قسم علوم الأحياء
Department of Biological Sciences
1973 - 1393

VISION رؤية 2030
المملكة العربية السعودية
KINGDOM OF SAUDI ARABIA

جامعة الملك عبد العزيز
King Abdulaziz University

GRADUATE STUDIES REGULATION MANUAL

GRADUATE STUDIES UNIT

1446 - 2025

قال تعالى: "الَّذِي جَعَلَ لَكُمُ الْأَرْضَ مَهْدًا وَسَلَكَ لَكُمْ فِيهَا سُبُلًا وَأَنزَلَ مِنَ السَّمَاءِ مَاءً فَأَخْرَجْنَا بِهِ أَزْوَاجًا مِّن نَّبَاتٍ شَتَّى (53) كُلُوا وَارْعَوْا أَنْعَامَكُمْ إِنَّ فِي ذَلِكَ لَآيَاتٍ لِّأُولِي النُّهَى (54) " سورة طه

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1. Introduction

This reference guide is an essential resource for every student, as it outlines every aspect of your journey in the graduate program of the Department of Biological Sciences. It covers all stages of the program for both Master's and Doctoral levels, from admission to thesis defense. The guide has been meticulously compiled to ensure easy access to all the information, guidelines, and resources necessary for navigating your academic path effectively.

1.1 Vision and Mission of the Department of Biology

Vision:

To be a scientific and research pioneer in its programs and research in the field of biology.

Mission:

Preparing distinguished and diverse cadres in science and research to meet the needs of the labor market and serve society.

Values:

Creativity - Sustainability - Leadership - Innovation - Quality

Strategic Objectives:

- Graduating distinguished academic and research cadres
- Developing scientific research and its outcomes
- Supporting department staff and students to participate in activities that serve the community and promote entrepreneurship
- Enhancing quality and developing human resources
- Developing the department's financial resources

1.2 Academic Calendar

At the beginning of each semester, the Deanship of Graduate Studies publishes the academic calendar, detailing all academic procedures with specified dates. All academic procedures are processed electronically through the Graduate Studies Transactions System. For more details, please refer to the provided resources.

Timeline of Key Academic Procedures for the First Semester of the Academic Year 1446 (2025):

Event	Day	Date
Start of the First Semester	Refer to the Deanship's Schedule	
Academic Advising for the College of Science Graduate Studies	During the second week (Refer to the College)	

Academic Advising for the Department of Biological Sciences Graduate Studies	During the third week (Refer to the Department)	
Comprehensive Exam Date	Determined annually by the Department	
Final Exams for the First Semester	Sunday to Thursday	8–26 December 2024
Final Exams for the Second Semester	Sunday to Thursday	2–12 January 2025

2. Overview of the Department of Biological Sciences

The Department of Biological Sciences began offering its undergraduate program in 1393 AH, the Master's program in 1400 AH, and the Doctoral program in 1423 AH. As one of the oldest departments in the Faculty of Science, it offers Bachelor's, Master's, and Doctoral degrees to both male and female students. The department is equipped with various scientific support units to facilitate study and research, including the Electron Microscopy Unit, the Herbarium Unit, and departmental museums such as the Fish and Butterfly (Insects) Museums. Additionally, the department initiated the establishment of a general museum for the faculty within the Biological Sciences Division.

For more details, please visit the department's website via the link here.

Contact: scig.bio@kau.edu.sa | Extension: 63166

2.1 Leadership of the Department of Biological Sciences

- Dr. Raed Saleh Albiheyri
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- Dr. Fatimah Salem Basengab
  Supervisor of the Department of Biological Sciences
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Program Coordinators

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Graduate Studies Coordinators

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Female Students	Dr. Majida Ali Qanash	mganash@kau.edu.sa

3. Overview of the Programs in the Department of Biological Sciences

3.1 Microbiology Program:

The program is designed to establish a foundational understanding of microorganisms and aims to equip students with essential skills in microbiology, including designing and conducting experiments and safely and effectively utilizing basic techniques in microbiology laboratories. The program provides students with a solid foundation in microbiology, particularly in the study and classification of microorganisms, immunology, and antibiotics.

3.1.1 Career Opportunities:

Graduates of the Microbiology graduate program can pursue relevant career opportunities across a wide range of public and private sectors, including:

- Ministry of Health
- Vector Control Laboratories
- Ministry of Interior
- Forensic Medicine
- Educational institutions (both public and private)
- Ministry of Municipal and Rural Affairs
- Saudi Food and Drug Authority
- Ministry of Agriculture
- Research Centers

3.1.2 Vision

A pioneering research environment in the field of microbiology research and contributing to achieve the Kingdom's vision.

3.1.3.Mission

Preparing scientific competencies specialized in the field of microbiology and distinguished in scientific research skills that meet the needs of society.

3.1.4 Objectives

- Preparing and qualifying graduates with knowledge and research skills in microbiolog
- Involving students in scientific research that promotes the sustainable development of the Kingdom's resources
- Supporting students' participation in activities that serve the community and entrepreneurship
- Partnership with other scientific departments to supervise on graduate students in what serves interdisciplinary research

3.1.5 Values

Scientific Honesty - Sustainability -Leadership

3.1.6 Faculty Members – Male Section

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3.2 Zoology Program

The Zoology program is designed to establish a foundational understanding of the animal kingdom. It aims to provide students with a solid base, particularly in the study of animals, their behavior, physiology, ecology, and related sciences. The program includes advanced coursework that integrates both theoretical and practical aspects, along with training in state-of-the-art laboratories. Students also have opportunities to participate in field research and applied scientific projects.

3.2.1 Career Opportunities:

Graduates of the Zoology program can explore diverse career opportunities in various sectors, including:

- Academic and research institutions
- Wildlife conservation and management
- Zoos and aquariums
- Environmental consulting

- Marine biology and oceanography
- Museums and regulatory work
- Biotechnology and pharmaceutical industries
- Science communication
- Government and regulatory agencies
- Non-governmental organizations (NGOs)
- Animal care and rehabilitation
- Entomology and insect research
- Teaching and education
- Ecotourism and field guiding
- Agriculture and pest management
- Drug quality control monitoring

3.2.2 Vision

A pioneering research environment in the field of animal research and contributing to achieve the Kingdom's vision.

3.2.3.Mission

Preparing scientific competencies specialized in the field of zoology and distinguished in scientific research skills that meet the needs of society.

