



## **Policies and procedures for approving scientific theses and research projects and plans for improving follow-up mechanisms and evaluating the effectiveness of scientific supervision**

### **(Master of Arts in Translation Program)**

#### **Conditions for choosing the research topic:**

The topics of the master's theses must be characterized by novelty and originality, and the topics of the master's theses must be characterized by originality, innovation and effective contribution to the development of knowledge in the specialization of translation studies.

#### 1- Grandmother means the following:

- Thenovelty of the subject completely or in most parts of the subject.
- The fundamental change of information, sources and knowledge is influential in previous research.
- Thenovelty of the tools through which the subject is addressed.

#### 2- Originality and innovation means the following:

- Addressing an area that has not been previously discussed, or completing the deficiency previously discussed .
- Using the data in a new way, which often shows results that were not reached in previous studies.
- Using new research tools that lead to unprecedented research results.



·Using previously known research tools in a context that shows different results.

·Collecting new data and analyzing it to come up with new results.

·Solve important problems.

·Using theoretical knowledge to reach new practical applications.

3- Active contribution to the development of knowledge means the following:

·Reframing an existing knowledge, theory, or model in a new context, or testing a theory in a new framework, or testing a specific model in a new context to make sure it works.

·Ensuring the validity of an existing form and re-evaluating it according to different conditions or situations.

·Criticism of existing knowledge, theory, or model in a scientific way, or proving the wrong use of these fields.

·Extract new theory or knowledge by incorporating existing ideas.

·Implement theoretical principles in practice and demonstrate the challenges of practical application.

·Adapt various phenomena empirically to arrive at new theories.



### **Procedures for registering the thesis subject:**

The male or female student may apply to register the subject of the thesis according to the following:

- 1- To be the termination of all admission requirements.
- 2- To have passed at least (50%) of the courses.
- 3- His GPA is not less than (very good).
- 4- The scientific advisor recommends the validity of the subject for research.
- 5- Preparing the research plan in accordance with the controls and procedures specified by the Deanship of Graduate Studies.
- 6- The department board approves the thesis plan, and suggests the name of the supervisor and the assistant supervisor (if any).
- 7- Endorsement of the College Council.
- 8- Approval of the Council of the Deanship of Graduate Studies.

### **Procedures for registering the topic of the research project:**

The application for registration of the research project is related to the semester specified in the program description approved by the University Council, provided that it is not before passing at least 50% of the courses. After the approval of the competent department council, some colleges require the approval of the college council. The student begins to prepare the project directly.



### **Amendment to the approved letter plan:**

In the event of the need to make an amendment to the thesis plan approved by the Council of the Deanship of Graduate Studies, the student must apply to the competent department to do so, with clarification of the justifications, and the support of the scientific supervisor. The approval shall be by a decision of the Council of the Deanship of Graduate Studies based on the recommendation of the Councils of the Department and the College.

### **Plans to improve the mechanisms for monitoring and evaluating the effectiveness of scientific supervision of theses, research and projects in the Master of Translation program:**

Improving the mechanisms for monitoring and evaluating the effectiveness of scientific supervision of theses, research and projects in the Master of Translation program is vital to ensure the quality of education and research. Here are some steps you can take to improve this process:

#### 1. Clarity of objectives and expectations:

- Clearly familiarize students and supervisors with the objectives of the research or project.
- Setting expectations from students and supervisors accurately.



## 2. Workshops for Supervisors:

- Providing workshops for supervisors on best practices in the field of scientific supervision.
- Provide trainings on how to enhance interaction with students and motivate them.

## 3. Define benchmarks and indicators:

- Establishing clear criteria for evaluating student performance.
- Determine the indicators of success of the project or research.

### \* Use of technology.

- Use digital media and technologies to facilitate communication and resource sharing.
- Use of electronic platforms for reporting and reviews.

### Hold periodic meetings

- Schedule periodic meetings between students and supervisors to follow up on the progress of the research or project.
- Stimulate discussions about the challenges faced by students and provide the necessary support.



6. Provide constructive feedback:

- Provide constructive and detailed feedback to students on a regular basis.
- Guiding students towards ways to improve their performance.

7. Encourage cooperation:

- Encouraging students to cooperate with each other and with supervisors.
- Organizing joint discussion sessions to exchange ideas and stimulate.

8. Review of coursework:

- Reviewing and updating the program's curricula regularly to ensure that it is kept abreast of the latest developments in the field of translation.
- Include components that promote interaction and practical learning.

9. Ongoing evaluation:

- Continuous evaluation of the performance of the program and its improvement based on the evaluation of the students of the previous courses.

10. Encouraging research:

- Encouraging students to participate in research events and translation conferences.
- Providing support to master's students wishing to publish their research.

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By implementing these steps, the quality of scientific supervision can be enhanced and ensure the best results for students in the Master of Translation program.