



**ADMISSIONS POLICIES**

**AND**

**ACADEMIC REGULATIONS**

**FOR**

**GRADUATE STUDIES**

**MARCH 2015**

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# I. GRADUATE ADMISSIONS POLICY

## 1. ADMISSION REQUIREMENTS

All students wishing to take graduate courses at Nile University (NU) must submit an application to the Admissions Office whether or not they are planning to pursue a specific degree. All required materials for admissions, including the applications fee receipt, should be sent directly to the Office of Admissions at NU.

Generally, students admitted to NU are required to hold an appropriate university degree, preferably in a technology or business related discipline. Decisions on admission to the university are made by the admissions committee based on the student's academic records, TOEFL, GRE or GMAT scores, recommendation letters and the student's statement of purpose. General guidelines are a grade of "Good" from recognized universities in Egypt or a GPA of 3.0 from an accredited university or program. A TOEFL score of 61 internet-based (IBT) or equivalent is required from applicants who did not receive their prior degrees from an English speaking institution. The academic committee of Nile University may admit a student with a GPA lower than 3.0 based on the overall evaluation of the student file, work experience, and his/her potential for successfully pursuing postgraduate studies. Other evaluation measures include a personal interview.

### **Specifically, the application file should include for all Masters and PhD programs:**

- The completed application form including the applicant's personal statement.
- Official degrees and transcripts of all university-level work certified by the granting institution including all degrees (both undergraduate and graduate) previously earned or not completed.
- Applicants for the PhD programs must submit official transcripts of their masters degree certified by the granting institution.
- The official score report of the appropriate entrance examinations.
  - a. Applicants who did not complete their tertiary studies at an institution where English is the medium of instruction must take the Test of English as a Foreign Language (TOEFL) or equivalent. Test scores are valid for two years only.
  - b. Applicants to Masters or PhD programs in the School of Communication and Information Technology, the Graduate School of Management of Technology and the School of Engineering and Applied Sciences, must submit recent, within five years, Graduate Record Examination (GRE) scores. Students who have completed a graduate degree in the same or in a related area in the last three years are not required to take the Graduate Record Examination, unless it is specifically requested by the department.
  - c. Applicants for Masters or PhD programs in the School of Business may be required to submit a recent, within the last five years, official record of the Graduate Management Admissions Test (GMAT). Students who have completed a graduate degree in a business area in the last three years are not required to take the Graduate Management Admissions Test, unless it is specifically requested by the department.

- Applicants to the EMBA program must have a minimum of three years of relevant business experience supported by documentary evidence.
- Six recent passport-size photographs.
- Photocopy of official ID or passport.
- Other requirements as may be specified by the individual program/department.
- Application fee of 200 Egyptian Pounds.
- Three recommendation letters and recent Curriculum Vitae.

Admission of a student to Nile University, for any semester, does not imply that such student will be re-enrolled in any succeeding academic semesters. Every applicant for admission can be assured that all credentials will be carefully studied in an effort to select appropriately qualified students. Each application for admission may be examined by faculty members responsible for the graduate program. The Admissions Committee of Nile University may admit a student who doesn't satisfy all requirements, based on the overall evaluation of the student file, special merit, work experience, and his/her potential for successfully pursuing postgraduate studies.

The Admissions Office is responsible of informing each applicant of the results of his/her application. Applicants for admissions to NU should note the following:

- No action is taken until all required documents are included in the application file and the applicant's file is complete.
- Materials submitted in support of an application are not released for other purposes and cannot be returned to the applicant.

## **2. CATEGORIES OF ADMISSION**

Students are admitted to NU under any one of the following categories:

**Full Admission:** Granted to students who have met all admission requirements.

**Provisional Admission:** Granted for one semester only, to students who have not fully satisfied one or more of the application requirements.

**Non-Degree Admission:** This category provides an opportunity for graduate study for qualified professionals who do not wish to work toward an advanced degree, but who for professional reasons need to continue to take graduate courses. Students who are applying under the non-degree status must submit all admission requirements outlined earlier, except for the GRE and the GMAT scores which they are exempted from. No more than twelve (12) credit hours may be taken while in this status.

A non-degree student may apply for a change of status to a degree student after satisfying the GRE or GMAT admission requirement. The department/program of major will consider accepting credit for courses taken under the non-degree status at NU but not to exceed 6 credit hours for the M.S degree and 8 credit hours for the EMBA.