3.2.4 Objectives

- Preparing and qualifying graduates with knowledge and research skills in zoology
- Involving students in scientific research that promotes the sustainable development of the Kingdom's resources
- Supporting students' participation in activities that serve the community and entrepreneurship
- Partnership with other scientific departments to supervise on graduate students in what serves interdisciplinary research

3.2.5 Values

Scientific Honesty - Sustainability -Leadership

3.2.6 Faculty Members – Male Section

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3.3 Botany Program

The Botany program offers modern fundamental sciences that explore all aspects of plant biology, including how plants function at the cellular, tissue, organ, and organism levels, their evolution, their contribution to biodiversity, and their interactions with each other and their environments. The program provides a supportive academic environment for students, featuring state-of-the-art specialized laboratories that align with Saudi Arabia's Vision 2030 and the Saudi Green Initiative.

3.3.1 Career Opportunities:

Graduates of the Botany program can pursue a wide range of career opportunities across various sectors, including:

- Private companies
- Botanical gardens and nature reserves
- Academic and research institutions
- Wildlife conservation and management
- Environmental consulting
- Museums and regulatory organizations
- Biotechnology and pharmaceutical industries
- Science communication
- Teaching and education
- Ecotourism and field guiding
- Agriculture and pest management

3.3.2 Vision

A pioneering research environment in the field of botany research and contributing to achieve the Kingdom's vision.

3.3.3.Mission

Preparing scientific competencies specialized in the field of botany and distinguished in scientific research skills that meet the needs of society.

3.3.4 Objectives

- Preparing and qualifying graduates with knowledge and research skills in botany Involving students in scientific research that promotes the sustainable development of the Kingdom's resources
- Supporting students' participation in activities that serve the community and entrepreneurship
- Partnership with other scientific departments to supervise on graduate students in what serves interdisciplinary research

3.3.5 Values

Scientific Honesty - Sustainability -Leadership

3.3.6 Faculty Members – Male Section

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3.4 Genetics Program

Genetics is one of the core disciplines in the Department of Biological Sciences, dedicated to the study of molecular biology and genetics. The program focuses on the molecular aspects of life forms, providing students with a solid foundation in biological sciences, particularly in

molecular techniques that aid in understanding organisms and their behavior. The curriculum includes the study of DNA, RNA, and proteins, as well as the mechanisms of gene expression. The program also emphasizes genetic diseases and associated genes, genetic patterns, and genome analysis techniques.

3.4.1 Career Opportunities:

Graduates of the Genetics program can pursue relevant job and career opportunities across various sectors, including:

- Academic and research institutions
- Wildlife conservation and management
- Environmental consulting
- Molecular medicine
- Marine biology and oceanography
- Museum and regulatory work
- Biotechnology and pharmaceutical industries
- Science communication
- Governmental and regulatory agencies
- Non-governmental organizations (NGOs)
- Molecular research
- Teaching and education
- Specialized genetics laboratories

3.4.2 Vision

A pioneering research environment in the field of genetics research and contributing to achieve the Kingdom's vision.

3.4.3.Mission

Preparing scientific competencies specialized in the field of genetics and distinguished in scientific research skills that meet the needs of society.

3.4.4 Objectives

- Preparing and qualifying graduates with knowledge and research skills in genetics Involving students in scientific research that promotes the sustainable development of the Kingdom's resources
- Supporting students' participation in activities that serve the community and entrepreneurship
- Partnership with other scientific departments to supervise on graduate students in what serves interdisciplinary research

3.4.5 Values

Scientific Honesty - Sustainability -Leadership

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10	Rania Marwan Makki	Associate Professor	Molecular Biology	rmakkki@kau.edu.sa
11	Majda Mohammed Abu Ras	Associate Professor	Environmental Pollutants Biotechnology	maburas@kau.edu.sa
12	Alawiya Mohammed Saleh Al-Habashi	Associate Professor	Molecular Biology and Microbial Genetic Engineering	aalhebshi@kau.edu.sa
13	Reem Mamoun Mohammed Farsi	Associate Professor	Molecular Biology and Biotechnology	rfarsi@kau.edu.sa
14	Fatimah Salem Hassan Basengab	Associate Professor	Molecular Medicine – Cancer Immunology	fbaseqab@kau.edu.sa
15	Safiya Hamid Mohammed Al-Hazmi	Associate Professor	Medical Genetics	shalhazmi@kau.edu.sa
16	Bayan Hussein Mohammed Sager	Assistant Professor	Molecular Genetics	bsajer@kau.edu.sa
17	Thanaa Khalid Mohammed Khan	Assistant Professor	Plant Biotechnology	tkhan@kau.edu.sa
18	Zina Waleed Mohammed Sayegh Sharawi	Assistant Professor	Human Genetics	zsharawi@kau.edu.sa
19	Ayesha Abdullah Ahmed Al-Rufaidi	Assistant Professor	Molecular Biology and Biotechnology	aalrofaidi@kau.edu.sa

20	Reem Nabeel Hassan	Assistant Professor	Genetics	reem_alsharief@yahoo.com
21	Faten Ahmed Khadidus Al-Sulaimani	Assistant Professor	Genomics and Biotechnology	faalsulaimany@kau.edu.sa
22	Nasreen Rashad Tashkandi	Assistant Professor	Microbiome	ntashkandy@kau.edu.sa
23	Hudbaa Jarallah Jaber Al-Omrah	Assistant Professor	Genetics	hggaber@kau.edu.sa
24	Rawabi Zuhair Hassan Zahid	Assistant Professor	Molecular Biology	rzzahed@kau.edu.sa

4. General Rights and Responsibilities

King Abdulaziz University is committed to providing a safe environment that fosters personal and intellectual growth, promotes mutual respect, and builds trust within the university community. As part of this commitment, the university has issued a Charter of Student Rights and Responsibilities, directed at all students (regular, affiliated, and distance learning) studying at the university, as well as all university staff who interact directly with students. These rights and responsibilities apply to all students, whether in undergraduate or graduate programs. For more details, please visit the link provided. Below are the outlined rights and responsibilities:

4.1 Student Rights

- Access to complete regulations and policies.
- Ability to evaluate student services provided.
- Access to financial aid or loans.
- Opportunities to attend training courses.
- Receipt of incentives and rewards.
- Use of university services and facilities.
- Enjoyment of social services and healthcare.

