جامعة الملك عبدالعزيز
كلية العلوم الطبية التطبيقية

# Program Guide

## M.Sc. in Clinical Nutrition

2026 / 2027



Version 2.0
Department Board 10 - 1448
Date 11-11-2026

INSIDE THIS GUIDE

# Contents


**01 Introduction** 3

Welcome message 3
Overview 4
Mission 4
Goals 4
Learning outcomes 5
Departmental organizational structure 6
Contacts 7

**02 Admission** 8

Application requirements 8

**03 Curriculum** 9

Program structure 9
Program plan 10
Description of courses 11
Teaching and assessment strategies 16

**04 Thesis Procedures** 17

Registration of the thesis 17
Research supervision 18
Responsibilities in research supervision 19
Formation of the thesis viva committee 20
Thesis roadmap 21

**05 Student Support and Resources** 22

Research resources 22
Satisfactory academic progress 22
Academic integrity 23
Academic counseling 23
Complaints and grade appeals 25

**06 Postgraduate Policies and Procedures** 26

**07 Appendices** 27

Appendix A – Student communication with the supervisor and the department 28
Appendix B – Supervision Meeting Minutes form (Form 035) 29
Appendix C – Responsibilities and duties of the main supervisor 30
Appendix D – Responsibilities and duties of the co-supervisor 31
Appendix E – Intellectual property rights 32
Appendix F – Mandatory research ethics courses 33
Appendix G – Criteria for forming master's thesis viva committees 34

CHAPTER 01

# Introduction

*Your reference for the policies, procedures and expectations of the M.Sc. in Clinical Nutrition.*

This handbook contains policies, procedures, and requirements that govern academic performance and student and professional conduct for all students enrolled in the Master of Science (M.Sc.) in Clinical Nutrition Program at the Faculty of Applied Medical Sciences, King Abdulaziz University.

These program policies are designed to promote standards for academic competency, professional behavior and integrity, conduct, and personal responsibility. They represent the parameters of achievement and behavior expected from students as future health practitioners who will be serving individuals and the community as a whole.

This handbook is the primary source of information for the M.Sc. in Clinical Nutrition program. It is the responsibility of the graduate student to read through it and use it as a reference to navigate through the scientific program.

## Welcome message

"

Welcome to the M.Sc. in Clinical Nutrition program. My colleagues and I are excited to have you in the program and are very much looking forward to working with you over the next two years. As graduate students, you will have the opportunity to interact with faculty from a variety of backgrounds in nutrition who are committed to evidence-based practice to support better health outcomes in patients, clients, and the community. We are confident that the experience you gain throughout the program will provide you with all the knowledge, skills, and benefits needed to stand out among the dietitians in the field of clinical nutrition.

The purpose of this manual is to provide helpful and practical information on the program. We encourage you to read through it and use it as an ongoing resource throughout this learning period.

I hope that your time here will be enjoyable, successful, and rewarding.

*Best wishes to all of you,*

**Prof. Hebah Kutbi**
Head of Clinical Nutrition Department

## Overview

| 2 | 4 | 40 | 1 |
|---|---|---|---|
| YEARS | SEMESTERS | CREDIT HOURS | RESEARCH THESIS |

The M.Sc. in Clinical Nutrition is a 2-year 40-credit graduate program that is focused on core nutritional aspects, clinical nutrition, professional skills, and research. The program integrates various required and elective courses to be completed in four semesters, as well as a research dissertation (thesis).

This is an advanced program and is ideal for people with a strong background in clinical nutrition, confidence working at the graduate level, and a commitment to become leaders in clinical nutrition and dietetics.

The program's defining approach is to make coherent connections between research and practice to strengthen your future role, influence, and impact as a dietitian.

The curriculum is designed to help students obtain the advanced competencies and skills needed in the job market, translate research; recognize and formulate responses to evolving developments in the clinical nutrition practice, policy, and research; and lead and manage professional teams to design nutrition-related services. Students will have the opportunity to apply academic knowledge, develop their clinical skills, gain the skills to undertake first-class research and be able to examine a wide range of environments in which nutrition and dietetics can be applied.

## Mission

*To promote high quality, comprehensive graduate education that prepares specialized clinical dietitians who contribute to advancing knowledge, research, and nutritional health and wellbeing of individuals and the society as a whole.*

## Goals

### 01

**Evidence-based practice**

To advance students' evidence-based knowledge in the field of clinical nutrition and their ability to translate research into best practices in various nutrition practice settings.

### 02

**High-quality research**

To prepare students to conduct high quality scientific research in the field of clinical nutrition and contribute to addressing gaps and controversies in the scientific literature.

### 03

**Problem-solving & Community service**

To develop students' skills and competencies in order to solve problems in various areas of clinical nutrition and advocate for enhancing nutritional status and health in the community.

## Learning outcomes

On completion of the program, graduates will be able to:

| | |
|---|---|
| **KNOWLEDGE AND UNDERSTANDING** | |
| **K1** | Describe core principles and advanced-level knowledge of dietetics, human nutrition, and biomedical sciences in the context of improving and sustaining health and treating disease. |
| **K2** | Distinguish pathophysiology of health conditions including acute, chronic, and genetic and metabolic disorders and associated nutritional implications as well as related scientific evidence. |
| **K3** | Identify epidemiological trends in common nutritional deficiencies and nutrition-related disorders in the Kingdom of Saudi Arabia. |
| **SKILLS** | |
| **S1** | Appraise established and emerging assessment tools used to evaluate the nutritional status of healthy individuals and ill/critically ill patients. |
| **S2** | Implement the Nutrition Care Process to make evidence-based decisions, identify nutrition-related problems and determine and evaluate nutrition interventions. |
| **S3** | Demonstrate culturally competent counselling and educational skills for the facilitation of behavior change and enhance wellness for individuals and groups of different ages. |
| **S4** | Conduct high quality research in the field of clinical nutrition using appropriate scientific theory, methodology and data analysis and interpretation. |
| **VALUES, AUTONOMY, AND RESPONSIBILITY** | |
| **V1** | Demonstrate integrity, professionalism, and ethical behavior in all areas of practice. |
| **V2** | Engage in lifelong learning and interprofessional collaboration. |

