## **Procedures and rules for MSc Thesis and Projects**

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## **1. Thesis Track**

From the beginning, no student starts his/her master in the thesis track. In contrast, by default, all the students start in the project track. By the end of the second semester, max on week 14, the student can submit a request, using [this form](https://drive.google.com/file/d/0B5-QxrpKTqhkM2xfeW4xbW9HZTg/view?usp=sharing), to change the track in order to pursue thesis.

However, the request should be signed by the prospective-supervisor, who is a faculty member in the department eligible to supervise thesis. The students are responsible to communicate with the faculty members and find a prospective supervisor.

## **1.1 Thesis Proposal**

Once the change of the track to thesis is approved, the student could start working on the proposal with the assigned future-supervisor (will be recognized as the official supervisor once the proposal submitted and approved by Dept/College/DGS).

* [This template](https://docs.google.com/document/d/1HXk9IWE3B5cwDKb66pzHox7BUii38TxCf31zhZnRm4k/edit?usp=sharing) should be used to prepare the proposal with consultation of the supervisor and submit it to the GS committee.
* The GS committee will then send the proposal to at least two reviewers from the department.
* After the student receives the reviews from the reviewers, he/she should work on updating the proposal and submit the updated proposal along with a short report showing how the reviewers comments have been addressed.
* The updated proposal along with the short report (update summary) will be send to the reviewers to get their provisional approval.
* Finally upon approval from the GS committee, the student should upload his/her proposal on the system though this link: <https://eservices.ksu.edu.sa/PRPA/> and inform the GS committee and the supervisor about the submission. And then, it should go through the Dept/College/DGS channel officially.
* Once the master thesis proposal is approved, the student and supervisor will get email notification from the DGS.

## **1.2 Thesis 1st Draft**

* When the student and the supervisor think that the thesis work has been completed and is almost ready for a defence, a draft of the thesis document must be sent to the GS committee first along with an email from the supervisor to the GS committee to confirm the readiness of the thesis.
* The GS committee will inform the student and the supervisor if there is an issue with the format of the thesis draft.
* Once the thesis is ready as notified by the GS committee, the supervisor should upload the version of the thesis on [this system](https://eservices.ksu.edu.sa/DiscussionThesis/Login.aspx)
* An examination committee will be suggested by the GS committee to the dept for the submitted thesis.
* The examination committee of a thesis should be submitted to dept before week13, and then it should go through the Dept/College/DGS channels for further approval..

## **1.3 Thesis Defense**

As soon as the committee is approved, the Student/Supervisor could directly coordinate with the examiners to set the date for the thesis defense and **should inform** the GS committee about the selected date and time.

#### **A week before the thesis defense**

* The student should submit the following at least one week before the thesis defense
1. a hard copy of thesis to each of the examination committee members + 1 for Dept
2. a soft copy of thesis to each of the examination committee members + 1 for Dept
3. a CD that contains the source-code (if any) to the supervisor.

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#### **A day before the thesis defense**

* If the student would have some external guests, she should request to get a clearance for them

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#### **After the thesis defense**

* The supervisor should upload the evaluation on [this system](https://eservices.ksu.edu.sa/DiscussionThesis/Login.aspx)
* The student/supervisor should collect the signatures on [صفحة الإجازة](https://drive.google.com/file/d/0B5-QxrpKTqhkcENjMUZlRTBRZmc/view?usp=sharing) to be included in the final version of the thesis
* The student should address all the comments and get approval from their supervisor and print a copy of the final version of thesis and submit (Fancy Copy) to department
* The student should follow up with وحدة الخريجين to complete the requirements for graduation

## **2. Project track**

By default, all the students start in the project track.

## **2.1 Project Proposal**

* In the 2nd year, 1st semester, the students will be assigned master project, which will continue for total two semesters.
* Once the project is assigned to a student, he/she will submit a detailed project proposal in consultation with his/her supervisor to the GS committee. The students will use a template given by the GS committee.

## **2.2 Project Report**

* The student will prepare the project report after each of the two semesters by following a suggested template given by the dept.

## **2.3 Project Presentation**

* The examiners are faculty members from the Dept and are assigned by the GS committee; the supervisor(s) could suggest some names based on the area of the project.
* Once examiners are assigned for a project, the Student/Supervisor could directly coordinate with the examiners to set a date for the Project presentation and **should inform** the GS committee about the selected date and time.

#### **A week before the Project Presentation**

* The coordinator can help in room's reservation + send an email to student/supervisor/examiners to confirm the location
* No announcement is needed for the project presentation since it is considered as a course,
* The student should submit the following at least one week before the project presentation
1. a hard copy of project report to the examination committee's members + 1 for Dept
2. a soft copy of project report to the examination committee's members + 1 for Dept
3. a CD that contains the source-code (if any) to her supervisor.

#### **A day before the Project Presentation**

* If the student would have some external guests, she should request to get a clearance for them.

#### **After the Project Presentation**

* The examiners and supervisor will submit their evaluation to the GS committee. The committee will compile the final grade and send it to the supervisor to post it on Edugate
* The student should submit a copy of the final version of Project Report to department and to the supervisor
* If Project2 is successfully completed, the student should follow up with وحدة الخريجين to complete the requirements for graduation.