4.2 Student Responsibilities

- Adhering to conduct and appearance standards in line with Islamic customs and university norms.
- Entering university facilities quietly and orderly, and refraining from smoking.
- Showing respect to faculty members, colleagues, and all university staff.
- Complying with university rules and regulations related to examinations.
- Upholding research ethics and academic integrity in conducted research.
- Carrying a university ID card while on campus.
- Abiding by the regulations and policies of different university departments.

5. General Admission Requirements for Graduate Programs

- The applicant must hold an undergraduate degree from a Saudi university or a recognized institution.
- The applicant must demonstrate good conduct and be medically fit.
- The applicant must provide two academic recommendations from faculty members who previously taught them.
- If the applicant is employed, they must have approval from their employer to pursue studies.
- Each university's council may add any additional requirements deemed necessary to these general conditions.

5.1 Post-Acceptance

For document verification for accepted female students via the official Graduate Studies Deanship website and for information on registration requirements, adding courses, applying for a monthly stipend, book allowances, and more, please refer to the details provided here.

Master's program

6. Master's Degree

6.1 Specific Admission Requirements for Master's Programs in the Department of Biological Sciences.

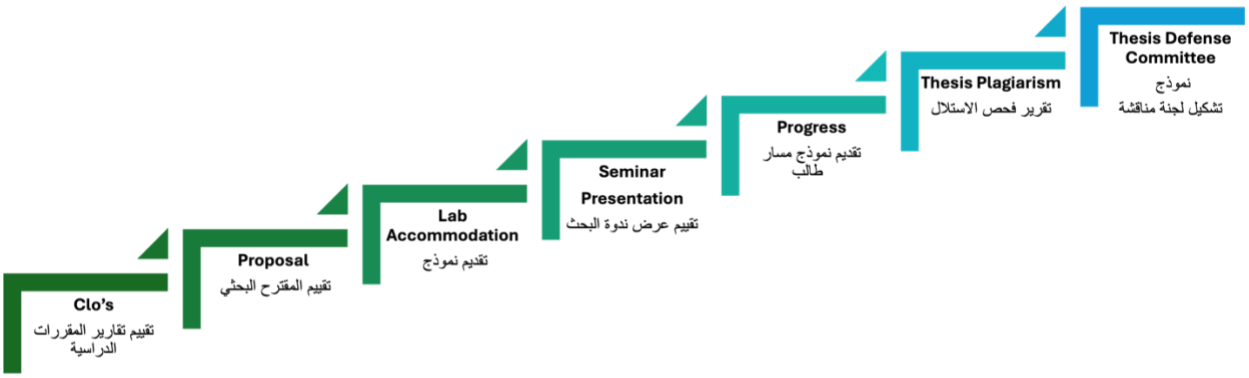
Requirement	Details
Minimum GPA	3.75 (C+)
Required Degree	Biology, Sciences, Health Sciences, Marine Sciences, Meteorology, Nutrition
Admission Test	Minimum Score: 80%
Aptitude Test	Minimum Score: 65
English Proficiency	**STEP:** 45-47, **TOEFL:** 25-27, **IELTS:** 3.5
Employer Approval	Required

6.2 Selection Process

The selection process is based on the following criteria:

- Undergraduate GPA: 60%
- Written or Practical Test (conducted by the department): 40%

6.3 Requirements for Completing the Academic Program



6.4 Study System for the Master's Program

- **Credit Hours:**

To obtain a Master's degree from the Department of Biological Sciences, the student must complete **33 credit hours**, including the Master's thesis. The minimum credit hours per semester are **6**, and the maximum is **12**.

- **Specialization and Academic Advisor**

At the beginning of the first semester, the specific specialization and academic advisor are assigned to each student. Courses are selected based on the chosen specialization.

- **Research Proposal:**

After completing at least **50% of the coursework** (15 credit hours) with a cumulative GPA of no less than **Very Good (or higher)**, the student, in collaboration with their academic advisor, drafts a research proposal and submits the thesis project for approval by the academic department.

- **Publication Requirement:**
  - Students must publish or have at least one research article accepted for publication in a peer-reviewed journal as a requirement for graduation.
  - Alternatively, participation in a local or international scientific conference or the annual scientific forum for King Abdulaziz University students may substitute for the publication requirement.
  - For further details about the scientific forum at King Abdulaziz University, please refer to the official website.

6.5 Master's Program Study Plan

The program consists of **33 credit hours**, distributed as follows:

- **7 credit hours** for compulsory courses.
- **18 credit hours** for elective courses.
- **8 credit hours** for the Master's thesis.

The study plan is developed in consultation with the academic advisor, and the relevant form must be filled out here.

- General Compulsory Courses for All Programs (7 Credit Hours)

S.	Courses	Code	Credit hours
1	Biostatics	690	3
2	Special Topics in Biology	691	3
3	Research seminar	695	1

- Elective Courses (18 Credit Hours)

Microbiology Program			
S.	**Courses**	**Code**	**Credit hours**
1	Bacterial Taxonomy	630	3
2	Microbial Ecology	634	3
3	Bacterial Physiology	637	3
4	Special Topics in Microbiology (1)	639	3
5	Special Topics in Microbiology (2)	640	3
6	Fungal Taxonomy	633	3
7	Fungal Physiology	638	3
8	Electron Microscopy Technique	655	3
9	Immunology	631	3
10	Plant Virology	635	3
11	Animal Virology	636	3

Zoology Program			
S.	**Courses**	**Code**	**Credit hours**
1	Special topics in zoology	677	3
2	Advanced cell biology	657	3

3	Advanced cell physiology	658	3
4	Ultrastructure of cells and tissues	663	3
5	Physiology of nervous system	670	3
6	Environmental Physiology	671	3
7	Advanced Animal Endocrinology	672	3
8	Marine environment	656	3
9	Desert environment	659	3
10	Ichthyology	673	3
11	Electron microscopy technology	655	3
12	Special Topics in Zoology	678	3
13	Advanced Parasitology	661	3
14	Host-Parasite Relationship	669	3
15	Comparative histology of vertebrates	662	3
16	Teratology	660	3
17	Animal cell culture	664	3
18	Amphibian and herpetology	674	3
19	Insect morphology and systematics	665	3
20	Insect vector-borne diseases	666	3
21	Biological control of insect Pests	667	3