**Auditors:** Applicants who would like to attend certain classes without earning any credit may apply as auditors. This category of admission is dependent on space availability. Students are not eligible to sit for examinations, submit papers and assignments, earn academic credit and grade, or receive any enrollment certification from Nile University.

### **3. RE-ADMISSION**

Re-admission may be granted to students in good academic standing who have not been continuously enrolled in regular sessions. Students must contact the appropriate departmental office one month in advance of registration. If additional college work has been completed elsewhere since the last enrollment at Nile University, an official transcript will be required. Please refer to additional policies and procedures of the specific program for additional information about readmission.

### **4. REGISTRATION**

Upon admission to Nile University, students must register for the courses that pertain to their program of study. However, their enrollment at NU would only be completed after payment of their tuition for the first semester.

### **5. FULL-TIME STUDY**

Full-time students are graduate students taking nine or more graduate credits in a regular semester.

## II. ACADEMIC REGULATIONS FOR GRADUATE STUDIES

### 1. CREDIT HOUR SYSTEM

Coursework, grading and graduation requirements are all functions of the credit hour. In general, a credit hour represents a one-hour class period and three additional hours of individual study each week for one semester.

### 2. CLASS ATTENDANCE

Class sessions and group meetings are considered not only academic but also professional activities. As such, students are expected to attend group meetings and classes, regularly and punctually in order to ensure active and continued engagement in discussions, and a rich learning experience.

If a class must be missed, for whatever reason, the student should notify the instructor and the program director, giving as much advance notice as possible. In all cases, it will be the student's responsibility to make up for work missed. Under no circumstances will job interviews, fieldwork for any course, or personal circumstances that are not absolutely exceptional, be accepted as sufficient grounds for absence. Absences, even when justified, may be taken into account in the grading process at the discretion of the instructors, who will keep the program director informed of absences and late arrivals.

If class attendance in any course is less than 80% and with the approval of the instructor, the student will automatically get a maximum grade of C on that course. Exceptions may be given with permission from the professor teaching that course and approval of the program director and the dean upon a prior notification.

Failure to comply with these policies is considered serious misconduct leading to potential dismissal or other action, as deemed appropriate by the instructor, the program Director/department Chair and the Dean.

### 3. STUDENT EVALUATION IN COURSES

Student evaluation in courses will be based on the following criteria:

- Exams and assignments
- Classroom performance
- Attendance / Participation
- Cases
- Projects / Presentations
- Other criteria that the instructor deems important for the course

Student evaluation tools are specified in each course syllabus. Students have the right to receive the breakdown of their final grades into different components.

#### 4. EXAMINATIONS

Examinations are an integral part of any course and are conducted according to the following standards:

- Students must pass examinations required for the successful completion of a course.
- Students may not communicate or collaborate with each other in any way during closed-book written examinations and when working on assignments, unless these are explicitly stated as group assignments.
- Books or notes may be used when taking an open-book examination with the specific authorization of the instructor, and then only, within the limits set by the instructor.

#### 5. GRADING

Nile University uses the credit hour system for its curriculum and has adopted the following grading system for its graduate studies:

<b>Letter Grade</b>	<b>Grade Point Value</b>
A+	4.0
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
F	0.0

In order to graduate, students who score less than 3.0 in a course must improve their GPA by scoring at higher levels in other courses so that their GPA reaches 3.00 or higher.

Grades that show on the student's transcript but are not included in calculating the GPA are shown in the table below.

I	Incomplete	The student has not completed the course requirements and was allowed a grace period to complete it beyond the end of the semester.
S	Satisfactory	The student is working satisfactorily towards the completion of his/her thesis/dissertation.
US	Unsatisfactory	The student is not working satisfactorily towards the completion of his/her thesis/dissertation.
W	Withdraw	Student withdraws early enough before the instructor can evaluate his/her performance.
WP	Withdraw Pass	Based on the instructor's evaluation, the student's work was satisfactory up till the time of withdrawal.
WF	Withdraw Fail	Based on the instructor's evaluation, the student's work was unsatisfactory up till the time of withdrawal.
P	Pass	This grade is granted for a Pass/Fail course or a thesis.
AU	Auditor	This grade is granted for auditors as a proof for course attendance.

Assignment of grades is the responsibility of the instructor. Based on the above grading system, a grade point average (GPA) is calculated for each student.

