



جامعة الإمام عبد الرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY

— عمادة الدراسات العليا —
Deanship of Graduate Studies

Guidelines academic supervision

2017 - 1438



MARKETING UNIT
وحدة التسويق
بعمادة البحث العلمي
DEANSHIP OF SCIENTIFIC RESEARCH



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Academic Supervision Guidebook

Guidelines academic supervision

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Preamble to guidelines مقدمة الدليل

The Deanship of Graduate Studies seeks to improve the advising and counselling process and maximize the benefit gained from the experiences, scientific and academic knowledge, and the research expertise of academic supervisors. The aim is to help graduate students complete their studies in accordance with the system selected by the student and the appointed time envisioned by the academic program.

The academic advising program aims to provide assistance to students by deepening their understanding of themselves, helping them realize their research capabilities, discover their drives, unlock the creative potential, mobilize their talents, find their interests and work on developing them, as well as teaching them how to solve problems with nobility and tolerance in order to help reach psychological, educational, social, professional, and academic agreement; and to use these values and concepts to achieve their goals. The academic advising process aspires to reach the best methods for studying and learning, to identify the best methods for conducting research, to care for the outstanding students, and to monitor the students who are falling behind in the educational and academic process. The process also aims to inform students of the rules and regulations within the framework of preventative guidance.

This guidebook was thereby prepared by the Deanship of Graduate Studies.

Thanks, and gratitude to everyone who contributed to this publication.

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Imam Abdulrahman Bin Faisal University 1439 - 2018

Academic Advising and Counseling

The Deanship of Graduate Studies seeks to improve the level of graduate studies in the faculties of Imam Abdulrahman Bin Faisal University to prestigious levels (locally and internationally) through quality practices, and the development of the students' abilities to assume responsibility and confidence in themselves and the institution, and maintain the student's career Academic obstacles and termination of the program within the statutory period.

1) Definition of Advising and Counseling

Academic advising is an organized process that helps students and directs them to the best way to advance in their academic career, under the responsibilities of professors in the various scientific departments. Guidance and explaining the basics of academic advising are two issues of great importance for guiding students following their enrollment in the university. (see table 1).

Table (1) Types of Academic Advising

Type of Advising	Definition	Example
Individual	Advising each student individually	In specific case (ex. Falling behind, acceleration, graduation)
Group	Advising a group of students	When the study conditions are similar at the same time collectively
Direct	Provides direct guidance and direction	Information, Advice
Indirect	Self-guidance from the student to himself	Facing problems, finding solutions, making decisions
Preventive	Pointers to protect students	Study techniques, provide material, postponement of graduation.
Remedial	preparing the student to reflect and solve problems	Inclusion and positive participation

The academic advisor was mentioned in Article forty-one of “The Preparation and Supervision of Theses” of the Unified Bulletin of Graduate Studies and its executive rules issued by the General Secretariat of the Higher Education Council in the Kingdom of Saudi Arabia, “Each graduate student shall have a scientific advisor at the beginning of his enrollment in the program to guide him in his studies, and assist him in choosing a thesis topic and preparing a research plan, in accordance with the rules of the Deanship of Graduate Studies.” Hence, this article detailed the executive rule for the university as indicated in table (2).

Table (2) Article Forty-one

Executive Rule Article Fortv-one	
The department council appoints scientific advisors from the faculty members for students enrolled in the master's and doctoral programs at the beginning of their enrollment, and their names are submitted to the Deanship of Graduate Studies in the fourth week.	41-1
Students must contact their supervisor at least once a month.	41-2
The advisor follows up on the student and contacts them when they are interrupted during the semester and informs the department.	41-3
The specialization of the academic advisor and the specialization of the student are considered when assigning a supervisor.	41-4
At the end of each semester, the advisor submits to the department head a detailed report on the student's progress, extent of seriousness in choosing the topic of the dissertation, and preparing a research plan according to the provided form.	41-5
The advisor's reports are based on examining all the student's requests for deferral, additional opportunities, or presentation of a research idea.	41-6
The advisor guides the student to choose a research idea and present it after completing 50% of the courses.	41-7

Academic advising was repeatedly mentioned in more than one practice (the fourth standard ¹ and the fifth²) of the quality standards³ (The National Commission for Academic Accreditation and Evaluation 2002, 2011).

