English-Arabic Specialized Translation Master's Program

Academic Advising and Thesis Supervision Handbook

كتاب مسؤول

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This guide is for both students and faculty members in the program. Here you can find all the information related to academic advising and thesis supervision in terms of aims, roles, and responsibilities. The criteria for assigning thesis supervision to faculty members and related regulations are also outlined in this guide.

1. Academic advising:

Academic advising is a task assigned to a faculty member to advise students on academic matters during their course of study. Every student is linked to an academic advisor once she is enrolled in the program. The academic advisor could be any faculty member who teaches in the program. Academic advising for a student ends once she registers her research proposal, unless the academic advisor is appointed as her thesis supervisor.

2. Responsibilities of academic advisors:

The responsibilities of an academic advisor include the following:

1) Acquainting herself with all applicable postgraduate regulations and policies.

2) Providing appropriate guidance to the student with regards applicable regulations and policies.

3) Monitoring the student's progress and offering support and guidance to the student to overcome any problems she may encounter during her study.

4) Advising the student on any research, language, or technology skills or any kind of knowledge the student may need to acquire during her course of study or require for her research, and directing her to the appropriate training programs.

5) Meeting the student at least twice during the academic year.

6) Providing appropriate guidance to the student in thesis topic selection and the writing of a research proposal, ensuring that her topic is original and feasible.

7) Making sure that the student is fully acquainted with research ethical standards and relevant policies.

8) Maintaining the confidentiality of the student's information.

3. Thesis supervision:

Thesis supervision is a process in which a student receives guidance from a supervisor during the stage of working on and writing her thesis. Supervision ends with a report submitted by the supervisor stating that the student has completed all the degree requirements. Thesis supervision counts as one hour within the workload of both supervisors and co-supervisors per student.

3.1 Registration for the thesis:

1) Upon completing all the taught courses, the thesis-track students are automatically enrolled in the thesis course (3 credit hours) at the beginning of the 1st semester of their 2nd year in the program (Level 3), where they have to work on their research proposals in collaboration with their academic advisors (who could be potential supervisors).

2) Towards the end of the semester, they submit the proposals for approval from the program scientific committee, the department and college councils as well as the Standing Committee of Postgraduate Studies at the Deanship of Postgraduate Studies.

3) In the 2nd semester, they are also automatically enrolled in the thesis course with 9 credit hours. During this semester, students work on their thesis and aim to submit their work by the end of the semester and a thesis examination committee is formed. If the student needs more time to complete the thesis, she may request a time extension for one or two semesters.

3.2 Criteria for assigning a supervisor:

1) A supervisor must be a professor or associate professor.
2) An assistant professor can supervise an MA thesis if she has published two articles.
3) A non-academic may supervise or co-supervise MA students provided that she/he holds a PhD degree and has published at least 5 articles.
4) In the event that the supervisor is unable to continue supervision, a new supervisor must be appointed.
5) In the event that the supervisor retires, she can continue supervising the student.

4. Responsibilities of thesis supervisors:

The responsibilities of a thesis supervisor include the following:

1) Acquainting herself with all applicable postgraduate regulations and policies.

2) Providing appropriate guidance to the student with regards applicable regulations and policies.

3) Making sure the student is aware of all applicable regulations, her rights and responsibilities.

4) Meeting her student for an hour on a weekly basis.

5) Developing a plan with a timeline with the student to ensure the completion of the thesis on time.

6) Directing the student to follow PNU guidelines for thesis writing and layout and ensuring that she is aware of the expected standards.

7) Monitoring the student's progress according to the agreed plan and timeline, and offering support and guidance to her to overcome any problems she may encounter during her study.

8) Submitting the student progress report at the end of every semester.

9) Making sure the student is following the right research methodology and adhering to research ethical standards.

10) Advising the student on any research, language, or technology skills or any kind of knowledge the student may need to acquire during her course of study or require for her research, and directing her to the appropriate training programs

11) Providing constructive feedback on the student's submissions in a timely and professional manner.

12) Encouraging and helping the student to complete her thesis on time.

13) Advising the student promptly of unsatisfactory progress with regard to any aspect of her research.

14) Reviewing the thesis in its final form before writing the completion report.

15) Approving the thesis and forming an examination committee to be sent for approval from the Department Council.

16) Helping the student prepare for the examination.

17) Arranging the examination date in coordination with the thesis examination committee, the student and the department.

18) Reporting the committee's recommendations to the department.

19) Making sure the student makes the corrections, if any, to the thesis as suggested by the examination committee.

20) Encouraging her to publish parts of the thesis.

The responsibilities of the thesis co-supervisor, if any, include the following:

1) Acquainting herself with all applicable postgraduate regulations and policies.

2) Meeting her student for an hour on a weekly basis.

3) Attending the student's meetings with the primary supervisor.

4) Participating in the supervision process and undertaking the tasks specified for her in the work plan agreed upon between the three parties.

5. Responsibilities of students

A graduate student is expected to:

1) Familiarize herself with the rules, regulations and policies relevant to graduate students.

2) Be serious, diligent, and professional during the stage of taught courses and thesis preparation.

3) Maintain regular contact with the supervisor and attend the weekly supervision hour as agreed upon with the supervisor.

