

## Article Nine:

Graduate courses offered through the various study plans in academic programs are offered as follows:

- Regular semesters: typically 16 weeks for fall and spring semesters or 6 weeks for summer 2.
- Short summer semesters (summer 1 and summer 3): are typically 4 weeks
- Winter semester: typically 4 weeks during the mid-year vacation.
- Intensive semesters: include those course offerings delivered through intensive modules, which cover the minimum required contact hours in a shorter time period.

## Article Ten:

- The maximum duration for degree completion is calculated according to the maximum period of time expected to progress from graduate admission to completion of all degree requirements as stated herein.
- Withdrawal periods and leave of absences are calculated in the maximum time allotted for program completion, while admission deferral is not.

## Article Eleven:

To obtain a Master's degree or Ph.D. from Qatar University, students must complete all degree requirements with a minimum cumulative GPA of 3.0; to obtain a Diploma, students must complete all degree requirements with a minimum cumulative GPA of 2.5.

For transfer students, at least 70 percent of the credit hours included in the study plan shall be completed at Qatar University unless otherwise stipulated by agreements with partner institutions; however, in such cases, those programs requiring a Thesis/ Dissertation shall require the thesis to be registered at Qatar University.

## Article Twelve:

1. Bridge Courses are those courses which are required (when needed) prior to registering for the regular courses in the program study plan. Bridge courses are determined by the program based on the student's academic and scientific background. Such courses must be completed within three consecutive semesters with a minimum grade of 'B' and a cumulative GPA of, at least, 3.0 in the bridge courses. Grades from bridge courses are not calculated in the student's program GPA.
2. Failure to meet the above requirements shall result in academic dismissal.

## Article Thirteen:

Higher Diploma: A professional degree awarded upon successful completion of a series of courses in a specific field of study leading to specialized experience therein. Students with an earned Bachelor's degree, or equivalent, or a Graduate Certificate are eligible for admission to a Diploma program in accordance with the university's admission criteria. A Diploma study plan shall not be less than 24 credit hours and the maximum period for completion shall not exceed three (3) years. The graduation requirements for a Higher Diploma degree are:

- a) Obtain a minimum cumulative GPA of 2.0 upon completion of the program
- b) Completion of all program requirements within three (3) years from admission; failure to complete the program requirements within the maximum time allowed shall result in an academic dismissal.

## Article Fourteen:

1. Master Degree: An academic graduate degree beyond the Bachelor's degree (or its equivalent). A Master's degree study plan shall not be less than 30 credit hours and the maximum period for completion shall not exceed four (4) years. The types of Master's degrees offered at Qatar University are:
  - Master's Degree: consists of coursework and thesis research with a minimum of six (6) credit hours dedicated to thesis research.

- Professional Master: consists of coursework and project with a minimum of three (3) credit hours dedicated to the graduation project.
  - Executive Master: designed for professionals to develop and enhance specialized skills in addition to theoretical knowledge. Study plans may be comprised of coursework with a graduation project or thesis research. Courses are offered according to a modified timetable.
2. The graduation requirements for a Master degree are:
- a) Obtain a minimum cumulative GPA of 3.0 upon completion of the program.
  - b) Pass the oral defense of the Thesis (for those in the thesis track).
  - c) The oral defense shall take place in the last semester of study upon completion of the credit hours dedicated to thesis research. In the event the student did not pass the oral defense, he/she shall be granted a second attempt. Failure to pass the second attempt at the oral defense examination shall result in the student being excused from the thesis track; however, he/she may be transferred to the project track in the same program (if available) or granted a Higher Diploma degree in the field of specialization. Granting a Higher Diploma degree is contingent upon the recommendation of the college-level Graduate Studies Committee and the university-level Graduate Studies Committee and the approval of the Vice President for Research and Graduate Studies. In such cases, the coursework completed in the master's program shall be considered toward the requirements for the professional degree or higher diploma; additionally, the request shall be exempted from the transfer credit policy and shall be allowed to transfer more than nine (9) credit hours.
  - d) Accomplish one of the following research outputs prior to graduation:
    - Publish or acceptance of publication of a research article, review paper, or a concept paper in a scientific, peer-reviewed journal
    - Publish or acceptance of publication of a book chapter
    - Other research outputs as determined by the college and approved by the Associate Dean for Research and Graduate Studies in the college, College Dean, and the approval of the Dean of Graduate Studies.
  - e) Completion of any additional program-specific requirements.
  - f) Compliance with the tad formatting requirements and deadlines set by the Office of Graduate Studies. Noncompliance with tad formatting guidelines by graduation shall result in a registration hold on the final, official transcript and the degree certificate.
  - g) Apply for graduation within four (4) years from admission to the program and in accordance with the application deadlines set in the Office of Graduate Studies; failure to do so shall result in an academic dismissal. The application for graduation shall be accompanied by the Similarity Index Approval form with all required signatures of approval.
3. The Graduation Requirements for the Professional Master are:
- a) Obtain a minimum cumulative GPA of 3.0 upon completion of the program.
  - b) Pass the defense of the graduation project.
  - c) Accomplish one of the following research outputs prior to graduation:
    - Present a research poster at a conference or other scientific event.
    - Other research outputs as determined by the college and approved by the Associate Dean for Research and Graduate Studies in the college, College Dean, and the approval of the Dean of Graduate Studies.
  - d) Completion of any additional program-specific requirements.
  - e) Compliance with the tad formatting requirements and deadlines set by the Office of Graduate Studies. Noncompliance with tad formatting guidelines by graduation shall result in a registration hold on the final, official transcript and the degree certificate.
  - f) Apply for graduation within four (4) years from admission to the program and in accordance with the application deadlines set in the Office of Graduate Studies; failure to do so shall result in an academic dismissal.

