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College of Languages and Translation

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PHD in Applied Linguistics

Academic supervision System on Thesis and Its Reports

PHD in Applied Linguistics

COLLEGE OF LANGUAGES AND TRANSLATION (CLT)



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1. Course Overview: Key Details and Background Information

1.1 Course Description: PhD Thesis in Applied Linguistics

The PhD Thesis course in Applied Linguistics serves as the culmination of the PhD program, integrating the comprehensive knowledge acquired from previous coursework and independent study. This course provides students with the opportunity to apply their theoretical understanding, methodological approaches, and research paradigms to an original research project.

Throughout the course, students receive regular and scheduled supervision, beginning with guidance on selecting a research area, topic, corpus data, and methodology. The supervisory style is tailored to the individual student's needs, including the frequency and mode of communication (e.g., electronic correspondence, face-to-face meetings, webinars). A submission calendar is established to ensure progress is made according to set milestones.

The student's responsibilities are multi-faceted. Firstly, they must choose an original, researchable, and relevant topic approved by their supervisor and the PhD committee. Secondly, they engage in systematic self-study activities, such as conducting extensive library searches, reading primary and secondary sources, acquiring research methods and skills, and honing their academic writing proficiency. Thirdly, they must adhere to the university's academic integrity standards and the universal norms of thesis writing. Finally, the student must demonstrate discipline in meeting submission deadlines and incorporating comprehensive supervisory feedback by implementing required modifications.



The thesis concludes with a final oral defense conducted before an officially appointed examination panel. This panel evaluates the student's performance and, upon successful completion, awards the candidate the prestigious PhD diploma.

1.2 Course Main Aim and Objectives

1.2.1 Main Aim:

The main aim of the PhD Thesis course in Applied Linguistics is to enable students to independently conduct original and rigorous research in the field of applied linguistics. This course serves as a platform for students to demonstrate their in-depth understanding of linguistic theories, research methodologies, and analytical skills while making a significant contribution to the existing knowledge in the field.

1.2.2 Main Objectives:

1. Develop a research topic: Assist students in selecting a research area and formulating a focused and original research topic that aligns with the principles and advancements in applied linguistics.
2. Conduct comprehensive literature review: Guide students in conducting a thorough review of relevant literature, critically analyzing existing research, and identifying gaps or areas for further investigation.
3. Design a robust research methodology: Help students in selecting appropriate research methodologies, data collection techniques, and analysis strategies that align with their research objectives and contribute to the advancement of applied linguistics.



4. Collect and analyze data: Support students in collecting and analyzing data using rigorous research methods, ensuring accuracy, reliability, and validity in their findings.
5. Produce a high-quality thesis: Assist students in organizing their research findings, presenting coherent arguments, and producing a well-structured, scholarly thesis that adheres to academic standards and enhances the existing knowledge in the field of applied linguistics.
6. Demonstrate academic integrity: Emphasize the importance of upholding academic integrity by adhering to ethical guidelines and correctly citing and referencing sources in the thesis.
7. Prepare for the oral defense: Prepare students for the final oral defense by helping them refine their presentation skills, anticipate and address potential questions or challenges from the examination panel, and effectively communicate their research findings.
8. Foster independent research skills: Cultivate students' ability to work independently, demonstrate self-motivation, and effectively manage their time and resources throughout the research process.

2. Thesis and its Requirements

2.1 Registration of The Thesis

After successfully completing LNG 7301 and its requirements, students are allowed to register for LNG7399 which is the Dissertation. The program follows the general guidelines and regulations for academic dissertations at higher studies programs articulated the Deanship of Higher studies at Imam Mohammad Ibn Saud Islamic University. A scientific committee headed by the Chair of the Department with College's Vice Dean for Higher Studies as a member assign



each student a dissertation supervisor (and an Assistant Supervisor where applicable) who organizes regular meetings and academic advisory with the student until the topic of the dissertation is selected and a research proposal is submitted for approval. The committee sends the proposal to two specialized reviewers who evaluate the proposal and provide feedback for the student. The dissertation supervisor must hold an associate or professorship degree in the specialization of the students.

Note. The student should submit a thesis proposal to the department. The procedure is permissible after meeting all admission requirements and completing at least fifty percent of the course work with a cumulative average of at least “Very Good.”.

For more details refer to the following document.

[Thesis Registration By laws](#)

[Dissertation composition guidelines](#)

[Dissertation official templates](#)



3. Scientific Supervision

3.1 Thesis Supervisor

As part of the course, each student will be allocated a research supervisor who will provide academic support and supervisory advice until the ultimate completion of the research project.