The success of the advising process depends on a number of elements, including: the competence of the academic advisor, the commitment of the student, and the information by which counseling takes place. In order for the student to advance in the study program at the university, he/she needs accurate information about the requirements that he/she must fulfill, their different types, and about the procedures that he must follow to fulfill these requirements. Here the importance of the academic advisor appears as a source of this important information, whose role is beyond the limits of presenting it to explaining and clarifying it. This is due to the fact that the student must obtain approval from the academic advisor with regards to most decisions related to their academic career. This makes academic advising a task that requires the practitioner to have patience in follow-up, examination and scrutiny, experience, and competence and knowledge of plans regulations, and procedures.

1 The fourth criterion: Learning and teaching in item 4-6 educational assistance for students stated, "The institution must have effective systems to help students learn through academic advising, study facilities, and by following up on students' academic progress, encouraging high-performing students, and providing assistance The level of fulfillment of this criterion is measured by the extent to which the institution achieves several practices detailed in: attendance of faculty members, teaching resources, evaluation of the effectiveness of academic counseling and guidance, additional and special lessons, mechanisms for preparing students and preparing them for study, students' language skills, and responsibility for the effectiveness of programs. preparatory education, student load monitoring systems, student progress follow-up system, individual study facilities, support services available to students, and a periodic calendar that includes student feedback."

2 The fifth standard: Student Affairs Administration and Support Services states item 5-5 Counseling and medical services, "Medical and counseling services appropriate to the needs of the student community must be provided by fully qualified persons to carry out their responsibilities, while preserving students' privacy, and following effective procedures to follow up on students in need. The level of fulfillment of this criterion is measured by the extent to which the institution achieves a set of practices mentioned in detail: the necessary professional qualifications, access to services, appropriate sites for academic counseling, the provision of psychological and personal counseling services to students, the provision of appropriate protection, and effective follow-up mechanisms to ensure student care."

³ <http://www.ncaaa.org.sa/Pages/default.aspx>

The focus of the educational process and scientific research and its goal is the graduate student, and in order to provide the necessary support during his academic career, the flow of the educational plan for postgraduate studies is achieved, and the requirements of the study plan are completed within the regular time period, and in order to develop the building of self-confidence and independence in accordance with the objectives of the study program.

2) The Role and Responsibilities of the Academic Advisor (Counseling)

Academic advising provides the necessary support to the student during his academic career in order to achieve the flow of the educational plan and the study period, to complete the requirements of the study plan within the available time, and to build the future self-confidence of the student in accordance with the objectives of the study program.

An **academic advisor** is a faculty member who guides a single student or a group of postgraduate students in the academic program he is in, by meeting with the students he mentors in each new semester (or academic year). The meetings are for dialogue and consultation on educational matters pertaining to the student or the university within the member's weekly office hours (see Tables 3 and 4).

