

Master's Degree Requirements

This document states the Master's degree requirement established by Qatar University. Individual graduate programs may include additional requirements beyond what is listed here.

- 1. Program of Study:** The successful completion of an approved program of study is a fundamental University requirement for a Master's degree. The program of study accumulates to a maximum of 30 credit hours. The number of credits may vary for programs with exceptional requirements. The number of credit hours for thesis is 6 credits. Professional Master's Programs and non-thesis option Master's programs may require a 3 credit hour project culminating the Master's experience. It is in the best interest of graduate students to be guided by a well-designed program of study. The program of study is planned by the student in consultation with the graduate program coordinator or academic advisor and subject for approval by the associate Dean for Graduate Studies. Master's students must submit a signed **Study Plan Form** to the Office of the Graduate Studies no later than first week of the enrollment semester. Students must maintain continuous progress towards the degree. Students must submit **Annual Progress Report Form**.
- 2. Master's Supervisory Committee:** The academic advisor in consultation with the Associate Dean forms a thesis supervisory committee. The supervisory committee composed of up to four members including a renowned external member from a recognized institution outside Qatar. The Associate Dean for Graduate Studies submits the **External Evaluator Nomination Form**. The advisor completes and submits the **Supervisory Committee Appointment Form** no later than the 12th week of the 2nd semester.
- 3. Thesis Proposal:** A thesis proposal is required for all students enrolled in programs with thesis-option. Non-thesis option Master's or Professional Master's programs do not require students to submit a proposal. The thesis proposal intends to identify a research problem, describe the research approach, and define the required resources and time to complete the study. The Associate Dean must approve the thesis proposal. Programs must submit the **Approval of Thesis Proposal Form** no later than the end of the 2nd semester.
- 4. Thesis:** The Master's student enrolled in a thesis option program must prepare a thesis to demonstrate his/her ability to perform independent research in an acceptable scholarly manner. Upon completing the thesis work, student is ready for defending his/her work and completes the degree requirement. Students should plan to submit their thesis no later than the fourth semester. At the commencement of the graduation semester, students must submit the **Application for Graduation Form**. The completed text of the thesis must be provided for evaluation to the committee members in the first quarter of the graduation semester. Each of the evaluators must complete and submit a signed copy of the **Examiners Evaluation Form**, no later than the 10th week of the semester. If the committee members have consensus that the student is ready for the oral examination, the program must schedule the oral defense and complete and submit the **Oral Defense Arrangement Form** and **Thesis Defense Announcement Form** to the Office of Graduate Studies no later than 14 working days before the thesis defense date. The oral examination is composed of two parts. The first part is open to the University Community and the general public and the second is closed session with the examining committee members. The oral examination committee is composed of the supervisory committee members. Qatar University examining members must be present during the whole thesis defense and the final vote, the external examiner submits his/her written report and is not required to attend. The final vote is casted in absence of the defending student. Within 10 days of passing the thesis examination, the advisor and program must complete and submit the **Oral Defense Report Form** and the **Similarity Index Approval Form**. Passing the oral examination of the thesis doesn't imply that the thesis is acceptable as defended. The thesis will be approved after all corrections stipulated by the examining committee are incorporated in the thesis. The student advisor or the chair of the committee must certify that the corrections have been made. Students must submit a **final approved thesis, Graduation Checklist Form** and **TAD Forms**, 14 days before the end of the semester to be considered for graduation that semester. A student who fails the oral examination may be permitted for one re-examination if recommended by the examining committee and approved by the Office of Graduate Studies. The second examination, if permitted, must be completed in the following semester. Students who fail the thesis exam may change to non-thesis option if available.