



الجامعة السعودية الإلكترونية
SAUDI ELECTRONIC UNIVERSITY
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Joint Supervision Program

Rules and Regulations



Index	2
Preface.....	4
Definitions.....	6
Chapter one: The Program's administrative bureau.....	7
Article (1): The Program's administrative bureau.....	7
Article (2): The role of the Joint Supervision Program Committee.....	7
Article (3): The Tasks of The Program's administrative bureau.....	8
Article (4): The university's relationship with the external university.....	9
Chapter two: Affairs of accepted students in the joint supervision program.....	10
Article (5): Program admission conditions.....	10
Article (6): Students' rights.....	10
Article (7): Students Obligations.....	11
Article (8): The Period of Study.....	11
Article (9): the beginning of the study.....	11
Article (10): Extension.....	11
Article (11): Changing Majors.....	12
Article (12): Transfer to Another University.....	13
Article (13): Transitioning to a full scholarship.....	13
Article (14): Suspension and Ending the scholarship.....	13
Article (15): Withdrawal.....	14



Article (16): Dropping-out.....	14
Article (17): Exemption.....	14
Article (18): Thesis Defence.....	15
Article (19): the granted scientific degree.....	15
Chapter three: Academic Supervision.....	16
Article (20): Appointment of the external supervisor.....	16
Article (21): Obligations of the External Supervisor.....	16
Article (22): External supervisor's rights.....	16
Article (23): Local Supervisor.....	17
Article (24): Obligations of the Local Supervisor.....	17
Article (25): Local supervisor's rights.....	18
Chapter four: Visits, Scientific Trips, and Conferences.....	19
Article (26): Student's visit to the external university.....	19
Article (27): The External Supervisor's Visit to the University.....	19
Article (28): The Local Supervisor's Visit to the External University.....	19
Article (29): Visit Reports.....	19
Article (30): External Scholarship.....	19
Article (31): Scientific Trips.....	20
Article (32): Attending Scientific Conferences.....	20
Chapter five: Admission and Registration.....	21
Article (33): Joint Supervision Program Admission.....	21
Article (34): Justification for Acceptance.....	22
Article (35): Registration.....	22



• | Preface

The Saudi Electronic University has always been employing all efforts possible to ensure the success of its staff by preparing and training human cadres and specialists. Education globalization made it imperative for educational institutions to innovate new methods compatible with the educational challenges facing academic faculty. The university has put many plans forward to empower and qualify human cadres by recruiting distinguished competencies and internal and external scholarships to complete postgraduate studies and obtain a Ph.D. degree.

Many of the university's academic staff have benefited from the internal and external scholarships to complete their studies. However, some lecturers interested in scholarships both internally or abroad were faced with some challenges. The educational program for some departments were not available in local universities or because of social or familial constraints that prevent them from pursuing their studies abroad.

And based on the recommendation of His Royal Highness, the Deputy Prime Minister issued by Resolution No. 5/B/ 16918 on 25/11/407 AH, which stated the necessity "to establish determining schemes to enable female postgraduate students to qualify for PhD degree in a variety of subjects inside the Kingdom. Hence, her Excellency the University President, Prof. Lilac Alsafadi, directed a study to find alternatives for female lecturers wishing to pursue the studies and obtain a PhD degree, who do not have admission to local universities or meet some obstacles, mostly social, which prevents them from traveling abroad. According to programs and curricula with an appropriate sabbatical.



As such, the Saudi Electronic University launched the joint supervision program, which is an academic program that aims to provide the opportunity for university lecturers to obtain a doctorate degree from an international university without going abroad, in case that it is not possible for them to travel, and this is through making an agreement with an international university, thus, elevating female cadres at the university with highly qualified faculty. The program also helps to exchange experiences between internationally distinguished universities and to benefit from the potential of prominent faculty members as supervisors of lecture thesis at the university; this also leads to building strategic partnerships that serve the fields of graduate studies and scientific research at the university. Consequently, the program encourages joint scientific research and exchanging experiences between faculty members at SEU and international universities by concluding cooperation agreements with reputed international universities and experienced researchers and faculty.