4) Notify the supervisor of any academic or non-academic problems or difficulties she encounters and may impact her progress.

5) Notify the program director of any problems or difficulties with the thesis supervisor, however simple they may seem, before they become serious.

6) Make satisfactory progress following the work plan agreed upon and the instructions of the thesis supervisor.

7) Discuss with and obtain the approval of the thesis supervisor regarding any changes in the direction of the research focus.

8) Complete and submit the thesis on time.

9) Comply with the research ethical standards and obtain the IRB approvals before commencing research.

10) Ensure that all work done by others used in the thesis is properly acknowledged.

11) Participate in departmental seminars and academic events.

12) Decare her affiliation to PNU when she participates with her work in events outside PNU.

The relationship between supervisors and students should be based on mutual respect and open communication. When conflicts arise, every effort should be made to resolve any issue informally. If these efforts are not successful, formal procedures may be implemented. For more details, please consult the Student Handbook, Faculty Handbook, and Program Code of Conduct, Ethics, and Discipline Regulations.

6. Research priorities:

The program has a set of research priorities that have been approved by the department and college councils. Students should be directed to choose thesis topics that fall within these research priorities. These priorities are:

1) Translating Saudi identity between Arabic and English in different specialized texts such as media, Islamic, economic, and literary translation.
2) Professional translation practices in specialized fields locally and globally.
3) Translation and technology: machine translation, translation and artificial intelligence, CAT tools, localization, corpus-based translation studies.
4) Audiovisual translation: subtitling, dubbing, and audio description.
5) Translation pedagogy: specialized translation quality assessment, translator training.
6) Oral translation: simultaneous and consecutive interpreting, sight and bilateral translation, community interpreting (particularly SDG-related areas).

7. Thesis defense/examination:

Once the student completes her thesis, the supervisor submits a completion report to the department chair in addition to the following: a suggested examination committee, a copy of the thesis, a copy of the approved research proposal, the originality report, the IRB approval, and the CVs of the examination committee members. The examination committee members must be professors or associate professors. Assistant professors can serve on examination committees if they have two publications. The committee must consist of an odd number of members, and decisions require the approval of two-thirds of the committee.

Upon the approval of the department and college councils, the examination committee formation request is sent to the Deanship of Postgraduate Studies. Once the approval is obtained from the deanship, the supervisor arranges for a date for the thesis examination in consultation with the examination committee.

During the thesis examination, the committee discusses various aspects of the thesis with the student and provides feedback. After the discussion concludes, the examination committee holds a closed meeting where members complete evaluation forms and agree on one of the following results:

1) To approve the thesis with no changes required and recommend awarding the degree.
2) To approve the thesis with minor changes required to be made within a period of no more than three months and recommend awarding the degree after confirming that the changes have been made.
3) To approve the thesis with major changes required to be made within a period of no more than a year, requiring a re-examination in this case.
4) To reject the thesis.

Within two weeks from the examination date, the department chair must report the examination result to the Dean of Postgraduate Studies.

Thesis Writing Guidelines

Introduction

This section provides a detailed description of the thesis course requirements.

Requirements

Students are required to submit a thesis at the end of their MA Program about translation. The thesis should not be less than 20,000 words, excluding the Bibliography and Appendixes. The choice of the thesis' topic should take into account the criteria of (1) usefulness, (2) practicality, (3) academic purposes and (4) up to date. The significance of the students' choice will be stressed upon in terms of usefulness to community and relevance to job market, practicality and relevance to one field of their study in the program; and avoidance of sensitive topics that can rather do more harm than use to readers and local community.

By the end of the first year, students should start to work on their topics and draft their proposals. They are expected to submit a final proposal to their department by the beginning of the second year. The students' proposals will be conducted by a special departmental committee whose members are essentially the students' advisers. The students are required to submit their thesis by the end of the final semester. The viva will be conducted by two examiners, one external; another internal, in addition to the student's supervisor.

Objectives

1.Training students to utilize their acquired theoretical and practical expertise in translation to produce an academic MA Thesis.

2.Preparing students, through this thesis, to participate in enriching translation academic research.

3.Acquainting students with the methodologies of conducting research in general and MA thesis in particular.

4.Teaching students the methodologies and procedures of preparing his/her own MA Translation Thesis in minute details.

5.Introducing students to the scientific steps of writing his/her thesis gradually, systematically and methodologically.

6.Helping students to think carefully about their future contributions to translation studies.

The Proposal

Writing the proposal is the most critical stage of the thesis for the students as it paves the way to proceed to the next stages of writing the whole thesis. Once the student overcomes it, the other stages will be less complex. In the proposal, students should lay the theoretical grounds for their theses, whether theoretical or practical. This includes the literature relevant to the topic of the thesis; the reasons for opting for a certain topic, the purpose of the thesis, the usefulness of the thesis, the difficulties and problems of writing an MA thesis, how the student tackles and sorts them out, and the solutions suggested to them.