Table (3) Academic Advising Form	
Student Personal Information	
University Number:	Student Name:
Semester:	Department: Registered Program (Diploma/ Masters/ PhD/ Other)
Credit hours passed:	Academic Year:
Credit hours left:	Credit hours registered:
Academic Average:	Number of Warning (if applicable):
OTHER INFORMATION:	
The topic of the Counseling meeting between the academic advisor and the student	
a) Regarding the Academic Advisor	
<input type="checkbox"/> Knowledge of the precise requirement of the student's program	
<input type="checkbox"/> Knowledge of ways to meet requirements	
<input type="checkbox"/> Knowledge of plans	
<input type="checkbox"/> Knowledge of rules and regulations	
<input type="checkbox"/> Knowledge of procedures	
<input type="checkbox"/> Ensure the flow of the student's study plan	
<input type="checkbox"/> Completing the requirements of the student's study plan within the regulatory period	
<input type="checkbox"/> Building the student's self-confidence in accordance with the objectives and outcome of the academic program	
<input type="checkbox"/> Completing the requirements for the student to obtain the registered academic degree	
<input type="checkbox"/> Review previous plans and policies	
<input type="checkbox"/> Knowledge of the academic year and registration agenda	
<input type="checkbox"/> Participation in seminars and workshops to develop and improve counseling skills	
<input type="checkbox"/> Monitoring and following up the student's calendar	
<input type="checkbox"/> Maintaining the confidentiality of the information and academic record of the student	
<input type="checkbox"/> Ensure the students familiarity with the academic agenda and academic records	
<input type="checkbox"/> Ensure that the student creates his/her own academic advising file	

b) Regarding the Student	
<input type="checkbox"/>	Familiarizing oneself with the counseling schedule of the academic advisor (see Table 4)
<input type="checkbox"/>	Registering for academic courses
<input type="checkbox"/>	Follow-up on additions and deletions procedure
<input type="checkbox"/>	Alert when dropping a course
<input type="checkbox"/>	Notify when dropping a semester
<input type="checkbox"/>	View the re-enrollment directions
<input type="checkbox"/>	Knowledge of postponement and dropout procedures
<input type="checkbox"/>	Review the study plan
<input type="checkbox"/>	Review progress in courses
<input type="checkbox"/>	Reviewing and evaluating attendance
<input type="checkbox"/>	Inform the academic advisor of what the student prepared within the framework of his/her academic and professional goals
<input type="checkbox"/>	The Student's proposal for his/her graduation date
<input type="checkbox"/>	The student's review of his/ her executive study program
<input type="checkbox"/>	The student's review of his/ her executive study schedule
<input type="checkbox"/>	Schedule a meeting with the academic advisor every two to three weeks
<input type="checkbox"/>	Identification of important changes in the student's study program
<input type="checkbox"/>	Make sure to create a special file for academic advising
Problems that Impede the Student's Academic Progress	
<input type="checkbox"/>	Academic, study, or educational problems
<input type="checkbox"/>	Social or cultural problems
<input type="checkbox"/>	Health and psychological problems
<input type="checkbox"/>	Household or familial problems
<input type="checkbox"/>	Financial problems
<input type="checkbox"/>	Other- must be specified
Recommendation of the academic advisor;	
Date:	Signature: Academic Advisor's Name and Position:

Table (4) Academic Counseling Hours for Academic Advisors	
Academic Advisor Personal Information	
Academic Level:	Name:
Phone Number:	Office Number;
University Email:	Mobile Number:
Academic Advising Data	
Semester:	Department: Registered Program (Diploma, Masters, PhD, Other)
Number of Academic Advising Hours:	Academic Year:
Total Academic Advising Hours:	Detailing the Academic Advising Hours (among days of the week) Sunday Monday Tuesday Wednesday Thursday Other
Other Information:	

Box (1) Rules and Regulations of Graduate Studies and Other Relevant Information
 Available on the Deanship of Graduate Studies Website
<http://www.iau.edu.sa/ar/administration/deanships/deanship-of-graduate-studies>

Regulations:

- Graduate Studies Bulletin
- Comprehensive Exam Bulletin

Guidebooks:

- Graduate Studies Enrollment Guide
- Guidelines for Building, Developing, and Implementing Graduate Study Programs
- Academic Supervision
- Scholarship and Training Guide

The academic advisor must follow up the student from admission to postgraduate studies until he obtains the degree he studies in everything he needs in order to ensure the progress of the educational process and the completion of the requirements for obtaining the degree, as well as achieving the goals and outcomes of the study.

