

Academic Supervision

The Deanship of Graduate Studies aims at improving the level of Graduate studies in the University of Dammam's colleges to reach the highest levels possible (locally and internationally) through quality practice, developing the student's ability to be responsible and gain confidence in himself and in the institute, and to keep the student's academic path from obstacles and to complete the program during the given period.

Concept of Supervision

The Academic Supervision is a systematic process that guides the student to the best methods in his educational progress under the guidance of faculty staff in Science Departments since these elements are essential in order to help the student as soon as he enrolls in the university.

The success of the guiding process relies heavily on numerous elements such as: a qualified supervisor, committed student, and the information upon which the guiding process occurs.

In order for the student to achieve progress in his educational program, he will need to know all the procedures and requirements. And here comes the importance of the academic supervisor as a source for these information's. He will be responsible for explaining these information's since he is the source to whom the student approaches for approval of the student's curriculum.

Therefore, the core of the educational process and research lies in the hands of the student himself and the main goal is to provide him with the support he needs throughout his academic path and to complete the educational plan requirements as well as increasing the independent confidence growth within the student according to the educational program goals.

Role and Duty of the Academic Supervisor

The **Academic Supervisor** is a member of the faculty who offers guidance to one or more Graduate study student/s in a study program.

The supervisor must follow up with the student from his acceptance in the program until he obtains the certificate he is studying for. He is, therefore, responsible for the student/s and should give him/them all the help needed.

His Duties:

- Making sure the student know all the information's and procedures most of which can be found in the Deanship's website.
- Giving academic guidance.
- Helping the student in time management.
- Helping the student during examination period.
- Monitoring the student's GPA and guiding him in case it starting dropping.
- Encouraging the student to increase his academic activities and using various electronic communications.
- Planning and organizing the supervising process.
- Preparing a rapid report for each student to be given to the head of the department. The report should contain the level of the student in case of failing or a drop in the GPA.

His Obligations:

- Sincere concern for the student's success.
- Knowledge of all the university's policies and procedures in all its aspects.
- Familiarity with the academic year's agendas and admissions.
- He should help student to make decisions and not take decisions for him.
- Participating in seminars and workshops to develop supervision skills.
- Keeping the secrecy of information's regarding the student and his academic record.

Guidelines for Graduate Studies Student

The Academic Supervision provides the needed support for the student throughout his academic progress in accordance with the educational plan and period as well as completing the educational plan requirements in a specific period of time as well as building the student's self-confidence.

In order to achieve these goals, the student has an essential role in the guiding process. The student holds the responsibility of asking for advice from his/her academic supervisor since he has a greater experience in this field.

a) Before Meeting with the Academic Supervisor, the Student Must:

- Visit the Deanship of Graduate Studies web page where the college guide explains the department and university requirements, then s/he may ask his/her supervisor about queries.
- Set up a meeting with the academic supervisor –preferably before each semester.
- Know the supervisor's office hours.
- Write down all the inquiries s/he needs to ask to his/her supervisor.
- Prepare rightful information's and data related to what s/he needs before the meeting.

b) During the Interview with the Academic Supervisor, the Student Must:

- Prepare his/her inquiries.
- Give an idea about his/her goals and participate with the supervisor.
- Suggest a graduating date and consult with the supervisor.
- Set up a study schedule to include what s/he needs to be studying during the coming semesters.
- Ask all the question on his/her mind.

c) **Follow-up Interviews:**

- Making sure that all the supervisor suggests once every two or three weeks is applied.
- The student should call or email his/her supervisor with any questions or inquiries.
- Informing his/her supervisor of the changes in his/her study schedule.
- Covering all studying agendas, especially deadlines.
- The student should make an academic guide file that contains all his papers and documents.
- The student takes responsibility for his/her educational progress.

Suggestion for Science Departments to Adopt (the Time Schedule for the Graduate Studies Student to Complete His Program)

The educational plans have decided that the study period must be two years for Masters and three years for Doctorate. And any extension of this period will be considered an exception that has to have strong reasons. Therefore, due to its concern with this matter and reducing the extending period of the study plan, the Deanship of Higher Studies has suggested a time schedule for the student to complete his program in the specified period.

N	Time	Performance	Notes
1	The semester prior to opening the program	Academic supervisors are to be chosen according to relevance of the major and number of available seats by the department.	-
2	First week from the beginning of the program (First year of study)	<ol style="list-style-type: none"> 1- Students are to be distributed among the supervisors. 2- Each supervisor helps his student through the registration process. 	Guidelines for the student and supervisor can be found on the Deanship website
3	First semester of the first year of study	<ol style="list-style-type: none"> 1- Studying the first semester's curriculum. 2- During this period, the supervisor's role lies in guiding the student throughout the thesis and monitoring his academic progress. 	
4	Second semester of the first year of study	<ol style="list-style-type: none"> 1- Studying the second semester's curriculum. 2- According to the student's results in the first semester, the supervisor is assigned. 	-
5	End of the second semester of the first year (After the student's results)	The title of the thesis and supervision are registered after checking the accumulative grade of the student.	Can be postponed PhD is postponed until passing of the Comprehensive Exam
6	First semester of the second year of study	<ol style="list-style-type: none"> 1- The File of thesis registration are directed to the Deanship of Graduate Studies for approval. 2- Doctorate students must take the Comprehensive Exam. As for Master's students, it depends on the approved proposal. 3- The department's and college's decision regarding the student's thesis registration are issued once he passes the exam. 4- Starting with practical part of the research or analysis. 	Taking advantage of the Summer vacation to complete the thesis
7	Second semester of the second year of study	- Writing the Master's dissertation and handing it in. The size of the dissertation should not be exaggerated since it differs from the Ph.D.	Third year may be used to finish the PhD Dissertation
8	First semester of the third year of study	<ul style="list-style-type: none"> - Completing the practical part in doctorate theses. - Starting with the dissertation. 	Taking advantage of the Summer vacation to complete the thesis
9	Second semester of the third year of study	Completing the thesis and giving it to the department then suggesting a committee for deliberation.	-