Botany Program			
s.	**Courses**	**Code**	**Credit hours**
1	Climate and plant	611	3
2	Plant resistance to environmental stresses	612	3
3	Principles and methods of plant analysis	613	3
4	Arid environment	615	3
5	Special topics in Botany1	622	3
6	Special topics in Botany 2	623	3
7	Carbohydrate and nitrogen metabolism	614	3
8	Physiology of growth regulators	618	3
9	Metabolic pathways in Plant	619	3
10	Advanced Taxonomy of Flowering Plants	616	3
11	Grassland classification	617	3
12	Plant embryos	620	3
13	Variation and evolution in the plant kingdom	621	3

Genetics Program			
s.	**Courses**	**Code**	**Credit hours**
1	Molecular Genetics	600	3
2	Human Genetics	601	3
3	Advanced Cytogenetics	602	3
4	Special Topics in Genetics (1)	603	3
5	Special Topics in Genetics (2)	604	3

6	Advanced Organismal Genetics	605	3

- Thesis (8 Credit Hours)

s.	Courses	Code	Credit hours
1	M.Sc. Thesis	699	8

7. Ph.D. Program

7.1 Program Requirements

- To obtain a **Doctor of Philosophy (Ph.D.)** degree from the Department of Biological Sciences, students must complete **53 credit hours**, including the doctoral dissertation. The minimum credit load per semester is **6 credit hours**, and the maximum is **12 credit hours**.
- **Specialization and Academic Advisor:**
  At the beginning of the first semester, a specific specialization and academic advisor are assigned to the student. Courses are selected based on the chosen specialization.
- **Comprehensive Exam:**
  After completing **16 credit hours** (typically in the third or fourth semester), Ph.D. students are eligible to apply for the comprehensive written and oral exams.
- **Research Proposal:**
  Upon completing at least **50% of coursework** (20 credit hours) with a cumulative GPA of no less than **Very Good (3.75 or higher)**, students collaborate with their academic advisor to draft a research proposal and submit their dissertation project for departmental approval.
- **Publication Requirement:**
  - Ph.D. students are required to publish (or have accepted for publication) at least **two research papers** derived from their dissertation or (peer-reviewed) in scientific journals.

- Additionally, students must participate in the **Science Poster Day** organized by the Faculty of Science and the **Annual Scientific Forum** for students of King Abdulaziz University. Participation in one of these events can substitute for **one** of the required research papers. For more information about the Annual Scientific Forum at King Abdulaziz University, please refer to the official website.

7.2 Specific Admission Requirements for the Ph.D. Program

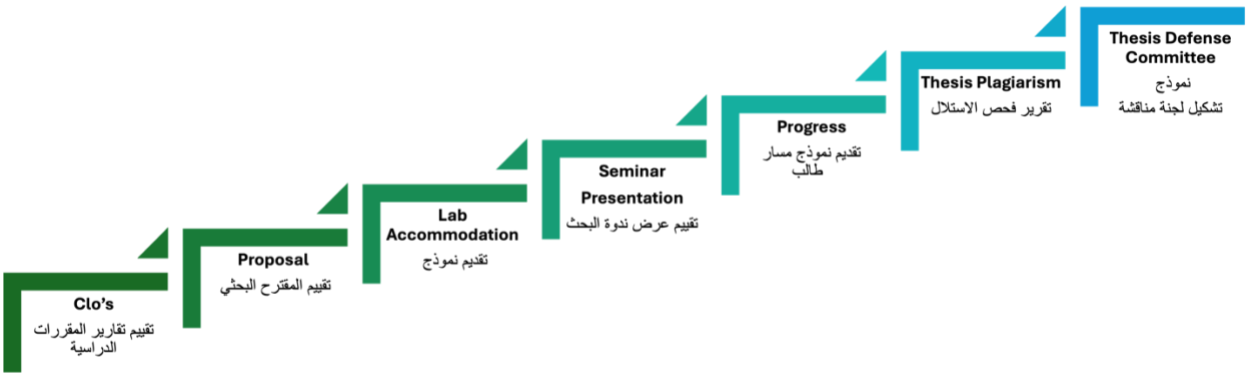
Requirement	Details
Required Degree	Academic Master's degree from a Saudi university or a recognized institution.
Required Specializations	Biochemistry, Chemistry, Biology, or Medical Specializations.
Admission Test	Required.
Aptitude Test (Minimum Score)	65
English Proficiency Requirement	- **STEP:** 58-68 - **TOEFL:** 35-45 - **IELTS:** 5+
Employer Approval	Required.

7.3 Selection Criteria

The selection process is based on the following weighted components:

1. **General Aptitude Test for University Graduates:**
   - Weight: **20%**
2. **Master's Degree GPA:**
   - Weight: **30%**
3. **Written or Practical Exam Conducted by the Department:**
   - Weight: **30%**
4. **Research Potential:**
   - Weight: **20%**
   - Assessed by the department based on the following:
     - **Statement of Purpose (SOP):** A written document provided by the applicant outlining their study goals.
     - **Research Contributions:** Including published research, participation in scientific research events, or contributions to the program's specialization.

7.4 Requirements for Completing the Academic Program



7.4 Study Plan for the Ph.D. Program

The Ph.D. program requires the completion of **53 credit hours**, distributed as follows:

1. **Compulsory Courses:**
   - 26 credit hours
2. **Elective Courses:**
   - 15 credit hours
3. **Doctoral Dissertation:**
   - 12 credit hours

The study plan is prepared in consultation with the academic advisor, and the designated form must be completed after the discussion here.

