allowed to audit courses on a non-credit basis subject to the following:

1. The approval of the Dean of the college offering the course.
2. Students are charged the tuition fees and registration costs.
3. To change the status of the course, a student shall submit an application to the Registration department at least two weeks prior to the commencement of the classes.
4. Audited courses do not carry credit and are not used to satisfy degree requirements; however, they are noted on the student's academic record as "AU" grade. A student may audit a course only once.

Article eighty-four:

The Cumulative Grade Point Average (GPA) is calculated on the basis of all graduate coursework identified in the student's program of study as well as any additional coursework that is acceptable to the degree program. GPA is calculated for each graduate degree independently. For example, a student who completed two separate graduate degrees will have two GPA calculations, one for each degree. However, credit earned in the bridging courses does not enter in the GPA calculation of a degree, but are shown independently in the transcript. Coursework taken at Qatar University while in non-degree status will not be used in the calculation of the student's GPA.

Article eighty-five:

A graduate student may appeal a course grade within the timeframe set by the Vice President for Students Affairs. The appeal may result in the following:

- If the instructor supports the appeal, the instructor shall change the grade and submit the updated grade to the Program Coordinator or his/her representative, or to the college's Dean, who in turn shall submit the updated grade to the Graduate Studies Committee. After issuing the decision, the updated grade shall be submitted to the Registration Department by the Office of Graduate Studies along with the attachments necessary to note the updated grade on the student's academic record.
- If the instructor does not agree with the student's appeal, the student may submit a signed appeal to the Program Coordinator or the Head of the Department, or the Dean of the College, who shall decide on the appeal after consulting with the relevant faculty in the college before ruling the appeal.
- If the student is not satisfied with the decision of the Program Coordinator or the Head of the Department, or the Dean of the College, the student may submit an appeal to the assigned University Appeals Committee, formed based on a decision by the president of the university at the beginning of each academic year, which shall consider the appeal and make a final decision on it. The Committee shall communicate the decision to Vice President for Research and Graduate Studies and the Vice President for Student Affairs within Ten (10) days from the date of the assigned committee's meeting.

Chapter 13:
Supervision and
Examination Committee

Article eighty-six:

Every graduate studies program shall have a Program Coordinator, who shall be responsible for the following:

- Guiding graduate students and following up on the progress made towards the degree through the following:
 1. Helping the student to choose the thesis proposal and the appropriate Supervisory/Examination Committee.
 2. Following up on the student's commitment to the study plan, registration in courses and submitting a report by the end of every semester on the student's progress to the Associate Dean for Research and Graduate Studies.
 3. Following up on the progress of the Thesis/ Dissertation and submitting a report by the end of every semester on the student's academic progress to the Associate Dean for Research and Graduate Studies before submitting the final grade to the banner system and before allowing the student to register the thesis in the following semester.
 4. Recommendations concerning the student's academic standing and whether or not the student should receive a warning or be placed under Academic Probation.

Article eighty-seven:

1. Master's students who have successfully completed at least 50% of their coursework may register for Thesis courses.
2. PhD students who have successfully completed at least 70% of their coursework and passed the Comprehensive Examination may register for Dissertation courses.
3. Students must pass the Research Methodology course before registering for Thesis or Dissertation courses.
4. Based on the selection of the Supervisor and Co-Supervisor of the Thesis/Dissertation and the supervisory committee, if applicable, and upon the approval of the Program Coordinator (or his/her representative), the supervision request form along with the following shall be submitted to the Graduate Studies committee of the college for consideration:
 - Names of the Supervisory Committee;
 - The Thesis/Dissertation proposal (i.e. title of the Thesis/Dissertation, introduction on the main concept of the Thesis, research problem, research significance, summary of previous studies, brief of the implementation mechanism of the research and research methodology, and temporal framework of the research).

The supervision request form along with the above mentioned documents shall then be submitted to the Office of Graduate Studies. The registration for the Thesis/Dissertation shall be submitted by the Office of Graduate Studies to the Registration Department after obtaining the approval of the Graduate Program Coordinator (or his/her representative), the Associate Dean for Research and Graduate Studies, and the Dean of Graduate Studies.

