



## **Graduate Studies Committee**

The Graduate Studies Committee is responsible for overseeing the curriculum approval and degree requirements, and ensuring the quality of graduate education. It also acts as a liaison between graduate students, faculty, and administrative bodies, addressing any issues that arise during a student's tenure in their program.

### **Committee Tasks**

#### **Admission and Registration Sub-Committee tasks**

1. Registering courses for students
2. Completing program admission procedures
3. Processing requests for course drop/deferral
4. Processing withdrawal requests, scheduling courses, assigning courses,
5. Managing course assignments in Banner
6. Generating reports (academic transcript, semester report, registered students) from the Banner system.

#### **Scientific and Academic Advising Sub-Committee**

1. Monitoring students during the thesis stage
2. Guiding students in the selection and preparation of research proposals
3. Coordinating the setup and announcement of thesis defenses
4. Arranging and discussing research proposals
5. Processing degree awarding applications.
6. Organize academic advising programs for incoming students.
7. Provide intellectual guidance and behavior support to students.
8. Oversee the assignment of academic advisors to students and ensure the effective execution of academic advising programs.
9. Recognize high-achieving students and develop appropriate enrichment programs tailored to their abilities.
10. Recognize low-achieving students, investigate the reasons behind their academic struggles, and actively work towards implementing solutions.
11. Ensure diligent tracking of scholarship recipients and the creation of tailored academic programs to support their needs.
12. Oversee the execution of comprehensive Academic Advising programs for all students, aligning with student activities and following the directives set by the Academic Advising Committee within the educational unit.
13. Carry out one-on-one meetings for situations that demand personalized focus and recommend the involvement of expert authorities if needed.
14. Providing appropriate recommendations in cases involving students as observed by the advisor, or those referred by the dean or deputy of the educational unit.



15. Participating in activities related to planning, monitoring, and evaluation of the Academic Advising Committee in the educational unit.
16. Promoting awareness of quality standards among Faculty and students and encouraging adherence to these standards.
17. Hold a biannual meeting within the educational unit to discuss guidance matters and record a report with recommendations to be sent to the Admission and Registration Office.
18. Overseeing the production and distribution of Academic Advising brochures, bulletins, and announcements in collaboration with the responsible entity in the educational unit.
19. Coordinating and continually following up with the Academic Advising Centre at the Dean's Office of Admission and Registration and ensuring attendance at the regular meetings of the Guidance Council.
20. Oversee the students' enrolment in their academic courses during the registration period for each semester.
21. Assist students nearing graduation in confirming their details via the student self-service portal and in filling out the application for their degree certificate, which must then be forwarded to the Graduates and Certificates Department at the Dean's Office of Admission and Registration.
22. Mandate that students undergo an automated clearance procedure before obtaining their academic record and degree certificate from the university.

#### **Examinations Sub-Committee**

1. Scheduling final exams
2. Arranging invigilation and assigning examination halls
3. Announcing the schedule,
4. Monitoring the exams,
5. Following up on grade recording and submission,
6. Ensuring the completion of quality assurance requirements.

#### **Collaborators in Administrative Affairs Sub-Committee**

1. Supporting sub-committee in their Banner system operations,
2. Communicating with students through various communication channels
3. Providing logistical support for the different committee functions.