- General Compulsory Courses for All Ph.D. Programs (26 Credit Hours)

No.	Course Code	Course Title	Credit Hours
1	790	Biological Statistics	4
2	791	Molecular Biology of the Cell	3
3	792	Human Impact on Biological Systems	3
4	795	Research Seminar (1)	2
5	796	Research Seminar (2)	2
6	793	Reported Research (1)	3
7	794	Reported Research (2)	3
8	797	Reported Research (3)	3
9	798	Reported Research (4)	3
Total			**26**

- Elective Courses (15 Credit Hours)

Microbiology Program

No.	Course Code	Course Title	Credit Hours
1	725	Advanced Virology	3
2	726	Advanced Bacteriology	3
3	727	Advanced Mycology	3
4	728	Advanced Phycology	3
5	729	Yeast Biology	2
6	730	Actinomycetes	2
7	731	Cyanobacteria	2
8	732	Advanced Soil Microbiology	3
9	733	Plant Microbiology	3
10	734	Advanced Plant Pathology	3
11	735	Medical Virology	3
12	736	Medical Bacteriology	3
13	737	Medical Mycology	3
14	738	Microbial Biotechnology	3
15	739	Antibiotics	2
16	740	Advanced Immunology	3
17	741	Physiology of Microorganisms	3
18	742	Advanced Food Microbiology	3
19	743	Biological Nitrogen Fixation	3
20	744	Petroleum Microbiology	2
21	745	Advanced Microbial Ecology	3
22	746	Environmental Microbiology	3
23	747	Microbiology of Aquatic Environments	3
24	748	Microorganism Classification	3
25	749	Special Topics in Microbiology (1)	3
26	750	Special Topics in Microbiology (2)	3
27	751	Advanced Microbial Genetics	3
28	752	Biological Pest Control	2
29	753	Mycotoxins	2

Zoology Program			
No.	**Course Code**	**Course Title**	**Credit Hours**
1	754	Biological Techniques of Electron Microscopy	3
2	755	Cytometry and Histometry	3
3	756	Cellular and Tissue Chemistry	3
4	757	Comparative Cellular Physiology	3
5	758	Cell Cycle and Aging	3
6	759	Structure and Biochemistry of Muscles	3
7	760	Comparative Animal Physiology (1)	3
8	761	Comparative Animal Physiology (2)	3

9	762	Metabolism and Bioenergetics	3
10	763	Advanced Physiology of the Nervous System	3
11	764	Physiological Adaptation	3
12	765	Comparative Embryology of Vertebrates	3
13	766	Comparative Anatomy of Vertebrates	3
14	767	Immunity and Parasitism	3
15	768	Structure and Physiology of Protozoa	3
16	769	Helminthology	3
17	770	Medical Parasitology	3
18	771	Insect Ecology	3
19	772	Insect Taxonomy	3
20	773	Medical Entomology	3
21	774	Economic Entomology	3
22	775	Insect Pest Control	3
23	776	Insect Diseases	3
24	777	Parasite Vector Management and Resistance	3
25	778	Environmental Pollution	3
26	779	Fauna of the Kingdom	3
27	780	Environmental Management	3
28	781	Animal Survey	3
29	782	Bird Ecology	3
30	783	Behavioral Synergy	3
31	784	Physiological Animal Behavior	3
32	785	Pharmacological Animal Behavior	3
33	786	Environmental Animal Behavior	3
34	787	Fish Physiology	3
35	788	Special Topics in Zoology (1)	3
36	789	Special Topics in Zoology (2)	3

Botany Program			
No.	**Course Code**	**Course Title**	**Credit Hours**
1	711	Electron Microscopy	3
2	712	Advanced Plant Physiology	3
3	713	Radiation Biology	3
4	714	Advanced Plant Anatomy	3
5	715	Biochemistry of Plants	3
6	716	Modern Concepts in Plant Taxonomy	3
7	717	Seed Physiology	3
8	718	Experimental Plant Embryology	3
9	719	Plant Tissue Culture and Biotechnology	3
10	720	Plant Communities and Associations	3
11	721	Plant Geography and Ecosystems	3

12	722	Plant Adaptation and Acclimatization	3
13	723	Special Topics in Botany (1)	3
14	724	Special Topics in Botany (2)	3

Genetics Program			
No.	**Course Code**	**Course Title**	**Credit Hours**
1	700	Fundamentals of Genetic Engineering	3
2	701	Advanced Genetic Engineering	3
3	702	Advanced Molecular Genetics	3
4	703	Gene Targeting and Therapy	3
5	704	Modern Trends in Cytogenetics	3
6	705	Population Genetics and Quantitative Genetics	3
7	706	Immunogenetics	3
8	707	Developmental Genetics	3
9	708	Special Topics in Genetics (1)	3
10	709	Special Topics in Genetics (2)	3

- Thesis Requirement

Course Code	Course Title	Credit Hours
799	Thesis	12

7.5 Comprehensive Exam Procedure for the Ph.D. Program

The comprehensive exam consists of two parts: a **written exam** and an **oral exam.** This rigorous process ensures that Ph.D. students demonstrate both comprehensive knowledge and effective communication skills in their field of study.

1. Written Exam

The written exam grades are divided as follows:

- **30 marks** for the general section.
- **30 marks** for the program-specific section (Microbiology, Zoology, Botany, or Genetics).
- **40 marks** for the specialization section, determined by the academic advisor.

2. Oral Exam

- The student presents a scientific presentation related to their dissertation topic or as decided by the academic advisor.
- The oral exam committee comprises faculty members with the rank of Professor or Associate Professor, as appointed by the department, in coordination with the academic program and the Graduate Studies Committee in the department.

✓ Passing Criteria for the Comprehensive Exam

- Each part of the exam (written and oral) is graded independently on a **100-point scale.**
- The student passes the **written exam** if they score at least **70%** of the total marks.
- The student passes the **oral exam** if they receive at least **70%** approval from all committee members.

8. Guidance and Counseling Services

The University Counseling Center offers a wide range of services to all students, including: psychological counseling, social counseling, academic advising, lump-sum assistance (applied for through **ODUS PLUS**), ongoing support, and training opportunities.

8.1 Academic Advising

This service helps students select appropriate courses. Advisors assist students in navigating the degree requirements for program, ensuring they meet all prerequisites and graduate on time.

8.2 Career Counseling

Through programs like **Al-Baheth Al-Reyadi** and Career Day, professional counselors assist students in exploring various career paths. These paths may include wildlife conservation, environmental consulting, research, and academia. Counselors also provide resources on internships, job placements, and advanced studies, such as Ph.D. programs.

8.3 Personal Counseling

This service supports students dealing with personal challenges that may affect their academic performance. Counselors help struggling students manage time effectively and balance life and academic commitments.

8.4 Skill Development Workshops

Skill development workshops are offered by:

- The College Research and Innovation Unit
- The Deanship of Library Affairs
- The Deanship of Graduate Studies
- The University Center for Teaching and Learning Development
- The Academic Writing Center

These workshops and services aim to enhance essential skills for academic and professional success. For more details, please click on the link provided.