Article eighty-eight:

1. Full-time faculty or research members, as defined in the QU Promotion Policy, who wish to teach or supervise (Graduate Faculty), or be part of the Thesis/Dissertation Examination Committee must fulfil the graduate teaching and supervising requirements prescribed by Qatar University.
2. Faculty members shall submit an "Application for Membership to the Graduate Faculty" to the Office of the Associate Dean for Research and Graduate Studies at their affiliated the college.. Research Centers may also nominate individuals who fulfil the requirements of graduate faculty status by submitting their nominations directly to the Office of Graduate Studies.
3. The requirements for membership to the Graduate Faculty are as follows:
 - Candidates must hold a PhD in the program field of study or strongly related research specialization and must, at least, hold the rank of Associate Professor.
 - To supervise dissertation research, the candidate must hold a PhD in the program field of study or have a strongly related research specialization and must, at least, hold the rank of Professor. Associate Professors may be allowed to serve as Supervisors based on the program's request, a recommendation by the Graduate Studies Committee of the college, and the approval of both the Dean of the College and Dean of Graduate Studies.

- Assistant Professors may teach at the graduate level or Supervisors of a Master's thesis provided they have been holding the rank of Assistant Professor for at least two years.
- Candidates must have been hired in the relevant college or research center on a full-time or be an adjunct faculty.
- The candidate must have a significant record of academic research activity in the past three years beyond that of the candidate's PhD research.
- Candidates must have experience in supervision of Thesis/ Dissertation research as a Supervisor or Co-Supervisor. Candidates must have evidence that their supervised Thesis/ Dissertation has been examined. In case the candidates do not have such supervisory experience, they must pass a professional development course on the rules and principles of supervising Thesis/ Dissertation research or that they have supervisory experience, which the Dean of Graduate Studies shall deem as satisfactory.
- Faculty members who do not fulfil the conditions of Supervisory status may apply co-supervisory status.
- Faculty members holding the status of Co-Supervisor may apply to serve as a Supervisor as soon as they have completed co-supervising at least one Thesis/ Dissertation.

Article eighty-nine:

1. Procedural and temporal conditions:

Graduate Faculty Status applications and nominations or exemptions and resignations must be approved by the Head of the Academic or Research Unit, the Associate Dean for Research and Graduate Studies, and the Dean of Graduate Studies according to the following conditions:

- Graduate Faculty membership is three years.
 - Graduate Faculty membership may be renewed upon the request of academic or research units.
 - Renewal applications shall be submitted to the Office of Graduate Studies before the end of the final semester of the appointment term.
- ### 2. Resignation or termination:
- Graduate Faculty members may resign by submitting a letter of resignation to the Program Coordinator (or his/her representative). The letter shall be sent to the Dean of Graduate Studies after the approval of the Dean of the College.
 - Staff members who end their affiliation with Qatar University shall automatically lose their graduate faculty status unless an academic unit requests such staff member to continue working for a limited period of time.
 - Graduate Faculty Status shall not be renewed to members who do not meet the criteria and requirements for the graduate faculty status.
- ### 3. Publishing a list of the graduate studies faculty members:
- The Office of Graduate Studies shall publish the names of those with the Graduate Faculty Status along with their academic affiliations on the graduate studies website.

Article ninety:

Supervision of Thesis/ Dissertation regulations:

- The supervision of Thesis/ Dissertation research shall be conducted by a Supervisory Committee. One of the members of the committee shall serve as the Supervisor and must be a full time faculty/research member with graduate faculty status at Qatar University. Additionally, the supervisor shall be a faculty member of the same program/department as the student is studying in or have extensive expertise in the relevant field or research area of specialization. If there is a Co-Supervisor, he/she shall also be a Graduate Faculty with Co-Supervisory Status.
- Other members from other programs, departments, or research centers, whether from within or outside the university, academic, administrative, scientific, industrial, or professional organizations or any other entity, or as may be required by the nature of the Thesis/Dissertation, may join the Supervision Committee.

- The Thesis/Dissertation may be supervised by only one Supervisor, upon the recommendation of the Graduate Studies Committee of both the college and the university and the approval of the Associate Dean for Research and Graduate Studies, the Dean of the College, and the Dean of Graduate Studies.