And due to the unique character of the joint supervision program where the nature of the study and academic follow-up differs from that of graduate studies and scholarship. The university has established these rules and regulations, taking into account the experiences of other universities that have applied the program, such as King Saud University, King Abdulaziz University, Princess Noura University, and Jeddah University, these regulations referred to the unified regulations for Scholarships and training in regards to the period and beginning of study, extension, change of specialization, university change, transfer between universities, book allowance, printing allowance, suspension of allowance and termination of scholarship, scientific trips, and conferences. In regards to sabbatical and student allocation, it was based on the internal scholarship regulations, regarding thesis discussion and the benefits of the local and external supervisor these regulations referred to the Unified Regulations for Graduate Studies. When preparing this bylaw, it has been taken into account not to add any financial benefits not mentioned in the regulations above.

I Definitions

The words and phrases mentioned in these regulations, have the following meaning:

Program	Postgraduate program for female students of joint supervision program
Student	Female lecturer enrolled in the program
Department	The scientific department of the relevant college at the university
College	The relevant college at the university
University	Saudi Electronic University
External University	An international university in which the student is registered and agreed to take over the scientific supervision of the student's study
External supervisor	Is the appointed faculty from the international university to be the principal supervisor of the student's studies
Local supervisor	A faculty member nominated by the scientific department of the university to supervise the student's study as a co-supervisor for the external supervisor
The general supervisor of the program	The General Supervisor of Graduate Studies for female students of joint supervision and is affiliated with the Vice Presidency for Graduate Studies

• **Chapter one: The Program's administrative bureau**

Article (1): The Program's administrative bureau

The joint supervision program is affiliated with the Vice Presidency of Graduate Studies and Scientific Research, headed by the Vice President for Graduate Studies and Scientific Research.

A standing committee is formed and consists of the General Supervisor of the program, the Director of the Scholarship and Training Department, and a faculty member representing each department who has lecturers enrolled in the joint supervision program.

Article (2): The role of the Joint Supervision Program Committee

The Vice Presidency for Graduate Studies and Scientific Research is responsible for all matters regarding the joint supervision at the university and taking the necessary decisions by forming a standing committee to take these decisions regarding the following matters:

1. Suggest regulations and executive procedures that do not interfere yet complement these rules, implemented only after the approval of the Vice Presidency for Graduate Studies and Scientific Research.
2. Implement program evaluation and improvement standards periodically and submit recommendations.
3. Establish criteria complementing the program requirements.
4. Recommend and submit external universities for approval to the standing committee of scholarship and training.
5. Consider what is referred to by the University Council, the President of the University, the Vice President of Graduate Studies and Scientific Research, or the General Supervisor of the program.
6. Approve the appointment of the local supervisor based on the recommendation of the department and college council.
7. Study all issues referred by the Vice President of higher education and scientific research regarding the program.

Article (3): The Tasks of The Program's administrative bureau

1. Organize and supervise the procedures of program enrollment according to the articles mentioned in these regulating rules.
2. Follow up with students to ensure compliance with their commitments.
3. Overseeing the affairs of Students of the Joint Supervision program, studying request applications, registering in international universities, extending the study period, changing the university and supervisors, external supervisor's visits to the Kingdom, the student and her local supervisor's visit to the external university headquarter, in addition studying and evaluating the study process reports from the students' supervisors, and all things related.
4. Overseeing the local and external supervisors' performance and fulfillment of duties.
5. Support students and supervisors to fulfill their tasks and obligations.
6. Negotiate with the international university to establish agreements, then submit it to the University's Vice Presidency of Graduate Studies.
7. Negotiate with the international university to reduce tuition and research fees for each student.
8. Upon the issuance of the international university acceptance letter, to ensure it includes the name of this university, the academic degree, the general specialization, the minor specialization, the name of the external and local supervisor, the period of study, the agreed study and research fees, the date of the beginning of the study, and the date of the first student visit.
9. Provide and implement informative materials regarding the program.



Article (4): The university's relationship with the external university

- The agreement terms concluded by the university with the external universities participating in the graduate studies program for students of the joint supervision program that governs the university's relationship with the external universities, and it forms the regulative framework that defines the rights and obligations of both parties.
- The university pays the tuition fees to the external university and issues and renews the financial guarantee for the student according to the contract concluded between the two universities.
- Determining the major and minor specialization of the joint supervision students is the responsibility of the scientific departments of the concerned college at the university.
- The external university is the body responsible to grant the academic degree according to its academic terms and standards.