## Departmental organizational structure

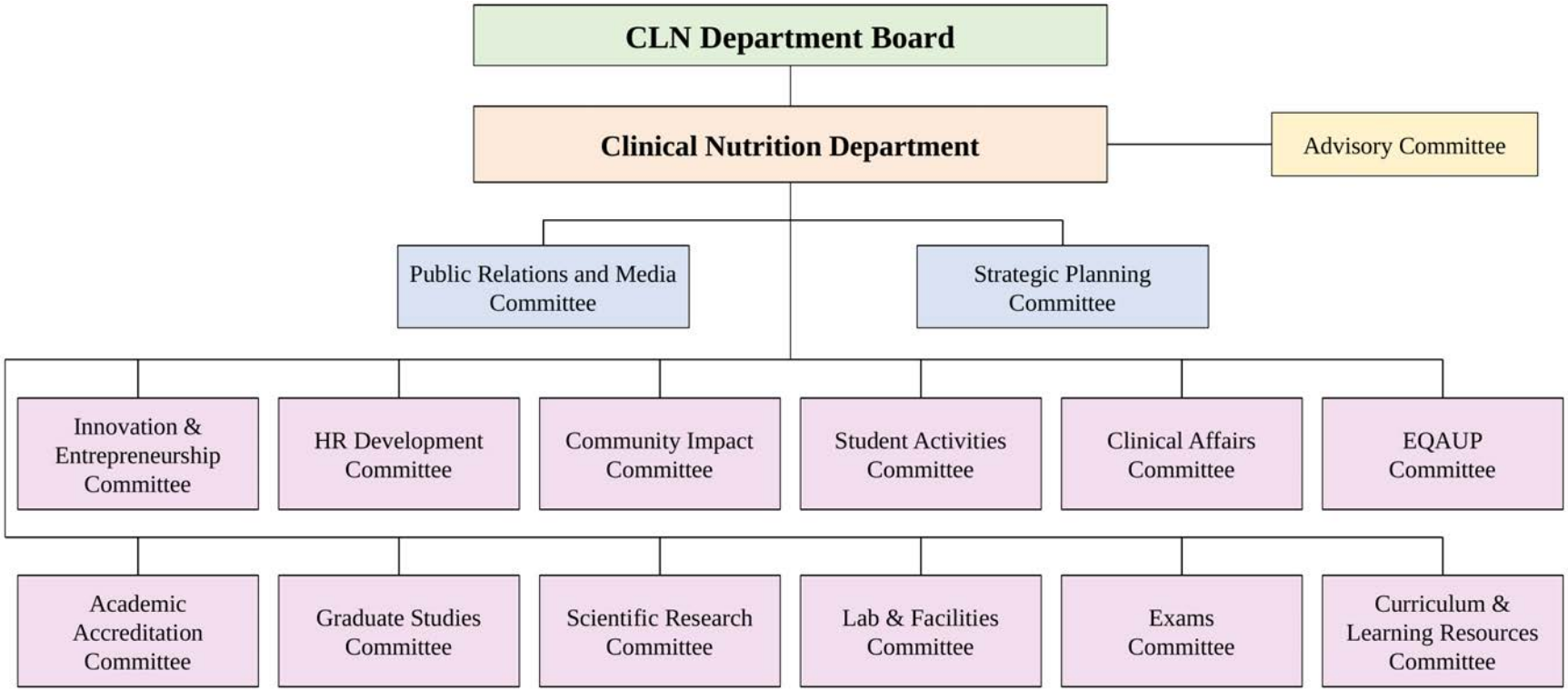



Figure 1. Clinical Nutrition Department organizational chart.

## Contacts

Key people and offices you may need to reach during your studies.

| CONTACT | EMAIL | EXTENSION |
|---|---|---|
| **Prof. Hebah Kutbi**<br>Head of the Department of Clinical Nutrition | hkutbi@kau.edu.sa | 24473 |
| **Dr. Ahmed Bukhari**<br>M.Sc. in Clinical Nutrition Program Director | abukari@kau.edu.sa | — |
| **Ms. Danah Al-Salman**<br>Department of Clinical Nutrition Secretary | dalsalman@kau.edu.sa | 24212 |
| **Department of Clinical Nutrition**<br>General enquiries | Fams-cln@kau.edu.sa | 24212 |
| **Dr. Sara Mokhtar**<br>Vice Dean for Postgraduate Studies and Research | amokhtar@kau.edu.sa | — |
| **Ms. Nahid Al-Dagil**<br>Head of Graduate Studies Unit – Female Section | Naldagil@kau.edu.sa | 23178 |
| **Student Academic Affairs**<br>Female section | dgsg.aau@kau.edu.sa | 27248 – 26282 – 63052 |
| **Student Academic Affairs**<br>Male section | haalfaia@kau.edu.sa | 68137 – 62979 – 62966 |
| **Student Advising Unit**<br>Online | Academicadvising.kau.edu.sa | — |

CHAPTER 02

# Admission

*What you need to apply, and how applicants are selected.*

## Application requirements

1. Saudi citizenship, or proof that the applicant's mother is a Saudi citizen.
2. Holding a bachelor's degree with a general grade of no less than "very good" in the specialty of Clinical Nutrition or Food Science and Nutrition.
3. Achievement of a score of at least 65 in the General Aptitude Test for University Graduates.
4. In the case that the applicant was an employee, official letter of approval from the applicant's employer to complete the program.
5. Completion of the entry exam.
6. Proof of English proficiency; IELTS score of at least 5 or its equivalence as approved by the Deanship of Graduate Studies.

### Selection criteria

| 60% | 40% |
|---|---|
| STUDENT'S GPA | DEPARTMENT ADMISSION TEST |



### More on admission

For more information regarding application requirements, visit the Deanship of Graduate Studies website or scan the code below.

kau.edu.sa/ar/page/admission-to-postgraduate-studies

CHAPTER 03

# Curriculum

*How the program is structured, what you will study each semester, and how you will be taught and assessed.*

## Program structure

The program consists of 7 required courses covering 23 credit hours, and 3 elective courses covering 9 credit hours. Additionally, there is a required graduation thesis project constituting 8 credit hours. The program therefore consists of a total of 10 courses and a thesis amounting to 40 credit hours.

| 23 | 9 | 8 | 40 |
|---|---|---|---|
| 7 REQUIRED COURSES | 3 ELECTIVE COURSES | THESIS | TOTAL CREDIT HOURS |

*Figures shown are credit hours.*



## Program plan

The program plan is scheduled to span over two years. The table below represents the course names for each academic term (level) along with their respective credit hours.

| CODE | COURSE | TYPE | PREREQUISITE | CREDITS (CONTACT) |
|---|---|---|---|---|
| **LEVEL 1** · Year 1, Semester 1 | | | | **13 credit hours** |
| **CLN 600** | **Nutritional Epidemiology** | **Required** | — | 3 (3 th) |
| **CLN 601** | **Advanced Nutrients in Metabolism** | **Required** | — | 4 (4 th) |
| **CLN 694** | **Scientific Research Methods** | **Required** | — | 3 (3 th) |
| *Choose one elective:* | | | | |
| **MLT 621** | Immunology | **Elective** | — | 3 (2 th + 2 pr) |
| **MLT 602** | Biotechnology and Molecular Genetics | **Elective** | — | 3 (2 th + 2 pr) |
| **BCHM 822** | Metabolism and Endocrinology | **Elective** | — | 3 (2 th + 2 pr) |
| **LEVEL 2** · Year 1, Semester 2 | | | | **9 credit hours** |
| **CLN 602** | **Advanced Medical Nutrition Therapy** | **Required** | CLN 601 | 4 (3 th + 2 pr) |
| **MLT 605** | **Biostatistics** | **Required** | CLN 694 | 2 (2 th) |
| *Choose one elective:* | | | | |
| **CLN 620** | Maternal and Child Nutrition | **Elective** | CLN 601 | 3 (2 th + 2 cl) |
| **CLN 621** | Pathophysiology of Obesity | **Elective** | CLN 601 | 3 (2 th + 2 cl) |
| **CLN 622** | Nutrition Support | **Elective** | CLN 601 | 3 (2 th + 2 cl) |
| **CLN 623** | Physical Activity and Fitness | **Elective** | CLN 601 | 3 (2 th + 2 cl) |
| **LEVEL 3** · Year 2, Semester 1 | | | | **10 credit hours** |
| **CLN 604** | **Nutrition Education** | **Required** | CLN 601 | 2 (1 th + 2 pr) |
| **CLN 605** | **Advanced Clinical Rotation** | **Required** | CLN 602 | 5 (10 cl) |
| *Choose one elective:* | | | | |
| **CLN 620** | Maternal and Child Nutrition | **Elective** | CLN 601 | 3 (2 th + 2 cl) |
| **CLN 621** | Pathophysiology of Obesity | **Elective** | CLN 601 | 3 (2 th + 2 cl) |
| **CLN 622** | Nutrition Support | **Elective** | CLN 601 | 3 (2 th + 2 cl) |
| **CLN 623** | Physical Activity and Fitness | **Elective** | CLN 601 | 3 (2 th + 2 cl) |
| **LEVEL 4** · Year 2, Semester 2 | | | | **8 credit hours** |
| **CLN 699** | **Thesis** | **Required** | CLN 694, MLT 605, CLN 605 | 8 |

