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University of Bahrain

**Graduate Studies Regulations
and Appendices at
the University of Bahrain**

Vice President for Academic Programs/Deanship of Graduate Studies

Effective date: October 14, 2022

Postgraduate Studies Regulations

Title: University of Bahrain Graduate Studies Regulations and its Follow-up

Description of the regulations: A regulation that determines the controls and conditions for admission to graduate studies programs, the controls for studying and teaching therein, the controls for supervising scientific theses, and the controls for the student obtaining an academic qualification.

Regulation Scope: Academic Administrative Research Student
General

Regulation Status: New regulation Amendment to an Existing regulation

Accrediting Body: University of Bahrain Council

Ownership/ Regulation Responsibility: Vice President for Academic Programs and Graduate Studies/Deanship of Graduate Studies

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Classification in terms of confidentiality: General

Titles of related documents: Study and Examination regulation at the University of Bahrain, Procedures for Registering Scientific Theses, Guide for Writing Scientific Theses, Anti-Academic Plagiarism regulation. Regulations of Conduct Violations for Students of the University of Bahrain.

**University of Bahrain Council Resolution no. (736) of 2013 dated 3/14/2013
amended by Resolution no. 2043/2013 dated 11/20/2013,
and by resolutions the last of which was on October 14, 2022
regarding the Postgraduate Studies Regulations at the University of Bahrain and
its Appendices**

Date of approval by the University President/University Council: 14-3-2013

Article One

The attached provisions of the Postgraduate Studies Regulation shall be implemented, and all provisions and resolutions that conflict with it shall be cancelled.

Article Two

The Vice President for Academic Programs and Graduate Studies, the Dean of Graduate Studies, and all concerned parties, each within his/her authority, shall implement these regulations, which shall be effective from the date of its issuance or according to the date determined by the University Council.

Contents

1- The Graduate Studies Regulations at the University of Bahrain.

2- Appendices:

- (1) Thesis supervisor appointment and thesis approval form.
- (2) Supervisor's statement of the validity of the thesis for discussion.
- (3) Thesis discussion committee assignment form.
- (4) Thesis referee form.
- (5) Supervisor Statement that the student completed the modifications provided by both the internal and external examiners before the discussion of the thesis.
- (6) Thesis discussion committee decision.
- (7) Thesis modifications approval form.
- (8) Thesis revise form.
- (9) Recommendation of awarding degree.

Chapter One: Preliminary Provisions

Article (1)

These regulations shall be called the “Postgraduate Studies regulations at the University of Bahrain”.

Article (2)

The following words and phrases shall have the meanings assigned to each of them, unless the context indicates otherwise:

University: University of Bahrain

Council: Council of Postgraduate Studies

College: Any of the academic colleges at the University

Department: Any scientific department in the academic colleges

College Committee: The Postgraduate Studies Committee at the College

Department Committee: The Postgraduate Studies Committee at the Department

Postgraduate Programs: Higher Diploma, Masters, Doctorate

Chapter Two: Objectives of Postgraduate Studies

Article (3)

The postgraduate programs at the University of Bahrain seek to achieve the following:

- A- Preparing highly qualified national cadres in various fields of specialization and knowledge.
- B- Building effective scientific and professional capabilities in various sectors of society.
- C- Encouraging scientific research and linking it to the needs of society.
- D- Enhancing the scientific status of the university and linking it with other institutions inside and outside the Kingdom of Bahrain.

Chapter Three: The Organizational Structure of Graduate Studies

First: The Graduate Studies Council:

Article (4)

The President of the University forms the Graduate Studies Council headed by the Vice President for Academic and Postgraduate programs, and the membership of each of:

- A**– Dean of Graduate Studies Vice-Chairman
- B**– Dean of Admission and Registration member
- C**– Directors of graduate programs at the Deanship of Graduate Studies are members
- D**– Coordinators of the graduate committees of the colleges members

Article (5)

The Graduate Studies Council shall undertake the following tasks:

- A- Study and propose regulations related to the development of postgraduate studies, as well as the necessary procedures for their management.
- B- Study and propose rules and foundations for admission to postgraduate studies.
- C- Study and propose study plans or new academic courses for postgraduate programs, or academic amendments and reviews made to these plans.
- D- Take measures to implement and activate the postgraduate studies regulations in colleges.
- E- Prepare and approve the periodic evaluation of existing postgraduate programs in light of the quality standards approved by the university.
- F- Follow up on the affairs of postgraduate students, work to solve their academic problems, and ratify decisions related to cases of cheating, academic theft, and violations committed by them according to university regulations.

G- Review the lists of students accepted into postgraduate programs at the university based on the recommendations of the department and college councils.

H- Recommend granting students academic degrees for higher diploma, master's, and doctoral programs, according to university regulations and procedures, and submit them to the university council for ratification.

I- Approving the formation of postgraduate studies committees in colleges and departments in light of the conditions specified by the postgraduate studies regulations.

J- Everything that falls within its competence under this regulation or any related regulation.

Second: Directors of Postgraduate Programs:

(Director of Postgraduate Programs for Humanities: Colleges: Business Administration; Law; Arts; Physical Education and Physiotherapy).

(Director of Postgraduate Programs for Applied Studies: Colleges: Engineering; Science; Information Technology; Health Sciences).

Article (6)

They shall be appointed by the President of the University provided that they hold a rank not less than Associate Professor, and shall supervise the work of postgraduate studies in the various colleges, each according to his scope, and their duties shall be as follows:

A- Reviewing the formation of postgraduate committees in colleges and departments in light of the conditions specified by the Postgraduate Studies regulations.

