

PL- ACADEMIC-024: GRADUATION REQUIREMENTS

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Source / Authority

This policy and accompanying procedures were developed by the Office of the Vice President and Chief Academic Officer and endorsed by the University President.

The Office of the Associate Vice President for Graduate Studies and the Office of the Vice President for Student Affairs is responsible for overseeing and monitoring the implementation of this policy and accompanying procedures.

Purpose

The purpose of the graduation requirements policy is to determine standards to satisfy academic and research requirements for graduate degrees at Qatar University.

Who Should Know This Policy

- President
- Vice President
- Legal Advisor
- Dean
- Director / Departmental Head
- Faculty
- Accounting/ Finance Personnel
- Graduate Student
- All Employees

Policy Description

The graduation requirements policy determines standards that define the minimum requirements for graduation from an academic graduate program at Qatar University.

Policy Statements

Diploma Degree Requirements

1. Diploma degree students must complete a minimum of 30 credit hours of course work beyond the bachelor's degree;
2. A minimum cumulative grade point average of 2.50 at completion of the degree requirements;
3. Diploma degree students must file for graduation within three years of first registration in the graduate program. Failure will result in automatic dismissal.
4. Students must fulfill program's additional requirements if any.

Professional Graduate Degrees Requirements

1. Professional graduate degrees emphasize practical applications of the discipline and typically have the title Master of (name of discipline) or PharmD;
2. Professional Master's degree requires a minimum of 30 credit hours with a significant culminating experience, as determined by the program;
3. A minimum cumulative grade point average of 3.0 at the completion of the degree requirements;
4. Professional Master's degrees students must file for graduation within four years of first registration in the professional degree program. Failure will result in automatic dismissal;
5. Students must fulfill program's additional requirements.

Master's Degree Requirements

1. Research oriented Master's degrees are first graduate degree in a discipline culminated with a research-oriented experience. Master's students must complete 30 graduate credit hours including a maximum of 6 credit hours for thesis or 3 credit hours for closure project. Exemptions to maximum of 30 credit hours may be granted to programs with justifiable special needs;
2. A minimum cumulative grade point average of 3.00 at the completion of the degree requirements;
3. No more than 9 credit hours with B grade or higher can be transferred to Qatar University. Thesis work must be supervised by a Qatar University faculty;
4. The Thesis Examination Committee consists of at least 3 members, preferably with Graduate Supervisory Status; one member is an external to the University. The Office of the Associate Dean for Research and Graduate Studies must submit nomination for up to three external examiner who must be experienced in the field of study, preferably hold the rank of professor at an internationally recognized institution, have a record of completed supervision of thesis and have no affiliation with Qatar University. Each of the evaluators submits a signed copy of the Examiners Evaluation Form. Students must submit a final approved thesis 14 days before the end of the semester to be considered for graduation that semester. A student who fails the oral examination may be permitted for one re-examination if

recommended by the examination committee and approved by the Office of Graduate Studies. The second examination, if permitted, must be in the following semester;

5. Master's students must file for graduation within four years of first registration in the graduate program. Failure will result in automatic dismissal;
6. Master's students are expected to publish or have a confirmation of final acceptance for at least one article in reputable journal by the time they defend their thesis;
7. Students, who successfully completed the thesis hours, may register for 0 CH Thesis Defense in their terminal semester. Students fail to complete the requirement for Thesis Defense must register 0 CHs to maintain residency. Students will be charged for 1CH tuition.