Box (2) Rules and Regulations Regarding the Student's Courses
 Available on the website of the college with the student's registered program, which can be accessed through the university website then college:
<http://www.iau.edu.sa>

- College Guide
- Study Program Guide
- Evaluation System and Grade Calculation Methods for the Major's Courses.
- Study Plan Vocab. (levels, majors, required courses)
- Course names, numbers, requirements, equivalent courses and their sequences

Each academic advisor is responsible for a group of students and is required to guide them, assist them, and be a reference and aid for them.

Box (3) Student Management of Available Time

Time management is important for drawing plans, setting priorities, and dividing activities based on the following:

- 1) Setting priorities
- 2) Establishing Free Time and Ways to Use It
- 3) Learning New Things
- 4) General Reading and Curiosity
- 5) Developing Status at Work
- 6) Designating Time for Family and Socializing
- 7) Keeping up with news and staying in touch with community
- 8) Keeping in touch with friends and others
- 9) Developing ideas for the future
- 10) Exercise and body care
- 11) Other (explain)

2-1 The Duties of an Academic Advisor

- Implying the student to review the rules and regulations of graduate studies and other relevant information available on the Deanship of Graduate Studies website (see Box 1)
- Providing academic advice and drawing the mind map (see Figure 1) that students should follow to obtain the highest grades and the most appropriate options
- Familiarizing students with evaluations systems and grade calculation methods for the major's courses (see Box 2)
- Guiding students to familiarize themselves with the study plan vocabulary (levels, majors, required courses) (see Box 2)
- Guiding the student to familiarize themselves with the names of courses, their numbers, requirements, equivalent courses and their sequence, and guiding students to the best ways to benefit from them (see Box 2).
- Assisting the student in managing the time available for lectures and the free time that he uses for reviewing and studying in the library and internet halls (see Box 3 and Table 5).

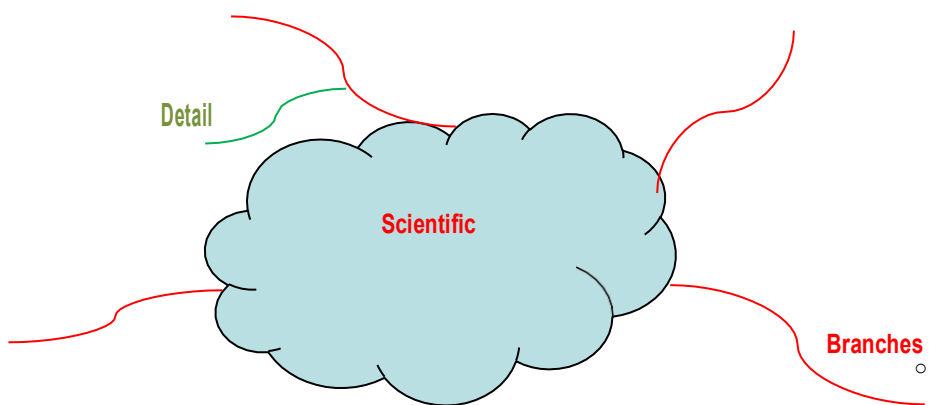


Figure (1) Mind map to help students obtain the highest grades and most appropriate options

Table (5) Weekly Time Management Schedule		
Sunday	Monday	Tuesday
Wednesday	Thursday	Saturday
Friday		
Morning	Afternoon	Evening

- Supporting the student during the examination period and assisting him, in particular, in organizing his time for good preparation for these examinations.
- Monitoring students' rates, instructing students with low averages, motivating them, and alerting them to the procedures followed in this regard (see Table 6).