• **Chapter two: Affairs of accepted students in the joint supervision program.**

Article (5): Program admission conditions

1. Applicant must be Saudi.
2. The student should not exceed 35 years, and the University Council may make an exception for this condition.
3. Applicant must have a master's degree and work as a lecturer at the university.
4. Applicant must not join more than one Graduate program at the same time.
5. The program registered must be in the same field of specialization.
6. Applicant must fulfill the admission requirements for external universities, including the English Language requirement.
7. Applicant must obtain the approval of the department and college councils to join the program after fulfilling the admission requirements approved by the university.
8. Undertake to work at the university upon completion of study, equivalent to the study period at least.
9. Any other conditions approved by the Program Standing Committee.

Article (6): Students' rights

1. Graduate students in local or international universities receive their full salary with the allowance mentioned in article 21 of the Scholarship and Training Regulations.
2. At the end of each academic year, the student will be issued an economy two-way ticket from the study location to the work location, as well as her spouse, children, single daughter, and mother who is legally dependent on her, as mentioned in Article 23 of the Scholarship and Training Regulations.
3. The student shall be paid an allowance for books and scientific references annually, equivalent to one month's salary, as mentioned in article 24 of the Scholarship and Training Regulations, provided that the payment is limited to the basic study period.
4. The student is given a one-time allowance for printing and binding the thesis, in the amount of 4000 SAR as mentioned in Article 25, when discussing the thesis.
5. The university provides the equipment necessary for the student study and is not available in the program laboratories based on the supervisor's recommendation, given that the required procedures must be fulfilled.



Article (7): Students obligations

1. Not to register in more than one graduate program at the same time.
2. Travel to the external (international) university headquarters during the academic year according to the contract concluded between the two universities.
3. Submit a report on each visit to the external university to the program's administrative bureau after the external supervisor's approval.
4. Adhere to the academic and scientific rules and regulations of the accepted external university, which does not conflict with the program's regulating rules.
5. Adhere to the supervisors' instructions and advice.
6. Maintain academic progress and adherence to the research plan.
7. Submit a semi-annual report to the program's administrative bureau approved by her supervisors.
8. The student is due to work at the university after obtaining the degree for a period equaling the period she spent in the program. One part of the academic year is considered to be one full year. , or she must pay the financial fees paid by the university.

Article (8): The period of study

Based on what is stated in article 7 of the Scholarship and Training Regulation for university employees, the original study period is three years for the PhD's degree

Article (9): The beginning of the study

The beginning of the study will be after the executive decision, and it will be cancelled after three months have passed without studying from the date specified in the decision as mentioned in article 8 of the Scholarship and Training Regulations for the university employees

Article (10): Extension

The student's study period may be extended after the end of the regular period as mentioned in Article 10 of the Scholarship and Training Regulations for university employees.

Therefore, the study period may be extended after the end of the regular period, according to the following sequence:



First extension: With the approval of the University Council, according to the recommendation of the Standing Committee for Scholarship and Training, based on the recommendation of the Standing Committee for the Joint Supervision Program and the Department and College Councils for one year or less from the date of the end of her study period specified in her registration, based on the recommendation of the Standing Committee for Graduate Studies for students of joint supervision program, an executive decision is issued in this regard.

Second extension: With the approval of the University Council, according to the recommendation of the Standing Committee for Scholarship and Training, based on the recommendation of the Standing Committee for the Joint Supervision Program and the Department and College Councils for one year or less, starting from the last date of the first extension, based on the recommendation of the Standing Committee for Graduate Studies for Students of Joint Supervision program, and an executive decision is issued in this regard.

Third extension: With the approval of the University Council, according to the recommendation of the Standing Committee for Scholarship and Training, based on the recommendation of the Standing Committee for the Joint Supervision Program and the Department and College Councils, the extension is for a third year, from the last date of the second extension, an executive decision issued in this regards.

Note: the student must submit an extension request no less than four months before the end of the original study period.

Article (11): Changing majors

A student cannot change specialization unless by a decision of the University Council according to the approval of the Standing Committee for Scholarships and Training, based on the recommendation of the Standing Committee of the Joint Supervision Program, and based on the recommendation of the department and college councils and the approval of the local and external supervisor as mentioned in Article 11 of the Scholarship and Training Regulations for university employees. And in case of changing the major before the approval is issued, the student's allowances will be on hold, and suspension from the joint supervision program will be considered.



Article (12): Transfer to another university

A student is not allowed to transfer from the external university to another, except by a decision of the University Council based on the approval of the Standing Committee for Scholarships and Training, based on the recommendation of the Standing Committee of the Joint Supervision Program, and the recommendation of the department and college councils and the approval of local and external supervisor as mentioned in Article 12 of the Scholarship and Training Regulations for university employees.