The application for graduation shall be accompanied by the Similarity Index Approval form with all required signatures of approval.

4. The Graduation Requirements for the Executive Masters are:
  - a) Obtain a minimum cumulative GPA of 3.0 upon completion of the program.
  - b) For the project track: Pass the defense of the graduation project and for the thesis track: Pass the oral defense of the thesis. The oral defense shall take place in the last semester of study upon completion of the credit hours dedicated to thesis research. In the event the student did not pass the oral defense, he/she shall be granted a second attempt. Failure to pass the second attempt at the oral defense examination shall result in the student being excused from the thesis track.
  - c) Completion of any additional program-specific requirements.
  - d) Compliance with the tad formatting requirements and deadlines set by the Office of Graduate Studies. Noncompliance with tad formatting guidelines by graduation shall result in a registration hold on the final, official transcript and the degree certificate.
  - e) Apply for graduation within four (4) years from admission to the program and in accordance with the application deadlines set in the Office of Graduate Studies; failure to do so shall result in an academic dismissal. The application for graduation shall be accompanied by the Similarity Index Approval form with all required signatures of approval.

### Article Fifteen:

1. Accelerated (Bachelor-to-Master) Program: provides a study track in which the student obtains both the Bachelor degree and the Master degree at an accelerated pace. Prior to being admitted to the Accelerated Program, the student must have completed at least 75% of the credit hours required in the undergraduate program with a minimum cumulative GPA of 3.0.
2. The student shall be classified as an undergraduate student until all Bachelor degree requirements have been met after which his/her status shall be changed to graduate.
3. Students in the Accelerated Program are subject to the academic standards and policies related to their academic status (i.e. undergraduate or graduate).
4. A maximum of 6 credit hours from the Master degree shall be eligible for dual credit in the Bachelor degree.
5. For a student in the Accelerated Program to be eligible for a Graduate Assistantship, he/she must complete all Bachelor degree requirements and meet the eligibility requirements for the GA position.
6. Each degree shall be awarded separately
7. The Graduation Requirements for the Accelerated Program are:
  - a) Satisfy all degree requirements for the Bachelor and Master degrees (either project or thesis track) prior to graduation.
  - b) Obtain a minimum cumulative GPA of 3.0
  - c) Completion of the Accelerated Program within a maximum of eight (8) years.
  - d) Completion of any additional program-specific requirements.
8. A student who withdraws from the Accelerated Program upon completion of the Bachelor degree requirements but before completion of the Master degree requirements shall receive the Bachelor's degree. The student may complete the requirements for the Master degree within one year of the withdrawal according to the university admission policies and procedures. If, at a later time, students decide to complete the requirements for the Master's degree, they must apply for admission, be admitted (automatically) and then complete the requirements. The time between withdrawal and automatic admission shall not exceed one year.