- Supervisory work covers all the successive stages involved in the completion of the dissertation:
 - 1) *Documentation and data collection stage*: The student is fully guided and supported by the supervisor in gaining official access to databases and library resources inside and outside the KSA.
 - 2) *Writing up stage*: The student is expected to fix a clear completion schedule approved by the supervisor to meet official deadlines. The supervisor is legally required to provide period timed reports on the student's progress.
 - 3) *Final submission stage*: the student submits the final version of his dissertation. The supervisor writes an official declaration that the dissertation has been completed and that it meets accepted scientific standards. The letter entails an official request for organizing the Dissertation Defense.
- The supervisor follows up the postgraduate student and submits to the Head of the Department –at the end of each semester- a report on how serious the student is in his/her study, and selection of the thesis topic.
- The supervisor shall provide a detailed report regarding the student's progress at the end of each semester.



3.2 Assistant supervisor

The nature of some subjects requires to have an assistant supervisor, who is one of the faculty members from other departments, provided that the main supervisor is from the department in which the student is studying.

- The assistant supervisor is the main reference for the student in the aspects specified by the department Council.
- The assistant supervisor is assigned based on a proposal from the department Council and is submitted to the Council of the Deanship of graduate studies for approval.

4. Thesis Academic Supervision System

4.1 Rules of governing scientific supervision of Thesis

- These are supervised by professors and associate professors in the University. Students prepare and write their final thesis under the direction of their thesis supervisor.
- If the supervisor is unable to continue supervising the thesis or the end of his/her service at the university, the department proposes an alternative advisor and is approved by the relevant college council and approved by The Graduate Studies Deanship Council.
- The supervisor may continue supervising after the end of their service at the University, provided by a decision from The Graduate Studies Deanship Council based on the proposal of the department and college councils.



- The process of scientific supervision begins after the completion of all the regular procedures for the registration of the subject, so that the supervisor provides all aspects of scientific support for the student.
- Students prepare and write their final thesis under the direction of their thesis supervisor.
- Students and thesis supervisors can use the **Blackboard** platform to communicate and/or share documents related to the thesis. They may also use any other form of communication they consider appropriate.

These rules conform to:

[Unified By Laws for Postgraduate Studies in Saudi Universities](#)

[Imam University's Deanship of higher studies](#)

4.2 Organizational Procedures and Academic Requirements for the Scientific Supervision Process.

The scientific thesis of each student is registered in the registration system (Banner) and linked to the name of the academic supervisor (thus, it appears as a course in the Blackboard system, the supervisor's and student's schedule, and is automatically calculated in the supervisor's workload).

- The supervisor is required to log into the self-service system at the end of each semester (starting from the end of the current semester) during the final examinations period and record the letter "L" for the student, which means "incomplete," in order for the supervision registration to continue in the following semester until the final version of the scientific thesis is submitted.



- To transfer the records at the end of each semester by the registration officer at the agency and ensure the registration of supervision in the following semester, the supervisor have to send the supervisor report form ([Form No. 20](#)) to the official email of the College of Graduate Studies and Research Agency (LTCVDGS@imamu.edu.sa).
- All supervision sessions with the student(s) should take place through the Blackboard platform, and the supervisor should record the supervision session so that the student can refer to it when needed.
- The task of academic supervision, according to the regulations governing graduate studies in universities, consists of two main stages as follows:
- The first stage of the supervision task involves assisting the student in developing the research proposal and the scientific thesis (formerly known as scientific guidance), until the thesis topic is registered based on the recommendation of the Department of English Language and Literature and the decision of the College Council.
- To register the scientific thesis topic:
- The supervisor should send a request to the agency's email address, attaching the following:
 1. A copy of the proposed thesis plan in a Word file format.
 2. Research Plan Review Form ([Form No. 1](#)).
 3. Thesis Topic Registration Form ([Form No. 25](#)).
 4. Certificate from King Fahd National Library stating that the topic has not been previously registered.



- If there are any comments from the reviewers on the proposed plan, the supervisor should forward these comments to the student for revision and resubmission of the plan.
- Once the supervisor confirms the revisions, a copy of the modified plan should be sent to the agency's email address along with Review Form No. 3 for further approval by the academic department.
- After this stage, the supervisor or the academic department may suggest another supervisor to complete the supervision task or appoint an assistant supervisor, depending on the nature of the approved thesis topic, the supervisor's specialization, or research interests.
- The second stage of the supervision task begins after the department council approves the thesis topic and a decision is issued by the College Council. It involves assisting the student in conducting research, collecting data, and writing the scientific thesis until the defense stage.
- Upon completion of writing the scientific thesis and its final submission to the supervisor, the supervisor should send a request to form a scientific defense committee to the agency's email address provided below, attaching the following:
 1. Scientific Defense Committee Formation Form ([Form No. 32](#)) in PDF format.
 2. Final Supervisor Report Form ([Form No. 20](#)) or a detailed written report on the scientific thesis in PDF format.
 3. PhD Submission Form.