B- Supervising and taking measures to implement the provisions of the Postgraduate Studies Regulations in colleges.

C- Following up on the affairs of postgraduate students, and working to solve problems related to their studies, in coordination with the coordinators of postgraduate programs in colleges.

D- Dealing with cases of cheating or academic theft and violations by postgraduate students according to university regulations and procedures, in coordination with the coordinators of postgraduate programs in colleges.

E- Follow up on the cases of students who are failing academically, on probation, and those who have withdrawn from graduate programs, in coordination with the coordinators of graduate programs in the colleges.

F- Any other related tasks assigned to them by the Dean of Graduate Studies.

Third: The College Graduate Studies Committee:

Article (7)

The College Council shall form a postgraduate studies committee consisting of:

A- The coordinator of the graduate studies committee in the college from the highest academic ranks in the college provided that his academic rank is not less than the rank of associate professor, and he reports to the dean of the relevant college.

B- The heads of the graduate studies committees in the academic departments, provided that their rank is not less than associate professor.

Article (8)

The coordinator of the Graduate Studies Programs Committee in the college undertakes the following tasks:

A- Follows up with the heads of the graduate studies committees in the departments to prepare studies on developing the currently offered graduate studies programs; create new graduate studies programs based on the proposals submitted by the academic departments, and verifies that these programs comply with the provisions of the Graduate Studies regulations at the University of Bahrain; present them to the Graduate Studies Committee in the college, and then make the necessary recommendations to refer them to the College Council.

B- Prepares quarterly reports on the availability of human resources and material needs for graduate studies programs to ensure the achievement of the necessary standards for accrediting graduate studies programs stipulated in Chapter Twelve of the Graduate Studies.

C- Follows up on the implementation System of the study programs for graduate studies through coordination with the heads of the graduate studies committees in the departments.

D- Prepares a comprehensive report on the progress of graduate studies programs in the relevant college at the end of each academic year to present it to the Graduate Studies Committee in the college, and submit it to the College Council.

E- Follows up on student cases and presents them to the Graduate Studies Committee in the college, and submits the recommendations of the Graduate Studies Committee in the college to the College Council to make decisions regarding them according to the regulations.

- Follows up on the approval and ratification of the recommendations of the graduate studies committees in the academic departments regarding the nomination of supervisors and examiners and the acceptance of students, and prepares comprehensive reports on the acceptance of students and the selection of those accepted in accordance with the conditions for acceptance into the program and the general conditions for acceptance into graduate studies specified by the graduate studies regulations at the University of Bahrain.

G- To be a link between the college on the one hand and the Deanship of Admission and Registration on the other hand, with regard to academic courses,

and informing students of their acceptance or non-acceptance in graduate programs.

H- To perform any other tasks assigned to him by the Dean of the College.

Article (9)

The College's Graduate Studies Committee is responsible for the following:

A- Recommending to the College Council the creation of graduate studies programs based on the proposals submitted by the academic departments.

B- Studying and reviewing new academic programs in graduate studies and recommending their approval and any amendments thereto.

C- Taking the necessary measures to implement the provisions of the Graduate Studies regulations.

Fourth: The Postgraduate Studies Committee in the Department:

Article (10)

The Department Council shall form a postgraduate studies committee consisting of (3-5) members from the faculty members of the department, taking into account in their selection the highest academic ranks, with a rank not less than associate professor, provided that it includes among its members the coordinators of the postgraduate studies programs in the department, and the committee coordinator shall report to the head of the relevant department.

Article (11)

The Postgraduate Studies Committee in the Department shall be responsible for the following:

A- Proposing postgraduate programs with a comprehensive vision for them, and submitting these proposals to the Department Council.

B- Following up on the affairs of postgraduate students in the Department and working to solve problems related to their studies.

C- Sorting admission applications and selecting those accepted according to the conditions specified in Article (12).

D- Supervising postgraduate programs in the Department and taking the necessary measures to implement the provisions of the Postgraduate Studies Regulations.

Chapter Four: Admission Requirements and Registration Procedures

Article (12)

First:

A- The applicant for postgraduate programs shall:

Hold a bachelor's degree from the University of Bahrain or from another university recognized by the competent authorities, in a specialization that qualifies him to study in the program he wishes to join, with a cumulative GPA of no less than (2.67) out of (4.0) points or its equivalent in other evaluation systems¹.

An applicant with a GPA of less than (2.67) and a minimum of (2.33) may be accepted for a bachelor's degree, provided that he/she studies specialized remedial courses determined by the relevant department. The applicant must complete them within two semesters before joining the program, provided that

his/her grade in any of them is not less than (B). In all cases, the duration of studying remedial courses is not counted within the duration of the program².

B- The applicant for the master's program and holder of a higher diploma must:

Hold a higher diploma in postgraduate studies in the required specialization from the University of Bahrain, or from another university recognized by the competent authorities with a GPA of no less than (3.0) out of (4.0) points or its equivalent in other evaluation systems.

C- The applicant for the doctoral program must:

Hold a master's degree from the University of Bahrain or from another university recognized by the competent authorities, in a specialization that qualifies him/her to study in the program applied for, with a GPA of no less than (3.0) out of (4.0) points or its equivalent in other evaluation systems.