Table (6) Guidance for Students with Low Averages Form				
Academic Average:	College and Major:	Educational level:	Student Name:	Academic Number:
...	
.....			(1)	Causes of the low average or academic failure:
.....			(2)	
.....			(3)	
.....			(4)	
.....			(5)	
.....			(6)	
.....			(7)	
.....			(8)	
.....			✓	Procedures to get rid of the causes of the low average and academic failure:
.....			✓	
.....			✓	
.....			✓	
.....			✓	
.....			✓	
.....			✓	
.....			✓	
Monitoring the student in the following Year:		Academic Average:		

Box (4) Different Learning Resources

A number of researchers and scholars in the department of educational means and technology in the faculties of education in universities and educational research centers believe, "Learning resource centers focus on a subsystem within a larger system, which is education technology. Therefore, it has its objectives, inputs and outputs, and many organized and interrelated processes that interact with each other to achieve educational objectives, meaning, they are a system not a place. Hence, learning resource centers are defined as: a unit within the school that contains a group of various interactive resources in order to support the educational process.

- Encourage students to increase their academic activity, use the various educational resources (see Box 4), and use and benefit from electronic means of communication.
- Planning the counseling process according to counseling tools such as designing questionnaires, applying observation lists, and counseling interviews (see Box 5).
- Encourage the student to review work constantly.
- Preparing a quarterly report for each student to be submitted to the department head (see Table 7), as well as preparing a report on the student in case of failure or low GPA in the semester (see Table 8).

Box (5) Tools for Academic Advising

- ✓ Survey design
- ✓ Notes list apps
- ✓ Counseling meetings
- ✓ Training Workshops
- ✓ Interpretation
- ✓ Aptitude, interest, and professional trend tests
- ✓ Standard
- ✓ Case Conferences
- ✓ Examinations and Research
- ✓ Case Study
- ✓ Other

Table (7) Student Quarterly Academic Advisor Report Form (Submit to the Head of the Department)

Student Number	Level	Academic Year	Academic Program	Counseling Department	Name and Rank of the Advisor
Counseling Meeting					
Meeting date:	Academic Average:	College and Major:	Academic level:	Academic Number:	Student Name:
<p>The report contains the following main points:</p> <ol style="list-style-type: none"> 1) Issues raised and discussed during the meetings 2) Main problems students face and the adopted solution strategies 3) Main laws, rules, and regulations nominated by students in group and individual meetings through the list submitted to the advisor. 4) Courses, activities, ways of motivating students, support for newcomers, done with the precision of the appropriate scientific description, if applicable 5) Other 					
Academic Advisor Signature:					
Date:					

Table (8) Student Report in Case of Failure or Low GPA Form (submit to the head of the Department)

Academic Average:	College and Major:	Academic Level:	Student Name:	Academic Number:
Identify the failure case, determine the reasons for low grades and academic delay in the semester, and explain the actions taken in this regard to find appropriate solutions for the student's condition.				
1).....				
2).....				
3).....				
4).....				
5).....				
Academic Advisor Signature:				
Date:				

2-2) Obligations of the Academic Advisor

- 1) Helping students achieve their educational goals.
- 2) Familiarity with university policies and procedures, especially with regard to the main and minor majors, as well as reviewing and following up previous plans and policies on a regular basis, upon which all efforts are built to design a study plan for students.
- 3) Know the academic year agenda and pay attention to the deadlines for registration. The academic calendar can be viewed from the Faculty of Graduate Studies website (<http://www.iau.edu.sa/ar/administration/deanships/deanship-of-graduate-studies>) by choosing the Academic Calendar icon then choose the academic calendar of the Deanship of Graduate Studies for the first semester of the academic year 1437/1438 AH (2016/2017 AD), for example.



4) Continuing the academic relationship allows the advisor to help the student in making decisions and bearing responsibility for the decision, as the academic advisor cannot make the decision for students, but can give options for the student to consider when deciding.

- 5) Allow sufficient time to provide advice and expertise to students (see Table 9).

Table (9) Counseling Meeting Form		
Academic Advisor Name	College	Department
Academic Year:		Number of Students in Counseling Group (if applicable)
Academic Number:	Student Name:	
Academic Average:	Student's Major:	
Date of the Counseling Meeting:	Academic Level:	
Counseling Meeting Topic:		
.....		
Counseling Meeting Outcomes:		
.....		
Student Signature.....		

