



INTERNAL REGULATIONS FOR GRADUATE STUDIES PROGRAMS

Deanship of Graduate Studies and Scientific Research at Vertex University

2025-2026





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Chapter One

Introduction and General Provisions

Article (1): Scope of Application

The provisions of this regulation apply to all postgraduate programs offered by Vertex University, including whether delivered through fully online education, or through , higher diploma, master's and doctoral programs hybrid educational models based on synchronous and asynchronous learning.

This regulation is the main regulatory reference for organizing matters of admission, registration, study, evaluation, supervision, graduation, and the rights and responsibilities of graduate students.

All colleges, departments, and academic and administrative units in the university are committed to implementing its provisions and complying with the policies and procedures contained therein. The university council may issue executive or supplementary instructions as needed.

Article (2): Definitions

For the purposes of these regulations, the following terms and expressions shall have the meanings assigned to them below, unless the context requires otherwise:

1. **Graduate Studies:**
An advanced academic stage following a bachelor's degree, including higher diploma, master's, and doctoral programs, according to the regulations and procedures approved at the university.
2. **President for Graduate Studies:**
The academic official authorized to oversee graduate studies policies and programs at the university, according to the approved organizational structure.
3. **The Executive Administration (Graduate Administration / Executive Office):**
The academic and administrative body responsible for implementing graduate studies policies and procedures, including the Deanship, units, departments, or any other entity approved by the university's organizational structure.
4. **Online Learning:**
A digital learning environment that relies on synchronous and asynchronous learning, and uses learning management systems and electronic platforms approved by the university.
5. **The Graduate Program:**
An integrated academic framework that includes a set of courses and graduation requirements, which may include a thesis, graduation research, comprehensive exam, or a combination thereof, and aims to award an accredited academic degree within a specified period.
6. **Joint/Interdisciplinary Program :** A program offered in collaboration between more than one college or department within



the university, or in partnership with external academic or research bodies, to achieve multidisciplinary learning outcomes.

7. **CreditHour / Instructional Unit:**

An instructional session that is calculated as fifty minutes per week for theoretical lectures or one hundred minutes for practical activities, or their equivalent in e-learning according to the approved standards.

8. **Digital Credit Hour:**

An academic unit of measurement used in e-learning, which includes the sum of synchronous and asynchronous learning time, interaction with learning content, and assessment activities, equivalent to the requirements of the traditional credit hour in international universities.

9. **A course**

is a learning unit within a program that includes a number, code, and academic description, and is subject to periodic evaluation and development. It may require prerequisites or concurrent requirements, and exemptions may be granted upon achievement of equivalent learning outcomes.

10. **Graduate Pathways:**

These include:

- **Research Track:** It focuses on scientific research and preparing the thesis.
- **Professional Track:** It focuses on advanced professional applications without a research thesis.
- **Coursework Track:** It depends on studying advanced courses that lead to the completion of the program.

11. **Academic Advisor/Supervisor:**

A faculty member or accredited researcher who is tasked with monitoring the student's progress guiding them academically and in research, and supervising the master's or doctoral thesis when necessary.

12. **Academic Record:**

An official electronic document that includes all the courses the student has taken, the grades they have obtained, and their academic standing during their studies.

13. **Admission Deferral:**

Postponing the start of studies after the admission decision has been issued and before registering for courses for the first time. It is allowed only once according to the specified regulations.

14. **Study Suspension(Leave of Absence / Study Suspension):**

A temporary halt to a student's academic progress after registration in the program, for a specific period according to the terms of the regulations.

15. **Withdrawal:**

The student's final termination of their academic relationship with the university before completing the program.

16. **Terminationof Enrollment:**

The university's termination of the academic relationship with the student based on reasons stipulated in these regulations.

17. **Reinstatement:**

The student's return to his academic status after his registration has been cancelled, according to regulations adopted by the university.



18. **Comprehensive Examination:**
An advanced cognitive and skills assessment that measures the student's mastery of their specialization before moving on to the thesis stage or to graduation level, and is a prerequisite for some degrees.
19. **Project:**
A research paper or applied project submitted by the student in some professional or academic programs as a graduation requirement.
20. **Thesis/Dissertation:**
An original research work based on a sound scientific methodology, prepared by the student to obtain a master's or doctoral degree.
21. **Term:**
A study period of no less than twelve weeks within the three-term system adopted at Vertex University

Article (3): Philosophy of Graduate Studies at the University

Vertex University adopts an academic philosophy based on the following principles:

1. **Academic and intellectual excellence:**
Providing a postgraduate study environment based on rigorous scientific research, knowledge production, and innovation development, in accordance with global standards in higher education.
2. **Lifelong Learning:**
Supporting the building of advanced competencies for learners from diverse backgrounds, and enabling them to develop their professional and research skills in response to the needs of the global labor market
3. **Commitment to academic integrity:**
Adopting the highest standards of scientific honesty, preventing all forms of plagiarism or research fraud, and ensuring a fair and transparent learning environment.
4. **Flexibility and customization in learning:**
Designing programs in a way that allows for multiple academic paths (research, professional, courses, while adapting the content and teaching methods to suit the nature of e-learning and enable learners' access.
5. **Digital innovation:**
Employing the latest technologies in e-learning, and developing learning models based on digital analysis, simulation, and virtual experiences, to enhance the quality of learning and research.
6. **International Academic Partnerships:**
Supporting research and academic cooperation with global universities and research centers, to enhance students' capabilities and broaden the horizons of applied knowledge.
7. **Enhancing societal impact:**
Directing graduate programs to meet the needs of society, developing innovative research solutions to its problems, and contributing to sustainability and comprehensive development.
8. **Link to the university's strategic plan:**
Graduate programs are a pivotal part of Vertex University's strategic plan, contributing to the realization of its vision and mission by supporting scientific research, innovation, and human capacity building.



9. **Internal Quality Assurance System:**

Colleges and academic units are committed to implementing an internal quality assurance system for postgraduate studies, including documenting procedures, improving academic performance, and reviewing results, in accordance with approved international standards (QAHE, CHEA, ESG).

10. **Periodic program reviews:**

Graduate programs are subject to a comprehensive periodic review every three to five years, which includes an assessment of learning outcomes, quality of supervision, program plans, and their suitability to labor market needs, ensuring that they keep pace with global best practices.

11. **Principles of Responsible E-Learning:**

The university adopts a framework for responsible e-learning that includes data protection, ensuring fair access for learners, quality of digital content, and employing educational technologies in accordance with the ethics of safe and effective use.

[Article \(4\): Objectives of graduate studies programs at Vertex University](#)

The graduate programs at Vertex University aim to achieve an integrated system of academic, research, and community goals, through the following objectives:

1. **Promoting scientific research and advanced studies**

supporting and enriching applied and theoretical studies in the fields of management, engineering health and community sciences, and working to expand their scope and publish their results on accredited scientific platforms.

2. **Contributing to the development of human knowledge**

by encouraging the production of sound scientific research that reveals new facts and provides innovative knowledge additions with practical value, thus contributing to the advancement of global knowledge.

3. **Providing flexible and advanced educational opportunities**

and making available high-quality graduate programs that suit the different circumstances of students, through flexible and advanced e-learning models that allow access to education from anywhere in the world.

4. **Qualifying students to conduct impactful research:**

Preparing students capable of carrying out in-depth research that serves society and the business sectors, and enriches their specializations by acquiring advanced research and academic skills.

5. **Attracting outstanding students globally**

has attracted a select group of distinguished researchers and students from various countries, which enhances cultural and intellectual diversity and raises the quality of the research and innovation environment within the university.

6. **Preparing specialized personnel to meet the needs of society,**

and graduating scientifically and professionally qualified human resources capable of leading change in vital sectors and contributing to the development of societies.

7. **Promoting creativity, innovation and applied research;**

encouraging students and faculty members to produce innovative solutions, keep pace with technological developments, and support research related to sustainable development issues.



8. **Developing partnerships and academic and research cooperation,**
building effective cooperation networks with universities, research centers and international institutions, enabling the exchange of knowledge and enhancing the quality of programs and their scientific outputs.
9. **Commitment to quality assurance and continuous improvement,**
establishing a culture of quality in all stages of graduate studies, and subjecting programs to periodic reviews and systematic improvements to ensure their compliance with global standards.
10. **Establishing academic values and research ethics**
promotes an academic culture based on responsibility, integrity, and commitment to research ethics and contributes to preparing researchers with high ethical and professional awareness, capable of conducting research and learning in accordance with global standards and respecting intellectual property rights and scientific transparency.

Article (5): Formation of the Standing Committee for Postgraduate Studies

A permanent committee for graduate studies (hereinafter referred to as the "Permanent Committee") is established at the university. It is organizationally linked to the Deanship of Graduate Studies and is the highest authority responsible for setting, developing, and monitoring the implementation of graduate studies policies. The committee consists of the following members:

1. Deans of colleges that offer graduate programs, ensuring diverse representation of different academic disciplines.
2. The Vice President of the University for Academic Affairs or his designee, is a key member of the committee.
3. The head of the Executive Management Unit for Graduate Studies, who also serves as the secretary of the committee, and is responsible for coordinating meetings, preparing agendas, documenting minutes, and following up on the implementation of decisions.
4. Three members with experience and expertise in graduate studies and scientific research, from within or outside the university, are nominated by the Deanship of Graduate Studies and approved by the University Council.

First: Membership duration

The term of membership in the committee is three years, renewable once, with the exception of positions related to their administrative duties (such as deans and deputies), where their membership continues according to their continued employment in their positions.

Second: Decision-making mechanism

The committee holds its meetings under the chairmanship of the university's vice president or his designee. Decisions are made by an absolute majority of those present, and in the event of a tie, the side with which the session chair votes prevails.

Fourth: Subcommittees

The Standing Committee may form specialized subcommittees to support its tasks, including:



1. Scientific Research Policy Committee.
2. Program and curriculum evaluation committee.
3. Comprehensive Examinations Committee.
4. Internal Accreditation and Program Development Committee.

Article (6): Tasks assigned to the Standing Committee for Postgraduate Studies and Scientific Research

The Standing Committee for Postgraduate Studies and Scientific Research is responsible for the executive oversight of all postgraduate affairs at the university and for implementing policies approved by the university and relevant councils. Its responsibilities include, in particular, the following:

First: Admission and Registration Tasks

- A. Proposing the application period for graduate programs and submitting it to the University Council for approval.
- B. Applying admission criteria and selection procedures according to the regulations approved by the relevant councils, and ensuring adherence to established procedures.
- C. Announcing admission results at all stages (initial, conditional, and final) after verifying the completeness of all required documents and procedures.