## Article Sixteen:

1. Doctorate of Philosophy (PhD): is an academic graduate degree beyond the completion of a Master's or Professional Master's degree and shall consist of a minimum of 60 credit hours. There are two categories of doctoral degrees at Qatar University:
  - a) Course-based: shall consist of a minimum of 60 credit hours with 30 credit hours designated for thesis research. The minimum duration for course-based doctoral study is four (4) years and shall not exceed eight (8) years.
  - b) Research-based: shall consist of a minimum of 60 credit hours with at least 40 credit hours designated for thesis research and a minimum of nine (9) credit hours for coursework. The minimum duration for research-based doctoral study is three (3) years and shall not exceed five (5) years.
2. The graduation requirements for the PhD are:
  - a) Obtain a minimum cumulative GPA of 3.0 upon completion of the program
  - b) Pass the Comprehensive Examination
    - Upon passing the Comprehensive Examination, the student shall be permitted to register for thesis hours in the following semester
    - Failure to attend testing without acceptable excuse shall result in an automatic failure
  - c) Pass the Candidacy Examination
    - Failure to attend testing without acceptable excuse shall result in an automatic failure
  - d) Pass the Oral Defense
    - The oral defense shall take place in the last semester of study upon completion of the credit hours dedicated to thesis research. In the event the student did not pass the oral defense, he/she shall be granted a second attempt.
    - Based on the Failure to pass the second attempt at the oral defense shall result in one of the following (pending the recommendation of the Examination Committee):
      - Academic dismissal from the program;
      - Be transferred to the Master's program in the same discipline (if available) and allowed the opportunity to complete the requirements for the degree; In such cases, the courses completed in the doctoral program shall be evaluated for transfer credit toward the Master's degree, and the student shall be exempted from the maximum transfer credit requirement. The Examination Committee's recommendation shall be approved by the college-level and university-level Graduate Committees as well as the VPRGS;
      - Be awarded a Master's degree in the same discipline. In such cases, the student must have met the requirements for the Master's degree at Qatar University. The Examination Committee's recommendation shall be approved by the college-level and university-level Graduate Committees as well as the VPRGS.
    - Failure to attend testing without acceptable excuse shall result in an automatic failure
  - e) Publish or acceptance of publication of, at least, one research article (for course-based programs) and, at least, two research articles (for research-based programs) in a scientific, peer-reviewed journal
  - f) Publish or acceptance of publication of one of the following additional research outputs prior to graduation:
    - Review paper
    - Book chapter
    - Conference paper at a peer-reviewed conference
    - Concept paper
    - Other research outputs as determined by the college and approved by the Associate Dean for Research and Graduate Studies in the college, College Dean, and the approval of the Dean of Graduate Studies.
  - g) Completion of any additional program-specific requirements

- h) Compliance with the tad formatting requirements and deadlines set by the Office of Graduate Studies. Noncompliance with tad formatting guidelines by graduation shall result in a registration hold on the final, official transcript and the degree certificate.
- i) Submit the Application for Graduation in accordance with the deadlines set by the Office of Graduate Studies accompanied by the Similarity Index Approval form with all required signatures of approval. Failure to apply for graduation within the maximum duration allowed for program completion shall result in an academic dismissal.
3. The Comprehensive Examination: is designed to assess a doctoral student's cumulative knowledge and skills in the field of study.
- The Comprehensive Examination is given at the end of the last semester of coursework
  - At the beginning of the student's last semester of coursework, the Associate Dean for Research and Graduate Studies, in coordination with the program, shall appoint a committee for the Comprehensive Examination, which shall be filed along with the student's details in the Office of Graduate Studies
  - The Comprehensive Examination Committee shall be comprised of, at least, three (3) voting members with expertise in the field and who have graduate faculty supervisory status
  - The Committee Chair shall be a non-voting member external to the program
  - The Committee Chair shall submit the Comprehensive Examination Evaluation form to the Associate Dean for Research and Graduate Studies within five (5) working days of the exam, who will submit the form to the Office of Graduate Studies within ten (10) days from the date of the exam
  - The Comprehensive Examination shall be comprised of written and/or oral components as agreed upon by all parties
  - A student shall be allowed a maximum of two attempts to pass the Comprehensive Examination; he/she must pass the Comprehensive Exam before registering for dissertation hours in the following semester. If the student fails the first attempt at the Comprehensive Exam, he/she must have the second attempt by the end of the following semester
    - a) The committee's decision regarding the result of the Comprehensive exam is final.
    - b) Failure to pass the second attempt at the Comprehensive Exam shall result in one of the following (pending the recommendation of the Examination Committee):
      - Academic dismissal from the program;
      - Be transferred to the Master's program in the same discipline (if available) and allowed the opportunity to complete the requirements for the degree; In such cases, the courses completed in the doctoral program shall be evaluated for transfer credit toward the Master's degree, and the student shall be exempted from the maximum transfer credit requirement. The Examination Committee's recommendation shall be approved by the college-level and university-level Graduate Committees as well as the VPRGS;
      - Be awarded a Master's degree in the same discipline. In such cases, the student must have met the requirements for the Master's degree at Qatar University. The Examination Committee's recommendation shall be approved by the college-level and university-level Graduate Committees as well as the VPRGS.
4. Candidacy Examination: the Candidacy Exam is designed to assess the quality, significance, and contribution of the dissertation research as well as the student's scientific background and ability to conduct meaningful research.
- a) A student may take the Candidacy Exam upon completion of one semester of dissertation research and must pass the exam prior to the end of the second semester of dissertation research
  - b) The Candidacy Examination Committee shall be comprised of a minimum of three (3) voting members including the Supervisory Committee and, at least, one additional member; the additional member shall be an expert in the field and meet the criteria for graduate faculty with supervisory status.
  - c) The Committee Chair shall be a non-voting member external to the program