- 6) Participation in seminars and workshops organized by the university to develop counseling skills and to find out what is happening in developing policies, procedures and needs (see Table 10).

(<http://www.iau.edu.sa/ar/administration/deanships/deanship-of-graduate-studies>) and his record can be printed at any time from the first semester until graduation.).

Table (12) Student Academic Record

التاريخ: _____

الاسم: _____

رقم الطالب: _____

التخصص: _____

حالة الطالب: _____

المعهد: _____

التاريخ: _____

التاريخ		الاسم		رقم الطالب		التخصص		حالة الطالب		المعهد	
4.11	17.01	14	14	14	14	14	14	14	14	14	14
4.20	10.02	24	24	24	24	24	24	24	24	24	24

3) Guidance for Graduate Students to Benefit from Academic Advising

Box (6) Forms of the Deanship of Graduate Studies

The forms listed on the forms page on the website (<https://www.iau.edu.sa/ar/administration/deanships/deanship-of-graduate-studies/forms>) are useful in facilitating procedures, which include:

- a) Forms of Student Affairs:
 - Postponement of Admission
 - Study Postponement
 - Additional Opportunity Added to the Regular Period for Obtaining the Degree
 - Additional Opportunity to Improve Average
- b) Dissertation Registration Forms:
 - An academic research project, appointing a supervisor, and the general framework for writing a research plan
 - Appointing an alternative supervisor
 - Supervisor Report on Thesis Preparation
 - Request allowance for books and references for graduate students
 - Request allowance for printing and binding for graduate students

Academic advising provides the necessary support to the student during his academic career in order to achieve the flow of the educational plan and the study period, to complete the requirements of the study plan within the available time, and to build the future self-confidence of the student in accordance with the objectives of the study program.

In order to achieve the maximum benefit from academic advising, students play fundamental role in the academic advising process. They are responsible for following up on their academic progress and seeking advice and guidance from academic advisors who provide assistance because of their broader experience in setting study plans to help students achieve their goals and aspirations.

To achieve this, the Deanship of Graduate Studies provides these following steps and guidelines:

3-1) Prior to Meeting the Academic Advisor the Student Must:

- To review the electronic page of the Deanship of Graduate Studies and Evidence (Box 1), which explains the college guide, (Box 2), which explains all the requirements of the department, college, and university, and to ask the academic advisor about anything unclear.
- Make an appointment with the academic advisor (Table 4). It is preferable that the interviews begin before each semester.
- Know the office hours of the academic advisor (Table 4).
- To write down all the questions concerning and related to his/her academic orientation and ask them in the academic interview (Table 8).

- To prepare and bring accurate information and data related to his/her needs before meeting with the academic advisor (Table 3).

3-2) During Counseling the Student Must (Table 1):

- Prepare a list of questions
- To give a clear idea of his/her academic and professional goals and participate transparently and openly with his/her academic advisor.
- To suggest a target date for graduation and consult his mentor on it (see Figure 2).
- To draw up with his/he academic advisor a study program with an executive study schedule for what he/she plans to study in the next two semesters (Table 3).
- To ask all the questions that cross his/her mind. An academic advisor can help best when the student has a clear vision of what he/she wants.