*th = theoretical · pr = practical · cl = clinical*

## Description of courses

Courses are listed by course code: Clinical Nutrition (CLN) courses first, followed by the courses offered by other departments (MLT and BCHM). See the program plan for the level in which each course is taken.

CLN 600

### Nutritional Epidemiology

**Required · 3 credit hours · Level 1**

This course introduces principles of epidemiology and measures of diseases. An overview of the current and updated issues and methods in assessing nutritional status in epidemiological studies.

The course aims to enhance students' knowledge and skills in the research, theory, and practice of nutritional epidemiology, to identify the most common epidemiological diseases and their relation to eating habits and reasons behind disease prevalence by investigating and analyzing the data from animal and clinical studies.

CLN 601

### Advanced Nutrients in Metabolism

**Required · 4 credit hours · Level 1**

This course reviews the roles of macronutrients and micronutrients in human metabolism and the implications of their biological functions on nutrition.

The course emphasizes the function of nutrients as defined by their bioavailability, absorption, regulation, biochemical role, therapeutic/clinical use, chemical and physiological properties, deficiency, and toxicity.

A core part of the course focuses on the homeostasis, regulation system and interrelations among macronutrients and micronutrients functions, mechanistic approaches in the analysis of nutrient-disease relationships, and recent advances in the basic sciences related to nutrition and nutrient function.

The course integrates examples of clinical and public health care applications throughout the term. Published journal articles from peer-reviewed literature and case studies will be used for critical review and discussion.

CLN 602

## Advanced Medical Nutrition Therapy

**Required · 4 credit hours · Level 2 · Prerequisite: CLN 601**

This course is designed to provide students with advanced understanding of the current evidence-based medical nutrition therapy (MNT) and integrates knowledge of pathophysiology, specialized nutritional assessment and MNT management for acute and chronic disease.

The course focuses on advanced MNT and the Nutrition Care Process to prevent and treat different disease conditions such as gastrointestinal diseases, renal diseases, diabetes, cardiovascular diseases, and cancer.

CLN 604

## Nutrition Education

**Required · 2 credit hours · Level 3 · Prerequisite: CLN 601**

This course provides a straightforward model for designing effective nutrition education programs that address the personal and environmental factors affecting individuals' food choices and assists them in adopting healthy behaviors throughout their lifetime. In addition, it focuses on culture and cultural competency, expanded coverage of technology and media, including web- and app-based digital resources for the nutrition educator. Completing this course will enable students to provide advice and direction on designing, implementing, and evaluating theory-based nutrition education.

CLN 605

## Advanced Clinical Rotation

**Required · 5 credit hours · Level 3 · Prerequisite: CLN 602**

This course involves the development of various skills required for the nutrition and dietetics profession, including effective communication with hospital staff, appropriate interaction with patients, assessment and analysis of patient data, planning nutritional management strategies for complicated cases, making evidence-based decisions, and professional documentation of nutritional assessment and management plan. The course provides an opportunity for students to apply the Nutrition Care Process, and theories and concepts previously learnt in an academic environment to a real-life clinical setting. Students will also appraise recent research articles and position papers and analyze recent scientific evidence for application in nutritional management of cases.

CLN 620

## Maternal and Child Nutrition

**Elective · 3 credit hours · Level 2 or 3 · Prerequisite: CLN 601**

This course covers fundamental and updated information related to maternal and child nutrition and addresses skills and practices needed to advance nutrition and health among mothers and children in the community. The course supports students to think critically about current nutrition recommendations and interventions and create their own ideas. It helps students to gain fundamental and updated knowledge in maternal and child nutrition to better understand the relevant scientific literature.

CLN 621

## Pathophysiology of Obesity

**Elective · 3 credit hours · Level 2 or 3 · Prerequisite: CLN 601**

This course provides a framework for understanding the etiology, pathophysiology, and treatment of obesity. The course content will emphasize the influence of physiologic factors that contribute to overconsumption of food, the pathophysiologic consequences of obesity, and current methods of treatment. The course provides students with an advanced and in-depth understanding of the complex nature of obesity, including its underlying mechanisms, contributing factors, clinical manifestations, and management strategies.

CLN 622

## Nutrition Support

**Elective · 3 credit hours · Level 2 or 3 · Prerequisite: CLN 601**

This course provides an overview of the main aspects of oral, enteral, and parenteral nutrition support. The course primarily focuses on nutritional support interventions for treating malnutrition across different age groups. The course mainly aims to illustrate the current evidence, controversies, and areas of future development and investigation related to nutritional support interventions. Most common diseases and conditions requiring nutrition support are covered in this course.

CLN 623

## Physical Activity and Fitness

**Elective · 3 credit hours · Level 2 or 3 · Prerequisite: CLN 601**

This course is a comprehensive exploration of the scientific foundation and practical applications of physical activity and fitness from the perspective of exercise physiology and public health. It encompasses the basics of exercise prescription for general health and fitness, measurement protocols, and explores the determinants of behavioral change strategies. Students will be able to demonstrate a comprehensive understanding of exercise physiology and develop a personalized exercise prescription for individuals based on their health goals.

CLN 694

## Scientific Research Methods

**Required · 3 credit hours · Level 1**

This course offers an in-depth understanding of the research methods used in clinical nutrition. It covers a range of research methodologies, including randomized controlled trials, cohort studies, case-control studies, cross-sectional studies, systematic reviews, and meta-analyses. The course emphasizes the critical analysis of research literature, ethical considerations, and the application of research findings to clinical practice. A range of topics are covered, including the development of research questions and hypotheses to the selection of suitable research designs, the application of data collection and analysis techniques, and the ethical considerations inherent in conducting research. The course culminates in the development of a detailed research proposal, laying the groundwork for students' future research projects.

CLN 699

## Master's Thesis

**Required · 8 credit hours · Level 4 · Prerequisites: CLN 694, MLT 605, CLN 605**

This course is registered and monitored by the Deanship of Graduate Studies. During the large number of hours allocated for this course, students will conduct their M.Sc. research project and write up their thesis. The work will be conducted under supervision of the research advisor. The supervisor will facilitate the research process and help the student develop their skills to plan out and conduct their research project, analyze their findings, write their thesis, and defend their work in front of an examination committee.