9. Study Deferment Policy

- **Eligibility for Study Deferment:**
  - Students are allowed to defer their studies if they have completed at least one semester.
  - Applications must be submitted before the start of the semester according to the academic calendar approved by the Deanship of Graduate Studies.
  - The total deferment period must not exceed **four semesters**.
- **Deferment During Preparatory Coursework Phase:**
  - Students in the preparatory coursework phase are allowed to defer **only one semester**.
- **Semester Withdrawal (Apology for Studies):**
  - Students may withdraw from a semester, and it will count as part of the total deferment period.
  - A maximum of **two semesters** can be withdrawn.
  - Withdrawal requests must be submitted before the final exams, as per the academic calendar approved by the Deanship of Graduate Studies.
- **Extension Requests:**
  - After completing the standard four years of study, students can request an **additional extension** for their program.

For further details, please refer to the official university guidelines provided here.

10. Preparatory Courses

- **For King Abdulaziz University Graduates Continuing in the Same Program:**
  - Students do **not** need to take preparatory courses and can directly begin with the compulsory courses.
- **For King Abdulaziz University Graduates Changing Programs:**
  - Students must complete the preparatory courses specific to the new program.
- **For Graduates from Other Universities:**
  - Students must either have their coursework evaluated for equivalency or complete the preparatory courses required for the program.

11. Scientific Supervision

The process of selecting a scientific supervisor can occur in one of the following ways:

1. Supervisor Requirements

Faculty members may seek graduate students for an existing project or a funded research initiative.

2. Student Selection:

In some cases, students may have the opportunity to select their supervisor based on mutual research interests and compatibility.

3. Interview and Agreement:

Once a potential supervisor is identified, an interview or discussion typically occurs to ensure compatibility between the student's research goals and the supervisor's expertise.

- ✓ After agreeing on supervision and defining the research topic, the student submits a research proposal to the Graduate Studies Committee and faculty members of the program.
- ✓ The supervisory committee and research topic are formally approved using the designated form here. If changes to the supervisory committee or research title are needed, the appropriate form must be submitted here.

11.1 Responsibilities of the Scientific Supervisor and the Graduate Student

Responsibilities of the Scientific Supervisor

 eaching Relevant Courses:
  - Teach courses related to the student's field of study.
  - Ensure graduate students acquire advanced knowledge, skills, and values essential to their discipline.
  - Assist students with course registration under their supervision.

 Research Guidance:
  - Provide support and guidance in formulating the research topic and developing the research plan.

 Methodological Assistance:
  - Help select appropriate research methodologies and approaches.

 Literature Review Support:
  - Guide the process of conducting a comprehensive literature review.
  - Assist students in keeping up with current developments in the field.

 Regular Reviews:
  - Provide constructive feedback on research proposals, drafts, and other academic work.

 Access to Resources:
  - Facilitate access to research facilities, databases, and relevant literature.

 Meeting Schedule:
- Establish a regular schedule of meetings to discuss progress, challenges, and next steps.

Responsibilities of the Graduate Student

- **Completion of Coursework:**
  - Successfully complete all required and elective courses as per the program curriculum.
- **Conducting Research:**
  - Engage in research activities, including fieldwork, laboratory experiments, and data collection and analysis, in areas such as genetics, molecular biology, zoology, botany, and microbiology.
- **Thesis Development:**

- Develop a thesis or research project under the supervisor's guidance, including topic proposal, research execution, and thesis writing.

- **Ethics Compliance:**
  - Adhere to ethical guidelines in research, especially when working with live animals or sensitive environments.
- **Regular Consultations:**
  - Meet regularly with the supervisor or advisor to discuss research progress and address any academic concerns.
- **Participation in Seminars and Workshops:**
  - Actively participate in relevant seminars, workshops, and conferences to expand knowledge and network with peers.
- **Maintaining Academic Standards:**
  - Uphold high academic standards and integrity in all coursework, research, and academic activities.
- **Time Management:**
  - Effectively manage time to balance coursework, research, and other program requirements.
- **Publishing and Presenting Research:**
  - Strive to publish research findings in scientific journals and present them at conferences or seminars.
- **Professional Development:**
  - Engage in activities contributing to professional growth, such as joining professional organizations, attending training sessions, and building professional networks.
- **Compliance with Program Regulations:**
  - Follow all rules and regulations established by the university and the Genetics Department, including those related to lab safety procedures.

12. Research Ethics Approval

Obtaining ethical approval is mandatory for collecting samples and conducting laboratory experiments involving human or animal subjects. Researchers must complete the required forms when submitting new research proposals, following these guidelines:

Required Steps and Documents:

- **Executive Regulations for Research on Living Organisms:**
  - Ensure compliance with the regulations governing research involving living organisms.
- **Submission Process for Ethical Review of New Research Proposals:**
  - Adhere to the guidelines for submitting research proposals for ethical review.
- **Requirements for Ethical Approval Requests:**
  - Fulfill all requirements for submitting an ethical approval request for a new research study.

- **External Researcher Participation:**
    - Follow procedures for including researchers from outside the university in the study.
- **Primary Application Form:**
    - Complete the designated main application form.
- **Supporting Documents:**
    - Attach **KAU ID cards** for the research team.
    - Provide the full names of the research team members in the three-name format.
- **National Consent Forms:**
    - Complete the **National Informed Consent Form** (essential elements for participation in a scientific study).
    - Fill out the specific **National Informed Consent Form for Genetic and Biological Testing**.
- **Checklist for Attachments:**
    - Include a **Checklist Table** of all required attachments.
- **Safety Reporting Requirements:**
    - Follow the **Safety Notification Reporting Requirements** timeline for studies involving interventions (REC).
- **Compliance Statement Draft:**
- Submit a draft statement ensuring adherence to the **National Committee's Guidelines** for supervising assistant researchers.
- **Animal Research Application:**
- For studies involving experimental animals, submit the **Application for Research on Experimental Animals** to King Fahd Medical Research Center.
- Attach the technical report from the Committee on the Use and Safety of Experimental Animals and the Head of the Animal Facility.
- Forms can be accessed here.

For studies conducted through the Faculty of Medicine and the University Hospital, contact the local ethics committee via the primary researcher's email.

13. Procedure for Sending Samples Abroad for Testing

If a researcher needs to send samples abroad for testing, the following steps must be followed:

Complete the Required Forms:

- Fill out the **NCBE Arabic Form for Samples Overseas** with the researcher's and the primary supervisor's details. Access the form here.

