

## **Civil & Environmental Engineering Department, KFUPM**

### **Rules/Instructions to the Graduate Students**

1. Degree Plan submission should be made in the 2<sup>nd</sup> Semester after joining.
2. English proficiency test and other requirements including deficiency courses, prerequisite courses must be cleared before the end of 2<sup>nd</sup> Semester.
3. The students must respond to the Departmental Emails sent to them regarding their course requirements as per their approved Degree Plans so that an effective course offering can be planned.
4. Selection of Advisor for Thesis/Dissertation should be finalized in the 2<sup>nd</sup> Semester of joining. In order to know specialty of all faculty members, the students may refer to the Departmental website:

#### **(Faculty Research Profile):**

<https://ce.kfupm.edu.sa/people/faculty-research-profile>

5. The proposals for MS Theses/PhD Dissertations should be submitted, defended and approved before end of the 3<sup>rd</sup> Semester after joining.
6. Those students who are about to submit the MS Theses/PhD Dissertations should first write the research papers based on their work and submit to ISI-high quality Journals (Min 1 for MS and 2 for PhD) and then write, submit and defend their MS Theses/PhD Dissertations.
7. Waiving Courses for those who seek upgrading from MS to PhD:
  - a. Upgradation will be in 2<sup>nd</sup> Semester of joining based on the performance in the 1<sup>st</sup> Semester.
  - b. A course to be waived must have relevancy to the track and student must have got a minimum B+ grade in that course.
  - c. For the students having MS from KFUPM, a maximum of 8 courses may be waived subject to the condition mentioned in (b).
8. Any student NOT responding to the Departmental Communication on time, NOT following the Departmental/Faculty Instructions, and NOT attending the relevant events organized by the Department or College (in spite of invitation sent to him) will face disciplinary action through proper channel.

9. The students are NOT allowed to travel outside the Kingdom during the time period other than the breaks declared by the Registrar in the Academic Calendar. Their petitions for Exit-Reentry Visa will be rejected if they plan to travel outside the official break periods.
10. Work Assignment-Upgraded Scholarship:  
**Main Purpose:** To develop the skills other than course work and research related to Thesis/Dissertation.
  - a. Department has tried and will do its best to provide assignments to as many GS as possible in the next term under the following possible categories:
    - Grader
    - Teaching Assistant
    - Lab Teaching
    - Administrative Assignments
    - Any other assignment as required
  - b. The criteria of Work Assignment:
    - Selection for Teaching Assistant/Grader will be based on the faculty choice and possible rotation of the students.
    - Selection of a PhD student for Lab Teaching will be based on the area of specialization of the student.
    - Selection of a PhD student for Administrative Assignment will be based on the administrative skills, experience and motivation.
  - c. The list of the students NOT assigned with any work will be prepared and sent to the CGIS so that the CGIS can assign them with the work outside the Department. In case of some special need such as proctoring, the student(s) from this list will be assigned with the task.
  - d. Department will not be responsible if at any stage the extended scholarship of UN-Assigned Students gets stopped. Do NOT compare with other Departments. Each Department/College may have different criteria.
  - e. Student should NOT mix the assigned work with their course/academic related work. Any excuses (like - I have major exam, quiz, term paper, thesis work etc.) will NOT be entertained.
  - f. If any task assigned is not delivered on time by a graduate student, he/she will get Un-assigned status and this will be reported to CGIS. Such a student may not get the extended scholarship and can be barred from assignment list for the next semesters.
  - g. If a student has special skills (in software or other area) and has expertise in it, he/she should inform in writing what and how he/she can contribute to the Department through his/her skills. Such students may get assigned for full term if selected.