At this stage, students are advised to consult their supervisors to determine the nature of the question they wish to address, the approach to take in addressing the question, and a methodology that is appropriate for the approach. Typically, the proposal is written in future tense (as the work is not yet done), except for the review of relevant literature which is written in the past tense. It should ideally include the following sections:

- Introduction

- Background of the Problem

- Research Questions or Hypothesis

- Objectives and Significance of the Study

- Theoretical Framework

- Data

- Research Methodology

- Limitations of the Study (if any)

Thesis Structure, Organization and Presentation

It is necessary for students to adhere to academic principles in the structure, organization and presentation of their thesis. Also, there is a necessity that specific university structural requirements are met in the organization of the thesis. The aim of the following guide is to highlight these necessary components and give a template student can follow in the formation of their thesis.

A.Preface

The preface is an introductory section which precedes the main body of the thesis. It must be structured in accordance with the University requirements which are listed below.

• **Blank Page:** The first page must be left blank.

• **Title Page:** The second page is the title page and must follow the title page template attached at the end of this booklet.

• **A copy of the thesis acceptance form:** The third page must contain a copy of the thesis

acceptance form.

• **Acknowledgments:** The fourth page is reserved for students to present their acknowledgements to the people who supported them in the preparation of their thesis.

• **Abstract:** The fifth page must include an abstract which provides a brief statement, not more than 300 words, of the main themes of the thesis.

• **Table of Contents:** The sixth page must contain the table of contents which lists the contents of the thesis by chapters with their corresponding page numbers. This must also

include page numbers for the following sections: acknowledgments, abstract, table of figures, list of tables, list of abbreviations, Transliteration system, references and bibliography.

• **Table of Figures:** If applicable to your thesis, the preface following the Table of Contents should include a List of Figures which lists all graphics, diagrams and pictures with their corresponding page numbers.

• **List of Tables:** If applicable to your thesis, the preface following the Table of Figures should include a List of Tables which lists all the compilations of all the data in the form of rows and columns.

• **List of Abbreviations:** Following the List of Tables, the preface should have a List of Abbreviations which is a list of all abbreviations used in the thesis.

• **Transliteration System:** Following the List of Abbreviations, the preface should contain a transliteration system which is a guide to the manner Arabic letters are presented using Latin styled letters. Please follow the transliteration guide linked here.

B. Thesis Body

The thesis body follows on from the Preface and must also adhere to the structural requirements of the University which are listed below.

Chapter 1: Introduction

Chapter 1 of the thesis must be assigned to the introduction which is an essential component to explain the theme and importance of the thesis. In the introduction the student should introduce the subject and its relevance and importance to the field of translation. If the thesis is addressing a particular gap in translation studies research it must be highlighted in the introduction. Likewise, if the thesis is a continuation of a specific area of focus in translation studies it should be highlighted, and the intended contribution the student's thesis will bring to the area should be mentioned. Also, the research questions which the thesis aims to address should be listed in this section. In addition, the main theories, data sources, methodological approaches and conclusions should be alluded to in the introduction. Moreover, the introduction should be written in a manner that engages the reader by highlighting the thesis's importance to the subject matter and to the wider field of translation studies. Also, if the thesis has relevance outside of the field of translation this should also be highlighted in the introduction.

Chapter 2: Literature Review

Chapter 2 of the thesis must be assigned to the Literature review. In this chapter the students' primary goal should be to outline the relevant texts that have influenced their research. In addition, the literature review is also a means to assess the current state of the field in relation to the student's area of focus. Accordingly, the literature review can be used to assess the originality and necessity of the student's thesis and how familiar they are with their area of focus. The literature review should include texts derived from the field of translation studies and texts which have emerged from other disciplines but have a connection to the student's

chosen area of focus. Furthermore, in the literature review the student should highlight specific research gaps and illustrate how their thesis will address these.

Chapter 3: Research Methodology

Chapter 3 of the thesis must be assigned to the Research Methodology. In this chapter the student is expected to explain the research methods they selected to collect data and analyze their findings. A research methodology allows the examiners to critically assess the thesis's overall validity and reliability in terms of answering two fundamental questions 'how was the data collected' and 'how was it analyzed'? Thus, it is essential the research methodology not only explains the research and analysis methods used but also offers a justification for their selection. This includes a justification for the choice of source of data. For example, if the subject matter is on equivalence and the data is collected from the translation of poems the student must be able to justify why they chose this genre of translation over others. Likewise, if a particular theory is chosen in the analysis stage students must also justify why they selected it over other relevant theories. Accordingly, the research methodology must cover the following areas:

• a description and justification of the empirical data used

• a description and justification of the theories and approaches used

• an explanation of data collection strategies including the use of qualitative and quantitative

approaches

• a discussion on the use of descriptive and prescriptive approaches

The above factors combined form the research methodology and thus it is essential that they are relevant to the research problem the student is investigating.

Chapter 4: Results

Chapter 4 of the thesis must be assigned to the Results. In this chapter the student is expected to report the findings of their study based upon the data gathering research methodologies they discussed in chapter three and subsequently employed. The results section should only state the findings of the research without analysis. This section should be specific and concise in terms of only relating data that is relevant to the subject matter and answering the specific research questions outlined in the introduction. In this regard to present the findings concisely, alongside written reports, non-textual elements can be used such as figures and tables.