4. Two copies of the scientific thesis, one in Word format and the other in PDF format.
- After completing the procedures for final submission approval of the thesis and the approval of the examination committee by the College Council, in accordance with the recommendation of the department council and the college council, the supervisor coordinate with the examiners and determine the date of the scientific defense. After that, the college graduate studies agency announces the viva through the college's Twitter account, and college formal email group.
- After the viva and making the required modifications to the thesis according to the examiners' recommendations, the supervisor sends a request to record the final grade of the thesis and to disburse the examiners' dues to the College Graduate studies agency's email, attaching the following:
 1. Three copies of the thesis evaluation form, one for each member of the defense committee ([Form No. 27](#)).
 2. A final copy of the scientific thesis (after making the required modifications).
 3. Request form for disbursing the examiners' dues, including their banking information.
 4. A copy of the bank data card for each member of the defense committee. If the external examiner is from outside the Kingdom, there should be an official agency for another person inside the Kingdom to receive their



financial dues, along with providing the banking information to the authorized recipient.

****** All requests related to the task of academic supervision should be sent officially through the supervisor's email to the College's Agency for Graduate Studies and Scientific Research at: LTCVDGS@imamu.edu.sa.

4.3 Follow-up of scientific supervision reports in the program

- At the end of each semester, the supervisor should submit a detailed report to Head of Department on the student's progress in the study, a copy of the report should be sent to the vice-dean of Graduate Studies. (Form No. 20)
- Upon student's completion of thesis, the supervisor should submit a report to the Head of the Department to announce this and declare thesis suitability for discussion.
- If a student is proven not to be serious in study or neglectful of academic obligations, the student then, based on a report by the supervisor of study, shall be warned in a letter from the department. If a student is warned twice but does not rectify the situation, the Graduate Studies Deanship Council, on commendation of the Department Council may terminate his enrolment in the program.
- A student (whose time limit for obtaining the degree has expired) may exceptionally be granted an extension, or additional opportunity (not exceeding in length two semesters). A report from the supervisor is to initiate procedures in this case, to be followed by the recommendation of



Department and College Councils, the Graduate Studies Deanship Council, and the final approval of University Council. (Form No. 28)

- To ensure the quality of the follow-up, the supervisor is required to devote the necessary time to the student, in particular in the form of periodic and sufficiently frequent meetings.
- The student gives his/her supervisor as many progress notes as his/her subject requires and presents his/her work.
- The thesis supervisor regularly monitors the progress of the work and discusses new orientations that he could take in view of the results already achieved.
- The thesis supervisor informs the student of any positive assessments or objections and observations of his/her work.
- The period of supervision of the theses ends with the supervisor reporting on its completion to the head of the department and after discussion.
- Thesis Judging Panel is set up by the Graduate Studies Deanship Council on the recommendation of respective Department and College Councils. (Form No. 32)



5. Thesis Defense/Examination






The Scientific Committee of the college works with the student's supervisor to establish a defense panel. At least one member of the defense panel must hold full- professorship degree. Furthermore, at least one member of the defense must be external (from a different university). All these guidelines are articulated by the Deanship of Higher Studies following the Unified Regulations Guide of Higher Studies in Saudi Arabia.

These steps conform to:

[Imam University's Deanship of higher studies](#)

[Unified By Laws for Postgraduate Studies in Saudi Universities](#)

6. Templates for Scientific Supervision Reports (Forms)

Form No.	Link
Form No. 20 - Supervisor's Scientific Report	 Form No. 20 - Supervisor's Scientific
Form No. 25 - Request for Registering a Research Topic	 Form No. 25 - Request for Registerin
Form No. 27 - Recording the Grade of a PhD Thesis	 Form No. 27 - Recording the Grade
Form No. 32 - Formation of a Scientific Defence Committee	 Form No. 32 - Formation of a Scienti
Dissertation Submission Form	 PHD Submission Form.docx



References

- [Unified By Laws for Postgraduate Studies in Saudi Universities](#)
- [Imam University's Deanship of higher studies](#)
- [Thesis Registration By laws](#)
- [Dissertation composition guidelines](#)
- [Dissertation official templates](#)
- [Program Specification](#)