



Academic Supervision System for Postgraduate Theses in the Master of Science in Radiologic Sciences Program

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King Abdulaziz University
2024-2025

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1. Objective

To ensure a high standard of postgraduate thesis supervision in the Department of Radiological Sciences through structured procedures that align with the Deanship of Graduate Studies, support scientific integrity, and foster student development.

2. Applicability

This system applies to all thesis-based MSc program offered by the Department of Radiologic Sciences including students and academics.

3. Definitions

Thesis:

An academic research work submitted by a postgraduate student in fulfillment of the requirements for obtaining a master's degree. It is designed to demonstrate a student's mastery, competence, and deep understanding of a specific subject within their field of study. It typically involves conducting original research or a significant analysis of existing research, under the supervision of a faculty advisor, and results in a comprehensive scholarly paper.

Student:

Student is a person enrolled in a postgraduate thesis-based program. He/she is typically engaged in advanced studies and research in a specialized field.

Academic Supervisor:

A faculty member from the department is appointed to each postgraduate student at the beginning of their academic journey. The supervisor's role is to guide the student in choosing a thesis topic, writing a research proposal, and overseeing the research process.

- **Main Academic Supervisor:**
- A faculty member appointed as the main supervisor by the Deanship of Graduate Studies based on the recommendation of the department council. If more than one supervisor is assigned, this person is considered as the primary supervisor.
- **Co Academic Supervisor:**
- A faculty member who is appointed as a co-supervisor or additional supervisor to the main supervisor. He/she assists the main academic supervisor in guiding a student's research, especially when the project is multidisciplinary or requires expertise beyond the primary supervisor's field.

4. Responsibilities and Duties of the Student

1. The student must adhere to the agreed-upon research plan, which has been approved by the department, faculty, and the Graduate Studies Deanship.
2. The student must complete all required tasks without delay or negligence.
3. The student must follow the instructions and guidelines provided by the supervisor directly.
4. The student must develop new skills and capabilities through their research and is fully responsible for managing research activities and completing the necessary tasks to finalize the thesis.
5. The students should meet all program and university deadlines, including those for submitting proposals, drafts, and the final thesis.
6. The student must discuss any issues they encounter directly with the supervisor or head of the department, as appropriate.
7. The student is responsible for informing the academic supervisor of the timetable for completing their research, submitting the draft, and updating the supervisor on any issues, including the possible transfer of the supervisor's position (due to resignation, retirement, or other circumstances).
8. The student must commit to upholding academic research standards and avoid any form of academic dishonesty, such as falsifying data or plagiarizing work.
9. The student must ensure their thesis appropriately acknowledges individuals or organizations that contributed to the research, directly or indirectly, as a form of support.
10. The student must make all required revisions requested by the examination committee promptly and comply with the committee's final recommendations, under the supervision of the main supervisor.

5. Responsibilities and Duties of the Main Supervisor

1. Instruct the students on their duties, responsibilities, and the importance of scientific research, as well as the necessity of commitment to their work and accountability.
2. Review the university's regulations and rules related to scientific research papers and ensure that the student complies with everything concerning them.
3. Begin supervising the student after all official procedures for registering the research paper are completed.
4. Ensure that the research topic is original, and its authenticity aligns fully with the needs of the kingdom and the university.
5. Guide the student through the procedures for reviewing research papers according to the regulations of the Faculty of Scientific Research at King Abdulaziz University.
6. Assist the student in obtaining scientific resources if they are not available in the university or support them with the necessary training tools for experimental work.
7. Facilitate communication with individuals who can assist the student in addressing the scientific challenges they face while preparing their research paper.
8. Submit a periodic report on the students' progress before the end of each semester, starting from the last semester in which the students' paper was approved. The report should specify the supervisor's opinion regarding the students' progress in their research.
9. Guide the student to primary references that the student should rely on to ensure the validity of the research.
10. Direct the student to publish their research papers in reputable scientific journals or local scientific conferences aligned with the objectives of the scientific body.
11. Conduct a thorough evaluation of the thesis and ensure its timely receipt after the discussion stage, ensuring the student submits it within three months.
12. Ensure that the student has practiced presenting and defending their thesis and is fully prepared for its submission.
13. Form a committee to discuss and review the thesis and provide recommendations after reviewing it in front of the Higher Council based on the recommendations of the relevant council.
14. Follow up on the procedures related to the discussion committee and set the date for the discussion by coordinating with the committee.

15. Follow up on the required amendments if presented by the committee members during the discussion process and, if necessary, clarify the required amendments to the student.

