

PhD Degree Requirements

This document states the PhD degree requirement established by Qatar University. Individual graduate programs may include additional requirements beyond what is listed here.

- 1. Program of Study:** The successful completion of an approved program of study is a fundamental University requirement for a PhD degree. The program of study is composed of 30 credit hours of courses and a minimum of 30 credit hours of dissertation. It is in the best interest of graduate students to be guided by a well-designed program of study. The program of study is planned by the student in consultation with the graduate program coordinator or academic advisor and subject for approval by the associate Dean for Graduate Studies. PhD students must submit **Study Plan Form** to the Office of the Graduate Studies no later than first week of the enrollment semester. Students must maintain continuous progress towards the degree. Students must submit **Annual Progress Report Form**.
- 2. Comprehensive Exam:** Each PhD student must pass a comprehensive examination no later than the **third semester**. Comprehensive exams are designed to assess student's intellectual ability and adequacy of past training, for scholarly research. The program will establish a comprehensive examination committee no later than the 12th week of the second semester. The program must submit a signed copy of the **Comprehensive Exam Committee Appointment Form** no later than the 12th week of the 2nd semester. Students are allowed a maximum of two attempts to pass the comprehensive examination, however the final attempt should be no later than the end of the **third Semester**. The program must submit a signed **Comprehensive Exam Report Form** no later than the end of the third semester. Students who fail the comprehensive exam twice will be dismissed from the program.
- 3. PhD Supervisory Committee:** The academic advisor in consultation with the PhD student and the Associate Dean forms a dissertation supervisory committee. The supervisory committee composed of up to five members including a renowned external member from a recognized institution outside Qatar. The Dean of Graduate Studies submits the **External Examiner Nomination Form**. The advisor completes and submits the **Supervisory Committee Appointment Form** no later than the 12th week of the 3rd Semester.
- 4. Dissertation Proposal:** All PhD students must submit a dissertation proposal. It is intended to identify an original and significant research problem, describe the research approach and mitigation plan to overcome potential pitfalls. The dissertation proposal should be defended by the **fourth semester** but no later than the **fifth semester** since admission to the PhD program. Students are allowed a maximum of two attempts to pass the dissertation proposal defense (Candidacy Exam), however the final attempt should be no later than the fifth semester. Students who fail the Candidacy Exam twice will be dismissed from the program. Students who pass the Candidacy Exam will be admitted to PhD Candidacy and will be allowed to register dissertation hours. Programs must submit the **Approval of Dissertation Proposal Form** no later than the end of the fourth semester. Programs must submit the **Admission to Candidacy Form** for students passing the candidacy exam, no later than the end of fifth semester.
- 5. Dissertation:** PhD candidates must submit a dissertation embodying original contribution to the knowledge of the field. Upon completing the dissertation work, student is ready for defending his/her work and completes the degree requirement. By the first week of the graduation semester, student must submit the **Application for Graduation Form**. The completed text of the dissertation must be provided for evaluation to the committee members by the third week of the semester. Each of the evaluators must complete and submit a signed copy of the **Examiners Evaluation Form**, no later than the 8th week of the semester. If the committee members reach consensus that the student is ready for the oral examination, the program must schedule the exam and submit the **Oral Defense Arrangement Form** and **Dissertation Announcement Form** to the Office of Graduate Studies no later than 14 working days before the dissertation defense date. The oral examination is composed of two parts. The first part is open to the University Community and the general public and the second is closed session with the examining committee members. The examination committee is composed of the supervisory committee members and one additional member appointed by the Office of Graduate Studies. All examining members must be present during the whole dissertation defense and the final vote. The final vote is casted in absence of the defending student. Within 10 days of passing the dissertation examination, the advisor and program must submit the **Oral Defense Report Form** and the **Similarity Index Approval Form**. Passing the oral examination of the dissertation doesn't imply that the dissertation is acceptable as defended. The dissertation will be approved after all corrections stipulated by the examining committee are incorporated in the dissertation. The student advisor or the chair of the committee must certify that the corrections have been made. Students must submit a **final approved dissertation, Graduation Checklist Form** and **TAD Forms**, 14 days before the end of the semester to be considered for graduation that semester. A student who fails the oral examination maybe permitted for one re-examination if recommended by the examining committee and approved by the Office of Graduate Studies. The second examination, if permitted, must be completed in the following semester.