Chapter 5: Discussion

Chapter 5 of the thesis must be assigned to the Discussion. This section is the most important in demonstrating the academic ability of the student in terms of applying critical thought, presenting structured arguments and deriving meaning from observation through the application of theory. In this section students are expected, through the application of the research methods of analysis they described in chapter three, to interpret and describe the implications of the findings mentioned in the previous chapter. Moreover, there should be a

clear link to the claims and research questions presented in the introduction. Also, this is the section in which students should address the research gaps they identified in the literature review and derive new or hybrid hypotheses through the discussion of their findings. It is also important that the discussion is balanced, and other possibilities are mentioned before a certain key point is concluded.

Chapter 6: Conclusion

Chapter 6 of the thesis must be assigned to the Conclusion. In this chapter the student is expected to present a summary of the main points and arguments made in the discussion. Also, students should use their conclusion to suggest new avenues of research, or the need for continued research in light of their findings. However, students must not present new data or arguments in the conclusion.

C. Bibliography

The function of the Bibliography is to list all the information that a reader of the thesis requires to assess the validity of the sources which were referenced in the text and consulted by the student. Therefore, the Bibliography must contain a list of all texts referenced in the thesis, and texts that were not referenced but which were consulted by the student while researching the thesis. The bibliography must be comprised and presented according to the APA referencing guidelines. The APA format for referencing a Book in the Bibliography must include:

Author or authors. The surname is followed by first initials. Year of publication of the book (in round brackets). Book title (in italics). Place of publication. Publisher.

For example: Bilal, M. D. (2018). *Working in academic circles*. Riyadh: Hala Press

The APA format for referencing a journal in the Bibliography must include:

Author or authors. The surname is followed by first initials. Year of publication of the article (in round brackets). Article title. Journal title (in italics). Volume of journal (in italics). Issue of journal (no italics). Page range of article.

For example: Bilal, M. D. (2016). Research methods in academia. *Research methods*, *26*(8),

For a more detailed explanation on how to compile a Bibliography according to the APA referencing system visit the following website: http://libraryguides.vu.edu.au/apa-referencing/getting-started-in-apa-referencing#s-lg-box-wrapper-9022097

D. Appendixes

The thesis should also contain appendixes if required. An appendix is data that is not essential to the thesis but has relevance to the research. According to the University's requirements the appendixes should be listed in alphabetical order and each appendix should be presented on a separate page.

Referencing Style

Students must use the APA referencing style throughout the thesis. In the description of the

Bibliography examples were given in regard to end references. In addition, students must apply the APA referencing to in text references both for direct quotes and where information is paraphrased. A direct quote should include the surname of author or authors, year of publication and page number of the quote in round brackets, for example, (Bilal, 2018, pp. 21-26). In-text citations can be generally summarised as follows:

• An in-text citation is used whenever another author's work is directly quoted or paraphrased.

• Citations for paraphrases use an author/date format: (Author, Publication Year), e.g., (Smith, 2007).

• The citation for a direct quote should also include the page number: (Author, Year, p. #).

• You can move information from the in-text citations to other parts of the sentence that the quote is part of as long as all required elements are present: e.g. Smith (2007) says, "arrows are sharp" (p. 8). However, the date always follows the author's/authors' name(s).

• The page number always follows a direct quote, even if these elements are split within your sentence. For example, Smith and Harlow (2011) elaborated on this by suggesting that "paper planes can float" (p. 8). Owen (2017) posited that "foxes can fly" (p. 17) in her dream analysis.

• Any quotation longer than 40 words should be made into a freestanding block of text and have the quotation marks removed.

• The entire left margin of block quotes should be indented one-half inch as a whole "block" (with no extra indent on the first line).

• The parenthetical citation with the page number on block quotes follows the quote and period, with no additional punctuation after it (unlike shorter quotes, where the parenthetical citation falls within the sentence itself with the period following it).

• If no author is given, use a shortened version of the title in the citation rather than an author's name. Note that this is very uncommon; you may need to sleuth around a bit to discern the author(s) of a resource, but the Internet makes this relatively easy.

• If the publication date is unknown, use "n.d." in its place (include the periods, but not the quotation marks).

• If you are using an electronic source that does not include page numbers, use paragraph numbers with the in-text citation including the author and date (Author, Year, para. #).

• For works with 3 to 5 authors, list all authors' last names in the first citation: e.g. (Smith, Jones, & Brown, 2010). In subsequent citations, list the first author's name and "et al.": e.g. (Smith et al., 2010). Note that al. is an abbreviation for alli, which is why it has a period and et does not.

• For citations that have 6 or more authors, cite the surname of the first author followed by "et al." in text, as if you had already named the authors: e.g. (Arden et al., 2012).

For a more detailed explanation on how to use the APA referencing system visit the following website:

http://libraryguides.vu.edu.au/apa-referencing/getting-started-in-apa-referencing#s-lg-boxwrapper-9022097

Plagiarism

Plagiarism is a serious matter in all levels of academia and when committed undermines the foundation of academic research. Therefore, it is essential students become familiar with it so to avoid falling into it. Plagiarism can be defined as the unacknowledged use of another's work which can include using direct quotes or paraphrasing another's words or ideas. Plagiarism also encompasses self-plagiarism where a previously submitted work is copied directly, in full or part, and resubmitted. A student can be guilty of plagiarism irrespective of their intent to deceive and therefore the safest way to avoid plagiarism is to adhere to a referencing style. Plagiarism will not be tolerated by the University and if proven the penalty may lead to the student's failure to obtain a degree. Students must submit their work to Blackboard's SafeAssign where the thesis will be assessed for originality and plagiarism.