Second: Academic coordination and implementation tasks

- d. Ongoing coordination with colleges and academic departments to ensure the implementation of graduate studies policies and address any issues related to implementation, admission, or study.
- e. Monitoring student registration, course withdrawal and addition, suspension of enrollment, deferral, and readmission, in accordance with approved regulations and procedures.
- f. Providing academic and advising support to students in cooperation with academic advising units and advisor programs.

Third: Scientific research tasks and thesis supervision

- g. Monitoring the progress of theses and graduation research, including the approval of supervisors activating supervision mechanisms, and ensuring students' adherence to academic integrity standards.
- h. Supervising the procedures for examining and reviewing theses, approving report templates, and ensuring the quality of research content.
- i. Organizing scientific discussion sessions in coordination with the relevant colleges and issuing decisions regarding the approval of results.

Fourth: Quality assurance and follow-up

The committee oversees the academic quality assurance of graduate programs, including:

1. The programs and study plans are reviewed periodically to ensure their compliance with international standards.
2. Evaluating the effectiveness of program outputs and their relevance to the labor market.



3. Ensuring that policies and procedures are consistent with the philosophy of graduate studies and the vision of the university.
4. ,Preparing statistics and analytical data related to admissions, graduation achievement rates, and submitting periodic reports.
5. Contributing to ensuring the internal quality of graduate programs by monitoring policy implementation, evaluating performance, and submitting proposals. Improvement.

Fifth: Funding, grants, and resources

Managing postgraduate scholarships .in cooperation with relevant authorities , including full and partial scholarships, and ensuring the application of eligibility criteria.

Contributing to the development of initiatives related to the financial resources of postgraduate programs and submitting recommendations in this regard to the Standing Committee.

Sixth: General tasks

1. Organizing workshops and training programs for students, supervisors and faculty members in the , fields of scientific research and graduate studies.
2. Managing correspondence and official procedures related to graduate studies, and ensuring their electronic documentation and archiving.
3. Representing the Deanship of Graduate Studies in internal committees and official meetings, and coordinating with academic partners inside and outside the university.

Article (7): Meetings of the Standing Committee and its working mechanisms

1. The Standing Committee holds its meetings at the invitation of its chairman at least once a month. He may call for extraordinary meetings when necessary or upon a written request from one-third of the committee members.
2. A meeting is considered legal when a quorum is reached with the attendance of at least two-thirds of the members. The chairman or his delegate from among the members of the committee must be present.
3. The committee's decisions are taken by an absolute majority of those present, and in the event of a tie, the side with which the session chair votes prevails.
4. The committee's decisions shall be effective unless the university president objects to them within fifteen days from the date he is officially notified of them.
 - In case of objection, the decisions are returned to the committee along with the university president's comments for further review.
 - If the committee insists on its opinion, the decisions are referred to the University Council to decide on them at the next session (regular or extraordinary).
 - The University Council has the authority to approve, amend, or cancel decisions, and its decisions are final and binding.
5. The chairman of the committee may invite anyone he deems appropriate who has experience or expertise to attend the meetings, in order to seek their opinions on matters referred to the committee, without giving them the right to vote.



6. The committee secretary is responsible for documenting the minutes of the meetings, sending them to the members, and submitting them to the relevant authorities in accordance with the approved organizational procedures.

Article (8): Establishing joint postgraduate programs

Joint graduate programs may be established between two or more colleges within the university, or in collaboration with accredited educational or research institutions outside the university, in accordance with the regulations and policies approved by the University Council based on the recommendation of the Standing Committee for Graduate Studies, and after full coordination with the relevant academic bodies.

Joint programs must adhere to the following standards:

1. To achieve advanced and multidisciplinary learning outcomes, in line with the university's graduate studies philosophy.
2. Clarity of the academic governance framework for the program, including defining the responsibilities of each college or participating entity.
3. Ensuring the quality of academic and research content, and its compliance with national and international reference standards for joint programs.
4. Documenting and approving academic or research cooperation agreements in accordance with the established procedures at the university.
5. Defining the mechanisms for joint supervision and evaluation, follow-up procedures, and submitting periodic reports to the Standing Committee.

Chapter Two

Academic requirements, study system, and admission to graduate programs at Vertex University

Article (9): Academic Requirements

1. **Requirements:**
The minimum number of credit units required to obtain any of the graduate degrees at the university must not be less than (34) credit units. Colleges may determine a higher number of credit units according to the nature of the program and its academic standards.
2. **Scientific Research Requirements (Capstone / Thesis Requirement):**
The student is required - according to the nature of the program - to complete the graduation research or thesis in full under the supervision of an academic accredited by the university, and in accordance with the regulations set by the Deanship of Graduate Studies.
3. **Scientific Publication (Publication Requirement):**
The student must publish the outputs of his research in one of the scientific journals affiliated with the university or the journals approved by the Deanship of Graduate Studies, in accordance with the policies regulating academic publishing.
4. **Evaluation and Quality Control:**
The thesis and graduation research are subject to internal and external review according to approved models and rules, to ensure the quality of the academic content and its suitability to scientific standards.



Article 10(: Master's Study System And its duration

1. **Master's Program Tracks:**

The Master's degree at Vertex University shall be offered through one of the following tracks, as determined by the relevant college:

A. Coursework Track with Graduation Project:

This track consists of advanced academic coursework and the completion of an applied capstone research project.

B. Thesis Track It

This track consists of specialized coursework and the preparation of an original academic thesis under the supervision of an approved academic advisor.

2. **Program duration and Credit Requirements:**

The Master's program shall normally require a minimum of four academic semesters for completion and shall comprise no fewer than thirty-six (36) credit hours. The program shall include both compulsory and elective courses, in addition to thesis requirements. Preparation of the thesis shall commence in the third semester and shall be completed no earlier than the end of the fourth semester. An extension of the study period may be granted, subject to compliance with the applicable extension fees.

3. **Authority to Extend the Period of Study:**

The University Council, upon the recommendation of the Standing Committee for Graduate Studies, may approve an extension of the Master's program for a period not exceeding one-half of the prescribed normal duration, in accordance with the regulations established by the Deanship of Graduate Studies and without compromising the quality or academic standards of the program.

Article (11): The system of doctoral studies and its duration

1. **Determining of the Nature of the Doctoral Program:**

The University Council, upon the recommendation of the Standing Committee for Graduate Studies, shall determine the academic and regulatory framework governing the Doctoral Program, including the nature of the required coursework, research requirements, supervision arrangements, and assessment procedures, in accordance with internationally recognized standards for advanced research programs.

2. **Normal Duration and Credit Requirements:**

The normal duration of the Doctoral Program shall be no less than four academic semesters and shall require between thirty-six (36) and forty-two (42) credit hours. The program shall include advanced specialized coursework and core research requirements leading to the preparation of a doctoral dissertation.

Work on the dissertation shall commence in the third semester, and the dissertation must be completed within a period of not less than twelve (12) months from the date of approval of the research proposal, following the fulfillment of all applicable financial obligations. This period may be extended in accordance with the requirements of the Deanship of Graduate Studies and the policies and regulations in force at Vertex University.



3. **Authority to Extend the Period of Study:**

The University Council, upon the recommendation of the Standing Committee for Graduate Studies, may approve an extension of the Doctoral Program for a period not exceeding one-half of the prescribed normal duration, subject to the rules and conditions established by the Deanship of Graduate Studies, provided that such extension does not adversely affect the quality of the program or its research objectives.

[Article 12\(: Calculating the standard period for obtaining an academic degree](#)

The time required to obtain a graduate degree is calculated from the date the student registers for the first course within the program and continues until all degree requirements are completed, whether these are coursework, comprehensive exams, a graduation project, or a thesis.

The period is considered complete when either of the following occurs:

1. The student must complete all program requirements in accordance with the approved regulations and obtain an official statement from the relevant academic authority.
2. The academic supervisor shall submit a final report to the dean of the college, which shall include a complete copy of the thesis (if available), and confirmation that the student has fulfilled all the supervision and research requirements.

[Article \(13\): Admission to a specialization other than the original specialization](#)

A student may be admitted to a specialized program different from their original academic specialization, based on the recommendation of the relevant program and the approval of the relevant college council, provided that the student's academic background aligns with the requirements of the new program. The following shall be taken into consideration:

1. The suitability of the student's previous qualifications is assessed by the program's academic committee, including relevant work experience, if any.
2. Specify supplementary or foundational courses (if necessary) to ensure that the student possesses the basic learning outcomes required for the new program, provided that they do not exceed the limits set by the Deanship of Graduate Studies.
3. No violation of the general and specific admission standards, with the necessity of adhering to the minimum academic qualifications for each program.
4. The final acceptance decision will be issued after all regulatory procedures have been completed and documented by the Deanship of Graduate Studies.

[Article \(14\): Regulating the admission of students from other disciplines](#)

The relevant college council is responsible for preparing the regulations governing the admission of students applying to graduate programs in various disciplines, through:

1. Identifying the academically related disciplines to the program whose graduates may be accepted according to the criteria of scientific suitability and required learning outcomes.
2. Setting general and specific conditions for admission, including academic qualifications, relevant professional experience, and supplementary requirements if necessary.



3. Preparing the necessary academic controls to ensure that students coming from indirect disciplines are ready to succeed in the program without compromising its quality.
4. The regulations and policies were submitted to the Standing Committee for Graduate Studies for approval and inclusion in the official admission requirements for the programs.

