



جامعة المجمعة
Majmaah University

Manual for Supervisors of MA Theses

Majmaah University

College of Education

Department of English Language

The MA Thesis Guidelines

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Supervisor's Main Rights

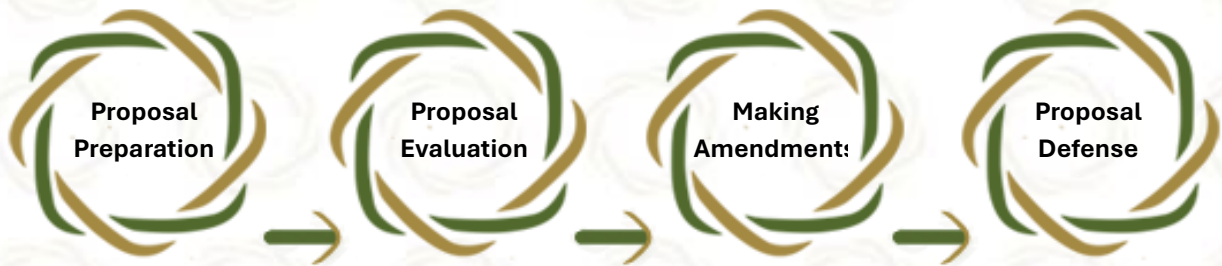
1. Serve as the primary academic reference for the student in resolving problems and difficulties encountered during the research writing process.
2. Acknowledge their academic contributions by including their name in any published research they supervised.
3. Advisees are expected to communicate effectively when contacted by their advisors.
4. Receive the financial reward for supervising the academic project.
5. Receive the financial compensation designated for members of the defense committee, as outlined in the Unified Regulations of Graduate Studies.

Duties of Supervisor

1. The duties of the supervisor include monitoring the progress of students in their research, familiarizing them with their tasks, duties, and rights, emphasizing the importance of academic research, and ensuring adherence to its ethics and methods to present the research in the best possible way.
2. Carefully read the Unified Regulations of Graduate Studies in Saudi universities, the executive rules at Al-Majmmah University, the regulations for the research project, and the Guide for Preparing Academic Theses and Research Projects. ([Thesis Structure & APA style Guide](#))- ([MA Postgraduate Student Guide](#))
3. Ensure that the student is familiar with the relevant regulations and rules.
4. Maintain academic supervision of the student after their thesis proposal has been approved.
5. Document the student's engagement and effort during the specified weekly supervision sessions ([according to the Follow-up Model proposed to monitor student achievement](#)) and submit a report on the student's progress at the end of each semester to the Program's Postgraduate Office. Take necessary actions, such as issuing warnings or canceling registration, in accordance with articles 26-52 of the Unified Regulations of Graduate Studies and their executive rules at the university.
6. The tasks of the supervisor begin with the student immediately after the approval of the project plan and the appointment as a supervisor, continuing until the thesis is completed and all regular procedures are finalized after the defense. It is appropriate to divide these tasks into three stages: tasks before the start of the project, tasks during the project, and tasks after completion.

3 Phase I: Follow-up to the Preparation of the Thesis Proposal

- The supervisor and the student are in continuous contact to prepare the thesis proposal.
- The supervisor directs the student to read the Postgraduate Student Guide and adhere to the Thesis Structure Guide.
- After the preparation of the thesis proposal, the supervisor submits the evaluation form approved by the department ([Proposal Evaluation Form](#)) to the defense committee members.
- Upon receiving the reports of the committee members, the supervisor shall send them to the student to amend the proposal before the date of the proposal defense.
- The supervisor schedules the defense of the thesis proposal, coordinates with the defense committee members and creates a link for the defense.



Phase II: Defense and Approval of the Thesis proposal

- After the defense of the research proposal and the approval of the appropriate title, it should be submitted to the Department Council along with the approval form for the title of the thesis and the appointment of a supervisor. This submission must include the title in both Arabic and English.
- The supervisor and the student must agree on the thesis title in both Arabic and English. This title will be used in all correspondence and will be the one written on the MA thesis upon completion.
- Once discussed in the Department Council meeting, the date of the meeting will be considered the official date of thesis registration and the assignment of supervision to the faculty. A copy of the meeting minutes is required for attachment to any correspondence that necessitates including the letter of assignment of supervision and thesis registration.
- For thesis registration form and assignment of supervision ([click here](#))



Phase III: Writing the Thesis



- The supervisor follows-up the student in writing the thesis. ([A Follow-up Timeline is attached](#))
- The student has to take a course in Scientific Research Ethics and obtain a certificate of the course ([please visit the Research Ethics Committee website and follow the instructions](#)).
- The student is instructed to complete the forms from the Deanship of Scientific Research, including a copy of the questionnaire and any interview questions, along with the curricula vitae of both the supervisor and the student. These documents must be signed by the supervisor and the Department Chair to obtain the IRB's approval for collecting data from the study sample.