Article ninety-one:

1. The Supervisor may supervise up to three theses/dissertations simultaneously. This number may increase in cases of extreme necessity upon the approval of the Program Coordinator (or his/her representative), and after the approval of the Associate Dean for Research and Graduate Studies, the Dean of the College, and the Dean of Graduate Studies.
2. The supervision teaching load of every Thesis/Dissertation course shall be 1.5 credit hours/semester for the Supervisor and 0.5 credit hours for the Co-Supervisor. In all cases, the supervision may not exceed two semesters for every Master's thesis and six semesters for every PhD dissertation, and the number of co-supervisors may not exceed one Co-Supervisor for each student.
3. The supervisor shall submit a detailed report on the progress of the graduate student towards fulfilling the Thesis/ Dissertation to the Program Coordinator, (or his/her representative). During the Thesis/ Dissertation registration period and at the end of each semester, the student shall submit a report on the progress of the research to the Supervisor and the Supervisory Committee. The Supervisor shall work with the Supervisory Committee to assess the student's performance, commitment to the research plan, and expectations of the student. The report shall be submitted to the Office of Graduate Studies by the Associate Dean for Research and Graduate Studies. A request of continuous enrolment shall be submitted by the Office of Graduate Studies to the Registration Office after obtaining the approval of the Program Coordinator, (or his/her representative), the Associate Dean for Research and Graduate Studies, and the Dean of Graduate Studies.

Article ninety-two:

If the Main Supervisor is unable to continue supervising the Thesis, or discontinues his affiliation to Qatar University, a new supervisor shall replace the outgoing supervisor who shall maintain all the rights earned for the efforts made during the supervision. The new supervisor shall be appointed based on the approval of the Program Coordinator, (or his/her representative), the Associate Dean for Research and Graduate Studies, and the Dean of Graduate Studies.

Article ninety-three:

The Composition of the Examination Committee:

- The procedures and guidelines announced by the Office of Graduate Studies at the beginning of each semester shall be followed. It includes the deadlines and requested forms for submitting the Thesis/Dissertation, a proof of the thesis completion and arrangements for the Oral Defense Examination, and the submission of the pre-defense manuscript to the Examination Committee to the Program Coordinator (or his/her representative). After approving the application, the Program Coordinator shall submit the Oral Defense Examination Request form, along with the necessary attachments to the Associate Dean for Research and Graduate Studies after taking the following actions:
 1. Verifying that graduate students have passed all the required courses and exams such as the Comprehensive Examination and the Candidacy Examination as required by the study program.
 2. Receiving the final manuscript of the thesis, along with the evaluation report by the supervisory committee, which indicates that the thesis is ready for the Oral Defense Examination.
 3. A Similarity Index Report submitted by the supervisor on the authenticity of the dissertation and its compliance to QU's standards of academic integrity.
 4. Submitting the names of four external examiners from outside of the program (two of the candidates must be from outside Qatar University) to the Associate Dean for Research and Graduate Studies, who, in turn, shall submit the names to the Office of Graduate Studies.
- The Associate Dean for Research and Graduate Studies shall submit the final manuscript of the Thesis/ Dissertation to the Office of Graduate Studies along with the Evaluation Report of the Supervisory Committee and a report signed

by the Supervisor, Program Coordinator, and the Associate Dean for Research and Graduate Studies on the authenticity of the dissertation and its compliance to QU's standards of academic integrity as well as the list of the external examiners.

- The Office of Graduate Studies shall submit the Thesis/Dissertation to the external and internal examiners. Based on the evaluation of the examiners and their recommendations, the Supervisor, Program Coordinator (or his/her representative), and the Associate Dean for Research and Graduate Studies shall be notified to prepare for the Oral Defense Examination.
- The Supervisor shall submit a request to form the Oral Defense Examination Committee to the Program Coordinator, (his/her representative), no later than the tenth week of the semester.
- The Graduate Studies Committee of the college shall suggest, based on the recommendation of the program, the composition of the Oral Examination Committee no later than the tenth week of the semester. The majority of the committee shall have significant experience in the field of the study as per the articles of this policy. The committee may include the internal and external examiners who have recommended the Thesis/Dissertation for Oral Defense Examination.
- The suggested names of the Oral Defense Examination Committee members shall be approved by the Associate Dean for Research and Graduate Studies and the Dean of the College and then submitted to the Dean of Graduate Studies no later than one week from the date of issuance of the decision of the Graduate Studies Committee of the college.
- The Main Supervisor shall fill in the Oral Defense Examination Arrangement form, which shall be signed by the Program Coordinator (or his/her representative) and the Associate Dean for Research and Graduate Studies. The form shall then be submitted to the Office of Graduate Studies. The date and venue of the Oral Defense Examination shall be announced through available social media and the designated places in the department/ college.
- The Thesis shall be orally examined in an open session within one week from the Dean of Graduate Studies approval of the composition of the Oral Examination Committee. The thesis may be orally examined in a closed session based on a decision by the College Board following the recommendation of the relevant department.
- In the case of the absence of one of the examiners, the examination shall be postponed to another date. The request for another examination shall not be complete without referring to the reasons of the absence and the approval of the Program Coordinator (or his/her representative) and the Associate Dean for Research and Graduate Studies. The request shall be submitted to the Office of Graduate Studies. The absent examiner may be replaced by another examiner based on valid reasons to be provided by the Program Coordinator, the Head of the Department, and the recommendation of the Associate Dean for Research and Graduate Studies.
- The results of the examination shall be announced immediately after the end of the Oral Defense Examination, and it shall be one of the following:
 - Accepted with a grade of Pass.
 - Accepted with High Performance.
 - Accepted with minor modifications.
 - The decision is postponed due to major needed corrections
 - Not accepted; In this case, at least two-thirds of the Examination Committee shall support the decision. The examiners should also make a detailed report on the reasons of rejection and submit the report to the Office of Graduate Studies to take the appropriate decision, in accordance with the articles of this policy.
- If the student does not pass the Oral Defense Examination, the student shall be granted one more chance for re-examination in the following semester. The re-examination shall be based on the recommendation of the Examination Committee. The re-examination shall also be approved by the Office of Graduate Studies. If the student does not pass the examination for the first time, the student shall receive a grade of 'Not Pass' (NP). If the student does not pass the examination for the second time, the student will receive a 'Fail' grade, which shall lead to the student's academic dismissal (or other options as stated in this policy).