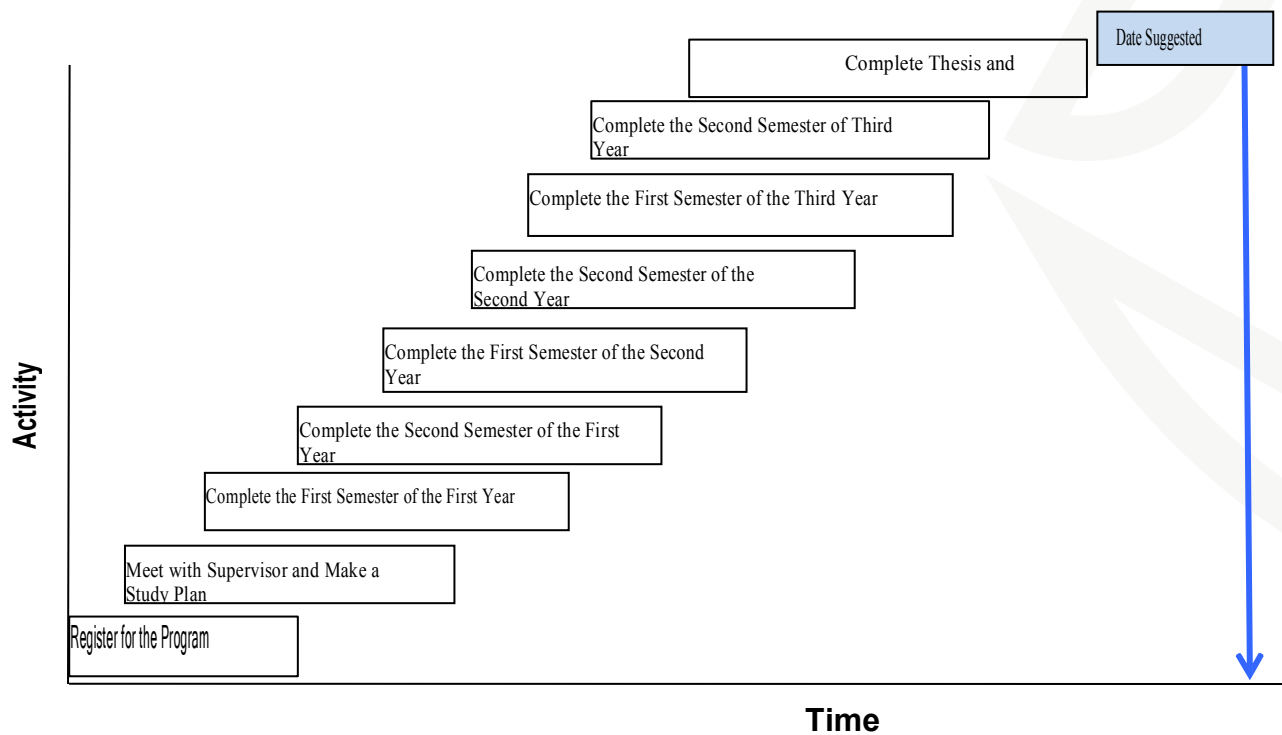


Figure (2) Henry Gantt's cognitive map (or cognitive bar chart) to suggest the student's graduation date.

3-3) Follow-up Interviews

- Implementation of what the academic advisor recommends once every two or three weeks, according to the mutual agreement.
- To call or contact the advisor electronically for any additional questions or inquiries
- To inform the academic advisor about important changes to his/her academic program that may affect his/her performance or his/her academic goals.
- Familiarity with the academic agenda, especially the critical and final dates, which are usually published on the department board
- For the student to create a file for academic guidance (see Table 13) in which copies of all relevant documents are placed so that he/she can find a quick answer to his/her questions.
- To take responsibility for his academic progress, as counseling and guidance are an important tool for success, but above all, the student is primarily responsible for his/her success.

Table (13) Student File for Academic Advising

It is better for students to create a file for academic advising on which the student's name and academic number are indicated, in order to place copies of all documents related to them so that they can find a quick answer to their questions. It is suggested that the student's academic advisory file contain the following:

- ✓ Student Information Form
- ✓ A copy of previous educational certificates for the current study.
- ✓ A copy of the civil status card or the family book.
- ✓ Course registration card
- ✓ Student certificates for semester academic and academic results or academic notices.
- ✓ Warnings
- ✓ Brief resume
- ✓ Letters of thanks, praise, and honors
- ✓ Membership certificates with scientific bodies, professional organizations, technological groups, and cultural and social forums.
- ✓ Certificates of attending seminars, workshops, courses, panel discussions, scientific conferences and exhibitions.
- ✓ Scout the student's academic career.
- ✓ Deletion and addition.
- ✓ Pledges and more.
- ✓ A list of the dates of the individual or group counseling meetings, and the minutes of the meetings signed by the membership and the attendees.
- ✓ Any other important or essential documents