Phase IV: Formation of the Defense Committee

First Step:

- The supervisor informs the Secretary of the Council that the student is expected to graduate in the second semester. The names of the graduating students are approved by the Department Council and the Vice Dean for Graduate Studies and Scientific Research at the college.
- After the thesis is completed, the supervisor contacts the Council secretariat to request the formation of the defense committee, submitting the appropriate form along with the curricula vitae of the supervisor and the committee members, as well as a copy of the student's thesis.
- The defense committee consists of the members who evaluated the thesis proposal.
- The Department Council reserves the right to include an alternate member if necessary.
- Defense Committee Form ([Click Here](#))



Second Step:

After the Dean of the college approves the minutes of the council meeting, the supervisor sends official correspondence to the Dean (the text of which is included below), attaching all the required documents. This correspondence is to be submitted to the College Council to request a decision on the formation of the defense committee. The required documents to be attached by the supervisor are:

1. A copy of the Department Council meeting minutes that include the thesis registration and assignment of supervision.
2. A copy of the Department Council meeting minutes that include the formation of the defense committee.
3. A copy of the final thesis.
4. Curricula vitae of all committee members, including alternates.
5. Defense Committee Form ([Click Here](#)).
6. You should check the data of all defense committee members: Triple name, Academic rank, job number (by contacting them).
7. Any correspondence is accepted only through Majmaah University's CMS.
8. Any incomplete correspondence will be returned to the advisor, and the department disclaims responsibility for any delays in the student's graduation during the specified semester.



Title of the Correspondence

عنوان المعاملة : تشكيل اللجنة النهائية لمناقشة رسالة الماجستير للطلاب... في برنامج ماجستير اللغويات التطبيقية

Text of the Correspondence

سعادة عميد كلية التربية سلمه الله
عليكم ورحمة الله وبركاته
نرفع لسعادتكم توصية مجلس قسم اللغة الانجليزية رقم وتاريخ بشأن تشكيل لجنة المناقشة النهائية للطلاب
وعنوانها حيث تشكلت اللجنة من:
د. مشرف ومقرر
د. عضوا
د. عضوا السلام
د. عضوا احتياطيا

نأمل من سعادتكم التكرم باكمال اللازم.
رئيس قسم اللغة الانجليزية
د. ماجد عبدالله الحربي

Third Step: Scheduling the Defense

1. The Vice Dean for Graduate Studies and Scientific Research at the college sends the decision to form a defense committee, issued by the College Council, to the supervisor through CMS.
2. The supervisor responds to this correspondence by attaching the defense appointment form, which includes the title of the thesis in English, all names in Arabic, and the date, time, and location of the defense. If the defense is online, a link to the session will also be included.
3. The supervisor must respond to this correspondence three working days before the defense date to allow for an announcement and publication on the college website and platform X.(Defense Appointment Form [Click here](#)).
4. After the defense, the supervisor fills out the Defense Committee Decision Form with the necessary signatures from the committee [\(Click here\)](#).
5. The supervisor follows up the student until the final amendments are made and the thesis is printed.



Phase V: Procedures for Disbursing Financial Entitlements

The supervisor will attach the following forms and requirements and send them to the Graduate Studies Committee:

1. Certificate of Achievement Form (filled out with all data) ([Click here](#)).
2. Department Council Meeting Minutes (include the thesis registration and the assignment of supervision)
3. College Council Meeting Minutes (include the Decision of Defense Committee Formation)
4. The Defense Committee Decision signed by all members of the Committee
5. Defense Committee members' IBAN numbers with the supervisor's ID in one PDF file.
6. Form of Data Ratification for Theses Supervisors and Defense Committee Members ([Click here](#))

Please pay attention to the following,

- The accuracy of the data (student university ID number and members' IBAN numbers).
- Ensure that the required dates are correct and written in Hijri only.
- Write the title of the thesis in Arabic only.
- Names should be written in full, using three components, first, second and last name.



Regulations and Rules Pertaining to the Defense of Academic

First: Requirements for Forming the Thesis Defense Committee,

1. The committee must have an odd number of members (no fewer than three), including at least one professor or associate professor, with the supervisor serving as the Committee Chair.
2. Decisions of the committee require the approval of at least two-thirds of its members.
3. The thesis examination period shall not exceed three months from the date the thesis is received by a member of the defense committee.
4. If an examiner is delayed beyond the specified period, an alternative member may be appointed by a decision of the Council of the Deanship of Graduate Studies, based on a recommendation from the Department Council and the College Council.
5. The thesis defense cannot be conducted until at least three weeks after the decision to form the defense committee is issued by the Council of the Deanship of Graduate Studies, and the defense will be public.

Second: Calculation of Student's GPA,

- The student's GPA is calculated using the designated form based on the following information:
- Each member of the defense committee assigns a grade from 0 to 100, and then the average of all grades is calculated.
- The resulting average, along with the corresponding estimated weight of 5, will be considered as follows:

Marks Obtained	Estimated Weight
From 95 to 100	5.0
From 90 to less than 95	4.75
From 85 to less than 90	4.5
From 80 to less than 85	4.0
From 75 to less than 80	3.5
From 70 to less than 75	3.0

- The points are then calculated using the following formula: (Estimated weight × number of thesis units = thesis points).
- The student's cumulative average is then determined using the following formula: Total course points + thesis points = Total course and thesis units.

Third: Overall Grade,

- The thesis is not passed unless the student deserves at least a (very good) grade on his or her overall grade.
- The overall grade when the student graduated is based on his cumulative GPA as follows:

Cumulative GPA	Overall Grade
4.5 - 5	Excellent
3.75 - < 4.5	Very good
4.75 - 5	First Class Honors
4.25 - < 4.75	Second Class Honors

Fourth: Report of the Defense Committee,

The Defense Committee shall prepare a report, signed by all its members, to be submitted to the Department Chair within one week of the defense date. The decisions of the discussion committee are made by majority, noting that announcing the decision at the defense venue does not constitute the granting of the degree. This report will follow the designated format and include one of the following recommendations:

Recommendation	Observations
Thesis accepted and degree awarded	There may be non-binding remarks
Thesis accepted with minor corrections	No further defense
Completing major corrections	Another defense required
Thesis rejected	Cancellation of student registration

Coordinator of the Graduate Studies Committee.

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Department Chair

Dr. Majed Abdullah Alharbi