Article (15): Admission Requirements for Master's Programs

1. the university council decides the number of students to be admitted to master's programs, based on:
 - o Recommendation of the Standing Committee for Graduate Studies.
 - o Assignment of the relevant department and college councils.
 - o Program capacity and academic quality requirements.
2. Applications for admission to Master's programs are submitted to the Deanship of Admissions and Registration / Deanship of Graduate Studies and Scientific Research via **The university's** approved electronic system , and the officially announced deadlines, must be used, along with all required documents. A student is not considered finally accepted until all regulatory requirements are met and their acceptance is confirmed.
3. The following are requirements for student admission to Master's programs:
 - To have a bachelor's degree from a recognized university or educational institution.
 - The overall cumulative grade in the bachelor's degree must be at least (very good). Or its equivalent according to the approved equivalency systems.
 - ,The bachelor's degree specialization must be compatible with the nature of the program applied for or from related specializations approved by the department council.
 - A student may be accepted from a non-matching specialization provided that he passes supplementary courses or learning outcomes tests, as approved by the department and college councils, and in a manner that does not conflict with the provisions of these regulations.
 - Passing any scientific interview or admission test specified by the program, if any.
 - Proof of proficiency in the language of instruction adopted in the program, as approved by the University Council.
 - Full commitment to the university's systems, regulations and academic values.
4. A student may not be admitted to more than one master's program in the same semester.
5. The Deanship of Graduate Studies and Scientific Research, in coordination with the relevant college, undertakes the completion of admission and registration procedures, and follows up on the student's academic record until graduation.
6. The student's admission will be cancelled in the following cases:
 - If he does not register within the period specified in the admission decision.
 - If any of the documents or data submitted are proven to be incorrect.
 - If the acceptance is contrary to the provisions of these regulations or the decisions issued thereunder

Article (16): Admission Requirements for Doctoral Programs

- A. the University Council decides the number of students admitted to doctoral programs, based on the recommendation of the Standing Committee for Graduate Studies and the recommendation of the relevant departments and colleges councils, taking into account the requirements of scientific research and the quality of academic supervision.
- B. Applications for admission to doctoral programs are submitted to the Deanship of Graduate Studies and Scientific Research through the approved electronic system, and according to the announced



deadlines. Admission is not considered final until all regulatory requirements are completed and approved by the competent authorities.

C. The following are requirements for student admission to doctoral programs:

1. To have a master's degree from a recognized university or educational institution.
 2. The overall cumulative grade in the master's degree must not be less than (very good) Or its equivalent.
 3. The master's degree specialization must be compatible with the field of the doctoral program or one of the related specializations approved by the department council.
 4. Submitting a preliminary research proposal in the field of specialization, subject to academic evaluation by the relevant department.
 5. Passing a scientific interview or any research assessment specified by the program.
 6. Proof of proficiency in the language of study adopted in the program.
 7. Full commitment to scientific research systems, academic integrity, and university regulations.
- D. A student may not be admitted to more than one doctoral program. At the same time.
- E. The Deanship of Graduate Studies and Scientific Research, in coordination with the relevant college, is responsible for following up on admission procedures, student registration, and monitoring their academic and research progress until the degree is awarded.
- F. The student's admission to doctoral programs will be cancelled in the following cases
- Failure to register within the specified period after the acceptance decision is issued.
 - Proof of providing incorrect information or documents.
 - Violation of the admission requirements or any of the provisions of these regulations.

Article (17): Supplementary courses and learning outcomes requirements

The relevant academic program may, upon accepting a student into the Master's or PhD program, require the fulfillment of additional academic requirements before or during the study, as follows:

1. Passing supplementary courses from a previous academic stage, if it is found that there is a gap in the student's knowledge or skills background.
2. Success in the learning outcomes assessment test aims to verify that the student possesses the basic competencies related to the program's specialization.

These requirements are determined according to regulations and controls adopted by the Standing Committee for Graduate Studies, based on a proposal from the relevant program and the approval of the relevant college council, in a manner that ensures academic fairness and the quality of educational outcomes.

Article (18): Regulations for studying supplementary courses

The study of supplementary courses that a student is required to take upon admission to graduate programs is subject to the following regulations:

1. The duration of studying supplementary courses shall not exceed one semester, unless the University Council decides otherwise in justified exceptional cases.



2. Supplementary courses are not included in the calculation of a student's cumulative grade point average in a graduate studies program.
3. The period of studying supplementary courses is not counted within the regular time period specified for obtaining a master's or doctoral degree.
4. Supplementary courses are preparatory requirements aimed at bridging knowledge or skill gaps, and are not counted towards the approved units required for graduation.

Chapter Three

Academic procedures in graduate programs at Vertex University

Article (19): Equivalence of academic courses

It is permissible to equate courses that the student has previously passed successfully at a recognized university or educational institution, whether it offers its programs through in-person, electronic or blended education, based on the recommendation of the relevant academic program and the approval of the relevant college council, and in accordance with the regulations approved by the university council.

Equivalent courses are recorded in the student's academic record according to procedures adopted by the Deanship of Graduate Studies and Scientific Research, and they may be included - by an explicit and reasoned decision - in the cumulative grade point average, in accordance with the following provisions:

First: General conditions for equivalency

1. The student must not have been dismissed from the educational institution where he studied for academic or disciplinary reasons.
2. The equivalent units should not exceed a certain percentage of the total number of credit units (%30) required to graduate from the program.
3. No more than three academic years should have passed since passing the course for which equivalence is required. The program may make exceptions for some disciplines of a stable cognitive nature with the approval of the college council.

Second: Academic requirements for equivalency

4. Academic equivalence is achieved between the course to be equated and the program course in terms of the level of study, scientific content, learning outcomes, and number of credit units.
5. Issuance of a clear and reasoned recommendation from the academic program and the college council regarding:
 - o Acceptance of the course for equivalency.
 - o Whether or not it is included in the cumulative GPA.

Third: Documentation and Accreditation Mechanism

6. Equivalent courses are recorded in the academic record using an official approved form prepared by the Deanship of Graduate Studies and Scientific Research.



7. If the course is included in the cumulative GPA, the grade earned is recorded according to the grade conversion system adopted by the university.
8. Equivalence decisions may not be amended or challenged after they have been officially approved and recorded in the academic record.

Fourth: Additional regulatory provisions

9. Course equivalency is not an acquired right for the student, and is subject to full academic evaluation, and may be rejected if the quality requirements or approved learning outcomes are not met.
10. It is not permissible to equate any course that the student has previously studied as a supplementary course within the same program or any other program within the university.
11. In doctoral programs, the equivalency - if approved - is limited to methodological courses only, and does not include research or thesis requirements.

Article (20): Postponement of Admission

The relevant college council may approve a one-time postponement of a student's admission before the start of studies, subject to the terms and conditions established by the university council based on the recommendation of the Standing Committee for Graduate Studies, and provided that this does not compromise the integrity of academic procedures. The following conditions apply:

1. The postponement of admission is for one academic year only, and it may not be extended or renewed.
2. The student must submit a request to postpone admission within a period not exceeding two weeks from the date of announcing the final admission results, according to the approved form and procedures.
3. The period of postponement of admission is not counted within the standard time limit specified for obtaining the academic degree.
4. Postponing admission is an exceptional procedure and is not considered an acquired right for the student. It is subject to the approval of the competent authorities as they deem appropriate for the benefit of the program.

Article (21): Postponement of studies (temporary suspension of registration)

After commencing studies, a student may apply for a postponement of studies (temporary suspension of enrollment), subject to the approval of the relevant college council and in accordance with the regulations set by the university council based on the recommendation of the Standing Committee for Graduate Studies, as follows:

1. The student must provide clear reasons and acceptable justifications for postponing studies supported by the necessary official documents, for consideration by the competent authorities.
2. The total postponement period should not exceed one academic year throughout the duration of the program.



3. The student must fill out the approved form for postponing studies at the Deanship of Graduate Studies and Scientific Research, and submit it to the Dean of the relevant college before the end of the registration period for the relevant semester.
4. Cases where postponement is not permitted:
Postponement of studies is not allowed in the following cases:
 - a. If the student is enrolled in supplementary courses.
 - b. During the exceptional opportunity period or during the thesis preparation stage.
5. The provisions of clause (4/b) may be excluded in the event of compelling reasons or documented health conditions, after their approval by the Standing Committee for Postgraduate Studies.
6. The period of study postponement is not counted within the standard time period specified for obtaining the academic degree.

Article (22): Apology for not studying the courses

After the registration period ends, the student may submit a request to withdraw from studying one or more courses, or all courses for the semester, based on the recommendation of the relevant college council, and in accordance with the regulations approved by the university council based on the proposal of the Standing Committee for Graduate Studies, as follows:

1. The student must submit convincing reasons and clear justifications for the apology, supported by the necessary official documents, for consideration by the relevant college.
2. Time restrictions and repetition:
 - A. Students may not withdraw from all courses in a semester for more than one academic year throughout the program.
 - B. Students may not withdraw from the same course more than once during their studies.
3. Cases where withdrawal is not permitted:
Withdrawal from courses is not allowed in the following cases:
 - A. While studying supplementary courses.
 - B. During the exceptional opportunity period.
 - C. During the thesis preparation stage.
4. The student must fill out the apology form approved by the Deanship of Graduate Studies and Scientific Research, and submit it to the Dean of the relevant college within the specified timeframes.
5. Adherence to the deadline for submitting apology requests specified in the academic calendar issued by the Deanship of Graduate Studies and Scientific Research.
6. Exemption from the restrictions contained in clause (3/b, c) is permissible in the event of compelling reasons or documented health conditions, after their approval by the Standing Committee for Postgraduate Studies.
7. Withdrawing from the course results in recording the academic status of the course or semester in the academic record according to the approved regulations, without including the withdrawn course in the final grade.

Article (23): Withdrawal from the university and readmission

If a graduate student withdraws from the university and later wishes to re-enroll in one of its programs, the university has the right to apply the admission requirements in effect at the time of submitting the re-enrollment application, in accordance with the following rules and provisions:



1. A readmission application is treated as a new admission application, and all applicable admission requirements apply, including selection requirements and supplementary courses, if any.
2. If the student's withdrawal was based on his personal desire, and he wishes to return to study later the relevant college may - based on an academic evaluation- equate the supplementary courses that he had previously studied before his withdrawal, as it sees fit, and in accordance with the approved regulations.
3. None of the coursework completed by the student before his withdrawal will be credited, and he is required to re-study it according to the approved program plan at the time of re-enrollment.
4. The student is required to fill out the withdrawal form and the clearance form approved by the Deanship of Graduate Studies and Scientific Research, and submit them in accordance with the applicable regulations.
5. Withdrawal and subsequent re-enrollment is not an acquired right of the student, and its approval is subject to academic and institutional evaluation, in a manner that serves the best interests of the program and the university.

Article (24): Dropping out of school

A student is considered to have dropped out of school if he does not register for courses during the registration period specified for any semester in which he is eligible to register, without obtaining prior official approval to postpone studies or suspend registration in accordance with the provisions of these regulations.

The consequences of dropping out of school are as follows:

1. Changing the student's academic status to a state of interruption, and recording this in the academic record according to the approved regulations.
2. The period of interruption shall not be counted within the regular period specified for obtaining the academic degree, unless the University Council decides otherwise in justified exceptional cases.
3. Applying the procedures and academic consequences of the interruption, in accordance with the regulations set by the University Council based on the recommendation of the Standing Committee for Graduate Studies.