Ethical approval

Ethical approval is needed for any thesis that involves gathering data from human participants through observation, interviews, surveys and questionnaires. This approval is mandatory before the student can commence in the collection of data from the above-mentioned methods to ensure that the safety, dignity and rights of all participants are protected. Accordingly, an ethical approval form must be completed which assesses the following areas:

• risk of harm to participants

• informed consent

• anonymity and confidentiality

• deceptive practices

• providing the right to withdraw

Thesis Formatting

The thesis must adhere to the University's formatting guidelines which are listed below:

The font style used must be Times New Romans and the font size must be 12 for the written text and size 10 for tables. The spacing must be set at 1.5 for the entire document except for the table of contents, direct quotations of more than 40 words, footnotes and the bibliography, which all should be set at one line spacing. All new paragraphs must have a first-line indent. Every new chapter must start on a new page. The margins should be set at 3 cm for the top and bottom, 4 cm for the left and 2cm for the right.

Regarding page numbering, all pages in the Preface must be numbered with Roman Numbers, starting with I. In the main body of the thesis starting from chapter one and continuing to the last page of the thesis English numbers should be used starting from 1 on the first page of chapter one.

The number location for both the preface and the main body should be set on the top right side of the page. Headings and subheadings should both use size 16 font, but subheadings should also be underlined.

Tables should be presented in the above defined margins and should be numbered continuously throughout the document. That is to say, their numbering should not restart at every chapter and if a table is repeated it should use the same number of its first appearance. There should also be legends at the bottom of every table.

Printing and Binding

The thesis should be printed on plain A4 white paper with sufficient opacity for normal reading. It should be printed on one side only and with black ink.

In the instance of the initial submission students must submit soft bound copies of their theses for each of their examiners. After passing the viva and implementing the required amendments students must submit five hard copies of their thesis (one for the Deanship of Graduate Studies, one for the department, one for King Fahad National Library, two for PNU Central Library). Hard copies should have dark green covers and gold should be the colour of the font.

Students must also submit three soft copies on CDs (two for the Deanship of Graduate Studies and one for PNU Central Library). The soft copies should include two PDF files: one file is to be the entire thesis and the other is to be PDF document of the abstract both in English and Arabic. The title page should be the first page for each file.

[Thesis Title]

Times New Roman
24 bold

[Author's Name]

Times New Roman
18 bold

Submitted in partial fulfillment
of the requirements for the degree of
Master of Arts In [field of specialization]

Times New Roman
18 bold

[Supervisor's Name]
Times New Roman
18 bold

[Year]

Appendix

Forms needed for the theses and research proposals

جامعة الأميرة نورة بنت عبدالرحمن
وكالة الجامعة للدراسات العليا
والبحث العلمي
عمادة الدراسات العليا

السيرة الذاتية لعضو هيئة التدريس المرشح للإشراف على خطة البحث للرسالة العلمية / لعضوية لجنة مناقشة الرسالة العلمية				
بيانات المشرف*				
الاسم		الجنسية		
القسم		الكلية	الجامعة	
التخصص العام		التخصص الدقيق		
المرتبة العلمية	☐ أستاذ مساعد ☐ أستاذ مشارك ☐ أستاذ ☐ أخرى:..................			
تاريخ الحصول على أخر درجة علمية				
رقم الجوال:		البريد الإلكتروني:		

البيانات الإشرافية والبحثية			
عدد		رسائل الماجستير	رسائل الدكتوراه
الرسائل التي أشرف عليها سابقاً			
الرسائل التي يشرف عليها حالياً (مشرف رئيس – مشرف مساعد)			
الأبحاث التي تم نشرها			

البحوث المنشورة أو المقبولة للنشر (مجال التخصص) في مجلات علمية محكمة بعد الحصول على درجة الدكتوراه **				
م	عنوان البحث	اسم المجلة	تاريخ النشر	رقم المجلد والصفحات
1				
2				
3				
4				

* يعبأ من قبل كل مشرف
** إرفاق صورة من غلاف البحوث المنشورة أو خطاب الموافقة على النشر للأستاذ المساعد

جامعة الأميرة نورة بنت عبدالرحمن
وكالة الجامعة للدراسات العليا
والبحث العلمي
عمادة الدراسات العليا

*نموذج تسجيل خطة البحث للرسالة العلمية			
بيانات الطالب/ـة			
الاسم (رباعياً)		الرقم الجامعي	
الدرجة العلمية المقيد/ة بها	□ماجستير □ دكتوراه	اجتياز الاختبار الشامل (لمرحلة الدكتوراه)	□ نعم □ لا
الكلية		القسم	
البرنامج		المعدل التراكمي	
عدد ساعات البرنامج		عدد الساعات التي تم اجتيازها	

العنوان المقترح لخطة البحث للرسالة العلمية

باللغة العربية	
باللغة الإنجليزية	
لغة كتابة الرسالة العلمية	□اللغة العربية □اللغة الإنجليزية □أخرى

*الإشراف

المشرفين	الاسم	التخصص	القسم	الكلية	المرتبة العلمية	جهة العمل	عدد الرسائل التي يشرف عليها حالياً (المشرف الرئيس – المشرف المساعد)
المشرف الرئيس							
المشرف المساعد							
المشرف المساعد الثاني (إن وجد)							

مجلس القسم

أوصى مجلس القسم في جلسته رقم .... بتاريخ   /   /   14هـ   الموافق   /   /   20 م

□ الموافقة   □ عدم الموافقة، وذلك للأسباب التالية:
....