MLT 605

## Biostatistics

**Required · 2 credit hours · Level 2 · Prerequisite: CLN 694**

This course is composed of two sections, the first section is to develop beginner level skills in using Microsoft Excel mainly to learn data cleaning and organization. The second section will cover fundamental statistical theories, descriptive statistics, and an array of statistical models to test and analyze basic to advanced hypotheses, namely inferential statistics testing differences amongst samples and/or populations, association between variables and regression, frequencies, and matching expectations.

MLT 621

## Immunology

**Elective · 3 credit hours · Level 1**

This course will provide students a better understanding of how a healthy immune system works under normal condition and in response to various infections. Subsequently, the course will illustrate some immune dysfunction conditions such as allergies, and autoimmunity. It emphasizes the interplay between nutritional status and immune function. The end of the course will briefly discuss selected immunotherapy methods and applications and highlight the most common serological techniques in clinical practice and research.

MLT
602

## Biotechnology and Molecular Genetics

**Elective · 3 credit hours · Level 1**

The master's level course in Biotechnology in Clinical Nutrition is an interdisciplinary program that explores the intersection of biotechnology and nutritional sciences. Students will gain an understanding of molecular biology techniques, nutrigenomics, and biotechnologies applied to food & nutrition. The course emphasizes critical thinking and interdisciplinary collaboration, preparing graduates to address complex health issues, contribute to personalized nutrition plans and research, and stay at the forefront of biotechnological advances in the field.

BCHM
822

## Metabolism and Endocrinology

**Elective · 3 credit hours · Level 1**

This elective course addresses the structures, biosynthetic pathways and secretion of the major families of hormones and the mechanisms of hormone action in the human body, including the diversity of hormone receptor systems and signal transduction pathways. It provides a system-based working knowledge of important hormonally regulated physiological processes, the concept of metabolic integration and hormonal control of metabolism, the biochemical basis of commonly occurring human endocrine diseases, and the special hormone assays of diagnostic value.

# Teaching and assessment strategies



## How you will learn

*The main teaching and learning strategies include:*

- ✓ In-class lectures
- ✓ Practical sessions
- ✓ Problem-based learning sessions
- ✓ Clinical training
- ✓ Traditional classroom discussions
- ✓ Case studies
- ✓ Role-playing
- ✓ Project-based strategy
- ✓ Simulation-based learning
- ✓ Self-directed learning



## How you will be assessed

*Methods used to measure achievement of learning outcomes:*

- ✓ Essay questions
- ✓ Multiple-choice questions (MCQs)
- ✓ Evaluation of class discussion participation
- ✓ Coursework and homework assignments
- ✓ Rubric scores for written and oral presentations and performances
- ✓ Case study assessments
- ✓ Practical exams
- ✓ Objective Structured Clinical Examinations (OSCE)
- ✓ Research projects
- ✓ Rubrics for clinical practice
- ✓ Course evaluation surveys
- ✓ Item analysis of MCQs

### Beyond the classroom

In addition, the program provides extracurricular activities and encourages students to attend and participate in college and University events. These activities include community service, sports, clubs, and volunteering at various events.

CHAPTER 04

# Thesis Procedures

*From choosing a supervisor to defending your thesis: the requirements at each stage.*

## Registration of the thesis

### Thesis registration and progress monitoring

- ✓ Graduate students must pass a minimum of 50% of courses, with a minimum GPA of 3.75 (Very Good) to qualify for thesis registration.
- ✓ Graduate students must introduce the thesis proposal to the department.
- ✓ The Deanship of Graduate Studies and Research registers the student's thesis following the assignment of a thesis supervisor and acceptance of thesis proposal and ethical approval (evidence of supervisor assignment and approval must be submitted electronically).
- ✓ Student's progress towards thesis completion and commitment to meetings are monitored on a weekly basis; students who fail to attend more than 25% of the meetings are graded as NF (No grade – Fail).

### Grounds for termination of registration

- × Withdrawal or discontinuation of studies.
- × A GPA below Very Good for two consecutive semesters.
- × Submission of false or inaccurate information or documents.
- × Failure to complete the degree within the prescribed study period.
- × Unsatisfactory research progress.
- × Rejection of the thesis by the examination committee, either before or after the defense.
- × Violation of academic integrity or applicable university regulations.

## Research supervision

| | |
|---|---|
| 1 | A meeting is conducted by the Departmental Committee of Postgraduate Studies and the Scientific Research Committee with the students during the 1st semester or beginning the 2nd semester in order to introduce the research areas of faculty members. |
| 2 | Students approach the faculty members based on their research interests. |
| 3 | Once the supervisor is assigned, weekly meetings are conducted to monitor the progress of the students toward the proposal/thesis. |
| 4 | At the end of the semester following thesis registration, the primary supervisor evaluates the student's performance and commitment to completion of research work and thesis. Evaluation points include: research abilities in the field of specialty, presentation and communication skills, fulfillment of agreed upon tasks, commitment to attendance of meetings or sessions, autonomy and responsibility, and progress in thesis completion in accordance with the proposed plan. |

# Responsibilities in research supervision

## Student responsibilities toward the research

- Read and comply with the university regulations governing postgraduate studies and scientific research, including the KAU Student Rights and Duties Regulation.
- Complete the research ethics courses required by the Deanship of Graduate Studies before the proposal can be approved. Do not start recruitment or data collection before ethical approval is granted.
- Agree a research plan and timeline with the supervisor, attend all scheduled supervision meetings, and inform the supervisor in advance, with an acceptable excuse, if unable to attend.
- Take initiative in proposing ideas, searching the literature, and carrying out the research tasks agreed with the supervisor.
- Submit drafts of the proposal and thesis chapters on the agreed dates, and respond to the supervisor's feedback.
- Follow the principles of research ethics and integrity: report data honestly, never fabricate or falsify results, cite all sources, and protect the confidentiality of participants' data.
- Keep organized and secure records of data, analyses and research materials, and share them with the supervisor on request.
- Prepare the thesis according to KAU's guide for writing theses.
- Complete the Supervision Meeting Minutes form after each meeting, (see Appendix B).
- Treat the supervisor, colleagues, participants and research sites with respect, in person and in all electronic communication.
- Raise any research-related concern through the proper channels, starting with the supervisor, then the academic advisor, the Head of Department, and the Faculty administration.

## Supervisor responsibilities toward the research

- Help the student choose a feasible research topic and develop the proposal, timeline and ethics application.
- Hold regular supervision meetings and be reachable through announced channels.
- Give clear, constructive feedback on drafts.
- Guide the student on research ethics and integrity.
- Monitor and document the student's progress.
- Evaluate the student's performance at the end of each semester.
- Respect the student's right to free scientific discussion, treat the student fairly, and keep the student's information confidential.
- Support the student in publishing or presenting the research before the viva, and supervise the corrections requested by the viva committee.