In addition to the general conditions, the applicant must have a master's degree or its equivalent from the University of Bahrain or from another university recognized by the competent authorities, in a specialization that qualifies him to study in the program applied for, provided that his GPA in the master's degree is not less than (3.) out of (4.) or its equivalent in other evaluation systems.

Applicants who have obtained a master's degree from the University of Bahrain are exempted from remedial courses³.

Second:

The following are also required for the applicant for admission to graduate programs:

- A. To successfully pass the personal interview held by the department.
- B. To submit a recommendation from two faculty members at the university from which he graduated.
- C. To pass the written tests offered by the department to verify his academic level.

1- Or 3.34 out of 5.0, or 77%, or very good.

2-Resolution No. (393) of 2021 (September 27, 2021).

3-- Resolution (393) of 2021 (September 27, 2021).

D. To have a TOEFL certificate in the English language or its equivalent with a degree determined by the University Council, or to pass two remedial courses in the English language determined by the department that offers its programs in Arabic, and the student's admission will be cancelled if he fails to pass these two courses for the second time.

(Applicants to the PhD program who have obtained a Master's degree from the University of Bahrain are exempted from the English language exam, provided that no more than two academic years have passed since their graduation)⁴.

Article (13)

A- The Graduate Studies Committee in the department shall assign the student to study no more than three remedial courses (9 credit hours) that the committee deems necessary to raise his academic level. The department committee shall specify these courses on a special form, and the matter shall be submitted to the department and college councils for approval.

B- The hours of the remedial courses shall not be counted within the credit hours required for the higher diploma.

C- The student must complete the remedial courses by the end of the second semester of his enrollment in the program at the latest, otherwise he shall be dismissed from it.

D- The student may not begin the program courses until after completing the remedial courses.

E- A satisfactory "S" grade shall be assigned to the student who successfully completed the course, and an unsatisfactory "U" grade shall be assigned to the student who fails that course.

F- In the event that the student obtains an unsatisfactory grade "U" in any of the remedial courses, he must repeat it only once.

G- The semester in which the student studies the remedial courses is not counted within the maximum period for graduation.

Article (14)

The University Council determines each year the minimum and maximum number of students who can be accepted into the various postgraduate programs, based on the recommendation of the department and college councils and the Postgraduate Studies Council.

Article (15)

A- Applications for admission to postgraduate programs shall be submitted to the Deanship of Admission and Registration within specific time periods in the university calendar, and on special forms prepared by the Deanship of Admission and Registration, and all necessary supporting documents shall be attached.

B- Application forms shall be transferred after reviewing the conditions stated in Article (12) to the relevant college so that the relevant department may study the applications, conduct written tests and personal interviews, and verify the English language exam certificate. Then the forms and all documents shall be transferred to the College Council for approval and then transferred to the Postgraduate Studies Council.

C- The Council issues lists of the names of those accepted into the university's postgraduate programs based on the recommendation of the department and college councils, and the Deanship of Admission and Registration is responsible for announcing the names of those accepted.

Article (16)

A- A student shall not be accepted into two study programs at the same time at any stage of his university studies.

B- A student shall not be accepted into one of the postgraduate programs if he has been dismissed from another program at the University of Bahrain except after two academic years have passed since his dismissal from the program; and his acceptance shall be prohibited if the reason for dismissal is a matter related to

honor and honesty, or a matter related to behavioral violations, as stipulated in the university's behavioral violations regulations.

Article (17)

The minimum academic load for a student in one semester shall be (3) courses (9 hours), and the maximum shall be (4) courses (12) hours. The student may also register for less than (3) courses in one semester at one time during his study period. Remedial courses are exempted from the minimum, or if the student has only one course remaining from the program's courses.

Chapter Five: Academic Degrees

Article (18)

The University Council shall grant the following higher academic degrees:

A- Higher Diploma.

B- Master's Degree.

C- Doctorate Degree.

First: Higher Diploma Program:

Article (19)

The program requires studying (18-21) credit hours provided that the compulsory courses are not less than (9) credit hours, and (3) hours of them may be an in-depth research paper or an applied project.

Article (20)

The student may study two courses from another graduate program at the university, which are related to his study plan, and the approval of studying these two courses is by a decision of the College Council based on a recommendation

from the Department Council, and these two courses are counted among the elective courses (if any).

Article (21)

A- In order for a student to obtain a higher diploma degree, he must obtain a cumulative GPA of no less than (3.0) out of (4.0) according to the points system, and successfully complete all the program's courses. B- The minimum requirement for completing the higher diploma requirements is two semesters, and the maximum is five semesters.

Second: Master's Program:

Article (22)

The university offers two paths to obtain a Master's degree:

A- Master's program for holders of a higher diploma from the University of Bahrain in the same specialization. The program requires studying (33-36) credit hours, which are the credit hours that the student passed in the higher diploma program (18-21) credit hours, and studying (15) credit hours, including the master's thesis or applied project, provided that the thesis hours are not less than (6) hours.

B- Master's program for those who do not hold a higher diploma. The program requires studying (33-36) credit hours, including the master's thesis or applied project, provided that the thesis hours are not less than (6) hours.

Article (23)

The provisions of Article (20) shall apply to students of the Master's program who do not hold a higher diploma.

Article (24)

In order for a student to obtain a Master's degree, he must successfully complete all program hours and obtain a cumulative GPA of no less than (3.0) out of (4.0) according to the points system, and his thesis or applied project shall be accepted.