- The Oral Defense Examination Committee report shall be submitted by the program to the Office of Graduate Studies within three days from the date of the examination. The Office of Graduate Studies shall list the student's name on the graduation list, recommend awarding the student the degree, and address the concerned authorities on the matter, after verifying that all the requirements of the student's graduation have been satisfied.
- The student must pass the Oral Defense Examination within the timeframe prescribed for the Thesis/ Dissertation in order to be listed on the graduation list of the relevant semester.
- The student shall receive the graduation certificate after the submission of the final thesis manuscript authorized by the Supervisory Committee after incorporating the required changes, if any, and satisfying the criteria for the Thesis/ Dissertation prescribed by Qatar University. The final thesis manuscript should be submitted to the Office of Graduate Studies by the Associate Dean for Research and Graduate Studies.

Article ninety-four:

The Oral Defense Examination Committee of the Master's thesis must meet the following criteria:

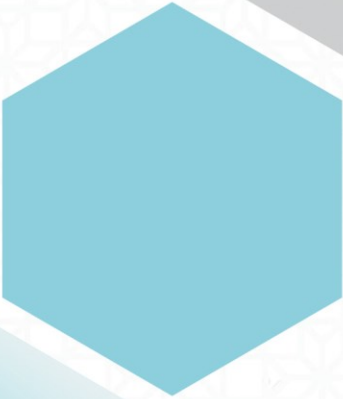
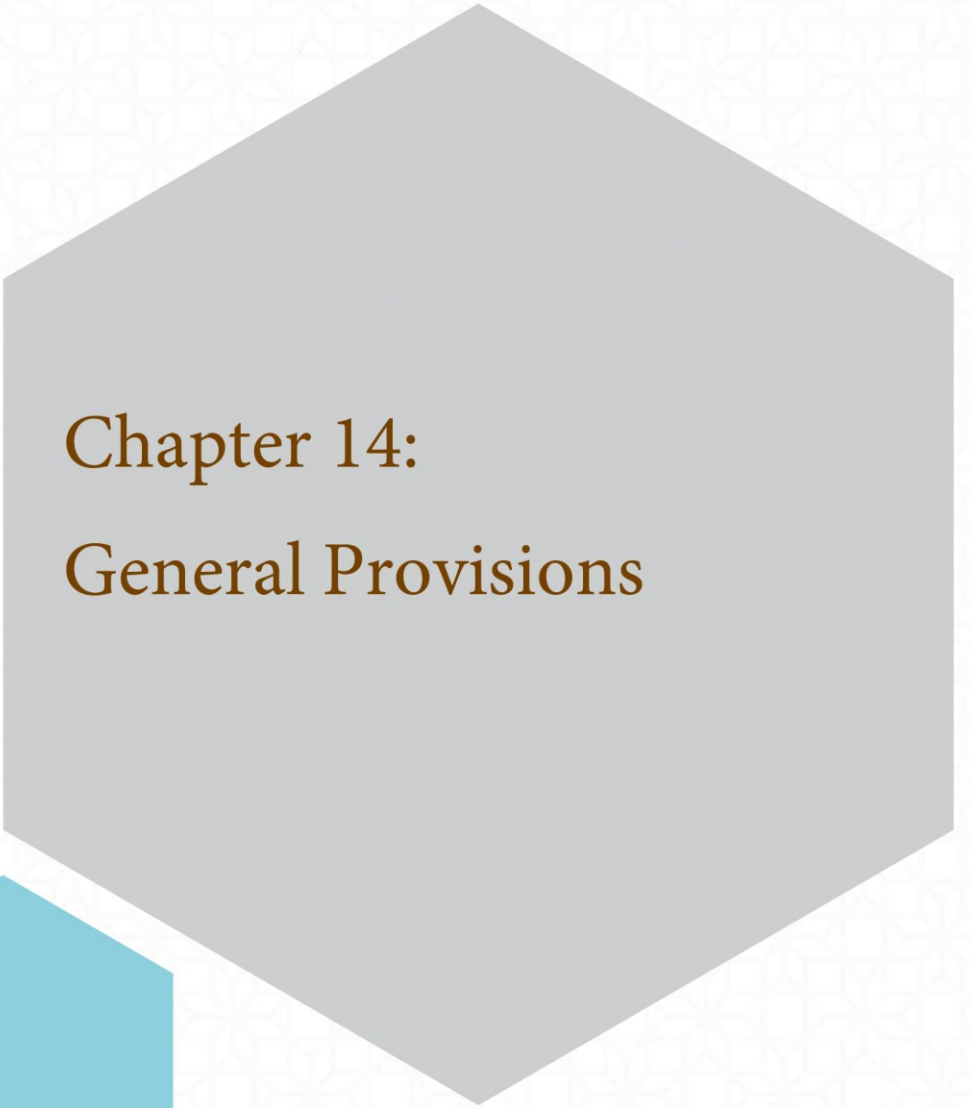
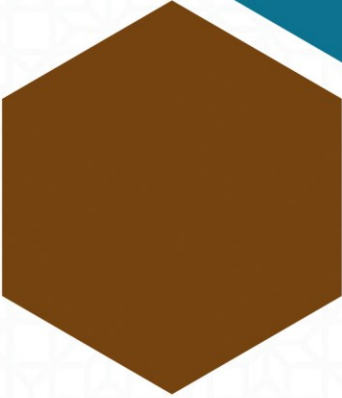
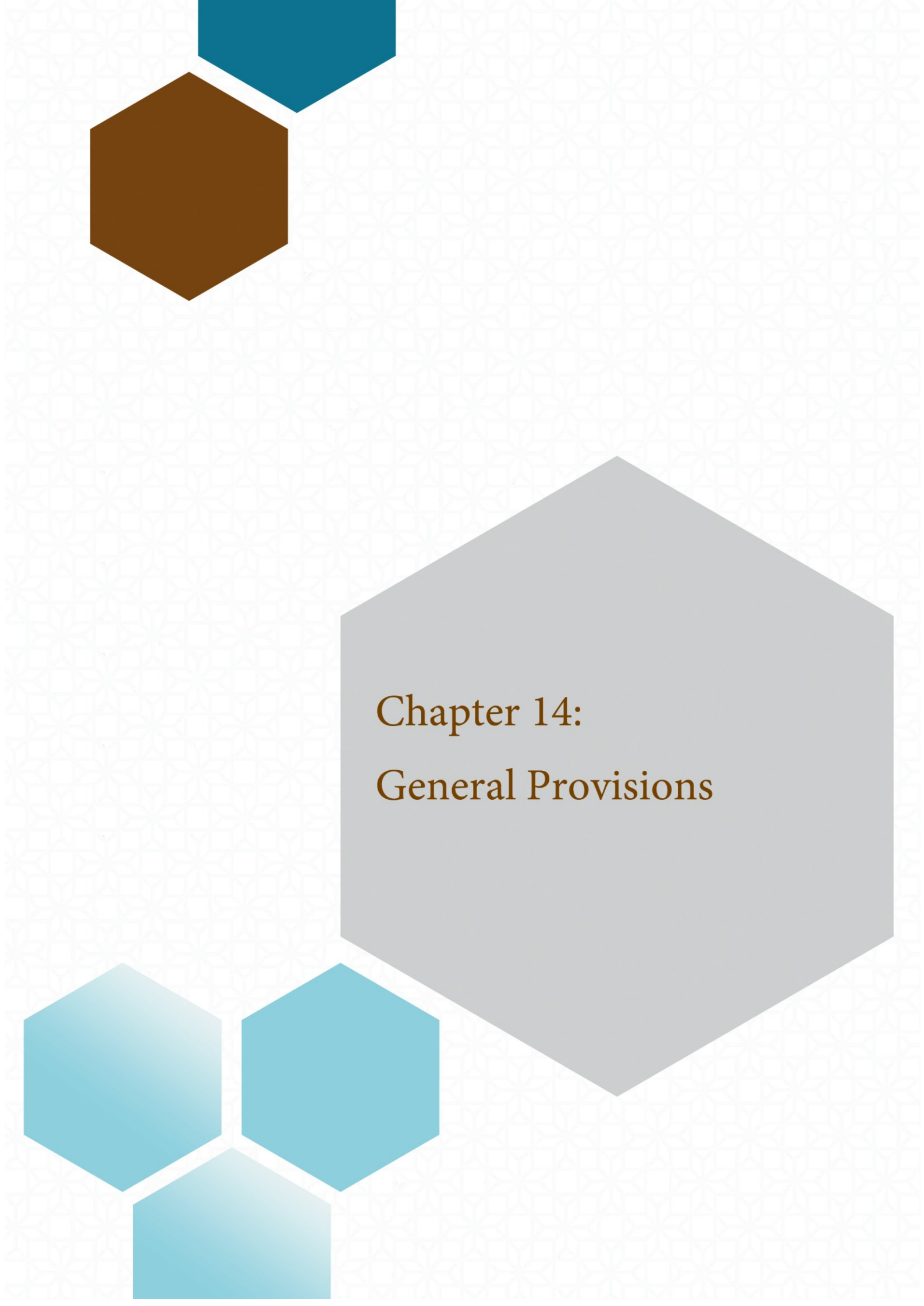
- The Oral Defense Examination Committee of the Master's thesis shall be comprised of an odd number of examiners provided that the number of examiners is not less than 3 voting members. The Chair of the Committee should be the student's Supervisor and shall serve as a non-voting member
- One member of the committee shall be from within the graduate program who holds the rank of Professor or Associate Professor and who has Graduate Faculty-supervisory status.
- One member of the committee shall be from within Qatar University but from outside of the program with experience in the field. This member shall hold the rank of Professor or Associate/Assistant Professor and shall serve as the representative of the Dean of Graduate Studies to ensure that the Oral Defense Examination procedures are compliant to the university's requirements. The representative shall notify the Office of Graduate Studies concerning any breach of the university's procedures within three days from the oral examination. This member may also be one of the internal examiners who approved the thesis for oral examination.
- One member of the committee shall be an external examiner (the same examiner who has approved the thesis for oral examination) and shall hold the rank of Professor or Associate Professor. The external examiner must have experience in the field of research related to the subject of the thesis and belong to an internationally recognized university that has no affiliation with Qatar University. The external examiner shall attend the Oral Defense Examination in person or via videoconferencing, according to the nature and requirements of the program or the Oral Defense Examination.
- The committee shall make its decision with the approval of at least two thirds of its the members.