Article (25): Cancellation of student registration

First: Cases of automatic cancellation of registration

A student's enrollment in graduate programs will be cancelled in the following cases:

- a. If the student discontinues their studies as stipulated in Article 21 of these regulations.
- b. If the student fails to pass the supplementary courses according to the regulations and standards approved by the Standing Committee for Graduate Studies.
- c. If the student's cumulative grade point average falls below "Very Good" for two consecutive semesters unless they are granted an academic opportunity in accordance with the approved regulations.
- d. If it is proven that false information or documents were submitted, wholly or partially, upon admission which constitutes a material breach of the admission requirements.



- e. If the student fails to obtain the degree within the standard timeframe specified for the program, including any approved extensions.

Second: Cases of cancellation by decision of the Standing Committee

The student's registration is cancelled by a decision of the Standing Committee for Graduate Studies , based on the recommendation of the relevant college council, in the following cases:

- a. If the student is found to be unserious in preparing the thesis, according to reports from the supervisor or the approved supervisory committee.
- b. If the student fails the comprehensive examination after being allowed to retake it once, in accordance with the approved regulations.
- c. If the examination or discussion committee decides that the thesis is not suitable for discussion, or if it is not accepted after discussion.
- d. If the student violates the rules of academic integrity , whether during coursework or during the preparation of the thesis, or violates the regulations, bylaws, and decisions in force at the university.

Article (26): Re-registration after cancellation of registration

may be readmitted if justifiable circumstances, accepted by the relevant college council, prevent him from completing his studies. This is done by a decision of the Standing Committee for Graduate Studies, and in accordance with the following regulations:

First: Cases that have exceeded three academic years

- 1. more than three academic years have passed since a student's registration was cancelled , they will be treated as a new student and will be required to retake all courses according to the study plan approved at the time of re-registration, without regard to any courses they had previously passed. In exceptional and justified cases, the University Council may exempt certain courses from this requirement, according to regulations it approves based on a proposal from the Standing Committee.

Second: Cases that did not exceed three academic years

- 2. more than three academic years have passed since a student's registration was cancelled , they may be readmitted under the following conditions:
 - a. The relevant college council will determine the courses the student is required to retake to ensure the achievement of the required learning outcomes.
 - b. Courses taken by the student after readmission will be included in their cumulative grade point average (GPA).
 - c. The time the student spent studying before their registration was cancelled will be counted towards the maximum allowed time for obtaining the degree.



Third: The minimum study period after readmission

3. The number of courses that a student is required to retake after re-enrollment should not be less than one course per semester during the subsequent study period, in order to ensure academic seriousness and continuity.

Fourth: General regulatory provisions

4. Re-enrollment is not an acquired right for the student, and is subject to academic and institutional evaluation, in a manner that serves the interests of the program and the quality of its outputs.
5. Re-enrollment and re-enrollment mentioned in Article (20) may not be combined, and each case shall be governed by its own specific rule in accordance with this regulation.

Article (27): The exceptional opportunity to improve academic standing

The relevant college council may grant the student only one exceptional opportunity not exceeding one academic year, based on the recommendation of the relevant department council, in the event that the student's cumulative grade point average falls below the grade of (very good). For two consecutive semesters, and according to the following regulations:

1. The relevant academic department prepares a detailed study of the student's case, including an analysis of his academic standing, and the number of semesters, courses, and credit hours required to enable him to improve his cumulative GPA and reach the minimum required level.
2. The student is required to fill out the exceptional opportunity request form approved by the Deanship of Graduate Studies and Scientific Research, and submit it to the relevant department before the start of the registration period for the following semester.
3. The exceptional opportunity is granted only once during the student's study period, and is not considered an acquired right, and is subject to the discretion of the competent academic authorities.
4. If the student is unable to raise his cumulative grade point average to the required level by the end of the exceptional opportunity period, what is stated in Article Twenty-Two of these regulations regarding cancellation of registration shall be applied to him.

Article (28): Exceptional opportunity to extend the study period and obtain the degree

The Standing Committee for Graduate Studies may grant the student only one exceptional opportunity to extend the specified time period for obtaining the degree, in the event that he is unable to complete the program requirements within the regular period, provided that the extension period does not exceed one academic year as a maximum.

This opportunity is granted by a decision of the Standing Committee, based on an approved report from the academic supervisor, and a recommendation from both the department council and the relevant college council and in accordance with the following regulations:

1. **Academic Case Study:**

The relevant academic department prepares a detailed case study of the student, which includes an analysis of the reasons for not completing the requirements within the regular period, and the



development of a clear time plan to complete the remaining program requirements, whether they are courses, graduation research, thesis, or any of the approved learning outcomes.

2. Request for an exceptional opportunity:

The student is obligated to fill out the exceptional opportunity request form for extending the study period, prepared by the Deanship of Graduate Studies and Scientific Research, and submit it to the relevant department at least one semester before the end of the regular study period.

3. The exceptional nature of the extension:

This opportunity is granted only once during the student's study period, and is not considered an acquired right. It is subject to academic and institutional evaluation as deemed by the competent authorities to be in the interest of the program and the quality of its outputs.

4. Effect after the opportunity ends:

If the student is unable to complete all the degree requirements by the end of the exceptional extension period, the provisions of Article Twenty-Two of these regulations regarding cancellation of registration shall apply to him.

[Article \(29\): Studying courses as a visiting student from another university](#)

A graduate student enrolled at another university or educational institution may study certain courses at Vertex University as a visiting student, subject to the regulations approved by the University Council based on a proposal from the Standing Committee for Graduate Studies, and provided that this does not result in acquiring the status of a full-time student at the university. These regulations include the following:

1. The visiting student is subject to all the regulations, rules and executive regulations in force at Vertex University throughout the duration of his coursework.
2. The student is bound by all academic and behavioral policies of graduate studies, including academic integrity requirements and assessment systems.
3. The Deanship of Graduate Studies and Scientific Research is responsible for providing the student with an official academic record that includes the courses he studied and their results, according to the approved and unified grading system at Vertex University.
4. Studying courses as a visiting student does not automatically grant any right to equivalency, transfer or admission to graduate programs at Vertex University, and this is subject - if requested later - to the controls stipulated in these regulations.
5. The university may require the approval of the student's original educational institution, and determine the academic coordination mechanism when needed.

[Article \(30\): External transfer from other universities or educational institutions](#)

The executive administration of Vertex University may accept the transfer of a graduate student from another licensed and recognized university or educational institution in the country of study, provided that the student has not been dismissed for any academic or disciplinary reason.

The transfer is based on the recommendation of both the department council and the relevant college council and is subject to the following regulations:

First: General Transfer Conditions



1. The general and specific admission requirements adopted at Vertex University apply to the transfer student.
2. The student must complete at least one semester at their original university before requesting a transfer.
3. The student's cumulative grade point average at their original university must be at least "very good" or its equivalent.
4. The student must not be subject to academic or disciplinary dismissal at the educational institution from which he/she transferred.

Second: Transfer Request Procedures

1. The student is required to submit the approved external transfer application form to the Deanship of Graduate Studies and Scientific Research, along with the following documents:
 - A. An official and certified transcript from the university from which the student is transferring.
 - B. An approved description of the courses the student studied at their original university.
2. Transfer requests and their attachments are presented to the department council and the council of the target college. By referring it for study and providing the necessary recommendations.

Third: Course equivalency and GPA calculation

1. The department and college councils provide clear recommendations regarding:
 - A. Courses that are equivalent to those of the student after transfer.
 - B. Whether or not equivalent courses are included in the cumulative GPA.
 - C. Determining the grade due for each equivalent course, where applicable.
2. The equivalent courses are recorded in the student's academic record using an approved form prepared by the Deanship of Graduate Studies and Scientific Research, and the final report, along with the recommendations of the two councils, is submitted to the competent administration for approval of the final decision.

Fourth: General regulatory provisions

9. External transfer is not an acquired right for the student, and is subject to academic and institutional evaluation according to what the university deems to be in the interest of the program and the quality of its outputs.
10. The transfer student, after being accepted, is subject to all the regulations and rules in force at Vertex University.

Article (31): Internal transfer between study programs

A student may transfer from one academic program to another within Vertex University, based on the recommendation of the receiving department council and the approval of the relevant college, and in accordance with the terms and conditions established by the University Council upon the recommendation of the Standing Committee for Graduate Studies.

The internal transfer process is subject to the following criteria:

First: Internal Transfer Conditions



1. must meet the general and specific admission requirements approved for the program to which he wishes to transfer.
2. The student must complete at least one semester in the program from which he wishes to transfer.
3. The student's academic status must be regular when submitting the transfer request, meaning that he is registered as a regular student, or has postponed his studies, or has excused himself from studying, and he must not be dismissed or interrupted.

Second: Transfer Request Procedures

1. The student is required to fill out the internal transfer form approved by the Deanship of Graduate Studies and Scientific Research, and attach the following:
 - A. An official transcript approved by the original department.
 - B. An approved description of the courses completed by the student in the original program.
2. Transfer requests and their attachments are presented to the council of the department to which the student is being transferred and the relevant college council for review and issuance of the necessary recommendations.

Third: Course equivalency and GPA calculation

1. The department and college councils recommend the following:
 - A. Courses that are equivalent to those of the student after internal transfer.
 - B. The extent to which equivalent courses are included in the cumulative GPA.
 - C. The awarding of the grade due for each equivalent course, where applicable.
2. The Deanship of Graduate Studies and Scientific Research prepares the internal equivalency form according to the approved procedures, and the equivalency decision is recorded in the student's academic record.
3. The non-equivalent course units remain recorded in the academic record without being included in the calculation of the cumulative grade point average.

Fourth: General regulatory provisions

1. Internal transfer is not an acquired right for the student, and is subject to academic and institutional evaluation in a way that serves the interests of the program and the quality of its outputs.
2. After internal transfer, the student is bound by the approved study plan for the new program, and by all the regulations and systems in force at the university.

Chapter Four

Vertex University Graduate Programs Assessment, Testing, and Grading System

Article (3 2): Evaluation System

Tests and assessments for courses in graduate programs are conducted, and the grade is recorded according to the approved graduate assessment system at Vertex University , taking into account the academic specificity of this stage, and in accordance with the following provisions:

**First: Course Success Requirements**

1. A student is not considered to have passed any course within graduate programs unless they obtain a minimum grade of (good).
2. To pass the supplementary courses, the student must succeed in them on the first attempt only, with a grade of no less than (Good), and his cumulative average in all supplementary courses must be (Very Good) as a minimum.
3. Regarding alternative exams or courses that extend over more than one semester, the decision regarding the evaluation mechanism is made at the college council level based on the recommendation of the relevant department council.