- The Quality Points per course are calculated by multiplying the Grade Point Value obtained in the course by the course's credit hours.
- The Grade Point Average during a specific period is determined by dividing the summation of Quality Points earned during this period by the number of credit hours completed in the same period.
- Cumulative GPA is the summation of Quality Points of all courses divided by the total number of course credit hours completed.

### ***Thesis/ Project Paper***

The student receives a grade of "P" when his/her thesis/ project paper is completed and successfully defended. Until then, the student semester evaluation on his/her progress towards completing a thesis/ Major Paper is granted a grade of "S" or "US".

## **6. RESIDENCY REQUIREMENT**

Students pursuing an EMBA degree must spend at least three semesters in full time study at NU. Students pursuing other Masters programs must spend at least two semesters in full time study at NU.

## **7. THESIS PROCEDURE**

Students opting for writing a thesis must have a thesis committee to advise them on the thesis research. Before the student can register in any thesis credit, the department/program concerned nominates a thesis committee, in consultation with the student, to the dean of graduate studies/provost who approves and appoints the student thesis committee. The chairman and at least one member of the committee must be regular members of NU faculty and should be from the program or department of concentration. The third member may be from outside the program or department, but should be experienced in the thesis area.

The student cannot register for any thesis credit before completing 12 credit hours from his coursework with a cumulative GPA of 3.0 or higher. In addition students cannot register for all thesis credit in one semester.

Students who have registered the number of credit hours required for the thesis but have not submitted the thesis and successfully defended it yet, must register for at least one credit hour of thesis during the semester when the thesis is successfully defended.

The chair of the thesis committee will serve as thesis advisor to closely supervise the student's progress towards completing the thesis. However, the chair may delegate this task to another member of the thesis committee whose research agenda is more in line with the thesis area. The student and the advisor should report to the committee regularly on the candidate's progress towards completing the thesis.

The duties of the thesis committee are:

- To review and approve the student's thesis proposal.
- To consult with and advise students on their research.
- To meet, at intervals, to review progress and expected results.
- To read and comment upon the draft thesis.
- To meet, when the thesis is completed, to conduct the final oral examination of the document and to satisfy itself that the thesis is an adequate contribution to knowledge, and that it is written in lucid and correct English and submitted in approved form.

The candidate should have a final acceptable typescript of the thesis in the hands of each member of his/her committee at a reasonable time in advance of the final thesis defense. A final public oral defense of the thesis is required. However, none but the members of the thesis committee may question the candidate. The thesis defense must be held, at least, one month prior to commencement. Upon passing the thesis defense, students must apply for graduation at the Registrar's Office and pay graduation fees.

Upon passing the thesis defense, five copies of the thesis in approved form and on proper paper, one copy on a CD and nine copies of an abstract of not over 200 words will be handed in to the Office of Graduate Studies on or before the date specified in the calendar published each year, accompanied by a certificate of approval of the thesis defense signed by the thesis committee.

Any exceptions to the above guidelines must be approved by the program director, the dean of the school and the dean of graduate studies/provost.

## **8. MASTERS GRADUATION REQUIREMENTS**

To be eligible for graduation, students must complete a minimum of 75% of the credit hours required for graduation at NU and accumulate a GPA of 3.0 or higher in a six year period. At the end of the first academic year, a committee composed of the program director and selected staff evaluates each individual's GPA, and will discuss with the student any concerns regarding his/her performance and the course of action required by the student for successful completion of the program. This process will be documented and included in the participant's academic file. A student whose GPA falls below 3.00 is put on probation and is allowed one semester to correct this discrepancy. If the student's GPA continues to be lower than 3.00 at the end of the probationary period, s/he will be subject to dismissal from the program. However, the student may submit a petition explaining the special circumstances that resulted in his/her low GPA. The student affairs committee reviews the case and may allow the student to register for one last semester, during which s/he must eliminate the GPA discrepancy; otherwise s/he gets dismissed from Nile University.

Upon completing the masters' requirements, students must apply for graduation at the Registrar's Office and pay graduation fees.

## **9. TRANSFER OF CREDIT**

With the approval of the program director and the respective dean, up to 12 credit hours may be transferred from another accredited institution towards the degree requirements for the EMBA and up to 9 credit hours may be transferred from another accredited institution towards the degree requirements for other Masters programs. A grade of "B" or better must be earned in courses considered for transfer and courses transferred have to be completed within the last five years. In general, students cannot transfer more than 25% of the credit hours required for graduation in any graduate program. Credits that have been counted towards another degree cannot be transferred.