Article ninety-five:

The Oral Defense Examination Committee of the PhD dissertation must meet the following criteria:

- The Oral Defense Examination Committee of the PhD dissertation shall be comprised of an odd number of examiners, provided that the number of examiners is not less than 3 voting members. The Chair of the Committee should be the student's Main Supervisor and shall serve as a non-voting member.
- One member of the committee shall be from within the program holding the rank of Professor or Associate Professor and shall be a member of the Graduate Faculty with Supervisory status.
- One member of the committee shall be from within Qatar University but from outside the program and have experience in the field and hold the rank of a Professor or Associate Professor. This member shall also serve as the representative of the Dean of Graduate Studies and shall ensure that the Oral Defense Examination procedures are compliant to the university's requirements and shall notify the Office of Graduate Studies of any breach of the university's procedures within three days from the Oral Defense Examination. This member may also be one of the internal examiners who has approved the research for oral examination.

- One member of the committee shall be an external examiner (the same examiner who has approved the dissertation for oral defense) and shall hold the rank of Professor. The external examiner must have significant experience in the field of research related to the subject of the dissertation and belong to an internationally recognized university that has no affiliation with Qatar University. The external examiner shall attend the Oral Defense Examination in person or via videoconferencing, according to the nature and requirements of the program or the Oral Defense Examination.
- The committee shall make its decision with the approval of at least two-thirds of its members.



