



## **A Guide for MS Theses Preparation**

### **Introduction**

This guide is a summary of the comprehensive guide for theses/dissertations preparation published by the Deanship of Graduate Studies. This booklet is intended to enable ARC students to fully understand and grasp the requirements and methodology of thesis writing. It also describes the procedures of submitting the thesis proposal, thesis committee selection, public oral defense of thesis and uploading the thesis to online repository.

### **Thesis Advisor and Committee Selection**

1. Nominated thesis advisor must be from the ARC Department.
2. The advisor and the thesis committee members should be eligible to be in a thesis committee as per Deanship of Graduate Studies regulations.
3. MS students must select thesis advisor by mid of the second semester from enrolment.
4. Student must take the verbal approval from the nominated thesis advisor and submit the “Advisor Selection Form” including committee members to the ARC Graduate Coordinator.
5. The Master’s Thesis Committee must comprise an odd number of members, chaired by the thesis advisor.
6. It must comprise of at least three members (including advisor and if any, co-advisor).
7. Outside-of-KFUPM members in the committee should have strong research records.
8. Upon Department’s approval, student can submit Thesis Advisor Selection online through “Graduate Studies” tab in student portal.

### **Preparation of Thesis Proposal**

A student must fulfil all the requirements stated below prior to submission of his/her thesis proposal:

1. The Admission Status of the student is “Regular”: This means that a student must fulfil all the requirements for provisional admission such as submission of acceptable TOEFL/GRE scores.
2. The Degree Plan is approved: Every graduate student is required to submit his/her degree plan within the first semester of admission to the graduate program.
3. 75% of the required coursework for the degree is completed at the time of submission of thesis proposal.
4. Thesis course is registered for in the semester the proposal is submitted.
5. Seminar course is passed or registered in the semester the proposal is submitted.

## **Submission of Thesis Proposal**

The following are pre-requisites before commence the thesis proposal submission:

1. Thesis advisor selection is done and approved by the Department.
2. Committee members selection is done and approved by the Department. The CV of any external member should be submitted showing a list of ISI journal publications.
3. Student's Degree Plan is approved.
4. The proposal draft is written in a professional manner fulfilling all the requirements of a technical document such as title page, abstract, table of contents, introduction and/or background, literature survey, research problem statement, aim and objectives, research importance, methodology, and preliminary structure, bibliography, etc.
5. The draft passes the similarity check (a Similarity Report must be attached to the proposal).
6. The proposal is defended in front of the committee, and their feedback is incorporated in the updated proposal.
7. Thesis proposal submission should be done online via the student's portal to get the required approvals.

## **Thesis Defense and Submission**

1. Thesis defense could take place during the period between the second week and the 15<sup>th</sup> week of fall or spring semesters.
2. To schedule for a public defense, a student is required to secure a formal approval from the Deanship of Graduate Studies after his/her Department and thesis committee's approval.
3. The request for oral defense must be submitted to the Deanship of Graduate Studies at least two working weeks prior to the defense date.
4. The following is the checklist, to be satisfied by the student before the submission of the request for Public Oral Defense:
  - All course work is completed with a GPA of at least 3.00 out of 4.00, including the Seminar course is passed.
  - The student is registered for thesis course in the term of public oral defense.
  - The final thesis draft along with a similarity report (max of 15% similarity index is acceptable) are completed.
  - The venue of public oral defense is reserved for the duration of defense through the Registrar Office.
5. After the successful Public Oral Defense, the student should submit the "Report on Oral Defense" online via portal and the thesis committee recommends its acceptance or rejection to the Graduation Studies within two working days from the date of the public oral defense.
6. Subsequently, the student should finalize and submit the thesis write-up, after necessary corrections as recommended by the thesis committee, to the Deanship of Graduate Studies for final review and approval before arranging for the thesis binding.
7. Refer to the Graduate Studies website for the final submission requirements following thesis defense, including formatting, templates, hard and soft copy submission, and graduation requirements.

We wish you all the best in your study!