## **10. DUAL DEGREES**

Graduate students may pursue two different degrees at Nile University, either simultaneously or consecutively. In either case, the student must apply to and be accepted by each program involved. The programs could be an MS, ME, MA or EMBA. Regardless of whether the degrees are pursued simultaneously or sequentially, between 12 and 18 credit hours of

course work could be double counted towards both degree programs, contingent upon the approval of each program department chair and school dean. In addition, to preserve the integrity of each degree, at least 50% of the courses required for each degree must be earned and counted solely towards that degree. Application for dual graduate degrees is available at the admissions office.

If the degrees are pursued simultaneously, the student may request prior approval of the courses to be counted towards both degrees from the departments involved. In this case, the time allowed to complete both degrees is extended to eight years. In case of sequential degrees, a period of up to five years is allowed between the dates of finishing one degree and completing the second.

### **11. INCOMPLETE POLICY**

Students who prove they have strong reasons for not completing a certain course maybe allowed to petition for an incomplete grade using appropriate forms which must be approved by the course instructor and program Director/department Chair. In this case, the student is granted a grade of "I".

Students must arrange with the instructor to complete the pending work before the end of the following regular semester. In case the student fails to complete the required work, s/he will be automatically granted the grade assigned for the work already submitted.

The "Incomplete Form" is available at the registrar's office, and should incorporate the following information:

- Reason for requesting the incomplete grade.
- Pending materials and assignments required for course completion.
- Tentative grade on the work already submitted.
- Deadline for submission of incomplete work which must not be later than the end of the following semester.

If students have more than one incomplete grade, the credit hours of the incomplete courses will be counted towards the academic load of their next semester. If they have only one incomplete grade, it will not be counted towards the academic load of their next semester.

Students must note that registration in some courses may be denied until the incomplete grade is changed to a passing grade.

By definition, students are not allowed to petition for incomplete after a final grade has already been recorded on the student's record.

### **12. VOLUNTARY WITHDRAWAL FROM COURSES**

Students who wish to voluntarily withdraw from courses during the semester must get approvals from their instructors and program directors. If a student applies for withdrawal from a course(s) before the deadline for withdrawal without academic penalty, which is 15% of the course's contact hours, s/he gets a grade of "W" in that course(s). If the student

applies for withdrawal from a course(s) after the above mentioned deadline, s/he gets grades of “WP” or “WF” in the course(s), depending on his/her performance in that course.

### **13. VOLUNTARY WITHDRAWAL FROM THE PROGRAM**

Students who wish to voluntarily withdraw from the program during the semester must get approvals from their instructors and program directors.

If the student applies for withdrawal before the deadline for withdrawal without academic penalty, s/he gets a grade of “W” in all courses during this semester. If the student applies for withdrawal after the above mentioned deadline, s/he gets grades of “WP” or “WF” depending on his/her performance in each course.

Students who have withdrawn from a program and wish to apply for re-admission must do so in writing to the program director, one month in advance of the semester they intend to resume their studies in. The application must explain their activities since leaving the program, and the reasons for wanting to rejoin it. The director will then decide whether or not re-admission is granted, based on the information submitted and the students’ performance in the program before withdrawal.

### **14. COURSE RETAKE POLICY**

Except in cases of academic dishonesty, this policy allows a student who has received a grade of “C+” or less in a course to retake the same course or a substitute course. In this case, only the grade received when retaking the course will be counted towards the student's GPA. The grade received during the first time the student took the course will be shown on his/her transcript, but will not count towards the student's GPA.

Under this policy, EMBA students could repeat up to a maximum of 8 credit hours of course work, while students in other programs are allowed to repeat up to a maximum of 6 credit hours of course work. According to this policy, the student is allowed to retake the same course or a substitute course upon the approval of the program director.

### **15. RE-ADMISSION OF STUDENTS WITH ACADEMIC DIFFICULTIES**

Students who were dismissed from the program because of academic difficulties may apply for re-admission if they had completed all the first-year courses with a GPA of 2.50 or higher. Students cannot be readmitted before two years have elapsed since their dismissal, nor after four years since that date. In exceptional circumstances, the minimum period may be reduced to one year.

Students who were dismissed from the program because of academic difficulties in the second year may apply to be readmitted in the term following the one in which the difficulties arose.