Dual Degree Bachelor-Master Requirements (Accelerated Program)

1. Dual Bachelor's-Master's degrees students must fulfill all the requirements for both the undergraduate and graduate degrees. A maximum of 6 credit hours at the Master's level can be dual counted towards the Bachelor's and the Master's degrees;
2. A minimum cumulative grade point average of 3.00 on all Master's degree courses completed at Qatar University and transferred courses;
3. The degrees will be awarded separately. The Master's degree will not be awarded under any circumstance before the Bachelor's degree;
4. Students will maintain undergraduate classification until completing the Bachelor's degree requirements, upon which students will be changed to graduate status;
5. Students will be subject to academic progress standards and policies applicable to status in which the course (s) are taken;
6. Students must have completed Bachelor's degree requirements before they become eligible to apply for Graduate Assistantships;
7. The time for completing the requirements for Dual Bachelor's-Master's degrees shall not exceed eight years;
8. Students who withdraw from a dual degree program after completing the Bachelor's degree requirement and before completing the requirements for the Master's degree will receive the Bachelor's degree certificate. If at later time students decide to complete the requirements for the Master's degree they must apply for admission, be admitted automatically and then complete the requirements. The time between withdrawal and automatic admission shall not exceed one year.

PhD Degree Requirements

1. Doctoral students must complete a minimum of 60 credit hours including a minimum of 30 credit hours of dissertation and 30 credit hours of courses. The maximum accumulated credit hours in a PhD program should not exceed 70 credit hours. Deviation from the maximum credit hours may be granted to programs with justifiable special needs;
2. No more than 9 credit hours with B grade or higher can be transferred to Qatar University. Dissertation research work must be supervised by a Qatar University faculty;
3. Doctoral students seeking to change major must submit a new admission application to the intended program. The transferable credit hours of courses taken at Qatar University are subjected to the approval of the new PhD program;

4. Doctoral students must pass Comprehensive Examination. The comprehensive examination is designed to assess student's intellectual ability and adequacy of past training for scholarly research;
 - The Associate Dean for Graduate Studies or the Graduate Coordinator will hold information pre-exam meeting no later than the end of the 1st semester after enrollment in the graduate program at Qatar University;
 - The Associate Dean for Graduate Studies appoints a comprehensive examination committee no later than the 8th week of the second semester after enrollment in the graduate program at Qatar University;
 - The comprehensive examination committee must consists of at least 3 voting faculty members from the discipline, preferably Graduate Faculty with Dissertation Supervisory Status;
 - The Chair of the Comprehensive Examination Committee shall be a faculty member from outside the program who serves as an impartial representative of the academic standards. The Chair of the Committee is responsible for submitting the signed Comprehensive Examination Report Form to the Office of Associate Dean for Research and Graduate Studies;
 - The student's PhD supervisor or co-supervisor may serve as a nonvoting member on the comprehensive examination committee;
 - The comprehensive examination consists of two parts: written and oral. Students must pass both parts to pass the examination. Failing one part of the examination will result in failing the attempt. Only the failing part will be repeated in the second attempt;
 - PhD student must pass the comprehensive examination no later than the third semester in the program after enrollment in the graduate program at Qatar University;
 - Students are allowed a maximum of two attempts to pass the examination, however the final attempt should be no later than the third semester;
 - A student who fails the comprehensive examination twice will be academically dismissed from the PhD Program. The outcome of the examination is not subjected to petition;
 - No show without a valid medical emergency will automatically be recorded as a fail for the attempt;
 - The Office of the Associate Dean for Graduate Studies must submit a signed Comprehensive Exam Report Form no later than the end of the third semester;
 - Students passing the comprehensive examination will be allowed to schedule the candidacy examination in the fourth semester;
 - Students who fail the second attempt of the comprehensive exam will be allowed to complete the requirement for a master degree if the Master's degree is offered by the student's home program/department/college. All Master's degree policies shall apply;
5. Doctoral students must pass Candidacy Examination. The candidacy examination is designed to assess student's ability to complete a dissertation. One of the primary goals of the candidacy examination is to provide research direction and early feedback from the Dissertation Committee;