رئيسة القسم	الاسم	التوقيع	التاريخ

مجلس الكلية

أوصى مجلس الكلية في جلسته رقم .... بتاريخ   /   /   14هـ   الموافق   /   /   20 م

□ الموافقة   □ عدم الموافقة، وذلك للأسباب التالية:
....

عميدة الكلية	الاسم	التوقيع	التاريخ

*للفقرة (قا، ٢٧، ٢٨، ٢٩، ٤٠،٤٠، ٤٥) من اللائحة المنظمة للدراسات العليا في الجامعات وقواعدها التنفيذية بجامعة الأميرة نورة بنت عبد الرحمن
إرفاق صورة من خطة البحث للرسالة العلمية، ويلخص وإن البحث باللغة العربية

*نموذج إقرار موضوع مشروع بحث التخرج (المشروع البحثي)		
بيانات الطالب/ـة		

		الرقم الجامعي		الاسم (رباعياً)
		البرنامج	□ماجستير □ دكتوراه	الدرجة العلمية المقيد/ة بها
		القسم		الكلية
				اسم المشرف

بيانات مشروع بحث التخرج (المشروع البحثي)
أ. عنوان مشروع بحث التخرج (المشروع البحثي)

	باللغة العربية
	باللغة الإنجليزية

ب. ملخص بحث التخرج (المشروع البحثي) باللغة العربية (لا يزيد عن 100 كلمة)

....

....

....

ج. هل توافق لجنة المحكمين على موضوع مشروع بحث التخرج (المشروع البحثي)؟

□نعم   □ لا

إذا كانت الإجابة (لا) تذكر أسباب عدم الموافقة وتقوم الطالبة باقتراح عنوان آخر.

أسباب عدم الموافقة:

....

....

أعضاء اللجنة			
التوقيع	الدرجة العلمية	الصفة	اسم العضو
		مقرر مشروع بحث التخرج (المشرف)	
		عضو هيئة تدريس	
		عضو هيئة تدريس	
		رئيسة القسم	

جامعة الأميرة نورة بنت عبدالرحمن
وكالة الجامعة للدراسات العليا
والبحث العلمي

*نموذج تقييم مشروع بحث التخرج (المشروع البحثي)

بيانات الطالب/ـة

الاسم (رباعياً)		الرقم الجامعي	
الدرجة العلمية المقيد/ ة بها	☐ دبلوم عالي ☐ ماجستير ☐ دكتوراه	البرنامج	
الكلية		القسم	

بيانات مشروع بحث التخرج (المشروع البحثي)

عنوان مشروع بحث التخرج باللغة العربية	
عنوان مشروع بحث التخرج باللغة الإنجليزية	

تقييم أداء الطالب/ـة من قِبل أستاذ المقرر والمحكمين

معايير التحكيم	ضعيف (1)			مقبول (2)			جيد (3)			جيدجداً (4)			ممتاز (5)	
	أستاذ المقرر	المحكم (1)	المحكم (2)	أستاذ المقرر	المحكم (1)	المحكم (2)	أستاذ المقرر	المحكم (1)	المحكم (2)	أستاذ المقرر	المحكم (1)	المحكم (2)	المحكم (1)	المحكم (2)
أهداف البحث														
الدراسات السابقة														
المنهجية														
المتطلبات والتحليل														
الحل التفصيلي														
الأصالة والإبداع														
التوثيق (أسلوب التقارير والشكل)														
نتائج مشروع بحث التخرج (المشروع البحثي)														

مجموع الدرجات	أستاذ المقرر	المحكم (1)	المحكم (2)

مجموع درجات تقييم أداء الطالبة عن طريق أستاذ المادة × 1.5 =	مجموع درجات المحكمين = درجات المحكم (1) + درجات المحكم (2) / 2 =

مجموع درجات اللجنة

مجموع درجات اللجنة = (درجة أستاذ المقرر/60 +مجموع درجات المحكمين/40)/ 100

(=   /60 +   /40) / 100

أستاذ مقرر مشروع بحث التخرج (المشروع البحثي)	الاسم	التوقيع	التاريخ

نموذج ترشيح لجنة مناقشة الرسالة العلمية

بيانات الطالب/ـة			
الاسم (رباعياً)		الرقم الجامعي	
الدرجة العلمية المقيد/ة بها	☐ ماجستير ☐ دكتوراه	البرنامج	
الكلية		القسم	

بيانات الرسالة العلمية

أ. عنوان الرسالة العلمية*

باللغة العربية	
باللغة الإنجليزية**	

ب. إفادة بانتهاء الرسالة العلمية من قبل المشرف (المشرفين)

سعادة رئيسة قسم / ....