The application for re-admission to the program must include a description of the professional activities performed since the withdrawal. Students must also make a

compelling argument why they should be readmitted to the program. The student may be asked to take a re-admission examination and the program director and selected faculty members will then decide on the re-admission applications.

## **16. ACADEMIC INTEGRITY POLICY**

Nile University, its faculty, staff and students value and adhere to the concepts of academic integrity and the highest level of academic and professional conduct. In their quest for knowledge, the university community must uphold high levels of integrity and ethical conduct in all its pursuits including teaching, learning, research and service.

Dishonesty in the pursuit of knowledge is not acceptable and includes, but is not limited to:

- a. Dishonest submission of documents for grade, examples: Plagiarizing reports/cases; cheating on exams or assignments; multiple submissions of the same work for grades; fabrication of data or documents.
- b. Obtaining or attempting to obtain an unfair advantage, examples: Gaining access to exams; stealing or destroying library or research materials; unauthorized collaboration on assignments; unauthorized retention or circulation of previous exams; interfering with other students' work.
- c. Unauthorized access to records, examples: Viewing or interfering with confidential computer records or programs or systems, releasing unauthorized information gathered.
- d. Aiding and abetting: Providing material, information, or other assistance which violates standards for academic integrity.
- e. Threatening, effecting or encouraging bodily, professional, or financial harm to faculty, staff, administrator or student.

The university reserves the right to take disciplinary action against the violating party(s) according to the principles/procedures shown below. An instructor has full authority to deal with an academic dishonesty incident within the context of his/her course. Disciplinary action, in this case, may cover the range from reprimand to "F" for the course grade. The instructor may also recommend suspension or dismissal from the university.

The instructor's action on incidents of academic dishonesty must be communicated to the student(s) involved; and to: the Dean/Program Director and the Vice President for Student Affairs within two weeks of the time the instructor became aware of the incident. All students involved in academic dishonesty will receive an official letter of warning from the Vice President for Student Affairs, a copy of which will remain in the students' file in the department as well as in the Student Affairs Office and/or the Provost's office.

When a case of academic dishonesty is reported with a recommendation for suspension or dismissal from the Instructor, the Vice President for student affairs will form an ad-hoc Academic Integrity Committee to investigate the case. The Committee will meet promptly to investigate the case and submit a recommendation to the Vice President who makes the final

decision on the case.

Once the Academic Integrity Committee has given a hearing to the student and submitted its recommendations, no further appeal may be made unless substantial new evidence is presented to the Vice President for student affairs, who will evaluate the evidence and reopen the case, if deemed necessary.

### **17. TRANSCRIPTS**

Students graduating or withdrawing while in good standing are granted one free transcript of their academic record at NU.

Transcripts requests will not be processed during registration, examination or graduation periods stated in NU calendar

### **III. ADDITIONAL REGULATIONS FOR DOCTORAL PROGRAMS**

This section covers additional academic regulations applicable only to Doctoral Programs. General regulations for graduate studies are covered earlier in section II.

#### **1. DISSERTATION**

A student must take a minimum of 12 hours of dissertation research except where otherwise stated. Not more than 6 hours of research may be taken in a regular semester, nor more than 3 hours in a summer session. Where students (a) have passed their qualifying examination and (b) are engaged as assistants, the maximum allowable credit stated above may still be taken.

#### **2. RESEARCH IN RESIDENCE**

Once a student has completed all course and required research credits, s/he may enroll in "Research in Residence" status. If the student chooses not to enroll, s/he will be considered on leave of absence until the semester where the dissertation defense takes place. Students must regularly enroll in the university in the semester(s) when their thesis defense and their graduation take place. Time restrictions on obtaining degrees will be strictly enforced and can be waived only by the dean of the school. "Research in Residence" students, while not required, may register in any courses or prerequisites that are normally available to graduate students.

#### **3. RESIDENCY**

The student must spend at least two consecutive semesters or equivalent beyond the Master's graduate work, wherever taken, in full-time study at Nile University with departmental approval. Students will find that time is an important factor in their progress, for until the students have reached a satisfactory level of achievement as ascertained by the major department; they normally will not be permitted to carry out full-time research. Residence requirements may be altered only by the dean of the school.

#### **4. DOCTORAL GRADUATION REQUIREMENTS**

To graduate, students pursuing a PhD program at NU must complete, excluding the dissertation, sixty credit hours of course work, beyond the baccalaureate level, or twenty four credit hours beyond a relevant Master's degree; and successfully defend a dissertation.