Article (13): Transitioning to a full scholarship

A student can transfer to a full external scholarship with the approval of the General Committee for Scholarship and Training, and based on the recommendation of the Standing Committee of the Joint Supervision Program and based on the recommendation of the department and college councils.

Article (14): Suspension and ending the scholarship

The same regulations mentioned in Articles 27, 28, 29, 30 from the Scholarship and Training Regulation for university employees are implemented.

Accordingly, a student's admission to the external university is canceled by a decision of the University Council based on the recommendation of the Standing Committee of the Joint Supervision Program and based on the recommendation of the department and faculty councils and the approval of the local and external supervisor, as in the following cases:

- 1.If the external university recommends student withdrawal due to her inability to continue her studying based on the supervisors' reports or the Thesis committee
- 2.If the student displays a lack of commitment, based on the semi-annual reports submitted by the supervisors.
- 3.If the student's lack of commitment consists or exercises any academic misconduct or violates any articles of these regulations.
- 4.If the student dropped out, confirmed by the reports of the supervisors and the program's general supervisor.

Article (15): Withdrawal

If the university council approves to end the scholarship according to article (14), the council may dismiss the student in a period not exceeding one year from the date of her scholarship, or transfer her to an administrative position if the university needs her service, or keep her on her job, and determine the necessary period to resume her graduate studies, provided that this period does not exceed two years.

The student withdraws, and her enrollment will be terminated at the external university according to her request, and by a decision of the University Council, based on the recommendation of the Standing Committee for Scholarship and Training, the Standing Committee of the Joint Supervision Program, and the approval of the department and college councils and supervisors.

Article (16): Dropping-out

It is not allowed to drop-out of study, except with the approval of the Standing Committee for Scholarship and Training, based on the recommendation of the Standing Committee of the Joint Supervision Program, and the Department and College Councils provided that the period does not exceed six months. This period is not calculated within the maximum limit for obtaining the degree.

Article (17): Exemption

According to the Scholarship and Training Regulation for university employees in article (19) in the internal scholarship affairs, the student can be assigned to a local university with administrative responsibilities or teaching loads appropriate to her scientific major. During the student's study she can request either part-time or full-time exemption.



1.Part-time

Exemption:

The part-time exemption is implemented for students of the joint supervision program once her registration is issued, provided that it does not exceed three teaching units assigned to her during the part-time period, as following:

- Giving priority to the student of joint supervision in teaching classes with small numbers.
- During the exam period, she monitors her courses only.
- Students are not assigned teaching load during part-time as in the following cases:

- 1.Enrolment in courses or classes in their field of specialization.
- 2.The need to travel to visit the external university based on the external or local supervisor's instruction (submit a report about her visit later) in order to attend lectures in her specialization, meet with the external supervisor to follow up her study process, or attend some prerequisite courses.
- 3.A student is not granted a part-time assignment if the regular period of study, including extension, is exceeded due to lack of commitment on her part.

A student may request a full-time exemption during her Phd studies, provided that this is not exceed three semesters (continuous or divided), in addition to a fourth semester granted to her when writing the thesis.

Article (18): Thesis defence

The thesis is submitted to the external supervisor after the student informs both the internal and the external supervisor committee.

The external university shall form a thesis discussion committee according to the external university's rules and regulations, and the committee's decision shall be according to these rules and regulations.

Article (19): The granted scientific degree

The external university forms a thesis discussion committee and the student informs the Deanship of Graduate Studies and the local supervisor. It also grants the academic degree according to its own terms and standards, and the decision of the committee is according to the rules and regulations of the external university.



• **Chapter three: Academic Supervision**

Article (20): Appointment of the external supervisor

The external university nominates an external supervisor from the faculty members according to their terms and rules and the conditions in the contract or agreement with them. The external supervisor is the main supervisor of the thesis.

The external supervisor's nomination depends on the approval of the department and college councils and the program's Standing committee.

It is possible to add an assistant external supervisor when needed, and the nomination is approved

Article (21): Obligations of the external supervisor

- 1.Undertake the academic supervision during the student's study period.
- 2.Visit the university annually or as agreed in the admission agreement to follow up on the student's academic and research progress, provided that the visit period is not less than three days each time.
- 3.Prepare a detailed report on the achievements of the visit as mentioned in article (27), and inform the Joint Supervising Department of any weakness in the student's academic level.
- 4.Prepare semi-annual reports on the student's studies and send them to the Joint Supervision Department.
- 5.Effective cooperation with the student, and the joint supervision management through continuous communication via the available communication channels
- 6.If the student visits the external university, the supervisor writes a report about the student's visit.