## Formation of the thesis viva committee

| | |
|---|---|
| **Publication requirement** | Students must publish research derived from their thesis before the formation of the viva committee. Presenting research at the annual KAU Scientific Forum or an international scientific conference may be accepted as an alternative to publication. |
| **Approval for thesis defense** | The thesis shall be submitted to the Scientific Council for approval to proceed with the viva examination. |
| **Committee composition** | The viva committee must consist of an odd number of members, including an internal examiner, an external examiner, and the thesis supervisor and co-supervisor (if any). |
| **Committee report** | The viva committee shall submit its report to the Head of Department within one week of the viva examination, including one of the following recommendations: |
| **Submission of corrections** | Minor corrections: if the thesis is accepted subject to revisions, the student must make the corrections requested by the committee and submit the final copy, approved by the supervisor, within three months of the viva examination. Major corrections: if revisions and a repeat viva are required, the corrections and the repeat viva must be completed within one year of the initial viva examination. |

POSSIBLE RECOMMENDATIONS

**Accept**
Accept the thesis and recommend awarding the degree.

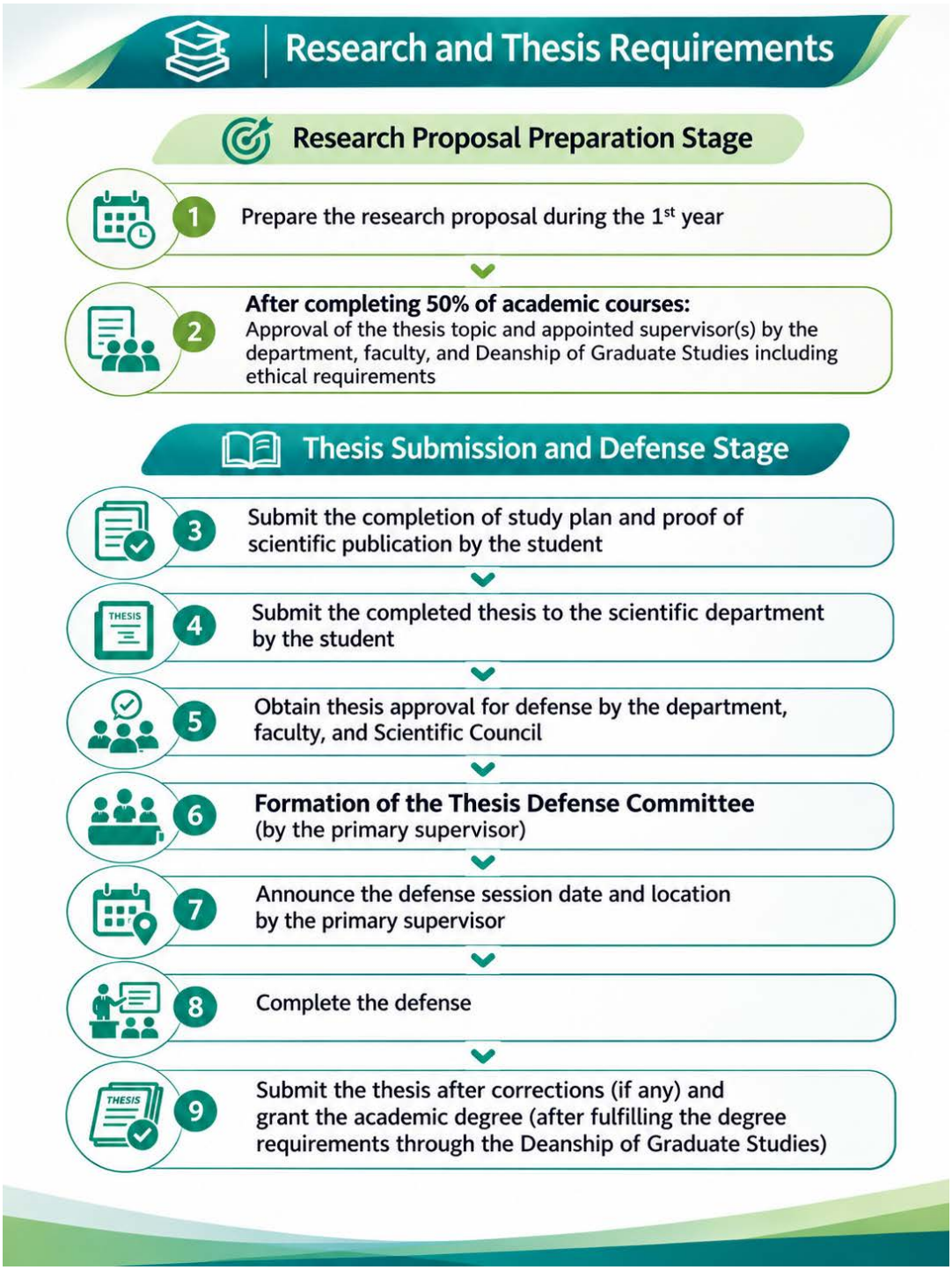
**Accept with revisions**
Accept the thesis subject to revisions, without requiring another viva examination.

**Revise & re-examine**
Require thesis revisions and a repeat viva examination within a maximum of one year from the initial examination.

**Reject**
Reject the thesis.

## Thesis roadmap

The steps below summarize the path from proposal preparation to the award of the degree.



CHAPTER 05

# Student Support and Resources

*The tools, standards and people that help you succeed.*

## Research resources

The master's program incorporates advanced research methods to align with updates and developments in the field of nutrition research. The University provides a number of resources to support students in achieving their research goals, these include:

| | | | |
|---|---|---|---|
| **SPSS Software** | **Microsoft Office 365** | **Adobe Software** | **EndNote or alternative** |

The Deanship of Library Affairs offers a service for requesting books or reference materials to ensure the availability of adequate and up-to-date resources and enhance the learning environment. Additional resources, such as anthropometric assessment tools, equipment and materials needed for research can be made available through the department.

**Thesis writing guide:** Theses must be prepared according to KAU's guide for writing theses .

## Satisfactory academic progress

| | | | |
|---|---|---|---|
| **40** CREDIT HOURS | **4** SEMESTERS TO COMPLETE | **≥ 50%** COURSES PASSED FOR THESIS | **3.75** MINIMUM GPA FOR THESIS |

The student must complete the total number of credit hours (40 hours) within four semesters (two years) covering 7 required courses, 3 elective courses and a thesis. Graduate students must pass a minimum of 50% of courses, with a minimum GPA of 3.75 (Very Good) to qualify for thesis registration.

The student is expected to communicate adequately with his/her supervisor and faculty members, exhibit satisfactory commitment to completing course and research requirements, and complete all steps of thesis registration and defense.

# Academic integrity

As a member of the KAU campus community, students are expected to demonstrate integrity in all academic endeavors and will be evaluated on their own merits.

The KAU Student Academic Integrity Policy lists violations in detail. These fall into five broad areas that include, but are not limited to:

**Five areas of violation**

- Cheating on an academic evaluation or assignment.
- Plagiarizing.
- Academic deceit, such as fabricating data or information.
- Aiding academic integrity policy violations and inappropriately collaborating.
- Falsifying academic records.