أفيدكم بأن الرسالة العلمية صالحة للمناقشة ومستوفية للمتطلبات التالية:

☐ تقرير فحص نسبة الاقتباس***   ☐ موافقة لجنة أخلاقيات البحث العلمي****   ☐ نشر ورقة علمية (لطلاب الدكتوراه)

اسم المشرف:		التوقيع:		التاريخ: / / 14هـ / / 20 م

أعضاء لجنة مناقشة الرسالة العلمية المقترحة					
م	الاسم	الصفة	المرتبة العلمية	التخصص الدقيق	جهة العمل (القسم/الكلية/الجامعة)
1		مقرراً			
2		مساعداً			
3		عضواً			
4		عضواً			
5		عضواً			

مجلس القسم

أوصى مجلس القسم .... في جلسته رقم .... بتاريخ / / 14هـ - / / 20 م

☐ الموافقة   ☐ عدم الموافقة، وذلك للأسباب التالية:
....

مجلس الكلية

أوصى مجلس الكلية .... في جلسته رقم .... بتاريخ / / 14هـ - / / 20 م

☐ الموافقة   ☐ عدم الموافقة، وذلك للأسباب التالية:
....

المادة (47، فقرة 19) من لائحة لتنظيمة للدراسات العليا في الجامعات وقواعدها التنفيذية بجامعة الأميرة نورة بنت عبد الرحمن

إرفاق نسخة إلكترونية من الرسالة العلمية

* يلزم مطابقة عنوان الرسالة العلمية مع عطاب الموافقة على موضوع بحث الرسالة العلمية، وفي حال تغيير العنوان يتم التنويه عليه في توصيات المجالس المعنية

** إرفاق ملخص وافٍ للبحث باللغة العربية

*** إرفاق تقرير فحص نسبة الاقتباس وفقاً للائحة المنظمة للدراسات العليا في الجامعات وقواعدها التنفيذية بجامعة الأميرة نورة بنت عبد الرحمن وقرار مجلس عمادة الدراسات العليا للمنعقدة بتاريخ 1445/10/16هـ

<u>قرار رقم - 19465 نسبة الاقتباس (.pdf</u>

**** إرفاق خطاب موافقة لجنة أخلاقيات البحث العلمي

تقرير عن سير دراسة طالب/ـة دراسات عليا			
بيانات الطالب/ـة			
اسم الطالب/ـة (رباعياً)		الرقم الجامعي	
الدرجة العلمية المقيد/ـة بها	□ماجستير □ دكتوراه	عدد ساعات البرنامج	
الكلية		القسم	
اسم البرنامج		المعدل التراكمي	
تاريخ تسجيل الرسالة العلمية	/ / 14هـ الموافق / / 20 م	عدد الساعات المجتازة	
اسم المشرف على الرسالة العلمية			
عنوان الرسالة العلمية			
*تقرير المشرف على الرسالة العلمية			
مرحلة جمع المادة العلمية			
مرحلة كتابة الرسالة العلمية			
نسبة الإنجاز			
مدى جدية الطالب/ـة في البحث			
مستوى التواصل			
الصعوبات التي تواجه الطالب/ـة			
التاريخ المتوقع لتسليم الرسالة العلمية			
التاريخ المتوقع لمناقشة الرسالة العلمية			
إقرار المشرف على خطة بحث الرسالة العلمية			
أقر أنا .... المشرف على خطة بحث الرسالة العلمية للطالب/ـة الدراسات العليا بصحة البيانات الواردة أعلاه			
التوقيع		التاريخ	/ / 14هـ - / / 20 م
الطالب/ـة	الاسم	التوقيع	التاريخ
			/ / 14هـ - / / 20 م
رئيسة القسم	الاسم	التوقيع	التاريخ
			/ / 14هـ - / / 20 م

*نموذج اعتماد لجنة مناقشة الرسالة العلمية

☐ ماجستير   ☐ دكتوراه

نوقشت الرسالة العلمية للطالب/ـة: .... بتاريخ: / / 14هـ الموافق: / / 20 م

وتكونت لجنة المناقشة من الأعضاء التالية أسماؤهم:

أعضاء لجنة مناقشة الرسالة العلمية

التوقيع	الدرجة العلمية	الصفة	الاسم
		مشرفاً ومقرراً	
		عضواً	
		عضواً	

قرار لجنة مناقشة الرسالة العلمية

منح الطالب/ـة درجة: ☐ الماجستير   ☐ الدكتوراه

في برنامج ....