Article (22): External supervisor's rights

Based on Article 60 of the Unified Regulations for Graduate Studies in Saudi Universities, stating that it is allowed to meet the external supervisor, if needed, and with the approval of the Deanship of Graduate Studies Council of the university, and with the university request to delegate the external supervisor for master's and doctoral thesis for a maximum of three days. The beneficiary university shall bear the expenses of the supervisor according to their rank.



Article (23): Local supervisor

1. For each student, a local supervisor is appointed from faculty members in the scientific department, based on the recommendation of the Scientific Department Council and the approval of the Deans of the College and Graduate Studies and the external university. He/she is considered an assistant for the external supervisor.
2. The rank of the local supervisor must not be less than associate professor; if not possible, an assistant professor can be selected, provided that he/she has been appointed for two years and have at least two published research papers.
3. The local supervisor may be from another department within the university, provided that his/her specialization is related to the student's research.
4. The local supervisor may supervise a maximum of two students in the joint supervision program simultaneously. Provided that the total number of students supervising in the joint supervision program or graduate studies inside or outside the university does not exceed five academic theses. Each thesis in the joint supervision program is calculated as two credits for the faculty member's teaching load.
5. In case the local supervisor is unable to continue supervising, the scientific department suggests an alternative supervisor take his/her place and is authorized by the department and college councils and the program's standing committee.
6. The student has the right to submit a request to replace her local supervisor when there are valid reasons. The request must be submitted to the scientific department and approved by the department and college councils and the program's standing committee.

Article (24): Obligations of the local supervisor

The local supervisor's role will be as follow:

1. Supervise the implementation of the student's study and research plan approved by the external supervisor.
2. Help the student overcome the scientific and research difficulties and serve as the student's academic advisor throughout her academic period.
3. Coordinate with the concerned authorities regarding all the students' materials, scientific equipment, and others.
4. Submit a detailed semi-annual report about the student's academic year and reports on scientific visits to the external university as mentioned in the article (28).
5. Notify the Vice Presidency of Graduate Studies for the Joint Supervision Program about the student's academic level.



Article (25): Local supervisor's rights

1. Supervision of each thesis is calculated as two academic units.

2. If the local supervisor needs to visit the external university for thesis discussion, article 61 of the Unified Regulation for Graduate Studies in Saudi universities will be implemented. It states that if the discussant is from a different city in which the thesis is being discussed, whether she is from inside or outside the Kingdom, she will be issued a onetime payment of (1500) SAR for discussing the doctoral thesis, and the reward increases to (2500) SAR if discussant was from outside the Kingdom, as well as a two-way ticket, appropriate housing, and allowance for a maximum for two nights. The Council of Graduate Studies may add one or two nights if necessary if requires by the nature of the study and based on the recommendation of the Department and College Councils and the Standing Committee of the Program.



Chapter four: Visits, Scientific Trips, and Conferences

Article (26): Student's visit to the external university

1. Students are required to visit the external university to meet the external supervisor, discuss the thesis results, and examine some techniques related to the study. The visits are once a year (unless the regulations or the agreement with the external university states otherwise).

2. The period of each student visit is according to what is required by the external university agreements, and is determined by the local and external supervisor, and approved by the Department and College Councils and the Program Standing Committee

Article (27): The external supervisor's visit to the university

The external supervisor may visit the Saudi Electronic University in accordance with the agreement concluded between the two universities to meet the student and the local supervisor and observe the progress of the student's study and discuss the results so far in the thesis.

Article (28): The local supervisor's visit to the External University

In necessary cases, the local supervisor visits the external university during the student's visits, or during the student's thesis discussion, or annual discussion practiced in some international universities.

Article (29): Visit reports

The student and the local supervisor submit two separate reports on any visit other than the annual reports, and they are approved by the Head of the Department and the Standing Committee of the Program.

Article (30): External scholarship

A student may be granted an external scholarship to an external university once during the study period, for one year, by a decision of the Standing Committee and based on the recommendation of the Department and College Councils, and the Scholarships and Training Committee. During this period, the student is financially treated as an external scholarship student according to the regulations of the scholarship and training of university employees. The duration of this scholarship is calculated within the basic period of registration.