Second: The cumulative grade point average (GPA) calculation system

4. The student's cumulative grade point average (GPA) is calculated according to a point system out of (4.00) based on the weight of the grades for each course, as follows ,:

<i>Symbol of appreciation</i>	<i>Weight of the grade in points)4(</i>	<i>Degree range</i>	<i>Appreciation</i>
<i>A</i>	4.00	100-90%	excellent
<i>B</i>	3.00	89-80%	very good
<i>C</i>	2.00	70-79 %	good
<i>h</i>	0.00	Less than 70%	Precipitate

Third: Honors in graduate programs

Honors are awarded in graduate programs that are based on the coursework system (or coursework and thesis) according to the following criteria:

Firstly:

- First-class honors are awarded to students who achieve a cumulative GPA of 3.75. Higher from 4.00 Upon graduation.
- Second-class honors are awarded to the student whose cumulative GPA From 3.50 to less than 3.75 out of 4.00 upon graduation.

Second:

It is required that the student has not failed any course studied within Vertex University or at any other university.

Third:

It is required that the student has not been subject to any disciplinary decision or academic warning, or has been subject to dismissal during his period of study.

Fourth:

For Master's and PhD programs that rely on the course system and thesis, the honor is granted on the condition that the student completes all graduation requirements within the minimum regular period approved in the university's semester system.



Fifth:

The duration of study in Master's and PhD programs (course system and thesis) is calculated from the date the student begins his studies until the date of the supervisor's letter forming the discussion committee.

Article (33): Comprehensive Test

The University Council shall regulate the rules for the comprehensive written and oral examination for Master's and Doctoral programs, based on the recommendation of the Standing Committee for Graduate Studies, and in accordance with the following provisions:

First: The nature and components of the comprehensive test

1. The comprehensive test consists of two parts:
 - A. A written test that includes the main topics of the major specialization, and the sub - topics if any.
 - B. An oral test in the field of the major specialization and the sub-specializations (if any).
2. The comprehensive test aims to measure the student's cognitive and methodological competencies and his ability to connect, analyze and integrate scientifically in his field of specialization.

Second: The Comprehensive Testing Committee

The relevant department council shall form a comprehensive examination committee consisting of three .1 faculty members, either professors or associate professors, with experience in the major and sub-specialties (if any).

Third: Tasks of the Comprehensive Examination Committee

The Comprehensive Examination Committee is responsible for the following tasks:

- a. Proposing, reviewing, and submitting the comprehensive examination topics to the department council for approval.
- b. Announcing all details related to the examination (date, scope, instructions) through official channels.
- c. Preparing the written examination questions and grading the answers.
- d. Determining the mechanism and format of the oral examination.
- e. Submitting the results of both the written and oral examinations to the department council.

Fourth: The date of the comprehensive exam

The comprehensive exam is held as follows:

- a. Once in the semester following the student's completion of all coursework, or after the completion of the first-year courses - depending on the program.
- b. The written and oral exams may not be held on the same day.
- c. The comprehensive exam may be postponed for one semester only, based on the recommendation of the relevant department council.

The College Council determines the date of the comprehensive exam, its topics, and its scientific references, based on the recommendation of the Department Council.



Fifth: Comprehensive test scores

The comprehensive test scores are determined as follows:

- A. Written test score)100(degree For each sub-specialty, if there is more than one test.
- B. Each member of the oral examination committee is awarded)100(degree The final result is calculated by taking the average of the members' scores.

Sixth: Comprehensive test results

1. A student is considered successful in the comprehensive exam if they obtain a score of at least(70%)

In both the written and oral exams.

2. The college council approves the results of the comprehensive exam based on the recommendation of the department council.
3. ,The Dean of the College is responsible for submitting the results of the students (passing, failing absent) to the Deanship of Graduate Studies and Scientific Research.
4. The student is not allowed to move on to sub-specializations (if any) or register for the research or thesis stage until after passing the comprehensive exam in the major specialization.

Seventh: Retesting and alternative tests

1. A student who fails the comprehensive exam is given only one opportunity to retake it.
2. An alternative exam may be held for a student who was absent or whose exam was postponed with an acceptable excuse, with the approval of the department and college councils.
3. The retest or alternative test is held in the semester following the comprehensive test.

Chapter Five

Graduation research projects and dissertations, academic supervision, and dissertation defense.

Article (3-4): Graduation Research Projects

The University Council shall establish the rules governing the registration of graduation research projects and theses for postgraduate students - if any - and the mechanisms for determining academic supervisors and assistant supervisors when needed, based on the recommendations of the Standing Committee for Postgraduate Studies.

First: Rules governing the graduation research project

1. The student is allowed to register for the graduation research project after completing at least)50%(of the approved coursework in the program.
2. The relevant academic department presents a range of research topics that exceed the number of students enrolled in the program, giving the student the opportunity to choose one of them or suggest a new title, provided that it is approved by the department.



3. The graduation research project report is written in the language of instruction of the program . If the language of instruction is not Arabic, a comprehensive scientific summary in Arabic must be attached.
4. The student prepares a detailed research project plan according to the guidelines issued by the Deanship of Graduate Studies and Scientific Research in coordination with the academic departments, including a timetable for implementation. The plan is presented to the course professor for approval or modification.
5. The graduation research project is evaluated by a specialized discussion committee consisting of the course professor and two members from the relevant academic department, provided that the committee does not evaluate more than ten research projects.
6. The student is required to prepare the project report according to the technical and guidance templates approved by the relevant department.
7. The final version of the project report is submitted to the relevant academic department in accordance with the approved procedures.
8. The outputs of the graduation research project may be considered a scientific paper that can be published in one of the scientific journals affiliated with Vertex University.
9. In some disciplines, the project outputs may be unconventional (such as an industrial, technical, or applied product), provided that they are accompanied by a scientific paper or report in accordance with the regulations approved by the department and college councils.

Second: The rules governing Master's and Doctoral theses

1. The student is allowed to register for the thesis after passing at least(50%) of the coursework in programs that do not require a comprehensive exam.
2. In programs that require a comprehensive exam , the thesis registration is only permitted after successfully passing the comprehensive exam.
3. The student prepares the thesis plan and the academic supervisor is determined based on the guidance models approved by the Deanship of Graduate Studies and Scientific Research.
4. The scientific thesis is prepared according to the organizational and technical templates approved by the Deanship of Graduate Studies and Scientific Research, and in accordance with the standards of academic integrity and research quality.

Third: The mechanism for determining the academic supervisor and assistant supervisor

1. The assignment of an academic supervisor begins with submitting the approved supervision form to the Deanship of Graduate Studies and Scientific Research, as follows:
 - After the student passes the comprehensive exam in the programs that require it, or
 - After completing all the required coursework in programs that do not require a comprehensive exam.
2. The academic department is committed to ensuring that the research plan is ready within a period not exceeding one month from the beginning of the semester in which supervision was determined, in accordance with the internal regulations approved in the department and college.
3. After the study topic is approved, it is officially announced and registered through the academic system by the Deanship of Graduate Studies and Scientific Research.
4. An assistant supervisor may not be appointed until the subject of study has been given final approval by the academic department and the relevant college council.



Article (3.5) : The language of writing scientific papers and organizational templates

Master's and doctoral theses are written in the language approved for teaching in the program , as determined by the University Council, provided that the thesis includes a comprehensive scientific summary in Arabic if it is written in another language, in accordance with the following regulations:

1. **Letters written in Arabic:**
must include a comprehensive scientific summary in English , reflecting the study's objectives, methodology, and main findings.
2. **Messages written in languages other than Arabic:**
must include a comprehensive scientific summary in Arabic , in accordance with approved academic standards.
3. **Templates and Guidelines:**
The Deanship of Graduate Studies and Scientific Research is responsible for preparing organizational templates, guidelines, and instructions. The technical aspects of writing scientific papers, and working on updating them periodically, in order to ensure the standardization of formal and methodological standards and the quality of scientific output.
4. **Adherence to approved templates:**
Students are required to prepare their scientific papers according to the templates approved by the Deanship of Graduate Studies and Scientific Research. Failure to comply with this is a reason for returning the paper for correction before it is approved for discussion.

Article (3 6) : Eligibility for academic supervision of scientific theses

Professors and associate professors from the faculty of Vertex University undertake the academic supervision of the scientific theses for master's and doctoral programs , in accordance with the approved regulations.

The assistant professor is permitted the following:

1. Supervising graduation research projects in graduate programs that include this requirement.
2. Supervising master's theses as the principal supervisor, whenever he has the appropriate academic experience in the field of specialization.
3. Participating in supervising doctoral dissertations as an assistant supervisor, provided that he has two scientific research papers . At least two publications or publications accepted for publication in his field of specialization, in peer-reviewed and recognized scientific journals.

The Standing Committee for Graduate Studies may establish additional controls to regulate academic supervision, in order to achieve the quality of scientific research and comply with academic accreditation standards.

Article (37) : Academic supervision by non-faculty members

Supervisors or assistant supervisors from outside the faculty may be assigned to supervise or participate in supervising theses, whether from within or outside the university, provided that they have experience and competence in the field of scientific research related to the thesis topic, based on the recommendation of the



relevant department council and the approval of the college council, and in accordance with the following conditions:

First: Supervision requirements at the doctoral level

1. The supervisor or assistant supervisor must have a PhD in a field related to the subject of the thesis.
2. He must have two scientific papers published or accepted for publication in his field of specialization in a peer-reviewed and recognized scientific journal.
3. To have at least four years of research or professional experience in the subject of the thesis or its precise area of specialization.

Second: Supervision requirements in the Master's program

1. The supervisor or assistant supervisor must have a PhD in the field of specialization or a related field.
2. He must have two scientific papers published or accepted for publication in his field of specialization in a peer-reviewed scientific journal.

Third: Health and Medical Specialties

1. Experienced and competent individuals in health and medical disciplines , particularly consultants, are permitted to supervise or participate in the supervision of scientific theses, provided they have a body of scientific research output of no less than two published or accepted papers. To publish in their field of specialization in a peer-reviewed scientific journal, in accordance with the nature of the thesis and its research requirements.

Fourth: Exceptions

The College Council may, in justified exceptional cases , make exceptions to some of the conditions contained .1 in this article, with the approval of the Standing Committee for Graduate Studies , provided that this does not affect the quality of scientific research or academic accreditation standards.