6. Responsibilities and Duties of the Assistant Supervisor

1. Attending meetings between the main supervisor and the student whenever necessary, with a minimum of once per academic semester.
2. Keeping a copy of the approved research proposal as endorsed by the department council, the faculty, and the Deanship of Graduate Studies, along with a copy of the timeline for the completion of the scientific thesis.
3. Assisting the main supervisor in guiding the student according to the proposed timeline and offering suggestions to facilitate the satisfactory completion of the scientific thesis.
4. Supporting the main supervisor in providing the necessary tools, licenses, and resources needed to carry out the research through the relevant departments (e.g., training, lab needs, software, computer equipment, experiments, etc.), and recommending what may help the student complete the thesis.
5. In the event of the main supervisor's unavailability (resignation, leave, contract termination, retirement, etc.), the assistant supervisor shall be responsible for the following:
 - Temporarily supervising the student until a new main supervisor is appointed by the department council.
 - If administrative or academic procedures prevent the assistant supervisor from fully assuming supervision duties, or in the event of a disciplinary or academic disagreement with the main supervisor about the research topic or direction, the assistant supervisor shall take over temporary supervision until a new supervisor is appointed.

7. Policies for Assigning Supervisors to Postgraduate Students for their Thesis Projects, the department has agreed on the following steps: ([Minutes of the Department Council](#))

1. Faculty members interested in supervising students will fill out an form indicating their research interests and areas of expertise ([Form for supervision of master students](#)).
2. This form will be emailed to the students via their university email accounts by the head of the department.
3. Students are required to schedule meetings with at least three supervisors to discuss potential supervision.
4. Within two weeks of receiving the forms, students will be asked to fill out a Google Form to indicate their preferred supervisors.
5. After the preferred supervisors approve the request to supervise, the department administration will send an official confirmation email to both the student and the supervisor, confirming the supervision assignment.

8. Selecting the Thesis Topic and Research Proposal

1. The student selects a thesis topic and prepares a proposed research plan (with the assistance of the academic supervisor), ensuring it aligns with the university's objectives and the department's specialization as approved upon admission to the postgraduate program.
2. The student must submit the proposed research plan to their academic supervisor upon completion, for approving ([Thesis proposal form](#)).
 - This should be done before the end of the following academic semester after completing 50% of the curriculum with cumulative GPA of not less than very good (3.75) and before the end of the final semester of the academic plan.
3. Thesis topics for master's students must demonstrate quality and originality.
4. The proposed research plan must include the following components:
 - The thesis title in both Arabic and English
 - An introduction to the research topic
 - The research problem
 - The objectives of the research
 - The importance of the topic
 - The implementation plan and timeline
 - A summary of key references and literature review
5. The Proposal Reviewer should review the submitted proposal form to confirm its alignment with the Deanship of Graduate Studies requirements.
6. The research proposal must first be submitted to the Head of the Department, followed by submission to the Vice Dean for Graduate Studies and Scientific Research, and finally to the Dean of the Faculty for approval.
7. The Head of the Department submits the approved research proposal form through the Graduate Studies System in ODUS Plus for approval by the Deanship of Graduate Studies and Scientific Research.
8. The graduate student can start the research work following the proposal's approval.

9.Student-Supervisor Meeting Protocol

1. Students are required to meet with their supervisors every week.
2. Before the meeting, students should review their recent progress.
3. After the meeting with the supervisor, students should write the minutes and agreed actions ([Supervision meeting minutes](#)).
4. Students should send the minutes to their supervisors, who can review, provide comments, and suggest necessary adjustments.
5. After completing the signatures, the form should be uploaded to black board system.

10. Completion of the Academic Plan and Recording of the Student's Achievements

1. The graduate student is required to publish the research findings, either as a research article or presenting them as an abstract in oral or poster format at a scientific event, whether national or international.
2. The graduate student should get supervisor's approval on the scientific contribution.
3. The graduate student should submit evidence of publication with the thesis to get approval on completing thesis requirements before the defense.

11. Thesis Defense Process and Approval Procedures

1. The graduate student must prepare the thesis according to the [Guide for Writing Theses and Dissertations](#)
2. The students must submit their thesis ([Scientific thesis template](#)) through ODUS-PLUS to initiate the thesis submission and defense approval process.
3. At this stage, the thesis is reviewed by an assigned Academic Thesis Reviewers from the department to ensure that it complies with the approved academic thesis formatting and writing standards. If the thesis complies with format requirements, the Thesis will be sent to the Scientific Council for final Approval.
4. After the approval of the submitted thesis, the supervisor should fills the [form of criteria for selecting members of the thesis defense committee](#) and send it with the members names to the head of the department. Then, the head of the department submits the request through ODUSPLUS. The examination committee comprises two examiners: one internal examiner from the scientific track and one external examiner from FAMS or another faculty/institution. The scientific discussion committee must include at least one member with a full Professor or Associate Professor level.
5. The head of the department assigns faculty member as a representative of the Deanship of Graduate Studies, who will fills a form after the discussion ([Report of the Representative of the Deanship of Graduate Studies](#))
6. The student submits the final version of the thesis after making the required modifications (if any).
7. The Head of the Department submits the [Thesis modification report](#), the [Report of the Thesis Defense and Examination Committee](#) and the [departmental tripartite committee report](#) recommending the awarding of the degree.
8. The University Council awards academic degrees based on the recommendation of the department and college boards, with the approval of the Graduate Studies Deanship Council.

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2024/2025