Chapter 14: General Provisions

Article Ninety-Six

The Program Coordinator shall submit, at the end of each semester, a report about the progress of the graduate program to the Head of the Department, Associate Dean for Research and Graduate Studies, College Dean and Dean of Graduate Studies.

Article Ninety-Seven

1. The Deans of the Colleges, the Vice President for Academic Affairs, or the Vice President for Research and Graduate Studies may suggest research-based programs.
2. Multi-disciplinary research-based graduate programs shall be managed by a Coordination Committee whose members shall be appointed from the teaching faculty or research staff who are consider to be affiliated to the relevant departments, colleges or research centers. This Committee is supervised by the Vice President for Research and Graduate Studies

Article Ninety-Eight

Before the final approval of the Thesis/ Dissertation proposal, graduate students shall submit evidence stating their research is in compliance with the ethics of academic research such as IRB, IACUC, IBC, etc. approval if applicable.

Article Ninety-Nine

Class attendance and participation are essential to enrich the learning process, preserve academic integrity and achieve the desired outcomes of graduate courses. Therefore, graduate students shall attend all lectures.

The following rules will apply in case of absence:

1. The syllabus of each graduate study course shall include the attendance policy statement.
2. The course instructor shall detail the attendance requirements in the course syllabus and inform students in the first class.
3. Students shall inform the course instructor ahead of time, when possible, of absence. The instructor may excuse these absences if they are due, for example, to severe medical condition, family emergency, or authorized university activities.
4. Only registered students are allowed to attend classes. Non-registered students may attend after obtaining an approval from the course instructor, Dean of the college or his/her representative.

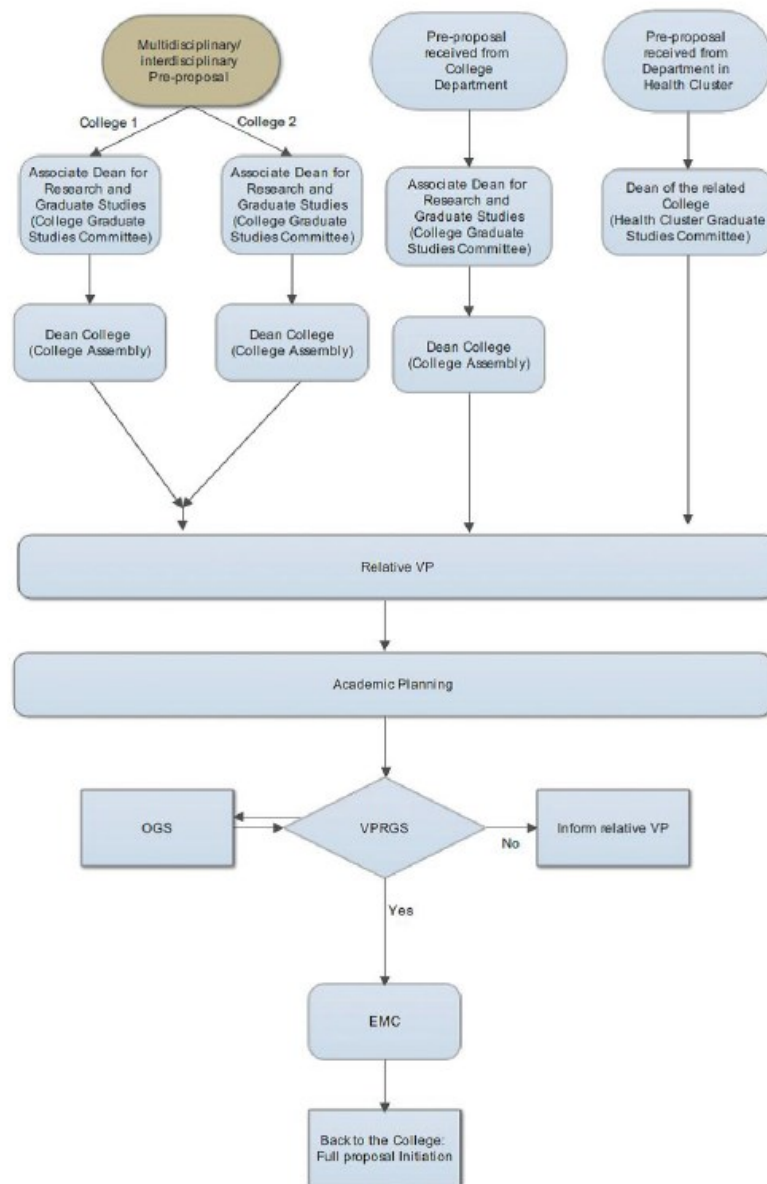
Article One Hundred

1. The Office of Graduate Studies will review graduate study programs and consider requests for program change(s) in accordance with the following table and take the necessary decision as per the following flowchart:

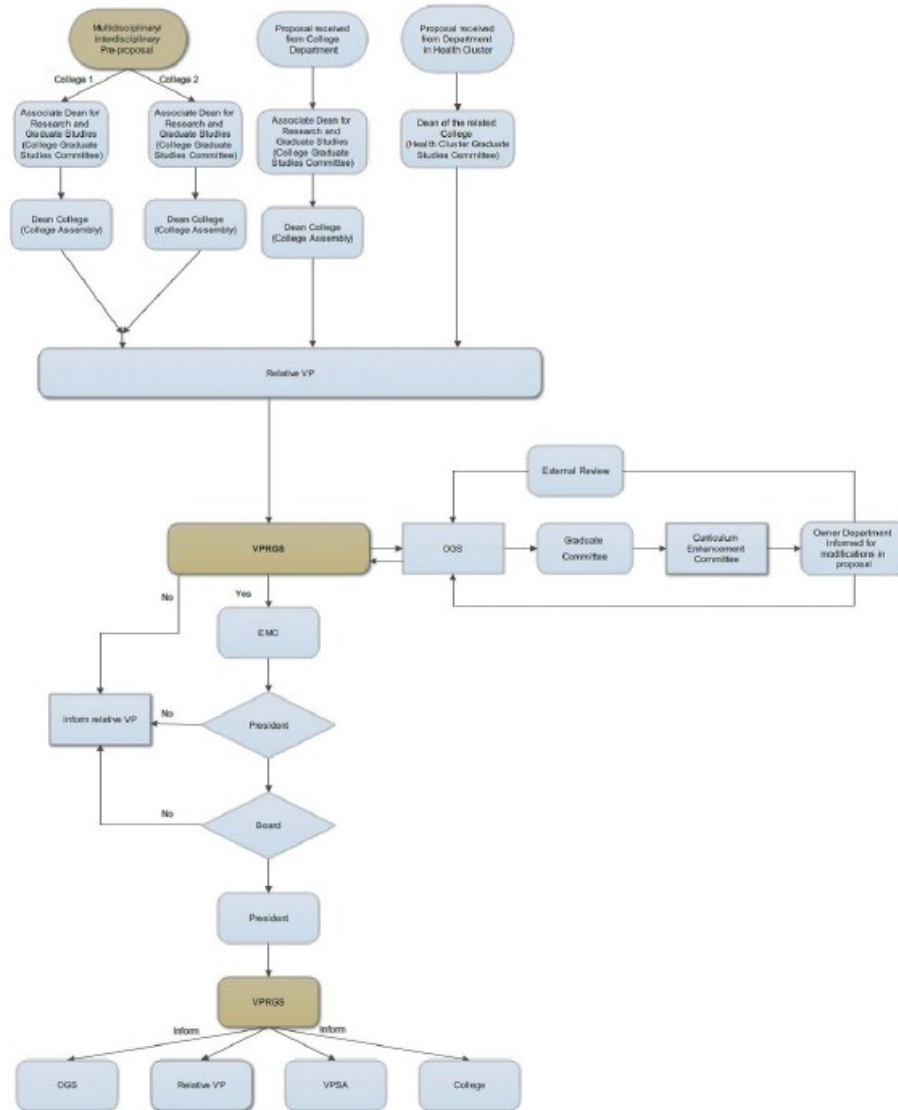
Major Change	Minor Change
Restructuring the program (Research, Professional, Executive)	Addition/ deletion of a course(s)
Changing the title of the program	Replacing a course without changing the total number of credits
Change affecting the total number of credit hours	Changing the course description
Change in program admission requirements	Changing the course pre-requisite
	Changing the Instruction/teaching language
	Addition/deletion of Concentrations / tracks

2. In case of a request for program change, all procedures shown in the following flowchart shall be followed in accordance with the regulations mentioned in this policy. The approval of the Qatar University Board of Trustees shall be obtained in case of any major changes.

New Graduate Programs Approval - Preliminary Phase



New Graduate Programs Approval - Full Proposal Phase



New Graduate Certificate Programs Approval