Article (38): Periodic evaluation of the student's progress in the scientific thesis

The academic supervisor is responsible for monitoring and evaluating the student's progress in preparing the thesis at the end of each semester , according to the following mechanisms and controls:

1. **Quarterly Research Progress Report:**
The principal supervisor and the assistant supervisor - if any - jointly prepare a quarterly evaluation report on the student's performance and progress in scientific research, using the approved forms prepared by the Deanship of Graduate Studies and Scientific Research. The report is submitted to the head of the relevant department.
2. **Determining the topic of the thesis: The topic of the scientific thesis**
is determined definitively and officially within the quarterly evaluation report submitted at the end of the first semester of registration for the thesis course.



3. **Registration Continuation Approval:**

The quarterly reports on student evaluation are submitted by the Head of Department to the Deanship of Graduate Studies and Scientific Research, and approval of these reports is a condition for the continuation of thesis registration in the following semester.

4. **Academic warning:**

In the event of a deficiency or non-compliance with the approved research plan, an academic warning form for graduate students is attached to the quarterly report, in accordance with the approved regulations, and the student is officially notified of this.

5. **The organizational impact of the reports:**

Quarterly reports are used as a basis for making academic decisions regarding the continuation of supervision, the granting of exceptional opportunities, or the application of the procedures stipulated in these regulations when the required progress is not achieved.

Article (39): Lack of seriousness in scientific research and procedures for cancellation of registration

If it is proven that the student has not adhered to the requirements of serious scientific research during the thesis preparation phase, and based on a documented report submitted by the academic supervisor , the following disciplinary procedures will be taken:

1. **First academic warning:**

The principal supervisor completes the approved graduate student warning form and submits it to the head of the relevant department, including the shortcomings and areas of non-compliance with the approved research plan.

2. **Notifying the student and documenting the warning:**

The relevant academic department issues an official written warning to the student, with a copy of the warning sent to the Deanship of Graduate Studies and Scientific Research for documentation in the academic system.

3. **Second academic warning:**

,If the student does not address the reasons for the first warning or does not show tangible progress a second academic warning will be issued using the same mechanism, with an official copy provided to the Deanship of Graduate Studies and Scientific Research for documentation.

4. **Recommendation to cancel registration:**

If the student continues to fail to comply with the research requirements after the second warning is issued, the college shall submit a joint recommendation from the department and college councils to the Deanship of Graduate Studies and Scientific Research, which in turn shall refer it to the Standing Committee for Graduate Studies to make the final decision regarding canceling the student's registration in accordance with the provisions of this regulation.

5. **The systematic nature of the procedure:**

In this case, the cancellation of registration is an academic and regulatory procedure resulting from the failure to meet the requirements for research progress, and it does not prejudice the university's right to apply any other provisions stipulated in these regulations.



Article (40): Maximum supervisory load

The academic supervisor is allowed to supervise a maximum of seven (7) theses at one time whether the supervision is individual or joint , in order to ensure the quality of academic supervision and effective follow-up of students.

In justified exceptional cases , this limit may be exceeded by a decision of the Standing Committee for Graduate Studies , based on a joint recommendation from the relevant department and college councils , and in accordance with the regulations and rules approved by the University Council based on the recommendation of the Standing Committee.

Article (41): Examination of the readiness of the scientific thesis and pre-discussion procedures

Upon completion of the thesis by the student, the academic supervisor submits an approved report on the completion of the thesis to the head of the relevant department, along with a copy of the thesis, in order to initiate the procedures for checking readiness and setting a date for discussion, which is approved by the college council , according to the following steps:

1. **Examination of the thesis's suitability for discussion: A committee**

is formed by the relevant academic department to examine the thesis's readiness for discussion . It evaluates the extent to which it meets the scientific, methodological, and technical requirements using the form approved by the Deanship of Graduate Studies and Scientific Research. The final report is submitted to the department council, accompanied by a recommendation regarding the thesis's suitability and the formation of the discussion committee.

2. **Scientific integrity:**

In the event that any violation of the standards of scientific integrity is proven , based on the approved examination tools, a detailed report shall be submitted to the Deanship of Graduate Studies and Scientific Research, to be referred to the Standing Committee for Graduate Studies to take the appropriate regulatory measures in accordance with the provisions of these regulations.

3. **Time frame for discussion:**

The discussion of the thesis should not exceed the semester following the date of submission of the final approved version of the thesis.

Article (4 2): Formation of the thesis discussion committee and its procedures

The thesis discussion committee is formed by a decision issued by the relevant college council , based on a recommendation from the relevant department council , and in accordance with the following regulations:

1. **Preliminary reports of committee members:**

Each member of the discussion committee is obligated to prepare an independent preliminary report on the scientific thesis, to be submitted to the head of the relevant department on the day of discussion using the approved form prepared by the Deanship of Graduate Studies and Scientific Research.



2. **Content of the preliminary report:**

The preliminary report includes the committee member's evaluation of the dissertation, and specifically includes:

- a. The dissertation's strengths and scientific excellence.
- b. Any weaknesses or scientific and methodological observations.
- c. Suggested questions for managing the discussion session.
- d. Suggested revisions to the dissertation.
- e. The member's initial stance on the dissertation, indicating whether this stance is subject to change in light of the points raised during the discussion.

3. **Procedures for forming the committee and selecting an alternate member:**

The discussion committee is formed using the form approved by the Deanship of Graduate Studies and Scientific Research, with an alternate member proposed in case any member declines to attend or is unable to participate.

The recommendation for forming the committee, along with the alternate member's name, is submitted to the department and college councils for approval according to established procedures.

[Article \(4 3 \): Regulations for selecting members of discussion committees and organizing discussion sessions](#)

The University Council sets the criteria for selecting members of Master's and Doctoral thesis discussion committees and the mechanisms for organizing discussion sessions, based on the proposal of the Standing Committee for Graduate Studies , and in accordance with the following criteria:

1. **Committee composition according to academic rank:**

- A. A master's thesis defense committee may consist entirely of members from within the university .
- B. A doctoral dissertation defense committee must include [unspecified members]. At least one member from outside the university , with a minimum rank of professor , in order to promote academic neutrality and the quality of arbitration.

2. **Academic ranks of committee members:**

Discussion committees consist of professors and associate professors from the faculty. An assistant professor may be involved in master's thesis discussion committees, provided that he has two specialized scientific research papers published or accepted for publication in a peer-reviewed and recognized scientific journal.

3. **Sharing expertise from outside the faculty:**

The discussion committee may include a member who is not affiliated with the university's faculty, provided that they possess the necessary competence and scientific experience in the field of the thesis, and with the approval of the department and college councils.

4. **Number of members and balance of the committee:**

The number of members of the discussion committee must be odd , and the main supervisor and the assistant supervisor must not constitute a majority within the committee, to ensure the independence of the academic decision.

5. **Discussion mechanism:**

Thesis discussion sessions are held remotely via electronic media approved by the university, and the relevant academic department is responsible for organizing the discussion procedures and supervising their implementation in accordance with the approved regulations.



Article (44) : Results of the thesis defense and post-defense procedures

The thesis discussion committee shall prepare a final report, signed by all its members, and submit it to the head of the relevant department within a period not exceeding one week from the date of discussion , including one of the following recommendations:

1. Acceptance of the scientific thesis and recommendation to award the academic degree.
2. Acceptance of the thesis with modifications without re-discussion , with authorization of one of the committee members to verify the implementation of the required modifications, and to recommend granting the degree, within a period not exceeding three months from the date of discussion. The college council may extend it to a maximum of six months if there are acceptable justifications.
3. The deficiencies in the thesis must be addressed and discussed again within a period determined by the College Council based on the recommendation of the relevant Department Council, provided that it does not exceed one year from the date of the discussion.
4. The scientific thesis was not accepted.

Individual reports of committee members

Each member of the discussion committee may submit an independent report containing his scientific observations or reservations , to be submitted to the head of the department within one week of the date of the discussion . This report shall be attached to the committee's report, and the entire file shall be referred to the dean of the college.

Rules governing the outcome of the discussion

1. If the recommendation is to accept the thesis without modifications or with minor modifications without further discussion , the student is given a passing grade , and the thesis material is not counted towards the cumulative GPA.
2. If the recommendation is to address the deficiencies and reopen the discussion , the student will be given an incomplete result. Until the new discussion is completed and its result is adopted.
3. The approved discussion committee report form is filled out immediately after the discussion is completed, and is submitted through the head of the department to the Deanship of Graduate Studies and Scientific Research to take the necessary regulatory measures.
4. If the thesis is accepted without modifications , the student is obligated to submit the final approved version within a period not exceeding two weeks from the date of discussion.
5. If the thesis is accepted with modifications without further discussion , the student is obligated to submit a memorandum confirming the implementation of the modifications after their approval by the authorized member, within the period specified by the committee's decision.
6. If the recommendation is for re-discussion , it may only be done once , and the result of the second discussion committee is final and binding.
7. If the thesis is rejected , the student's registration in the study program will be cancelled in accordance with the provisions of these regulations.



Article (4 5): Approval of the discussion results and awarding of the academic degree

The head of the relevant department shall submit the thesis discussion committee's report to the dean of the college within a period not exceeding two weeks from the date of discussion , so that the , accreditation procedures and the awarding of the degree may be completed by the executive administration in accordance with the following regulations:

1. Submitting the final report:

The head of the relevant department submits the approved discussion committee report form to the dean of the college, who in turn refers it to the Deanship of Graduate Studies and Scientific Research along with the individual preliminary reports of the discussion committee members, in accordance with the approved executive rules.

2. Verification of Implementation of Revisions (if any):

If the discussion committee's report includes a recommendation to make revisions to the thesis, the relevant academic department is responsible for preparing a report confirming the implementation of the revisions , which should include the following:

- Signed by the student.
- Signed by the member of the discussion committee authorized to recommend awarding the degree.

Compliance with the implementation of the amendments is verified using the form approved by the Deanship of Graduate Studies and Scientific Research, and the report is submitted within a period not exceeding one week from the date of expiry of the deadline specified in the discussion committee's report

3. Final approval and awarding of the degree:

After completing all the requirements, the Deanship of Graduate Studies and Scientific Research submits the complete file to the Executive Administration for approval of awarding the academic degree in accordance with the approved procedures at the university.