	عميدة الكلية		ختم الكلية

Right form

جامعة الأميرة نورة بنت عبدالرحمن
وكالة الجامعة للدراسات العليا
والبحث العلمي

نموذج تقرير لجنة مناقشة الرسالة العلمية		
بيانات الطالب/ة		
الاسم (رباعياً)		الرقم الجامعي
الدرجة العلمية المقيد/ة بها	☐ ماجستير ☐ دكتوراه	البرنامج
الكلية		القسم
عنوان الرسالة العلمية		
باللغة العربية		
باللغة الإنجليزية		

بيانات مناقشة الرسالة العلمية

بناءً على تقرير المشرف الرئيس والمقدم إلى رئاسة القسم لمناقشة الرسالة العلمية للطالب/ة أعلاه ضمن متطلبات الحصول على الدرجة:
☐ الماجستير   ☐ الدكتوراه   فقد انعقدت بحمد الله جلسة المناقشة كما يلي:
اليوم: ....   وقت انعقاد المناقشة: ....
التاريخ: /   /   14هـ الموافق: /   /   20م

توصية لجنة مناقشة الرسالة العلمية *

☐ قبول الرسالة العلمية والتوصية بمنح الدرجة.
☐ قبول الرسالة العلمية مع إجراء بعض التعديلات، دون مناقشتها مرة أخرى، ويفوض أحد أعضاء لجنة المناقشة: ....
بالتوصية بمنح الدرجة بعد التأكد من الأخذ بهذه التعديلات في مدة لا تتجاوز ثلاثة أشهر من تاريخ المناقشة، ولمجلس الكلية الاستثناء من ذلك على ألا يتجاوز ستة أشهر من تاريخ المناقشة.
☐ استكمال أوجه النقص في الرسالة العلمية، وتعيد اللجنة مناقشتها خلال الفترة التي يحددها مجلس الكلية، بناء على توصية مجلس القسم المختص، على ألا تزيد عن سنة واحدة من تاريخ المناقشة.
☐ عدم قبول الرسالة العلمية.

أسماء وتوقيعات أعضاء اللجنة		
الاسم	الصفة	الدرجة العلمية	التوقيع
	مشرفاً ومقرراً		
	مساعداً		
	عضواً		
	عضواً		
	عضواً		

اعتماد القسم	
يعتمد رئاسة القسم: .... التوقيع: .... التاريخ: / / 14هـ الموافق: / / 20م	

اعتماد الكلية	
يعتمد عميدة الكلية: .... التوقيع: .... التاريخ: / / 14هـ الموافق: / / 20م	

* المادة (٥٠) من اللائحة المنظمة للدراسات العليا في الجامعات وقواعدها التنفيذية بجامعة الأميرة نورة بنت عبد الرحمن

Left form

جامعة الأميرة نورة بنت عبدالرحمن
وكالة الجامعة للدراسات العليا
والبحث العلمي

الدرجة الكلية	الدرجة المعطاة	معلومات خاصة بالرسالة العلمية والمناقشة					
10		استيفاء الرسالة للمادة العلمية موضوع البحث					
		مستوف تماماً	10	مستوف إلى حد ما	8	غير مستوف	6
9		أهمية موضوع البحث:					
		مهم	9	مهم نوعاً ما	7	غير مهم	5
9		الأصالة					
		مستوف	9	مستوف إلى حد ما	7		
9		سلامة المنهجية ومدى توافقها مع موضوع البحث وأهدافه					
		موضوعي	9	غير موضوعي	7	إلى حدٍ ما	5
9		مستوى التحليل للجانب النظري وللنتائج الميدانية					
		عميق ومقنع	9	عميق ومقنع نوعاً	7	سطحي غير مقنع	5

الدرجة الكلية	الدرجة المعطاة	ضعيف 5	مقبول 6	جيد 7	جيد جداً 8	ممتاز 9	
9							أسلوب الكتابة والصياغة
9							التنظيم وترابط أجزاء الرسالة
9							التوثيق العلمي (المصادر/المراجع)
9							مدى ارتباط الاستنتاجات أو التوصيات أو التصور بنتائج البحث
9							مستوى العرض أثناء المناقشة
9							مستوى تفاعل وتجاوب الطالبة أثناء المناقشة
100 درجة							*المجموع الكلي للدرجات*

* اجتياز الطالب/ة يكون بحصولها على 70 درجة أو أكثر

نموذج إقرار بإجراء التعديلات المطلوبة على الرسالة العلمية			
بيانات الطالب/ـة			
الاسم (رباعياً)		الرقم الجامعي	
الدرجة العلمية المقيد/ة بها	☐ ماجستير ☐ دكتوراه	البرنامج	
الكلية		القسم	
المعدل التراكمي			
بيانات الرسالة العلمية			
عنوان الرسالة العلمية			
باللغة العربية			
باللغة الإنجليزية			
تاريخ المناقشة	/ / 14هـ الموافق / / 20 م		
إقرار الطالب/ـة			
أقر أنا الطالب/ـة أعلاه بأنه قد تم إجراء كافة التعديلات التي أقرتها لجنة مناقشة الرسالة العلمية			
التوقيع:	التاريخ: / / 14هـ الموافق / / 20 م		
*إقرار عضو لجنة مناقشة الرسالة العلمية المفوض بالتعديلات			
أقر أنا عضو لجنة المناقشة المفوض بالتوصية بمنح الدرجة بأنه قد تم التأكد من إجراء كافة التعديلات التي أقرتها لجنة مناقشة الرسالة العلمية			
اسم العضو المفوض:	التوقيع:		
رئيسة القسم:	التوقيع:		