Article (31): Scientific trips

A student may have a scientific trip (other than visits) during her study period for one time, inside or outside the Kingdom, according to the conditions in article 15 and 20 of the Scholarship and Training Regulations for university employees as following:

- 1.The scientific trip should be at the request of the external supervisor, provided with justifications.
- 2.The approval of the Standing Committee based on the recommendation of the Department and College Councils.
- 3.The scientific trip shall not exceed three months.
- 4.If the scientific trip is inside the Kingdom, it must be under the supervision of the local supervisor, with a report on this trip.
- 5.In all cases, a student must submit a detailed report on the scientific trip to the external supervisor, with a copy to the Scientific Department and local supervisor.
- 6.The lecturer shall be on sabbatical if the scientific trip duration is more than 14 days.

Article (32): Attending scientific conferences

For one time during her study period, a student has the right to participate in a scientific conference or lecture as mentioned in article 17 of the Scholarship and Training Regulations for university employees, provided that it is directly related to her major or the subject of her research, and approved by the Standing Committee according to the recommendation of the Department and College Councils, based on the approval of the external supervisor.



• **Chapter five: Admission and Registration**

Article (33): Joint supervision program admission

The Saudi Electronic University established agreements and contracts with a number of international universities when establishing the program; upon obtaining an acceptance in one of the universities through the program, the student is registered in that university under the supervision of an external supervisor, and a local supervisor from the faculty members of the Saudi Electronic University. Also, she should complete all study aspects, such as research work, experiments, and writing the thesis, on Saudi Electronic University campus, which provides the student with everything needed; laboratories, equipment, materials, and an advanced computer lab.

Several courses are held for students in English, statistics, various computer program, specialized courses in various field of Graduate Studies, such as research methods and scientific writing, and training courses on the scientific and laboratory equipment use, preparation and analysis of samples, also reading and analyzing its results.

The student and her supervisors communicate with each other via videos and e-mail. The external supervisor visits the student, and the local supervisor, the student, and her mahram visit the external university once a year.

At the end of the study, the student submits her thesis to the examining committee at the external university. Upon acceptance, the external university solely grants a doctorate degree according to their rules and regulations.

The Department of the Joint Supervision Program supervises all academic and administrative affairs of the student' study. The SEU bears all the study costs, such as study fees in external university, and all the requirements for studying at SEU, such as equipping laboratories, purchasing advanced scientific equipment and laboratory materials; as well as training courses and travel costs of external and local supervisors, students and their mahrams.



Article (34): Justification for acceptance

- 1.The approval of the department council for the student to complete her Graduate Studies through the joint supervision program (providing reasons for joining the joint supervision program).
- 2.Curriculum vitae in English.
- 3.A copy of the bachelor's and master's degrees with transcripts (in English).
- 4.A copy of the identity card, the family card, and the passport.
- 5.A copy of appointment decision (teaching assistant/ lecturer).
- 6.Two recommendation letters from previous professors (in English).
- 7.A statement of the general major and specialized field of study for the PhD degree.
- 8.PhD research proposal.
- 9.Achieving the required score in (TOFEL) or (IELTS), according to the requirements of the external university, and its often between 6-7 for the IELTS.

Article (35): Registration

The student submits the application with the required documents to the Head of the Scientific Department to present it to the Department Council. The University Council issues their decision based on the approval of the College and Graduate Studies Deans and the Standing Committee. This decision includes determining the student's academic degree, general major and specialization, the external university that will grant the degree, and the study period. According to the external university's regulations and the conditions concluded in the contract or agreement, the external university nominates an external supervisor from its faculty members as the thesis's main supervisor.

The procedures for applying to the program will be as the following:

- 1.Application shall be submitted with the required documents to the Head of the Scientific Department to present it to the Scientific Department Council then to the College Council.
- 2.The Dean of the College shall refer the application to the Department of the Joint Supervision Program.
- 3.Upon fulfilling the admission requirements, it will be submitted to the Vice President of Graduate Studies and Scientific Research.

Registration in the joint supervision program will be by a decision of the University Council based on the recommendation of the scientific department and colleges councils, and the approval of the Standing Committee for the Joint Supervision Program. The decision includes determining the student's academic degree, general major and specialization, and the external university that will award the degree.

Note: the application is valid for one year only, until obtaining admission to the external university, otherwise, she will be automatically excluded from the joint supervision program.