Article (4 6): Graduation Requirements

A student is considered to have graduated from the graduate program after successfully fulfilling all graduation requirements, according to the program's approved study plan, and upon approval of the awarding of the academic degree by the relevant authorities at the university, provided that:

1. Completion of all academic and research program requirements stipulated in these regulations.
2. The student's cumulative grade point average upon graduation must not be less than the minimum set by the university council for each program.
3. In all cases, the cumulative grade point average must not be less than a "very good" grade upon graduation.



Chapter Six

Rights and responsibilities of graduate students, the system for using artificial intelligence, and the protection of research data.

Article (47) : Rights of postgraduate students

Graduate students at Vertex University enjoy the following rights, in accordance with the approved regulations and these bylaws:

1. Students have the right to receive education and assessment in an academic environment characterized by fairness and equal opportunities, with clear and publicly announced standards for learning and assessment.
2. Students have the right to obtain accurate and up-to-date information about the study plan graduation requirements, assessment systems, and policies regarding thesis/graduation research and comprehensive exam, through the official university channels.
3. The student is entitled to benefit from academic advising and research support services, including guidance related to course registration, choosing a path (research/professional/courses), and progressing with thesis or graduation research requirements.
4. The university is committed to protecting student data, academic records, and digital privacy, and will not share them except in accordance with approved regulations and policies and within the limits of institutional need.
5. The student has the right to access the e-learning platform, digital resources, guides, and electronic academic services related to the graduate studies program, in accordance with the regulatory powers
6. The student has the right to submit a grievance or request a review of an academic decision in accordance with the grievance and appeal mechanism adopted by the university, in a manner that ensures neutrality, transparency and integrity of procedures.

Article (48): Duties of postgraduate students

A graduate student at Vertex University is obligated to fulfill the following duties:

1. The student is committed to scientific integrity in all his academic and research work, and plagiarism, cheating, falsification of data or any breach of integrity standards is strictly prohibited.
2. The student is obligated to comply with the course requirements, submission deadlines, exams academic participation, and requirements for synchronous and asynchronous digital activities as specified in the study plan.
3. When preparing a thesis or graduation research paper, the student must adhere to the approved methodological standards, organizational templates, scientific examination rules, and the requirements for scientific documentation and proper citation.
4. The student is obligated to adhere to the etiquette of dialogue and communication in virtual classrooms and electronic platforms, and is prohibited from abuse, defamation, or any behavior that disrupts the learning environment or the reputation of the university.



5. The student is responsible for the accuracy and validity of all data and documents submitted to the university, and providing incorrect information will result in the application of the relevant regulatory provisions.
6. The student is bound by all the university's systems, regulations and executive instructions related to postgraduate studies, and any breach thereof shall be grounds for taking the academic and organizational measures stipulated in these regulations.

Article (49) : System for the use of artificial intelligence in graduate programs

First: The general framework

1. Vertex University adopts artificial intelligence as a tool to support learning and scientific research within a responsible and ethical framework that ensures the quality of academic outputs and protects scientific integrity.
2. Artificial intelligence is not a substitute for the student's genuine academic or research effort, but rather a supporting tool subject to specific controls.
3. The use of artificial intelligence tools in graduate programs is subject to this article and to the executive policies issued thereunder.

Second: Permissible areas of use

The use of artificial intelligence tools is permitted in the following areas, without compromising academic integrity

1. Organizing initial ideas and building general research structures.
2. Proofreading and improving non-essential wording.
3. Analyzing statistical or software data under academic supervision.
4. Indirect exploratory research of references, with adherence to sound scientific documentation.
5. Supporting self-learning and understanding complex theoretical concepts.

Third: Areas of prohibited use

Students are prohibited from using artificial intelligence in any of the following cases:

1. Preparing research papers, theses, or essential parts thereof on behalf of the student.
2. Generating fake or undocumented research results or data.
3. Preparing research proposals or complete thesis plans without actual academic intervention from the student.
4. Answering standardized tests or assessments.
5. Violating academic integrity policies or concealing the use of technical tools.

Fourth: Disclosure and Transparency

1. The student is required to disclose explicitly any use of artificial intelligence tools in:
 - Research
 - Graduation projects



- Scientific papers
- 2. Disclosure is made according to a form approved by the Deanship of Graduate Studies and Scientific Research.
- 3. Failure to disclose the use of artificial intelligence is an academic violation.

Fifth: Student responsibilities

1. The student bears full responsibility for the scientific content submitted in his name.
2. The student is committed to using artificial intelligence ethically and responsibly.
3. The student guarantees:
 - Data validity
 - Authenticity of results
 - Documentation safety
4. The use of artificial intelligence does not exempt the student from academic accountability.

Sixth: Responsibilities of the Academic Supervisor

1. The academic supervisor is responsible for guiding the student on the acceptable use of artificial intelligence.
2. The supervisor has the right to request clarifications or documents that explain the nature of the use of technical tools.
3. The supervisor is obligated to report any use that violates the approved policies.

Seventh: Detection and Assessment Tools

1. The university uses technological tools to detect:
 - Plagiarism
 - Automated content
2. All academic work is subject to review before being approved.
3. The results of the examination are interpreted in a specialized academic manner, and no automated decisions are made without human evaluation.

Eighth: Violations and Penalties

1. Misuse of artificial intelligence is an academic violation.
2. Penalties are applied as follows:
 - Academic Integrity System
 - Seriousness of the violation
3. The penalties include:
 - Alert
 - Failure
 - Academic warning
 - Cancellation of registration in serious cases



Article (50): Protection of research data and the privacy of graduate students

First: General Principles

1. Vertex University is committed to protecting graduate student data and associated research data in accordance with the highest internationally recognized standards of privacy, cybersecurity, and data governance.
2. All academic, research and digital data of graduate students is protected data and may only be used for legitimate academic and administrative purposes.
3. ,The provisions of this article apply to all colleges, departments, faculty members, supervisors academic committees, and digital systems adopted at the university.

Second: The scope of data covered by protection

Protected data includes - but is not limited to - the following:

1. Student's personal data (identity, contact information, official records).
2. Academic record, assessment results, and quarterly reports.
3. Research proposals, scientific papers, and research files.
4. Digital interaction data within learning management systems.
5. Recordings of academic sessions and scientific discussions conducted remotely.
6. Primary and final research data resulting from dissertation projects.

Third: Principles of using research data

1. Research data is used exclusively for the purposes of:
 - o education.
 - o Scientific research.
 - o Academic calendar.
 - o quality assurance.
2. The data may not be used for any commercial, advertising or non-academic purpose without the express written consent of the student and the relevant authorities.
3. The university adheres to the principle of minimal data , so that only what is necessary to achieve academic goals is collected or stored.

Fourth: Confidentiality of scientific papers and research

1. All scientific papers and research projects are considered confidential data until they are discussed and officially approved.
2. It is not permissible:
 - o Sharing messages or parts thereof.
 - o Publishing or making it available.



- Sharing it with external parties is only permitted after completing the discussion and final approval procedures, and in accordance with the approved policies.
- 3. The university may make scientific papers available in its digital repositories or scientific journals after their approval, while preserving the intellectual property rights of the student in accordance with the approved regulations.

Fifth: Data protection in the e-learning environment

1. Vertex University uses secure digital systems for management:
 - Admissions and registration.
 - E-learning.
 - Evaluation.
 - Research supervision.
2. The university is committed to implementing information security protocols, including:
 - Controlling permissions.
 - Encryption.
 - Secure backup.
3. It is prohibited for any entity or individual to upload or store student data or research outside of the approved systems at the university without official permission.

Sixth: Student rights related to data

Graduate students have the following rights:

1. The right to know what type of data is being collected about him and how it is used.
2. The right to request the correction of inaccurate academic or personal data.
3. The right to object to any unlawful use of his data.
4. The right to protect his research data from any unauthorized exploitation or disclosure.

Seventh: Obligations and Responsibilities

1. Supervisors and members of academic committees are committed to maintaining the confidentiality of research data and not using it except within the scope of their official duties.
2. Anyone found to be in violation of the provisions of this article shall bear academic and disciplinary responsibility in accordance with the university's regulations.
3. The application of this article does not prejudice any national or international legal obligations related to data protection.

Eighth: Violations and Procedures

1. Disclosing or misusing student data or research is a serious offense.
2. Violations are referred to the competent authority in the university for investigation and to take the necessary legal measures.
3. Penalties vary according to the severity of the violation, and may include:



- Alert or warning.
- Deprivation of academic supervision or participation.
- Disciplinary accountability.
- Any other procedures approved by the regulations adopted at the university.

Ninth: Concluding Provisions

1. This material is a key reference in research data governance and graduate student privacy.
2. The Standing Committee for Postgraduate Studies may issue detailed executive policies to complement this article.
3. This material is reviewed periodically to ensure its compatibility with international best practices and with the development of e-learning systems.

Chapter Seven

Academic integrity and anti-plagiarism system, research ethics, intellectual property rights for graduate theses and copyrights

Article (51): Academic Integrity and Anti-Plagiarism System

First: General principles of academic integrity

1. Vertex University is committed to applying the highest standards of academic integrity in all its graduate programs, particularly in e-learning.
2. Academic integrity is a fundamental basis in the educational and research process, and an indispensable condition for continued enrollment and awarding of an academic degree.
3. All graduate students, faculty members, and researchers are committed to scientific integrity and adherence to sound scientific research principles.

Second: Definition of plagiarism and academic violations

Scientific plagiarism refers to - but is not limited to - the following:

1. Copying verbatim or partially from the works of others without proper scientific documentation.
2. Reusing previous work by the same student without attribution (Self-Plagiarism).
3. Purchasing or commissioning others to prepare research papers, theses, or parts thereof.
4. Manipulating research data, results, or references.
5. Using artificial intelligence tools in violation of approved policies or without disclosing them.
6. Any practice that violates the principles of academic integrity or the ethics of scientific research.



Third: Plagiarism detection tools

1. Vertex University uses internationally recognized plagiarism detection tools.
2. All are subject to:
 - Research
 - Graduation projects
 - Scientific papers are subject to mandatory review before being approved.
3. The Deanship of Graduate Studies and Scientific Research determines:
 - Acceptable similarity ratio
 - Scientific interpretation mechanisms for reports

Fourth: Student responsibilities

1. The student bears full responsibility for the originality of his academic work.
2. The student is obligated to do the following:
 - Sound scientific documentation.
 - Adherence to the approved citation rules.
 - Disclosure of any use of technical tools or artificial intelligence in accordance with approved policies.
3. The student is not exempt from responsibility on the grounds of ignorance or unintentional error.