The student's result in discussing his thesis shall be approved with a pass/fail grade (80 points or more) and the cumulative GPA shall be calculated based on the grade he obtains in the academic courses during his studies at the Master's or Doctorate level. This decision shall apply to students accepted as of the beginning of the academic year 2019/2020⁵.

Article (25)

The maximum period for completing the requirements for a master's degree – including the higher diploma stage is eight semesters.

The student is granted an additional semester to complete the graduation requirements in the event that a committee is formed to discuss his thesis before he exhausts the maximum period of his study program, provided that the student is given a grade of (SP) for the last semester of that period⁶. The study period may be extended for a maximum of two semesters in addition to the program period, based on a report from the supervisor, a recommendation from the department council, the approval of the college council, and the approval of the Graduate Studies and Scientific Research Council. If the extension is not approved in any of the previous cases, the student will be dismissed from the program⁷.

5- Resolution no. 436/2019 dated 6/11/2019.

6- Resolution 606/2018 (10/12/2018).

7- Resolution No. (393) of 2021 dated September 27, 2021.

Third: Doctorate Program:

Article (26)

Study in the doctorate program requires the completion of (75) credit hours distributed as follows:

A- Courses of (12-51) credit hours, according to the program plan, provided that they include courses in: scientific research methods, statistics, research seminars, and specialized readings.

B- Doctoral thesis of (24-63) credit hours, according to the program plan.

Article (27) Article (20) shall be applied to PhD students.

Article (28)

In order for a student to obtain a PhD degree, he/she must obtain a cumulative GPA of no less than (3.0) out of (4.0) according to the points system, and the thesis prepared by the student must be accepted.

The student's result in discussing his/her thesis shall be approved with a pass/fail grade (80 points or more) and the cumulative GPA shall be calculated based on the grade he/she obtains in the academic courses during his/her studies at the master's or doctoral level. This decision shall be applied to students accepted as of the beginning of the academic year 2019/2020⁸.

8- Resolution no. (436/2019 dated 6/11/2019).

Article (29)

The minimum period for completing the doctoral requirements is seven semesters, and the maximum is twelve semesters.

The student is granted an additional semester to complete the graduation requirements in the event that a committee is formed to discuss his thesis before he exhausts the maximum period of his study program, provided that the student is given a grade of (SP) for the last semester of that period⁹. The study period may be extended for a maximum of two semesters in addition to the program period, based on a report from the supervisor, a recommendation from the department council, the approval of the college council, and the approval of the Graduate Studies and Scientific Research Council. If the extension is not approved in any of the previous cases, the student will be dismissed from the program¹⁰.

9- Resolution no. (606/2018) dated 12/10/2018).

10- Resolution no. (393) of 2021 dated September 27, 2021.

Chapter Six: Transfer

A- External Transfer:

Article (30)

A request by a postgraduate student to transfer from outside the university to a postgraduate program similar to the program from which he transferred may be accepted if the admission requirements for the postgraduate program at the University of Bahrain are met, as stipulated in the articles of Chapter Four of these regulations.

Article (31)

None of the courses that he previously studied and obtained a certificate or another academic degree shall be counted for the transferred student.

B- Internal Transfer:

Article (32)

A request by a postgraduate student to transfer from a postgraduate program within the university to another postgraduate program may be accepted if the admission requirements for the program to which he wishes to transfer are met, according to the following conditions:

A- He must have spent at least one semester in the program from which he wishes to transfer.

B- The student must meet the conditions stipulated in the program to which he is transferred, including written tests, personal interviews, or any other conditions approved by the department to which the student is transferred.

C- There must be available vacancies in the program to which he wishes to transfer.

Article (33)

Conditions for equivalence of courses:

The following conditions must be met for the course that the student studied at the University or at another university and wishes to have it equated:

- A. It must be equivalent in terms of content to the course required in the approved study plan.
- B. The student's grade in the course must not be less than (B) or its equivalent.

Article (34)

The number of courses required to be equated must not exceed (3) courses, and the grades of the equated courses are not included in the cumulative average.

Chapter Seven: Absence and Withdrawal
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Article (35)

A- Cases of student absence and withdrawal from study shall be dealt with in accordance with the regulations in force at the university in the first university stage, with the exception of cases where there is a text that contradicts this regulation. B- The period of postponement of study shall not exceed one semester in postgraduate programs, provided that the postponement is not in the first semester, and the period of postponement shall not be counted as part of the maximum period required to obtain the degree.

Chapter Eight: Exams and Grades

Article (36)

The minimum passing grade in graduate programs courses is a grade of (C), without prejudice to the provisions of Article (37) of this system.

Article (37)

The minimum cumulative GPA for graduation from graduate programs is (3.0) out of (4.0) points.

Article (38)

The student may retake a maximum of four courses in which he obtained a grade of less than (B) throughout his studies in graduate programs, in order to raise his cumulative GPA provided that the higher grade is calculated for him.

Article (39)

The grades of all courses studied by the student included in his study plan are calculated as pass or fail in his cumulative GPA, taking into account what is stated in Article (38).

Article (40)

A grade of (I) incomplete shall be recorded:

1- For a student who did not take a final exam in a specific course due to a compelling excuse submitted to the department within the specified period. The following cases are reasons for accepting a student's excuse for not attending the final exam provided that proof is provided:

- Health reasons.
- Being involved in a traffic accident and getting injured.
- Death of a first or second degree relative.

2- For the thesis course, the following shall be applied:

A- Obliging academic departments in colleges to implement Article (45) of the Graduate Studies Regulations at the University of Bahrain.