Attach Research Ethics Approval:

- Provide a copy of the previously issued **Research Ethics Approval**.

If sending samples abroad was not mentioned in the original approval, complete the **Modification Approval Form** here**.**

Consent Form for Human Samples:

- For human samples, submit the **Informed Consent Form** specifying the number of samples to be tested.

Institutional Review Process:

- If the ethics committee is **King Abdulaziz University, Institutional Review Board (IRB)**, send the request to the Research Ethics Committee for approval.

Customs Approval:

After receiving approval, send the approval letter along with a copy of the National ID to the General Customs Administration via email: Restric.Dept@customs.gov.sa.

Shipping Procedure:

- Once customs approval is granted, contact the shipping company to obtain the **Customs Broker License Number**and proceed as follows:
    1. Create an account on the Fasah **platform**:
        - Choose "Importer" → "Individuals."
        - Complete the required details.
        - Submit the authorization.
    2. Provide the authorization number to the shipping company for transportation.

This ensures that the samples are shipped in compliance with the regulations and procedures.

14. Process for Allocating Graduate Students to Laboratories

To allocate graduate students to laboratories in the Faculty of Science (Female Section):

Health and Safety Program Enrollment:

- Students are encouraged to enroll in the health and safety program offered by the university's Occupational Health and Safety Department.(Notifications about the program's application schedule will be communicated to graduate students). Complete the Laboratory Allocation Form here.
- students must meet the following criteria: Be qualified to work in laboratories. Have completed courses in **health and safety** or **first aid** (or equivalent).
- For more details and access to the required forms, please refer to the Graduate Laboratory Allocation Guidelines here.

15. Electronic Academic Transactions

Electronic academic transactions for both supervisors and students are processed through the **Graduate Studies Electronic Services System** via:
Electronic Services > Academic Services > Graduate Studies Transactions System.

- **Electronic Academic Transactions for Students:**
    - Deferment of admission for new students for the first semester.

- Deferment of study for the first semester.
- Withdrawal from a semester (apology for study).
- Additional opportunity to exceed the maximum allowed duration.
- Re-enrollment request.
- Request for book and reference allowance (for teaching assistants and lecturers).
- Monthly stipend request.
- Book and reference allowance for Saudi students.
- Book and reference allowance for international students.
- Printing and binding allowance for theses (for teaching assistants/lecturers).
- Printing and binding allowance for Saudi students.
- Printing and binding allowance for international students.
- Graduation allowance for shipping books.
- Preparation allowance (for arrivals).
- Travel ticket allowance.
- Submission of the thesis to the academic department and approval for defense.
- Request for granting the degree (via thesis).
- Record graduate student achievements.
- Final withdrawal request from the university.

- **Electronic Academic Transactions for Supervisors:**
  - Modify the thesis title.
  - Form a defense committee.
  - Adjust the defense committee.
  - Announce the thesis defense date.
  - Request to host an external examiner from outside Jeddah (within Saudi Arabia).
  - Request for payment of defense committee members' allowances.

16. Requirements for Thesis Defense

Prerequisites for Defense:

- **Completion of Coursework:**
  - Complete all required courses and research milestones as outlined in the research proposal.
- **Additional Departmental Requirements:**
  - Fulfill any additional requirements specified by the department.
- **Scheduling the Defense:**
  - Schedule the defense session in consultation with the committee members and the student.
- **Thesis Presentation:**
  - Present research findings, methodologies, and conclusions during the defense session.
- **Q&A Session:**
  - Participate in a question-and-answer session with the committee to assess the depth and breadth of the research.

Selection of the Defense Committee:

- **Internal Examiner:**

- A qualified faculty member from within the program who has expertise in the research area. They are familiar with the program's academic standards and the specific research domain.

- **External Examiner:**
  - An expert from outside the program, often from another academic institution. This examiner must have significant expertise in a field closely related to the thesis topic.

Thesis Evaluation Criteria:

Theses are evaluated based on the following key aspects:

- **Originality and Significance:**
  - Assess the uniqueness of the research question or problem and its importance in the field.
- **Accuracy and Appropriateness of Research Methodology:**
  - Evaluate the precision and suitability of the methods used to address the research question effectively.
- **Clarity and Cohesion:**
  - Review the organization, clarity, and logical presentation of the thesis, including the development and support of arguments.
- **Interpretation and Discussion of Results:**
  - Analyze how the results are interpreted and discussed in the context of existing literature and research.
- **Ethical and Academic Integrity Compliance:**
  - Ensure adherence to ethical guidelines, particularly in sensitive research areas, and maintain academic integrity throughout the study.

Publication and Presentation Requirements:

Graduate students are required to contribute scientifically through one of the following:

- **Publishing a Scientific Paper:**
  - Publish research derived from the thesis in journals indexed in **ISI (Institute for Scientific Information)** or **Scopus**, demonstrating the quality and impact of the research.
- **Presenting Findings at Conferences:**
  - Present findings at relevant conferences, including the Graduate Student Symposium at King Abdulaziz University or other prestigious academic conferences in the field.

17. Procedure for Requesting a Thesis Defense

To initiate the thesis defense process after completing the academic program, the following steps must be followed:

- Submit an electronic request to finalize the study plan and record achievements through the **Graduate Studies Transactions System.**
- Attach the following documents: (Scientific research papers, A supervisor's statement confirming that the research papers are derived from the thesis submitted by the student).

- The thesis will undergo a plagiarism review by the department's **Plagiarism Review Committee.** The plagiarism percentage must not exceed **30%** for the thesis to be accepted (submitted by the supervisor).
- Submit a request for the formation of the **Evaluation and Defense Committee** in paper format to: The Program Council, The Graduate Studies Committee and the Departmental Council (submitted by the supervisor).
- Submit an electronic request for the thesis approval from the **Scientific Council** for defense authorization.
- Attach the following in **PDF format**:
  - Thesis file.
  - Plagiarism review report (submitted by the student).
- Once the Departmental Council are approved, the supervisor submits an **electronic request** for the committee formation.
- Upon approval, the student must conduct the thesis defense within a maximum of **three months** from the approval date.