Fifth: Responsibilities of the supervisor and the university

1. The academic supervisor is committed to monitoring the student's adherence to the rules of academic integrity.
2. The university is responsible for:
 - Publishing academic integrity policies.
 - Training students in research and documentation skills.
 - Providing testing tools and academic support.

Sixth: Classification of violations

Academic integrity violations are classified as follows:

1. **Minor violations**
such as non-essential documentation errors.
2. **Serious violations**
such as plagiarism, buying research, or data manipulation.
3. **Very serious violations**
include deliberate duplication or plagiarism in academic papers.



Seventh: Disciplinary Procedures

Disciplinary measures are applied according to the severity of the violation, and include:

1. Linear alert.
2. Resubmitting the work after correction.
3. Failing the course or research.
4. Issuing an academic warning.
5. Cancel the search result or message.
6. The student's registration was permanently cancelled from the program.

The principle of gradualism and procedural fairness is taken into account in this.

Eighth: The investigation and adjudication mechanism

1. The violation is referred to:
 - The relevant department
 - Then the college council
 - Then the Standing Committee for Postgraduate Studies, when necessary.
2. The student is granted the right to review the examination report and present his defense.
3. All procedures are documented in the electronic academic record.

Article (5 1): Intellectual Property of Graduate Theses and Copyright

First: General Principles

1. Master's or doctoral theses, graduation research projects, and all resulting scientific research outputs are original intellectual works subject to the intellectual property and copyright systems adopted at Vertex University.
2. The university is committed to protecting the intellectual property rights of students, in a manner that does not conflict with its academic mission, the requirements of scientific publishing, and ensuring responsible access to knowledge.
3. The provisions of this article apply to all graduate students, supervisors, members of academic committees, and relevant research bodies.

Second: Ownership of the scientific thesis

1. The original intellectual property rights for the scientific thesis or research project belong to the student as the principal author.
2. Academic supervision, arbitration, or discussion does not entail any automatic transfer of intellectual property to the supervisor or the university.



3. By registering the thesis, the student acknowledges having read the approved intellectual property policy and agreeing to abide by its provisions.

Third: The university's rights regarding academic use

1. Vertex University reserves the non-exclusive right to:
 - Save the scientific thesis or research project.
 - Making it available in the university's digital repositories.
 - Its use for educational, research, or documentation purposes.
2. This use is free of charge, with the explicit obligation to mention the student's name as the author of the work.
3. The university may not exploit the thesis or its outputs commercially except with the prior written consent of the student and the relevant authorities.

Fourth: Scientific copyright

1. The student may publish his thesis or parts thereof in:
 - Vertex University Scientific Journals.
 - Peer-reviewed scientific journals outside the university.
 - Accredited scientific conferences.
2. Requirements before publication:
 - Approval of the academic supervisor.
 - Adherence to the publishing policies approved by the Deanship of Graduate Studies and Scientific Research.
3. In the case of joint publication, the authors' status and order are determined according to internationally recognized academic standards.

Fifth: Publishing in Vertex University journals

1. Publishing the outputs of scientific theses in Vertex University journals is an approved academic option, and is not mandatory unless the program explicitly states so.
2. All research submitted for publication is subject to independent scientific peer review in accordance with the approved publishing policies.
3. Publishing the letter or part of it in the university journal does not affect the student's intellectual property rights.

Sixth: Innovation and unconventional research products

1. If the thesis or research project results in:
 - Technological innovation.
 - Industrial model.
 - A digital program or product.
 - A practical application that can be registered or marketed.
2. The intellectual property rights for these outputs are governed by:
 - Innovation and knowledge transfer policies adopted at the university.



- Agreements signed between the student and the university - if any.
- 3. The rights of exploitation and royalties - if any - are determined by separate contracts, without prejudice to the student's right as an innovator or author.

Seventh: Restrictions and Obligations

1. The student agrees not to publish the message or any part of it before:
 - It has been officially adopted.
 - Complete all discussion procedures.
2. The student and supervisors agree not to disclose the content of the thesis if it is related to:
 - Through research partnerships.
 - With sensitive data.
 - Through secret agreements.
3. Any breach of the provisions of this article is subject to academic accountability in accordance with the university's regulations.

Eighth: Concluding Provisions

1. This material is an official reference for intellectual property rights in graduate studies.
2. The Standing Committee may issue detailed executive policies to complement it.
3. This material is reviewed periodically to ensure its compliance with international legislation and best academic practices.

Article (5 2): Research ethics and ethical approvals

First: General principles of scientific research ethics

1. Vertex University is committed to applying the highest standards of scientific research ethics in all graduation research projects, master's theses, and doctoral dissertations, in accordance with approved international standards.
2. Scientific research at the university is based on the following principles:
 - Scientific integrity
 - Respect for human dignity
 - Privacy and data protection
 - Avoid direct or indirect harm to individuals or society
3. Adherence to research ethics is a prerequisite for the accreditation of any research or scientific paper

Second: The scope of research subject to ethical approval

All research involving: is subject to prior ethical review and approval.

1. Direct or indirect interaction with humans.
2. Collecting personal or sensitive data.
3. Research related to health, human behavior, or societies.
4. Using questionnaires, interviews, audio or video recordings.
5. Using data that is not publicly available or requires special permission.



Third: The Scientific Research Ethics Committee

1. An independent committee called the Scientific Research Ethics Committee is established at the university and
is
administratively linked to the Deanship of Graduate Studies and Scientific Research.
2. The committee consists of members with academic, research and legal expertise, and may seek assistance from experts outside the university.
3. The committee is responsible for the following:
 - Reviewing research proposals from an ethical perspective.
 - Issuing approvals, requesting modifications, or issuing reasoned rejections.
 - Monitoring ethical compliance during the research process.

Fourth: Procedures for requesting ethical approval

1. The student, in coordination with the academic supervisor, is required to submit a request for ethical approval before commencing the research.
2. The application is submitted via the approved electronic form and includes:
 - Research proposal.
 - Data collection tools.
 - Informed consent form (if applicable).
 - Data protection plan.
3. Research or data collection may not begin before written approval is obtained from the Scientific Research Ethics Committee.

Fifth: Informed consent and participant protection

1. The researcher is obligated to obtain informed consent from research participants whenever the nature of the study requires it.
2. Informed consent must include:
 - Nature and objectives of the research.
 - Participant rights.
 - Ensuring data confidentiality.
 - The right to withdraw at any time without consequences.
3. Protecting participants is a top priority, and any research involving undue harm is prohibited.

Sixth: Data and Privacy

1. The researcher is committed to protecting all research data and not using it except for approved scientific purposes.
2. It is prohibited to publish or share sensitive data without explicit consent.
3. All research is subject to the university's policy on data governance and cybersecurity.



Seventh: Violations and Penalties

1. Violating the ethics of scientific research is a serious offense.
2. If a violation is proven, it is permissible to:
 - Stop the search.
 - The message or project was rejected.
 - Cancel the restriction.
 - Withdrawal of the degree (if awarded), in accordance with the established procedures.
3. Violations are referred to the Standing Committee for Postgraduate Studies to make the appropriate decision.

Eighth: Concluding Provisions

1. Ethical approval is a prerequisite for registering a thesis or approving a discussion.
2. The approval of the supervisor or department does not negate the need for approval from the Scientific Research Ethics Committee.
3. This policy is reviewed periodically to ensure its compliance with international standards and best research practices.

Article (5 3) System of Academic Grievances and Complaints for Postgraduate Students

First: General Principles

1. Vertex University guarantees graduate students the right to appeal and submit academic complaints, ensuring fairness, transparency, and the protection of academic rights.
2. The grievance system is an integral part of the quality assurance and academic governance system at the university.
3. Submitting a grievance or complaint will not result in any retaliatory action or negative impact on the student's academic standing.

Second: Scope of academic grievances and complaints

A student may submit an academic grievance or complaint in the following cases:

1. Results of the assessment or tests.
2. Admission, registration, or transfer procedures.
3. Academic warnings or academic disciplinary decisions.
4. Procedures for supervising scientific theses or graduation projects.
5. Comprehensive test results.
6. The discussion procedures or their results are discussed in terms of procedures only, without affecting the scientific decision.
7. Any academic action believed to have been carried out in violation of the provisions of these regulations.



Third: Distinguishing between grievance and complaint

1. Academic grievance: A student's objection to an academic decision issued against him.
2. Academic complaint: A report concerning an improper academic practice or procedure.
3. A grievance and a complaint may not be combined in one request, and the type of request must be clearly specified.

Fourth: Procedures for submitting a grievance or complaint

1. The grievance or complaint is submitted electronically through the system approved by the university.
2. The application must include:
 - Student data.
 - Identifying the decision or procedure that is being contested.
 - Academic justifications.
 - Supporting documents, if available.
3. The application must be submitted within a period not exceeding 15 calendar days from the date the student is notified of the decision being appealed.

Fifth: The sequence of reviewing grievances

1. First stage:
The complaint or grievance is referred to:
 - The head of the relevant department
shall review it and issue a preliminary recommendation within a period not exceeding 10(working days.
2. Second stage:
If the student is not satisfied with the result, it is referred to:
 - The relevant college council
will review the study and issue a decision within (15) working days.
3. Third (final) stage:
Substantive appeals are submitted to:
 - The Standing Committee for Graduate Studies
and its decision is final and binding .,

Sixth: Regulations for deciding on grievances

1. The grievance is decided based on:
 - Approved regulations.
 - Procedure safety.
 - Fairness in application.
2. The committee is not allowed to:
 - Scientifically correcting the message or test.
 - Interference in purely academic assessment.



3. The focus is on:
 - procedures.
 - Compliance with regulations.
 - The decision is legally sound.

Seventh: Possible outcomes of the grievance

The appeal process may result in one of the following decisions:

1. The appeal was rejected with the reasons for the decision.
2. The decision was upheld with a procedural correction.
3. Partially amending the academic decision.
4. Re-enacting the academic procedure in accordance with the established regulations.
5. The decision under appeal shall be cancelled if it is proven to be in clear violation of the regulations.

Eighth: Procedural safeguards

1. The student is notified electronically of the outcome of the appeal and the reasons for the decision.
2. All requests and decisions are kept in the electronic academic record.
3. All requests are treated with strict confidentiality.
4. The student has the right to view the progress and result of the grievance through the electronic system.

Vertex University communicates with its students via their university email addresses. Please Make sure to check your university email for updates and notifications sent to you.

The content of this guide is subject to change from time to time at the sole discretion of the university. Updated information regarding changes to policies and regulations may be distributed from time to time.

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