

3.i. Thesis/Dissertation Supervision and Examination

Subject	Educational Programs	Effective From	Sep - 2011
Policy #	3.i.	Latest Revision	Feb - 2025
Title of The Policy	Thesis/Dissertation Supervision and Examination	Next Review	Dec - 2025
Responsible Entity	Colleges Councils	Policy Pages	6
Definitions	AAU: Al Ain University. DSRGS: Deanship of Scientific Research and Graduate Studies. College: Any of the university colleges with master's programs. Graduate Studies Committee: Graduate Studies Committee in the college. Department: Relative Academic Department, Program: Master's Program. Dean: Dean of the College. Deputy Dean: Deputy Dean of the College. Student: Graduate Student.		
Purpose	This policy outlines the procedures for the submission and evaluation of a thesis presented to fulfill a portion of the criteria for acquiring a master's degree at AAU. The policy articulates the roles and obligations of various stakeholders, including graduate students, their supervisors, academic units, the examination committee, the Dean and Deputy Dean of the college, and the Deanship of Scientific Research and Graduate Studies (DSRGS), within the supervision process.		
Scope	AAU Graduate Students.		
Statement	A student may register for the thesis only after successfully studying all the compulsory courses and an elective course, as thesis course predominantly may have a prerequisite to a compulsory course, and multiple thesis course shall follow the loop of having prerequisites from the previous thesis courses (e.g. thesis 2 will have thesis 1 as prerequisite, thesis 3 will have thesis 2 as prerequisite and so on), according to the study plan with a grade point average of at least 3.0 out of 4.0 and after getting approval from his/her academic advisor.		
Procedures	1. The student shall fill out an application and submit it to the relevant Department/Program suggesting the thesis topic and the supervisor from the teaching staff at the department/program. 2. The Department/Program Council discusses the research topic's application and novelty and suggests modification if needed. 3. The Department/Program Council appoints a staff member to supervise the students, considering the maximum number of theses the supervisor may supervise concurrently. 4. Each faculty member can supervise a maximum of six (6) students concurrently. Supervising (6) students is counted as (3) credit hours in the faculty member's workload. Specifically, half a teaching hour per semester will be counted towards the		

	faculty member's workload for supervising one thesis, with a maximum of two semesters. 5. To supervise theses or be a member of the thesis examining committee, faculty members must meet the following qualifications based on their college: • Colleges of Engineering, Pharmacy, and Business: Faculty must hold a PhD and be the first author of at least two Scopus-indexed papers in their field. • Colleges of Law, Education, Communication, and Media: Faculty must be associate or full professors with a proven record in graduate-level teaching. Assistant professors may supervise if they are the first author of two Scopus-indexed papers. 6. The minutes of the Department/Program Council are submitted to the College Council to discuss the supervision recommendations for approval. <u>Expectations of Supervisor</u> Departments and programs are responsible for encouraging and ensuring effective supervising/advising of their graduate students. Supervisors are expected to do the following: a. Interact in a professional and civil manner consistent with university policies. b. Encourage students to learn creatively and independently. c. Develop a clear understanding of specific research expectations and responsibilities, including timelines for completion of theses and dissertations. d. Provide timely feedback on students' work and progress toward a degree. e. Discuss authorship policy with graduate students before entering collaborative projects. f. Acknowledge student contributions to research presented at conferences, in publications, and in applications for copyright and patents <u>Supervision Procedures</u> 1. The supervisor shall submit a periodic report (at least once per semester) in which he/she shows the student's progress in his/her thesis to the Department Head/Program Director. 2. The supervisor sends the first draft of the thesis to the DSRGS to check for similarity index percentage and approval. 3. The supervisor submits a request to Department Head/Program Director to set a date for thesis defense and to form a committee for thesis examination. 4. The Department Head/Program Director studies the request and sends it with the appropriate documents to the Program/Department council to recommend the appointment of the examination committee. 5. The College Council studies the recommendation of the Department/Program Council to approve it or amend it. The chairman of the examination committee shall be the one with the highest rank and seniority. 6. The Deanship of the College submits the student's file to the Deans 'Council for approval. The file shall include:
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	• Minutes of the department where the supervisor commissioned. • College Council minutes for supervision approval. • A validity report from the supervisor. • Similarity Report & Approval from DSRGS. • Student record that proves he is a regular student. • The minutes of the Department/Program Council for forming the examination committee. • Minutes of the College Council for approval by the examination committee. committee • A Cover letter from the dean or deputy dean. • The supervisor, in agreement with the members of the examination committee, sets a date and place for the discussion, with a minimum of one month from the date of the decision of the Deans' Council. • When conducting the examination, the student shall be given 15-20 minutes to present his thesis, and then the chairman of the examination committee will manage the discussion. The discussion should not exceed one hour and a half including questions addressed to the student. • Upon completion of the discussion, the committee will hold a closed session to discuss and evaluate the thesis and issue the result according to the evaluation form prepared by DSRGS. • The student prepares the thesis in its final form (10 copies) according to the thesis format prepared by DSRGS. Studies and with a number of 10. (6) copies for the library (Al-Ain and Abu Dhabi) – (2) copies for the Deanship of the College (headquarters in Al-Ain and Abu Dhabi) – (1) copy for the DSRGS and (1) copy for the Graduate Studies Committee. • The Examination Committee informs the department/program about the outcome of the discussion to confirm graduation. • The department/program council recommends the graduation of the student and submits it to the college council for discussion and approval. • After approval by the College Council, the Dean or Deputy Dean shall submit the approved recommendation of graduation along with all documents to the Deans' Council for final approval. The file shall include: a. Copy of the minutes of the deans' council approval for appointing the examination committee. b. Copy of the result of the evaluation granted by the examination committee. The student's record shows that he/she is a regular student. c. The department's council minutes for the recommendation and graduation. The Department/Program and College Council's minutes for the approval of graduation. d. Cover letter. e. Copy of the thesis in its final form. <u>Composition of the Thesis Examination Committee</u> • The thesis examination committee consists of the thesis supervisor, the co-supervisor (if applicable), one internal member, and one external member. Internal and external members must meet the college's supervision requirements outlined in the Procedures
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	section and possess specialized expertise closely aligned with the thesis subject. • The committee member with the highest academic rank will serve as the head, ensuring leadership is determined by seniority.
Recent Changes	March 2024: This policy has been revised & updated as per the CAA ERT requirements (Renewal-M.Sc. in Clinical Pharmacy). October 2024: This policy has been revised & updated as per the CAA ERT requirements (Renewal-M.Sc. in Pharmaceutical Sciences).



Al Ain University

College:

Program:

The Evaluation Decision of a Master's Thesis by the Examination Committee

First: Personal Information

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Second: Date and Place of Defense

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Third: Master's Thesis Topic

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Fourth: Recommendation of the Committee

The Committee decides to:

- ☐ Accept the thesis without changes
- ☐ Accept the thesis with minor changes and require the corrections to be submitted within 3 months
- ☐ Resubmit the thesis with major changes within 6 months and reschedule the defense
- ☐ Reject the thesis with justifications given by the Committee

Fifth: Committee Approval

Name	Scientific Rank	Signature