- All PhD students must submit a dissertation proposal. The dissertation proposal must identify an original and significant research problem, describe the research approach and mitigation plan to overcome potential pitfalls. The candidacy examination is an oral examination associated with the written dissertation proposal;
 - The Advisor in consultation with Associate Dean for Graduate Studies form the PhD advisory committee composed of up to 5 members, preferably with Graduate Supervisory Status, no later than the 12th week of the third semester after enrollment in the graduate program;
 - The Chair of the committee shall be the student's main advisor who shall be a non-voting member;
 - The committee shall have a Graduate Studies representative from the University at large who serves as an impartial representative of the academic standards. The graduate studies representative shall be a nonvoting member on the academic competency of the student;
 - If the graduate representative observes a violation in the examination procedure or academic standards, he/she must submit his/her independent report to the Office of Graduate Studies no later than one week from the conclusion of the candidacy examination;
 - The dissertation proposal should be submitted to members of the Committee at least two weeks before the examination;
 - The dissertation proposal should be defended by the fourth semester but no later than the fifth semester after enrollment in the graduate program;
 - Students are allowed a maximum of two attempts to pass the candidacy examination, however the final attempt shall be no later than the fifth semester after enrollment in the graduate program;
 - Students who fail the candidacy examination twice will be academically dismissed from the PhD Program. The outcome of the examination is not subjected to petition;
 - No show without a valid medical emergency will automatically be recorded as a fail for the attempt;
 - Students failing the second attempt are allowed to complete the requirements for Master's degree, if the Master's degree is offered by the student home program/department/college. All Master's degree policies shall apply;
 - Students who pass the candidacy examination will be admitted to PhD candidacy and will be allowed to register dissertation hours;
 - Only PhD candidates are allowed to register dissertation hours. No more than the credits stipulated in the program for dissertation hours may be applied toward the PhD degree. Doctoral candidates must register for dissertation credit each academic semester until the dissertation is completed;
6. Doctoral candidates must pass dissertation defense. The dissertation defense examination is designed to assess student's performance in carrying an independent research materialized in a dissertation;
- PhD candidates must submit a dissertation embodying original contribution to the literature in the field. Students must pass the dissertation examination to complete the PhD degree requirements;

- Doctoral students must file a dissertation and pass the dissertation defense examination within seven years of first registering in the graduate program. Failure will result in automatic dismissal;
 - The Dissertation Examination Committee consists of at least 5 members, preferably with Graduate Supervisory Status, one member is an external to the University, one member is an external to the candidate's department, one member appointed by the Office of Graduate Studies from the University at large who serves as an impartial representative of the academic standards;
 - The Office of the Associate Dean for Research and Graduate Studies must submit nomination for up to three external examiner who must be experienced in the field of study, preferably hold the rank of professor at an internationally recognized institution, have a record of completed supervision of PhD dissertations and have no affiliation with Qatar University;
 - The external examiner submits a written evaluation report for the dissertation and attends the oral defense;
 - The Chair of the dissertation examination committee shall be the candidate's advisor. The Chair of the committee and the Office of Graduate Studies representative shall be nonvoting members;
 - If the Graduate Studies representative observes a violation in the examination procedure or academic standards, he/she must submit his/her independent report to the Office of Graduate Studies no later than one week from the conclusion of the dissertation oral defense;
 - The completed text of the dissertation must be provided to the committee for evaluation by the third week of the graduation semester;
 - Each of the evaluators submits a signed copy of the Examiners Evaluation Form no later than the 8th week of the graduation semester;
 - Based on evaluation committee positive feedback, the Office of the Associate Dean schedules the oral defense;
 - Students must submit a final approved dissertation 14 days before the end of the semester to be considered for graduation that semester;
 - A student who fails the oral examination may be permitted for one re-examination if recommended by the examination committee and approved by the Office of Graduate Studies. The second examination, if permitted, must be in the following semester;
7. Doctoral students must file a dissertation and pass the dissertation defense examination within seven years of first registering in the graduate program. Failure will result in automatic dismissal;
 8. Doctoral students must publish or have a confirmation of final acceptance of two articles in reputable journals prior to filling for graduation;
 9. Students, who successfully completed the dissertation hours, may register for 0 CH Dissertation Defense in their terminal semester. Students fail to complete the requirement for Dissertation Defense must continue to register 0 CHs to maintain residency. Students will be charged for 1 CH tuition.

Discontinued Degree Programs

Students pursuing a graduate degree program that the University discontinues will be allowed to complete them within a time limit specified at the announcement of the discontinuance