- d) The Committee Chair shall submit the Candidacy Examination Evaluation form to the Associate Dean for Research and Graduate Studies within five (5) working days of the exam, who will submit the form to the Office of Graduate Studies within ten (10) working days from the date of the exam
- e) The student must pass the Candidacy Exam before being allowed to carry out the proposed dissertation research; the exam is comprised of three (3) parts:
  - Prepare the first three (3) chapters of the dissertation including the Methodology chapter and submit (in whole) to the Examination Committee at least one week prior to the date of the Candidacy Exam
  - Give an oral presentation of the proposed dissertation research
  - Defend the dissertation proposal to the Candidacy Examination Committee; the proposal defense may include discussions concerning the student's depth of knowledge in the field and his/her research skills
- f) A student shall be allowed a maximum of two attempts to pass the Candidacy Examination
- g) Failure to pass the second attempt at the Candidacy Exam shall result in one of the following (pending the recommendation of the Examination Committee):
  - Academic dismissal from the program;
  - Be transferred to the Master's program in the same discipline (if available) and allowed the opportunity to complete the requirements for the degree; In such cases, the courses completed in the doctoral program shall be evaluated for transfer credit toward the Master's degree, and the student shall be exempted from the maximum transfer credit requirement. The Examination Committee's recommendation shall be approved by the college-level and university-level Graduate Committees as well as the VPRGS;
  - Be awarded a Master's degree in the same discipline. In such cases, the student must have met the requirements for the Master's degree at Qatar University. The Examination Committee's recommendation shall be approved by the college-level and university-level Graduate Committees as well as the VPRGS.
- h) The committee's decision regarding the result of the Candidacy Exam is final
- i) Failure to attend testing without acceptable excuse shall result in an automatic failure

## Article Seventeen:

1. Graduate Certificate: is a non-academic diploma designed for those interested in enhancing their knowledge and skills without being committed to a graduate degree program. Students with an earned Bachelor's degree, or equivalent, are eligible for admission to a Graduate Certificate program in accordance with the university's admission criteria. A Graduate Certificate study plan shall not be less than nine (9) credit hours and the maximum period for completion shall not exceed two (2) years.
2. Graduate Certificate
  - Graduate Certificate courses may be disciplinary or interdisciplinary
  - In the case of interdisciplinary Graduate Certificates, all relevant programs shall approve the certificate and a committee comprised of members from each specialization shall be responsible for the coordination of the program. The committee shall report to the VPRGS
  - All courses in the Graduate Certificate study plan shall be comprised of graduate-level courses
  - Graduate Certificate programs shall be designed to utilize existing resources without posing any additional burden on academic programs
  - Admission to a Graduate Certificate program should not be interpreted as a guarantee of admission to a QU graduate program as the student must meet all of the program-specific eligibility criteria
3. For admission to a QU Master's program beyond completion of a Graduate Certificate, the student must satisfy one of the following conditions:
  - Have an earned Bachelor's degree from an accredited institution of Higher Education with a minimum cumulative GPA of 2.8
  - Have completed a QU Graduate Certificate with a minimum cumulative GPA of 3.2 in cases where the minimum cumulative GPA of the earned Bachelor's degree is less than 2.8

4. Tuition fees toward a Graduate Certificate shall be governed in accordance with the same rules and regulations of QU graduate programs
5. In cases of enrollment to a graduate program upon completion of a Graduate Certificate with a minimum GPA of 3.2, the courses in the certificate program shall be counted toward the Master's degree and the student shall be exempted from the maximum transfer credit policy

### Article Eighteen:

- PharmD: is a terminal degree involving practical applications in the specialization of pharmacology awarded beyond the completion of a Bachelor's degree; the program shall consist of a minimum of 30 credit hours spanning at least one year.
- The graduation requirements for a PharmD degree are:
  - a) Obtain a minimum cumulative GPA of 3.0 upon completion of the program
  - b) Completion of all program requirements within three (3) years from admission; failure to complete the program requirements within the maximum time allowed shall result in an academic dismissal.