# Academic counseling

## Student counseling services

Academic advising and student support in the Clinical Nutrition Department are coordinated through the Academic Advisory coordinator. The departmental organizational chart appears in Chapter 1. The coordinator oversees the following arrangements:

- Each academic staff is allocated a group of students for academic advising and counseling.
- Students are required to meet their academic advisor (twice a semester); however, if a student needs more time, it can be arranged.
- Course coordinators report any cases of declining grades or achievement to academic advisors to assess the issue and provide support as needed.
- Students experiencing financial, psychological, or other special needs shall be confidentially referred to the University Guidance Center at King Abdulaziz University for appropriate support and counseling services. The center can be contacted via email at **dsa.guidance@kau.edu.sa** (male students) or **dsag.gcc@kau.edu.sa** (female students). Further information is available on the Deanship of Student Affairs website.
- Each academic staff member should post office hours (4 hours) on their office door. Students can also use these office hours to meet their academic advisor; each advisor announces the times available for academic advising at the start of the semester.

## Special support

- Through the Academic Advisory coordinator, the department provides special support for the low achievers, gifted and talented students by tracking them twice a year for maintaining the students' grades and providing support.
- The Academic staff are asked to monitor the students' grades after the midterm exams to ensure students have the resources to pass and to see if there are any difficulties to address.
- For the gifted and talented students, they are referred to the Talent and Creativity Center at the Deanship of Students' Affairs: kau.edu.sa/en/page/deanship-of-student-affairs

### Students with disabilities or special needs

To ensure a fair learning environment for students with disabilities or special needs, the Student Disability Services at the Faculty of Applied Medical Sciences, King Abdulaziz University, works to meet their needs. Faculty members work with other university services to coordinate appropriate accommodations, affirming the worth of each individual and the spirit of diversity inherent in an inclusive university.



# Complaints and grade appeals

Students have the right to raise a complaint or appeal when they believe that a decision or a grade affecting them is unfair. Complaints are treated confidentially, and no action is taken against a student for raising a complaint in good faith.

## Raising a complaint

Complaints should follow the official order below, moving to the next level only if the issue is not resolved:

1. The course instructor (for course matters) or the thesis supervisor (for research matters).
2. The academic advisor.
3. The Head of the Department of Clinical Nutrition.
4. The Faculty administration (Vice Dean for Postgraduate Studies and Research).
5. The relevant university body, such as the Deanship of Graduate Studies or the Deanship of Student Affairs.

Complaints should be submitted in writing via email to the appropriate person, in accordance with the previously outlined levels, and must include a clear description of the issue along with any relevant supporting documents.

## Grade appeals

- Students have the right to see their marks for coursework and periodic exams after they are graded, and to know their mistakes so they can learn from them.
- A student who believes a final exam grade is incorrect may request a review of the final exam answer sheet.

CHAPTER 06

# Postgraduate Policies and Procedures

*The complete university guide to postgraduate regulations is available online.*

**Scan to open the Guide for Postgraduate Policies and Procedures**

**https://kau.edu.sa/u/ce4L0**

CHAPTER 07

# Appendices

The following appendices contain original excerpts from the official guidelines, regulations, and procedures issued by King Abdulaziz University. These materials are included as supporting references to provide further clarification of the academic and administrative requirements governing postgraduate studies.

For comprehensive and up-to-date information, readers are encouraged to consult the official guidelines and procedures published by the Deanship of Graduate Studies, accessible through its official website or by scanning the link provided in Chapter 6 of this Guide.



## Appendix A – Student communication with the supervisor and the department

Item 3 of the Deanship of Graduate Studies' thesis supervision rules. It sets how often students meet their supervisor (at least once every two weeks), the courses and seminars students must attend or present during the thesis stage, and what happens if a student misses supervision for a month without an acceptable excuse.



البند الثالث

تواصل الطالب مع المشرف والقسم العلمي

أ- يقوم طالب الدراسات العليا بالتواصل مع المشرف (أو المشرفين) على الرسالة بصورة مستمرة في لقاءات منتظمة، على ألا يقل التواصل العلمي عن مرة واحدة كل أسبوعين وبطريقة مجدولة.

ب- يلتزم بحضور الدورات والمحاضرات التي يوصي بها المشرف.

جـ- يجب على طالب الدراسات العليا تقديم عدد من الحلقات العلمية (سمنارات) بالقسم العلمي التابع له أثناء مرحلة الرسالة العلمية، وذلك وفقاً لما يأتي:

١- عند الانتهاء من مقترح الخطة، وقبل عرضها على مجلس القسم، ويعرض الطالب في هذه الحلقة مقترح البحث وأهميته، والهدف منه، وطريقة تنفيذه ومدى توفر إمكانيات تنفيذه ومدى تميز فكرة البحث عما سبق عمله في هذا المجال والفائدة المرجوة من تنفيذه.

٢- يلتزم طالب الدكتوراه بتقديم حلقة علمية حول موضوع رسالته كل عام ضمن الحلقات العلمية التي ينظمها القسم.

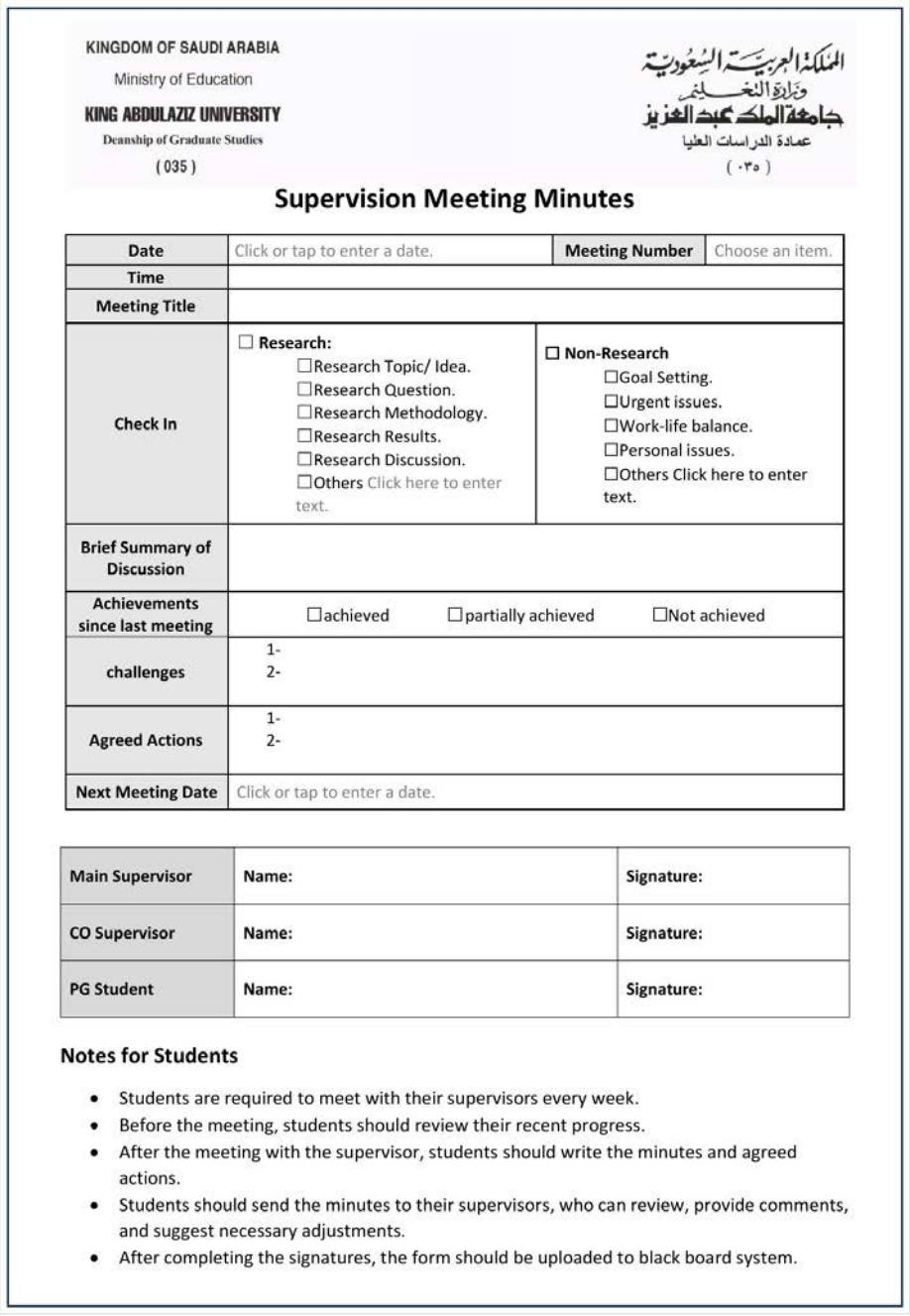
٣- عند تسليم طالب الدراسات العليا رسالته العلمية تسليماً نهائياً يقوم بتقديم عرض لرسالته في حلقة علمية يحضرها المشرف/ المشرفون وأعضاء هيئة التدريس وطلاب الدراسات العليا بالقسم.