B- Registering the thesis course for a graduate student immediately upon completion of the courses required of him in the program.

C- A grade of (SP) shall be recorded at the end of the semester, according to the graduate students' follow-up report submitted by the supervisor.

D- Re-registering the thesis course in the remaining semesters for the student, provided that a grade of (SP) or (UP) is recorded, according to the graduate student follow-up report submitted by the supervisor.

E- If the student obtains a grade of (UP) in the thesis course twice in a row, he will be dismissed from the program ¹¹.

Chapter Nine: Warning and Dismissal

Article (41)

A graduate student shall be placed under academic warning if he does not obtain, at the end of any semester, the minimum cumulative GPA of (3.0) out of (4.0) points.

Article (42)

The student shall be permanently dismissed from the university in the following cases:

A- If he does not obtain the minimum cumulative GPA of (3.0) out of (4.0) at the end of the two semesters following his receipt of the warning.

B- If he exceeds the maximum period set for obtaining a higher diploma, master's or doctorate degree.

C- If he commits a violation that requires his dismissal according to the regulations in force at the university.

Article (43)

The provisions of the University's Code of Conduct Violations shall apply to a student who is proven to have cheated on an exam, attempted to cheat, or assisted in cheating, or who is proven to have plagiarized a scientific material related to his studies, according to what is decided by a special investigation committee formed by the dean of the relevant college to consider the case of cheating or plagiarism.

Chapter Ten: Teaching and Supervising Theses

Article (44)

A- It is required that the person who undertakes teaching and supervising theses in the doctoral program be a professor or associate professor.

B- An assistant professor may teach in postgraduate programs (Master's only) after obtaining a doctorate degree and being appointed to the rank of assistant professor at the University of Bahrain, after the approval of the department and college councils, and the approval of the Graduate Studies Council.

C- Those who hold the rank of assistant professor may supervise theses in postgraduate programs (Master's only) if one year has passed since his appointment to this rank, and he has at least two peer-reviewed research papers in his field of specialization from published or accepted research papers, even if these papers were published during the period of preparing his doctoral thesis, after the approval of the department and college councils and the approval of the Graduate Studies Council ¹².

Article (45)

The department committee recommends appointing a supervisor, approving the thesis title (or project) and its proposed plan after the student has passed all the courses required of him in the program. However, the student may register for one course when registering for the thesis course provided that this does not exceed one semester after completing the courses. The recommendation is sent to the department and college councils, and then to the Graduate Studies Council for approval.

The student is allowed to submit his thesis proposal during the first semester of his enrollment in the university ¹³.

Article (46)

The maximum number of master's or doctoral theses that a faculty member is entitled to supervise at one time and after the approval of the council is as follows:

A- (9) theses maximum; if he is a professor.

B- (6) theses maximum; if he is an associate professor.

C- An assistant professor who meets the conditions stated in Article (44) and its amendments may be a supervisor of a master's thesis only, with no more than three theses.

A main supervisor and a co-supervisor may be appointed for the thesis provided that each of them meets the conditions stated in Article (44).

The supervisor may be changed for circumstances decided by the department committee, in the same manner in which he was appointed, provided that the name of the new supervisor is sent to the department and college councils, and then to the Graduate Studies Council for approval.

Article (49)

The University Council may, upon a recommendation from the Graduate Studies Council and approval from the Department and College Councils, decide:

A- A faculty member who has obtained a sabbatical leave or unpaid leave may continue to supervise the student's thesis provided that this leave does not exceed one year.

B- A person who has previously held an academic rank in a recognized university not less than associate professor may participate in the supervision, if he is a resident of Bahrain.

Article (50)

A- In the event that the supervisor's work at the university ends for any reason, and his place of residence changes outside Bahrain, supervision must be transferred to another supervisor who meets the conditions as stated in Article (44).

B- The new supervisor shall be approved by the same mechanism through which the original supervisor was approved.

C- If the original (first) supervisor has completed an important part of the work determined by the Graduate Studies Committee in the department, his name may be retained on the thesis with the new supervisor, and the academic rank shall be taken into account in the order of names.

D- The original (first) supervisor may receive a percentage of the supervision bonus determined by the Graduate Studies Committee in the department and approved by the department, college and graduate studies councils.

Article (51)

The title of the thesis may be amended if the research circumstances so require, and the amendment shall be made in the same manner in which it was approved.

Article (52)

After the completion of the preparation of the thesis and the student's completion of all the courses specified in his study plan and obtaining the minimum required cumulative GPA (3.0) out of (4.0) points, the supervisor shall

submit to the Graduate Studies Committee in the department a detailed report on the thesis and its suitability for discussion, accompanied by two printed and laminated copies of the thesis.

Chapter Eleven: Discussion and Judgment Committee
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Article (53)

The Department's Graduate Studies Committee proposes a committee to discuss master's and doctoral theses, consisting of: an internal examiner (from within the University of Bahrain), an external examiner (from outside the University of Bahrain), and two reserve examiners whose academic ranks are not less than associate professor, in addition to the thesis supervisor.

A person who has previously held an academic rank at the University of Bahrain not less than associate professor may be an internal examiner if he resides in Bahrain. (Provided that he has not joined another academic institution, in which case he may be used as an external examiner only) ¹⁴.

A recommendation to form the committee shall be submitted to the Department Council and the College Council, and then to the Dean of Graduate Studies for final approval.