Form Name	Link
Scientific Publication Reference Acknowledgment	here
Supervisor's Confirmation of Research Derived from Thesis	here
Required Information Form for Graduate Students	here

18. Degree Award Procedure (Graduation Process)

Congratulations on completing your academic program! To obtain your degree certificate, follow these steps:

Step 1: Ensure all the following obligations are completed:

- Return any university property assigned to you (if applicable).
- Return borrowed books to the **Central Library** (if applicable).
- For thesis-based programs, submit an electronic copy of your thesis via the **Thesis Platform** on the Central Library's website here.
- Submit two hard copies of your thesis to the library, including the committee's approval decision.

Step 2: Create an Electronic Request for Degree Award

- Log in to **King Abdulaziz University's Website**.
- Select **Electronic Services**.
- Choose **Unified Login for University Systems**.
- Go to the **Graduate Studies** tab.
- Select **Graduate Studies Electronic Transactions → New Request →** Choose the option for the **Degree Award Request** based on your program (Research Project or Thesis).
- Complete the following: Fill out the **survey**, enter the **abstract** in Arabic and English fields and upload the Arabic and English abstracts in **Word format**.
- Verify your name and national ID number to avoid name change fees:
  - If your name matches your national ID, no further action is needed.

- If your name does not match, select the **Name Does Not Match** checkbox and enter your name in Arabic and English as per your national ID or residency permit.
- If the transaction submission fails, ensure all obligations listed in Step 1 are fulfilled.
- For thesis-based programs, the supervisor must attach the **Thesis Defense Committee Report**.

Step 3: Choose How to Receive Your Degree Certificate

- **Via Mail:** Delivered within **three working days** after the student's status changes to "Graduate."
- **In Person:** Pick up the certificate from the Deanship of Graduate Studies on the date specified in your degree award request.

Step 4: Estimated Timeline for Degree Processing and Printing

- Once all steps are completed and the request reaches the **Graduate Unit** at the Deanship, the estimated timelines for processing and printing the certificate are listed on the **document collection page** here.

19. Cases of Academic Struggles

19.1 Granting an Additional Opportunity to Improve GPA

A student's enrollment may be canceled by a decision from the Graduate Studies Council in several cases, including if their cumulative GPA falls below a "Very Good" rating for two consecutive semesters. However, an exception may be made to grant the student one additional opportunity for one or two semesters at most, based on the recommendation of both the department and college councils and the approval of the Graduate Studies Council.
The electronic system automatically issues warnings to students with low GPAs.

19.2 Enrollment Cancellation

A student is considered to have withdrawn from studies and their enrollment is terminated in the following cases:

- If they were accepted for admission but did not register within the specified period.
- If they registered for a semester but did not commence their studies for that semester.

A student's enrollment may also be canceled by a decision from the Graduate Studies Council in the following cases:

- If they were accepted into graduate studies but did not register within the specified registration period.
- If they failed to pass prerequisite courses under the stated conditions.
- If they withdrew or discontinued their studies for a semester without an acceptable excuse.

- If they demonstrated a lack of seriousness in their studies or failed to fulfill any of their academic obligations.
- If their cumulative GPA fell below a "Very Good" rating for two consecutive semesters.
- If they exceeded the allowed deferment periods specified in the regulations.
- If they violated academic integrity, whether during coursework or thesis preparation, or engaged in conduct that breached university regulations and traditions.
- If they failed the comprehensive exam (if required) even after being allowed to retake it once.
- If the thesis evaluation committee deemed the thesis unfit for defense or rejected it after the defense.
- If they failed to obtain the degree within the maximum allowed period.
- If they demonstrated a lack of seriousness in their studies or neglected academic responsibilities, as reported by their academic supervisor. In such cases, the student will receive a warning from the relevant department. If they receive two warnings and fail to address the issues, the Graduate Studies Council may cancel their enrollment based on the department council's recommendation.

19.3 Reinstatement of Enrollment

In cases of extreme necessity, a student whose enrollment has been canceled may be reinstated if the reason for their inability to continue their studies was due to compelling circumstances accepted by both the department and college councils. Reinstatement is subject to the recommendation of the Graduate Studies Council and a decision from the University Council, with the following considerations:

- A student whose enrollment was canceled for more than one academic year will be treated as a new student, regardless of previously completed coursework.
- A student whose enrollment was canceled for six semesters or less must retake certain courses as determined by the department and college councils, with approval from the Graduate Studies Council. The completed courses will count toward their cumulative GPA upon resumption of studies, and the time spent before cancellation will be counted toward the maximum duration for obtaining the degree.
- A student who has withdrawn permanently from the university cannot be reinstated.

20. The Forms

Form/Guide	File Link
Graduate Studies Regulations	here
Guide for Writing Academic Theses in Arabic	here
Guide for Writing Academic Theses in English	here
Procedures Guide for the Deanship of Graduate Studies	here.

Academic Affairs Guide	here.
Required Information Form for Graduate Students Approval of Thesis Title and Supervision Committee Modification of Supervision Committee Modification of Thesis Title Formation of Defense Committee Request for an Additional Opportunity	here.
Monthly Meeting Report with Supervisor	here.
Research Proposal Form (Proposal)	here.
Scientific Thesis Template	here.
Request for Hosting an External Examiner (Outside Jeddah)	here.
Training Request at King Fahd Medical Research Center	here
Approval Form for Conducting Research at KFMC	here.
Laboratory Equipment Usage Form at KFMC	here.
Research Services at King Abdulaziz University	here.
Animal House at KFMC	here.
Deanship of Scientific Research	here.
Scientific Endowment Platform for Training	here.
Research Platforms and Facilities at King Abdullah International Medical Research Center (KAIMRC)	here.

21. Scientific Websites and Tools Supporting Research

Tool/Resource	File/Link
Conferences by King Faisal Specialist Hospital & Research Center	here.
Plagiarism Check Program	here.
Paraphrasing Assistance Tool	here.
Template for Summarizing Previous Research	here.
Resources for Creating Scientific Illustrations	Biorender, Bioicons,

	Healthicons
Access to Over 10 Million Scientific Documents	here.
Reference Management Software	EndNote, Mendeley, RefWorks
English Language Institute at King Abdulaziz University	here.
Academic Writing Center at the English Language Institute	here.
Finding Related Research	here.
King Abdulaziz University Scientific Platform	here.
Map a research topic with AI	here.
Scientific Poster PowerPoint Templates	here.
Connecting research and researchers (ORCID)	here.