د- على المشرف مساعدة الطالب في وضع جدول زمني لمراحل الرسالة العلمية (البحث والاستقصاء، محاور البحث، تسليم الرسالة...الخ) والمدة الزمنية المتوقعة للانتهاء منها.

هـ- عند تغيب الطالب عن لقاء المشرف لمدة شهر بدون عذر مقبول يقوم المشرف بإبلاغ رئيس القسم العلمي لاتخاذ اللازم.

## Appendix B – Supervision Meeting Minutes form

Deanship of Graduate Studies form for recording each supervision meeting: topics discussed, progress since the last meeting, challenges and agreed actions. Students complete it after each meeting, have it signed by the supervisor(s), and upload it to Blackboard.



KINGDOM OF SAUDI ARABIA
Ministry of Education
KING ABDULAZIZ UNIVERSITY
Deanship of Graduate Studies
( 035 )

المملكة العربية السعودية
وزارة التعليم
جامعة الملك عبد العزيز
عمادة الدراسات العليا
( ٠٣٥ )

**Supervision Meeting Minutes**

| | | | |
|---|---|---|---|
| **Date** | Click or tap to enter a date. | **Meeting Number** | Choose an item. |
| **Time** | | | |
| **Meeting Title** | | | |
| **Check In** | ☐ **Research:**<br>☐Research Topic/ Idea.<br>☐Research Question.<br>☐Research Methodology.<br>☐Research Results.<br>☐Research Discussion.<br>☐Others Click here to enter text. | ☐ **Non-Research**<br>☐Goal Setting.<br>☐Urgent issues.<br>☐Work-life balance.<br>☐Personal issues.<br>☐Others Click here to enter text. | |
| **Brief Summary of Discussion** | | | |
| **Achievements since last meeting** | ☐achieved ☐partially achieved ☐Not achieved | | |
| **challenges** | 1-<br>2- | | |
| **Agreed Actions** | 1-<br>2- | | |
| **Next Meeting Date** | Click or tap to enter a date. | | |

| | | |
|---|---|---|
| **Main Supervisor** | **Name:** | **Signature:** |
| **CO Supervisor** | **Name:** | **Signature:** |
| **PG Student** | **Name:** | **Signature:** |

**Notes for Students**

- Students are required to meet with their supervisors every week.
- Before the meeting, students should review their recent progress.
- After the meeting with the supervisor, students should write the minutes and agreed actions.
- Students should send the minutes to their supervisors, who can review, provide comments, and suggest necessary adjustments.
- After completing the signatures, the form should be uploaded to black board system.

## Appendix C – Responsibilities and duties of the main supervisor

Item 5 of the thesis supervision rules. It lists the main supervisor's duties, including guiding the student to follow KAU's guide for writing theses (point هـ), reporting on the student's progress every semester, and returning comments on the full thesis draft within three months.



البند الخامس

مسؤوليات وواجبات المشرف العلمي

أ- توعية الطالب بمهامه، وواجباته، وحقوقه، وبأهمية البحث العلمي، وضرورة الالتزام بأخلاقياته، ومسؤولياته، وأساليبه.

ب- الاطلاع على لوائح وقواعد الجامعة المتعلقة بالرسائل العلمية والتأكد من إلمام الطالب إلماماً تاماً بما يخصه فيها.

جـ- يبدأ المشرف في الالتزام بمهام الإشراف على الطالب بعد انتهاء جميع الإجراءات الرسمية لتسجيل الرسالة.

د- التأكد من أن موضوع البحث جاد وأصيل، ويتوافق تماماً مع أنظمة المملكة وكذلك الجامعة.

هـ- توجيه الطالب إلى الالتزام بإجراءات كتابة الرسالة طبقاً لدليل كتابة الرسائل العلمية لجامعة الملك عبدالعزيز.

و- مساعدة الطالب قدر الإمكان لرفع مستوى التحصيل العلمي عنده وفي توفير ما يحتاج إليه من تدريب، ومتطلبات التجارب المعملية، والأجهزة والبرامج الحاسوبية، والعينين، ...إلخ.

ز- تقديم النصح والمساعدة للطالب في الوصول للجهات أو الأشخاص الذين لهم قدرة على مساعدته العلمية لتجاوز أية صعوبات أثناء إعداد الرسالة.

حـ- يجب على المشرف تقديم تقرير عن الطالب بشكل دوري قبل نهاية كل فصل دراسي، وذلك منذ تعيينه مشرفاً حتى آخر فصل يناقش فيه الطالب رسالته، ويوضح فيه المشرف مدى تقدم الطالب في الرسالة.

ط- توجيه الطالب لتحري الدقة والتأكد من المراجع الأصلية التي استعان بها الطالب للتأكد من مصداقية بحث الطالب.

ي- توجيه الطالب لنشر جزء أو أجزاء من الرسالة العلمية في صورة أبحاث مستلة من الرسالة العلمية في مجلات علمية مرموقة، أو المشاركة بأوراق علمية في المؤتمرات والأنشطة العلمية البحثية.

ك- تقويم الرسالة العلمية بصورة دقيقة وواضحة عند استلام مسودتها، وإفادة الطالب بالتعديلات على ألا يتجاوز ذلك ثلاثة أشهر من تسلم المشرف لمسودة الرسالة.

ل- تهيئة الطالب وإعداده للمناقشة وطرحها العلمي من خلال تقديم الطالب لعرض تجريبي عن موضوع الرسالة وبنائها العلمي ونتائجها، والعمل على تطوير الطالب لأدائه.

