

Civil & Environmental Engineering Department, KFUPM
Important Guidelines related to Graduate Studies-Jan 29, 2024

Course Registration:

- Every semester there should be **minimum 9 credit hours** for full time students and **normally maximum 6 credit** hours for the part-time students.
- A student should get his/her **degree plan approved** before the commencement of his/her second semester.
- The **courses registered must be according to the degree plans** of the concerned programs. Until the degree plan approved, a student must get Academic Advisor's written approval of the courses which he/she wants to register. Any course(s) taken without prior approval of the Academic Advisor or outside the approved degree plan will NOT be considered towards requirements of the intended degree.
- The students must get their **deficiency courses and core courses** cleared on or before completion of their second semester.
- All graduate students should **maintain a CGPA of above 3.5**. To avoid academic warning/dismissal from the program, the grade in any course should **not go below 3.0** (i.e., not below B grade).
- For registering the **research courses** (CE 606/CE701/CE702), the proposals for these courses should be prepared in accordance to the guidelines (available on the Departmental website) and the proposals should be approved one semester before.

Clearing the ToEFL/IELTS Examination:

- All graduate students are required to clear **ToEFL/IELTS Examination** irrespective of their English language background before joining the graduate programs.
- The students must get their **ToEFL/IELTS Examination** cleared with required score before the commencement of their second semester.

Comprehensive Examination for PhD Students

- All PhD students are required to clear **Comprehensive Examination** in four different areas within their selected majors. **Note:** The **list of the areas of Comprehensive Examination** in all four majors are approval by the Departmental Council based on the recommendations made by the Departmental Graduate Committee.
- A PhD student submitting request (in accordance to the guidelines available on the Departmental website) for the Comprehensive Examination **must have completed two semesters and cleared at least 18 credit hours** after joining his/her PhD program. The students can apply for the Comprehensive Exam **during their third semester** and can appear in the Comprehensive Examination during the third semester. **Note: Passing the Comprehensive Exam is a prerequisite for registering the course CE711.**

Upgraded Scholarship

- For getting the upgraded scholarship, a student should serve 15 hours/week in his/her assignment allocated by the Department.
- Their performance will be evaluated every month by the person under whom a student on upgraded scholarship is assigned.
- Continuation on the upgraded scholarship will depend on the satisfactory performance in the assigned work.

Selection of Thesis Topic & Thesis Advisor and Approval of the Thesis Proposal

- In the **second semester** after joining the graduate program, the **Thesis Advisors will be assigned** by the Department following the approved guidelines.
- To help the students in selecting the thesis topics and advisors, the research profiles of all CEE Faculty Members are uploaded on the CEE Department's website. The concerned link will be sent shortly to all graduate students.
- Once the thesis topic and thesis advisor selected, the thesis advisor will form the thesis committee and the student can prepare the thesis proposal in accordance to the guidelines (available on the Departmental website) under the guidance of the thesis committee. After submission of the thesis proposal, a student has to make presentation for approval by the Department Graduate Committee followed by the approval of the Departmental Council before the CEE Chairman could approve and forward to the College Dean for his approval before the final approval by the Deanship of Graduate Studies.
- The thesis proposal should be accompanied by the similarity check file and one-page thesis information sheet.
- A minimum one research paper in ISI journal for a MS Thesis student and a minimum two research papers in ISI journals for a PhD Thesis student, extracted from the Thesis work, should be accepted/published before processing of the student's thesis.

Working in the Laboratories

- A student before start working in a lab, must obtain written approval through proper channel.
- Safety while working in the labs must be given top priority. Every student working in the labs must wear helmet, gloves, and safety shoes and follow all safety instructions which can be obtained by the students from the concerned lab in-charge.
- All equipment in the lab must be carefully operated to avoid damage/malfunctioning of the equipment.
- Maintaining neatness and cleanliness in the lab is mandatory for everyone using the lab facilities. Before leaving the lab, the lab should be cleaned properly and there should not be any kind of obstruction created by placing anything improperly.

General Discipline

- All students must follow the laws of the land strictly. Keep away from all activities and practices prohibited by laws.
- In a class with both male and female students, decency should be properly maintained inside and outside the class. **Note:** Regarding this, guidelines prepared by the CEE Department will shortly be circulated among the students.
- The students should refrain from unnecessary arguments and misbehavior with their peers, faculty, and staff. Any student having any issue must contact the Chairman Office in person.

Integrity and Ethics

- All students must maintain integrity and ethics in all aspects.
- Avoid plagiarism in all matters.
- No student is allowed to work illegally with any entity outside the domain of the KFUPM. Even within KFUPM, a student should not undertake any assignment without written approval of the CEE Department.
- Refrain from helping any student in any academic aspect in return of money.