#### **5. SUPERVISORY COMMITTEE**

The supervisory committee is usually appointed when a student is formally admitted to a doctoral program. It will consist of, not less than, three faculty members. This committee is nominated by the chairman of the program or department concerned. It is appropriate for the chairman to consult with the student upon the membership of the committee. The supervisory committee is empowered to plan the course of study for the student; to determine deficiencies, if any; to set prerequisites and other requirements; to request applicable transfer of credit where appropriate, and to make up and administer the qualifying examination.

## **6. QUALIFYING EXAMINATION**

A written or oral qualifying examination is to be taken by each doctoral degree candidate at the time that the student and the supervisory committee deem appropriate. The school or major department may specify that its students must take an oral examination as well. In those cases, normally, the student shall pass the written examination before the oral examination is conducted. Upon completion of the examination process, the supervisory committee shall notify the graduate office and the instructional school or department that the student has passed or failed the examination. A student who fails the examination will be given one opportunity to retake it, with the permission of the supervisory committee.

## **7. ADMISSION TO CANDIDACY**

When the student has met all requirements for the degree, passed the qualifying examinations and received approval on his/her dissertation proposal, admission to candidacy for the degree is approved. No student may receive the degree in the same semester or summer session in which s/he is admitted to candidacy. The student must be admitted to candidacy at least one semester before the defense of the dissertation is scheduled.

## **8. DISSERTATION COMMITTEE**

When the student passes the qualifying exam, a dissertation committee is formed to advise the student on his dissertation research. This may be the supervisory committee, but it may also be a committee formed anew to undertake the duties of advising and passing upon the dissertation. The dissertation committee is nominated by the department or program concerned, and is approved and appointed by the dean. It will consist of not less than four members: the chairman and three others. The chairman and at least two of the others should be from the program or department of concentration; at most one member of the committee shall be from outside the program or department of concentration. The chairman and any two of the other three committee members must be regular members of the faculty.

The duties of the dissertation committee are:

- To review and approve the student's dissertation proposal.
- To consult with and to advise students on their research.
- To meet, at intervals, to review progress and expected results.
- To read and comment upon the draft dissertation.

To meet, when the dissertation is completed, to conduct the final oral examination and to satisfy itself that the dissertation is a contribution to knowledge, and that it is written in lucid and correct English and submitted in approved form.

The dissertation committee may appoint a dissertation advisor from among its members to closely supervise the student's progress towards completing the dissertation. The advisor should report to the committee regularly on the candidate's progress to date.

The candidate is well advised to have a final acceptable typescript of the dissertation in the hands of each member of his/her committee at a time reasonably in advance of the final defense of the work.

No credit is given for research until the dissertation is completed and successfully defended and a grade of "P" is given. Until then, a grade of "S" or "US" is registered, depending on the student's performance. Credit is not granted for research in residence, but a special fee is charged for each enrollment.

Five copies of the dissertation in approved form on proper paper, one copy on a CD and nine copies of an abstract of not over 350 words will be handed in to the Office of the Graduate Studies on or before the date specified in the calendar published each session, accompanied by 2 certificates of approval of doctoral dissertation defense. It is the duty of the student to acquire a copy of the Guidelines for Preparing Dissertations from the Graduate Office and to conform to the requirements therein.

No student gains the right to be recommended for the degree simply by fulfilling the degree requirements. This right is reserved to the student's committee.

### **9. FINAL EXAMINATION**

A final public oral defense of the dissertation is required. However, none but the members of the dissertation committee may interrogate the candidate. In certain cases, there may be required by the major department, a final written "integration examination" to test the candidate's ability to integrate program and the dissertation in relation to it. These examinations must be held, at least, one month prior to commencement. Upon passing the final exam, students must apply for graduation at the Registrar's Office and pay graduation fees.

### **10. RECENCY OF CREDIT**

Degree requirements must be completed within eight years of the time of admission to graduate work, and/or within four years of passing the qualifying examination.

### **11. TRANSFER OF CREDIT**

Transfer of graduate credit from another institution will not be made until the student has completed a similar amount of credit at Nile University, and the transfer has been approved by the supervisory committee and the dean of the school. Credit transferred is subject to the same recency rules as all other credit counted toward the degree, and is also subject to examination by Nile University. An official transcript of work to be transferred must be on file in the Graduate Office. Credits that pertain to, or have been counted towards another degree cannot be transferred.