م- اقتراح لجنة المناقشة والحكم على الرسالة على أن يتم تحديد اللجنة وإقرارها من قبل مجلس الدراسات العليا بناء على توصيتي مجلسي القسم والكلية.

ن- متابعة الإجراءات الإدارية المتعلقة بلجنة المناقشة، وتحديد موعد المناقشة بالتنسيق مع لجنة المناقشة.

ص- متابعة إجراء التصحيحات المطلوبة إن وجدت من قبل أعضاء لجنة المناقشة، وإذا لم يكن مخولاً بمتابعة التعديلات من اللجنة فعليه متابعة ما تم حيال ذلك بوصفه مقرراً للجنة المناقشة.

## Appendix D – Responsibilities and duties of the co-supervisor

Item 6 of the thesis supervision rules. It describes the co-supervisor's role in meetings, the research plan and timeline, and what happens if the main supervisor becomes unavailable.



البند السادس

مسؤوليات المشرف المساعد وواجباته

أ- حضور الاجتماعات بين المشرف الرئيس والطالب كلما دعت الحاجة إلى ذلك بحيث لا تقل عن مرة واحدة خلال الفصل الدراسي الواحد.

ب- الاحتفاظ بنسخة من خطة البحث المتفق عليها والتي أقرت من قبل مجلسي القسم العلمي والكلية، وعمادة الدراسات العليا. وكذلك الاحتفاظ بنسخة من الجدول الزمني لإتمام الرسالة العلمية.

ج- المساهمة مع المشرف الرئيس في الإشراف على الطالب، حسب ما يتطلبه الجدول الزمني، واقتراح ما يساعد على تسهيل إتمام الرسالة العلمية بصورة مرضية.

د- المساهمة مع المشرف الرئيس في توفير الاحتياجات والأدوات أو التراخيص اللازمة لإجراء بحث الرسالة العلمية من خلال الجهات المختصة (مثل: التدريب، واحتياجات المعمل، وأجهزة وبرامج الحاسوب، والتجارب.. إلخ)، واقتراح ما يمكن أن يساعد الطالب على إتمام الرسالة.

هـ- في حال حدوث طارئ للمشرف الرئيس (مرض، وفاة، إنهاء عقد، تقاعد...الخ) فإن المشرف المساعد يلتزم بما يلي:

- الإشراف الرئيس على الطالب، إلى أن يتم تعيين مشرف رئيس بديل بترشيح من مجلس القسم العلمي.
- في حالة عدم توافر الشروط النظامية لتولي مهمة الإشراف الرئيس على الطالب، أو اختلاف التخصص الرئيس للرسالة عن تخصصه فإنه يتولى الإشراف على المراحل والإجراءات النظامية لتعيين مشرف أو تغيير موضوع الرسالة مع إمكانية استمراره مشرفاً مساعداً للمشرف الرئيس الجديد.

## Appendix E – Intellectual property rights

Item 7 of the thesis supervision rules. It explains the rules for publishing papers or a book from the thesis, the order of authors, the use of King Abdulaziz University as the affiliation, and patents arising from the thesis.



البند السابع

حقوق الملكية الفكرية

أ- في حالة نشر أبحاث مستلة من الرسائل العلمية يجب مراعاة ما يلي:
- حق للطالب النشر بشرط التنسيق مع المشرف/ المشرفين على الرسالة.
- يجب على المشرف على الرسالة عند النشر أن يذكر اسم الطالب والمشرف المساعد.
- يكون ترتيب أسماء المؤلفين (الطالب والمشرفين) على تلك الأبحاث حسب الاتفاق والتنسيق فيما بينهم.
- أن يذكر اسم جامعة الملك عبدالعزيز كجهة انتساب للطالب وكذلك المشرفين من داخل الجامعة.

ب- في حالة نشر الرسالة العلمية أو جزء منها في صورة كتاب، يجب مراعاة ما يلي:
- ضوابط لائحة البحث العلمي في هذا الشأن.
- أسماء المؤلفين للكتاب هم الطالب والمشرفون على الرسالة.

ج- في حالة الحصول على براءة اختراع من الرسالة العلمية يجب مراعاة تسجيل براءة الاختراع الناتجة من الرسالة باسم كل من الطالب والمشرف/المشرفين على الرسالة، مع حفظ حقوق جامعة الملك عبدالعزيز في ذلك طبقاً للقوانين واللوائح المنظمة لهذا الشأن.

## Appendix F – Mandatory research ethics courses

All graduate students must complete three free Web of Science Academy courses before their proposal can be approved. Research involving humans or biological samples also needs a research bioethics certificate (NCBE or KACST), and clinical trials need a Good Clinical Practice (GCP) certificate. Certificates must stay valid for two years during the research period.



# Appendix G – Criteria for forming master's thesis viva committees

Faculty of Applied Medical Sciences form. The main supervisor (and co-supervisor, if any) confirms that the proposed viva committee meets the criteria approved by the Faculty Council before the committee is formed.

**معايير تشكيل لجان مناقشات رسائل الماجستير بكلية العلوم الطبية التطبيقية**

| | |
|---|---|
| اسم الطالب/ة | |
| البرنامج | |
| عنوان الرسالة | |

| | المعيار* | مستوفى | غير مستوفى |
|---|---|---|---|
| 1 | عدد أعضاء اللجنة يفي بالحد الأدنى المطلوب وفقًا للوائح الدراسات العليا (٣ أعضاء) ولا يمثل المشرف والمشرف المساعد -إن وجد- أغلبية فيها | | |
| 3 | عدد أعضاء اللجنة فردي والمشرف مقرراً لها | | |
| 4 | تضم اللجنة المشرف على الرسالة وأعضاء من داخل القسم وخارجه (ويفضل اختيار العضو الخارجي ممن يستفاد منه في إضافات تطويرية وبينيه) | | |
| 5 | تتكون اللجنة من عضو واحد على الأقل بدرجة أستاذ أو أستاذ مشارك | | |
| 6 | يكون تخصص أعضاء اللجنة مرتبط بموضوع الرسالة | | |
| 7 | إذا كان موضوع الرسالة يتضمن تخصصًا فرعيًا دقيقًا، يتوفر عضو واحد على الأقل من أعضاء اللجنة لديه خبرة في ذلك التخصص الفرعي | | |
| 8 | لا يوجد تضارب مصالح بين أعضاء اللجنة، وكذلك بين الطالب وأي عضو من أعضاء اللجنة، ويشمل ذلك عدم وجود صلة قرابة أو علاقة شخصية تؤثر على الحيادية واتخاذ القرار | | |
| 9 | لم يشارك أي عضو من اللجنة (باستثناء المشرف الرئيسي والمشرف المساعد) بشكل مباشر في عمل الطالب البحثي أو إرشاده | | |

*عند اكمال الجدول أعلاه، يؤكد المشرف الرئيسي والمشرف المساعد (إن وجد) على استيفاء المعايير المعتمدة من قبل مجلس كلية العلوم الطبية التطبيقية

| المشرف الرئيسي | المشرف المساعد (إن وجد) |
|---|---|
| الاسم: | الاسم: |
| التوقيع: | التوقيع: |
| التاريخ: | التاريخ: |