

Introduction to the Office of Graduate Studies

The Office of Graduate Studies ensures graduate students' success and excellence. It aims to collaborate with the university community and stakeholders to develop students' talents, foster innovation and entrepreneurship, and promote scientific excellence. The Office of Graduate Studies has three main departments:

Academic Affairs

The Office of Academic Affairs for Graduate Studies is responsible for implementing and improving academic policies for graduate studies and reviewing academic programs. It works in collaboration with colleges and professors on the following programmes:

- Academic Policies and Programs (Unified Graduate Studies Policies).
- Academic Integrity and Academic Behavior.
- Conducting Research Responsibly.
- New Academic Programs and Graduate Degrees.
- New Programs and Review of Existing Graduate Programs.
- Program Improvement Plan.
- Review of Learning Outcomes Assessment Reports for Each Graduate Program.

Student Affairs

The Office of Student Affairs follows up with graduate students from admission to graduation. It consists of three sections:

Admission Unit: The Graduate Admission Unit works in collaboration with the Admissions Department under the Student Affairs Sector to ensure the quality of the admission process. This Unit also communicates with colleges to provide them with numbers and information about applicants. In cooperation with the Admissions Department, this Unit provides a list of accepted and rejected applicants after the end of the application period. The unit liaises with external

referees to judge the theses of graduate students.

Enrollment Unit: The Enrollment Unit serves all graduate students by enrolling in courses, increasing the capacity of closed courses, and following up the requests to change the degree. It also reviews and verifies study plans for all students who are approaching graduation, in addition to communicating with colleges to make the necessary amendments to student records. Furthermore, this unit handles requests for track changes and equivalencies for courses having alternatives, and follows them up. This unit also cooperates with the Enrollment Department in Student Affairs regarding the list of students expected to graduate each semester.

Student Support Unit: It provides TAD Services; a review of the formatting of the theses and dissertations received from students. The staff of this unit also organizes one-on-one meetings with students to guide them on what to do. Additionally, they organize different training workshops for students according to their different disciplines and language of study, to identify and avoid common mistakes that students may make.

Graduate Learning Support

The Office of Graduate Learning Support aims to assist the development of research and academic writing skills at the graduate level and enhance the graduate experience at Qatar University.