A doctoral thesis discussion committee shall be formed by the same mechanism provided that the rank of the external examiner is not less than professor.

Article (54)

After the Dean of Graduate Studies approves the formation of the committee, the Head of the Department shall send the thesis, accompanied by a copy of the Graduate Studies Evaluation Regulations, to the internal and external examiners, in order to evaluate the thesis and express an opinion on its suitability for discussion.

Article (55)

A- In the event that one or both examiners request amendments to the thesis, the supervisor shall ask the student to make the necessary amendments.

B- In the event that one of the examiners rejects the thesis, the Head of the Department shall present the thesis to another alternative reviewer who meets the same conditions as the first examiner (as stated in Article 53) and he shall be approved. If he rejects it in turn, the thesis shall be deemed incomplete, and the student shall be considered to have failed, and shall be granted one semester to re-discuss it again. If he fails a second time, he shall be dismissed from the university.

Article (56)

If the internal examiner and the external examiner agree on the validity of the thesis, the department committee completes the discussion procedures.

Article (57)

The discussion and judging committee consists of:

- 1- The supervisor as a member.
- 2- The internal examiner as a member.
- 3- The external examiner as a member.

(Provided that the chairmanship of the discussion session is for the highest and most senior in academic rank among the examiners).

Article (58)

The head of the relevant department shall send an invitation to the examiners, in coordination with the coordinator of the postgraduate studies committee in the department and the supervisor, specifying the date of the discussion.

Article (59)

A- The student's discussion shall be held at the specified time and place, and the amendments that the student must make (if any) shall be specified in a report, a copy of which shall be delivered to the student, and another copy of which shall be attached to the decision of the judging and discussion committee.

B- The supervisor and the internal examiner shall verify that the student has made the specified amendments, and shall approve the report designated for that purpose.

C- The student shall submit to the department an unbound copy of his thesis.

D- The decision of the discussion and judgment committee and the decision to grant the academic degree after their approval by the department and college councils, along with an unbound copy of the thesis, shall be sent to the Graduate Studies Council within a maximum period of one month from the date of the discussion.

Article (60)

Higher diploma, master's and doctoral degrees are awarded by a decision of the University Council based on the recommendation of the Graduate Studies Council.

Article (61)

After the award decision by the University Council, the student shall submit ten bound copies of his thesis to the department for distribution to the relevant parties.

<p style="text-align: center;">Chapter Twelve: Conditions and Procedures for Accrediting Graduate Studies Programs</p>

First: The criteria required for the accreditation of postgraduate programs:

Article (62)

The academic departments and colleges concerned shall meet the following conditions when offering postgraduate programs:

A- The objectives and justifications for offering the program shall be clear and consistent with the needs of society.

B- A feasibility study shall be submitted on the society's need for the program to be offered, clarifying the need of society and its various institutions for the program and its target group.

C- There shall be an academic body responsible for teaching and supervising scientific theses, meeting the conditions stated in Article (44), provided that the program is accompanied by a report clarifying the required human needs (if any).

D- The laboratories and scientific equipment necessary to implement the program shall be available according to its requirements.

E- A comparison of the proposed program with existing programs in some reputable universities shall be provided.

Second: Administrative procedures:

Article (63)

The academic departments and colleges concerned shall take the following procedures when offering postgraduate studies:

A- Provide the Graduate Studies Council with a detailed plan for the proposed programs, including the courses and their descriptions, and the plan (divided into chapters), as well as the prerequisites for the courses, in addition to the feasibility study and the teaching load, taking into account the criteria necessary for program accreditation referred to in Article (62); and that all of this be submitted

through the college councils after obtaining a recommendation from the graduate studies committees in the departments and colleges.

B- The Graduate Studies Council studies the proposed study plans and submits a recommendation for their approval by the University Council.

C- Provide the Graduate Studies Council with the academic and practical CVs of each faculty member in the department who will undertake the task of teaching and supervising the proposed program.

Appendices



Recommendation of Awarding Degree

Form Code: UDNGS005

Student Name:		Student ID. No.	
Department:		College:	
Program:			

Department Council Recommendation

Upon the Department Council Decision number _____ issued on _____,
 The Council recommends awarding the student whose name is stated above the _____ degree
 in _____
 and this is as a result of accrediting the discussion result held on _____
 titled (stated above) with the grade _____.

Department Head Sign.:

Date:

College Council Recommendation

Upon the College Council Decision number _____ issued on _____,
 the College Council recommends awarding the student whose name is stated above, the _____
 degree.

College Dean Sign.:

Date:



Supervisor Statement on the Validity of the Thesis for Discussion

Form Code: UDNGS007

Student Name:		Student ID. No.	
Department:		College:	
Program:			
Thesis Title:			
Supervisor Name:			

Supervisor Statement

I would like to report that the student: _____
has finished preparing his/her thesis. I followed and supervised the student throughout working his/her work on the thesis. In my opinion, it achieved the research objectives and reached a good academic level to be discussed. I also reviewed the final version of the thesis before printing it and approved printing. The thesis has no mistakes, neither in the scientific content nor in the language. Also, the thesis is consistent and coherent in its content, and in line with the academic standards in terms of research building, quoting techniques, resource reference accuracy, and techniques for writing resources.

Upon what is stated and applying article (52) in the Postgraduates Regulation at the University of Bahrain, I attach (2) copies of the thesis printed and covered. Kindly, apply the procedures to suggest the internal and external examiner, and submit it to the Graduate Studies Council for final approval.