Indicative Time Plan Template

A Proposal for the Scientific Departments to Adopt (The Timetable for Graduate Students to Complete Their Program)

The approved study plans for master's programs have a set duration of two years of stud and for doctoral programs are three years. Therefore, any increase in the duration of study is considered an exception and must have strong reasons to justify it. And based on the Deanship of Graduate Studies' endeavor to reduce the time period that exceeds the period of the approved study plan, and given that advance planning and interest is one of the main factors important to the success and quality of work, they are pleased to present a proposal for the indicative time plan for the graduate student to finish his/her program in the specified period. To adopt and implement them accurately in order to rationalize time, effort, and money.

Notes	Performance	Timeframe	م
	Academic advisors are determined in terms of the appropriateness of specialization and the number of admission seats by the relevant department.	The second semester of the year preceding the opening of the program (i.e. when determining programs and preparing admission seats for the following year)	1
Guidelines for the student and his academic advisor are posted on the Deanship of Graduate Studies website.	1) Students will be distributed among academic advisors. 2) Each advisor assists the student in registering courses during the registration week	The first week of the year in which the program begins. (First year of study)	2
It is very important for the advisor to review the section on the role and duties of the academic advisor on the Deanship's website.	1) Study the courses of the first semester. 2) During this period, the advisor's work is significant, as shown in the role of the advisor's duties on the Deanship's website, in particular: -Draw the knowledge map that the student should follow. - Monitoring the student's academic progress, following it up, and alerting him/her in the event of a low level.	The first semester of the first year of study	3
	1) Study the courses of the second semester. 2) Based on the results of the student in the courses of the first semester (obtaining a grade of no less than very good), the faculty member who will supervise the student is determined. The supervisor and the student work on realizing the idea of the scientific thesis project and preparing a proposal for a research plan for the thesis.	The second semester of the first year of study	4
It may be postponed to the beginning of the first semester of the second year if there is no time. As for the Ph.D., registration is postponed until after passing the comprehensive exam.	The thesis placement and supervision are recorded by the department after confirming the student's general average.	At the end of the second semester of the first year (and after the results of the student appear)	5
It is advisable to take advantage of the summer vacation period to complete the study requirements.	1) The justifications for registering the master's thesis and the decisions of the department and college councils are transferred to the Deanship of Graduate Studies for approval. 2) A comprehensive exam is held for doctoral students, while for master's students it depends on the approved plan. 3) Issuing the decision of the department and the college regarding the registration of the student's thesis in case of passing the comprehensive exam 4) Carrying out the practical part of the research or conducting corresponding studies in theoretical disciplines such as research, analysis, etc.	The first semester of the second year of study	6
Given that the regular duration of the Ph.D. is longer by a full year, it may be necessary to use the third year to write the thesis.	○ Writing a scientific thesis for a master's degree so that the thesis is submitted to the department at the end of this semester. In master's theses, it is important not to exaggerate the size of the thesis because it differs from the doctoral thesis. The aim of the master's thesis is to train the student and provide him with research and scientific analysis skills. ○ Completion of the scientific part of the research, etc., for the Ph.D.	The second semester of the second year of study	7
It is advisable to take advantage of the summer vacation to complete the study requirements.	○ To finish the practical part of the Ph.D. ○ Start writing the dissertation,	The first semester of the third year of study	8
	Completing the writing of the thesis and submitting it to the department and proposing the discussion and judgment committee	The second semester of the third year	9
- See the role of the academic advisor (counselor). -The role of the student towards academic advising			

References and Resources

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