Best regrade,,,

Supervisor Name:	
Signature:	
Date:	



**Supervisor Statement that student completed the modifications
provided by both the internal and external examiners before
the discussion of the thesis**

Form Code: UDNGS009

Student Name:		Student ID. No.	
Department:		College:	
Program:			
Thesis Title:			

Supervisor Statement

I would like to report that the student: _____

has carried out all the required modifications requested by the internal and external examiners.

Please proceed with the procedures for the thesis discussion.

Best Regards,

Supervisor Name:	
Signature:	
Date:	



Thesis Discussion Committee Assignment Form

From Code: UDNGS011

Student Name:		Student ID. No.	
Program:			
Department:			
College:			
GPA:		Supervisor Name:	
Thesis Title:			

Upon the Graduate Studies Committee recommendation in the department, approving the superior's report regarding the validity of the thesis for discussion (attached), and in accordance with the Department Council decision number _____, dated _____, and in accordance with the College Council decision number _____, dated _____.

The committee suggests the following as the Discussion Committee for the student:

1.	Supervisor Name:		Academic Rank:	
2.	Associate Supervisor (if any):		Academic Rank:	
3.	Internal Examiner:		Academic Rank:	
4.	External Examiner:		Academic Rank:	
	University/Country:		Nationality:	
5.	External Examiner (Stand by1)		Academic Rank:	
	University/Country:		Nationality:	
6.	External Examiner (Stand by2)		Academic Rank:	
	University/Country:		Nationality:	
*Attach CV.				

Approved By:

P.G. Dept. Coordinator:		Sign.:		Date:	
Department Head:		Sign.:		Date:	
College Dean:		Sign.:		Date:	



Thesis Discussion Committee Decision

Form Code: UDNGS013

Student Name:	
Student ID. No.	
Department:	
College:	
Program:	
Student GPA:	
Thesis Title:	

The Discussion Committee met on _____ in _____ upon discussing the student whose details are stated above in public. The discussion committee recommends the following:

The student is awarded the grade _____ in the thesis course _____.

- Without making any changes to the thesis.
- After making the modifications attached with this decision.

Discussion Committee Members Approval:

1.	Supervisor Name:		Sign.:	
2.	Internal Examiner:		Sign.:	
3.	External Examiner:		Sign.:	



Extension Form of Study Period for Graduate Studies Students

Form Code: [UDNGS015](#)

Program:	
Department:	
College	

Student Name:		Student ID No.:	
Enrollment Date:		Current Credits:	
Credits Completed:		GPA:	
Remaining Credits:		Remaining Semesters:	
Semester:		Academic Year:	
Thesis Supervisor:			
Number of Times of the previous extension:			
Justification for extension:			

Level of student's progress in the thesis:	<input type="checkbox"/> Excellent <input type="checkbox"/> Very Good <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Weak
---	---

Notes on student performance.	
Research and studies published by the student in the subject of his thesis.	
Expected duration of finishing the thesis.	
Approval of the supervisor/academic advisor.	
Approval of the Graduate Studies Committee in the department.	
Approval of the Graduate Studies Committee in the college.	

Attachments:

- The student's grades.
- Follow-up reports from the thesis supervisor.



Thesis Modification Approval Form

Form Code: UDNGS017

Student Name:			
Student ID. No.			
Department:			
College:			
Program:			
GPA:		Supervisor Name:	
Thesis Title:			

Discussion Date: _____ **Day:** _____ required modification (attached)

We would like to report that the student has carried out all the required modifications made by the discussion committee. Upon this, we recommend awarding the student a grade _____, in the thesis course number _____ based on Discussion Committee recommendation.

Endorsement:

Advisor		Sign:		Date:	
Internal Examiner		Sign:		Date:	
Department Coordinator		Sign:		Date:	
Department Head		Sign:		Date:	
College Dean		Sign:		Date:	



Thesis Referee Form

Form Code: UDNGS019

Student Name:	
Student ID. No.	
Department:	
College:	
Program:	
Thesis Title:	

Recommendation:

- Thesis is acceptable.
- Thesis is acceptable, subject to some revisions as noted in the report.
- Thesis is rejected, as noted in the report.

Examiner Name:	
Date:	
Signature:	

Attachment: Detailed Report.



Attachments (1) _____

Student Name:	
Student ID. No.	
Department:	
College:	
Program:	
Thesis Title:	

Modifications:

Examiner Name:	
Date:	
Signature:	

Continued:



Attachments (2) _____

Student Name:	
Student ID. No.	
Department:	
College:	
Program:	
Thesis Title:	

Modifications:

Examiner Name:	
Date:	
Signature:	

Continued:



Attachments (3) _____

Student Name:	
Student ID. No.	
Department:	
College:	
Program:	
Thesis Title:	

Modifications:

Examiner Name:	
Date:	
Signature:	

Continued:



Attachments (4) _____

Student Name:	
Student ID. No.	
Department:	
College:	
Program:	
Thesis Title:	

Modifications:

Examiner Name:	
Date:	
Signature:	

Continued:



Attachments (5) _____

Student Name:	
Student ID. No.	
Department:	
College:	
Program:	
Thesis Title:	

Modifications:

Examiner Name:	
Date:	
Signature:	



Thesis Revision Form

Form Code: UDNGS021

Student Name:			
Student ID. No.:			
Department:			
College:			
Program:			
Date:			
Thesis Title:			
Supervisor Name:			
Arabic Thesis Title Revised:	Supervisor Signature:		
English Thesis Title Revised:	Supervisor Signature:		
Arabic Summary Revised:	Supervisor Signature:		
English Summary Revised:	Supervisor Signature:		
Thesis Revised:	Supervisor Signature:		
Department Approval:	<input type="checkbox"/> Approved	Head of Dept. Signature:	
College Coordinator Approval:	<input type="checkbox"/> Approved	Coordinator Signature:	
College Approval:	<input type="checkbox"/> Approved	Dean Signature:	



Thesis Supervisor Appointment and Thesis Proposal Approval Form

Form Code: UDNGS023

Program:	
Department:	
College:	

Student Information

Student Name:		Student ID:	
Enrollment Date:		Current Credits:	
Studied Credits:		Cumulative GPA:	
Mobile No.			
E-Mail:			

Thesis Information

Thesis Title:			
Supervisor:		Academic Rank:	
Co-Supervisor (If any):		Academic Rank:	
Expected Completion Date:			

Attachments: (1) Thesis Plan Proposal. (2) Student Transcript. (3) Dept. & College Decisions

Additional Remarks: _____ Signature: _____

PG Dept. Coordinator:	<input type="checkbox"/> Approved	Sign.:		Date:	
Department Approval:	<input type="checkbox"/> Approved	Sign.:		Date:	
College Approval:	<input type="checkbox"/> Approved	Sign.:		Date:	



Dissertation Deposit Form

From Code: [UDNGS025](#)

Author Name:	
Thesis Title:	
Year of Publication:	
Department:	
College:	
E-mail:	
Contact No.	

Author's Declaration: I agree to the following Conditions:

The above thesis will be available (in the University of Bahrain Library and externally) and reproduced as necessary at the discretion of the University of Bahrain. It may also be digitized by the University of Bahrain and made available via the university's repository or via other parties on the Internet.

This condition shall apply to all copies including electronic copies.

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Sign. of the Author:		Date:	
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A Follow-Up Report for Graduate Studies Students

Form Code: UDNGS027

Department:		Program:	
Student Name:		Student ID:	
Nationality:		Current GPA:	
Academic Year:		Semester:	
Studied Credits:		Studied Semesters:	
Remaining Credits:		Remaining Semesters:	
Supervisor of the Thesis (1):		Supervisor of the Thesis (2):	
Supervisor of the Thesis:		Date of the Thesis registration:	

Subject		Accomplishment		
Study Plan		Accomplished	In Progress	Not Accomplished
1 st Semester		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 nd Semester		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 rd Semester		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 th Semester		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 th Semester		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 th Semester		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The level of student progress in the thesis	Excellent <input type="checkbox"/>	V. Good <input type="checkbox"/>	Good <input type="checkbox"/>	Fair <input type="checkbox"/>	Weak <input type="checkbox"/>
Notes on student's performance.					
Research and studies published by the student on the subject of his thesis.					
Expected duration of finishing the thesis.					
Approval of the Supervisor / Academic Advisor.					
Approval of the Graduate Studies Committee in the Department.					
Approval of the Graduate Studies Committee in the College.					

Form Code: UDNGS036

Thesis Mark Distribution

The intellectual content of this thesis is the product of work, and all the assistance received

Student's Name:	ID:
Thesis Title:	

Students will be assessed for their thesis report on the basis of the following items:

Item	Mark	Student's Mark
Thesis Report	70	
Thesis Viva	30	
Total	100	

Section 1: Thesis report

Students will be assessed for their thesis report on the basis of the following items:

Item	Mark	Student's Mark
a. Abstract Demonstration of a concise summary conveying the key items of the thesis.	5	
b. Introduction Demonstration of a good explanation for the problem being considered in the thesis.	10	
c. Literature Review Demonstration of an appropriate review of the relevant literature with the recent trends.	10	
d. Methods and Procedures Demonstration of a good description for the data used. Demonstration of understanding the methods and procedures implemented .	15	
e. Results, Discussion, Conclusions and Recommendations Demonstration of an appropriate presentation of the thesis results. Demonstration of a reasonable discussion about the results and their implications. Demonstration of summarizing thesis findings and extracting possible recommendations.	15	

f. References Demonstration of a complete and unified style for citation and referencing.	5	
g. Format and Specifications Demonstration of a well-structured report by adopting the university pre-determined format and specifications for thesis writing.	5	
h. Clarity and Grammar Demonstration of clarity in writing with correct grammar.	5	
Total	70	

Section 2: Discussion

Students will be assessed for their thesis viva on the basis of the following items:

Item	Mark	Student's mark
a. Background Demonstration of having a good background about the thesis	5	
b. Methodology Demonstration of understanding the details and reasoning of the implemented methodology	5	
c. Results Summary Summarization of the results appropriately	5	
d. Results Implications Interpretation of the implications of the results	5	
e. Potential Improvements Demonstration of awareness about potential improvements of the results	5	
f. Examination Panel Questions Ability to answer the questions raised by the examination panel	5	
Total	30	

Examination Panel	Name	Signature	Date
Advisor			
Internal Examiner			
External Examiner			



The Assessment Criteria

Above or Equal 80%	<ul style="list-style-type: none">• Pass without correction.• Pass with minor corrections.• Pass with major correction requires resubmission but no further oral examination.• Pass with major corrections requires resubmission and a second oral examination.• Pass subject to doing further research, resubmission and a further oral examination.
Below 80%	<ul style="list-style-type: none">• Fail.