### Graduate Schools of E-JUST

#### Schedule for Completion of Master's Course

**Conferment in September 2014**

<table>
<thead>
<tr>
<th>Steps</th>
<th>Period before Conferment</th>
<th>Date</th>
<th>Procedures</th>
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</table>
| Step 1 | 2 weeks before the 50 days | Sunday, June 29, 2014 | 1- Students submit Public seminar application to Student Affairs after receiving his/her Main Supervisor’s and Department chair approval and signature. Application form should include:  
A- Public seminar application - **Doc-01**  
B- Academic degree application form (including Thesis abstract "approximately 120 words in English")**Doc-02**  
C. Copy of certificate (if possible) of TOEFL score 550 or higher  
D. Published Paper(s) signed by student, supervisor and chairperson  
E. List of Publications Form **Doc-14**  
F. Thesis Summary Form **Doc-03**  
G. Request for Changing Thesis Title (If necessary) **Doc-05**  
H. Public Seminar Assessment **Doc F-02**  
2- After submission of all the documents to Student Affairs, Student Affairs coordinate with E-JUST coordinator to set the time and date of the public seminar.  
3- Student Affairs announce to students the time and date of public seminar  
4- Public Seminar take place from **June 15, 2014 till June 29, 2014.** |

### Starting the 52 days of Conferment

<table>
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<tr>
<th>Step 2</th>
<th>～50 days</th>
<th>Sunday, July 6</th>
<th>Student Affairs will announce to students the beginning of the 52 days of conferment and notify them through an email about the acceptance and result of the public seminar</th>
</tr>
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</table>
| Step 3 | ～43 days | Sunday, July 13 | 1- Selection and nomination of thesis examiners  
Main Supervisor is requested to suggest eligible examiners, which are composed of 3 or more including the Main Supervisor, after discussion at the Department meeting.  
The selected examiners should be nominated to the Education Council through Department Chair with a name list **Doc F 01**  
2- Thesis Presentation Date and Announcement  
Department Chairs are requested to prepare thesis presentation schedule and send it to the academic coordinator to be announced through the website |
| Step 4 | ～39 days | Thursday, July 17 | 1- Publication of the date of Thesis Presentation on E-JUST’s Website  
2- Appointment of Examiners and a Chief Examiner  
Student affairs receive the examiners list after approval of the Education Council and send an official invitation to thesis examiners by mail to their university |
<table>
<thead>
<tr>
<th>Step</th>
<th>Days</th>
<th>Date</th>
<th>Submission of Thesis Draft</th>
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| 5    | ~34  | Tuesday, July 22 | 1- Student submits the following document to students affairs after the signatures of the main supervisor and Department chairs prior to the presentation.  
A- One original thesis (printed in A4 size)  
B- Its summary (approximately 400 words)  
C- Certificate of TOEFL score 550 or higher  
D- ID or Passport copy  
2- Each student should visit his/her examiner in examiner's university and submit an original thesis to him before the presentation.  
3- Department Chair confirms the thesis presentation date for the submitted thesis. Main Supervisor takes the chairperson position at the presentation. |
| 6    | ~33  | Wednesday, July 23 | Final Thesis Defense, Thesis Examination and Final Examination (arranged by academic coordinator).  
1- All the examiners should attend thesis and final examinations.  
2- The final examination is implemented by the applicant, followed by oral examination, focusing thesis and its related subjects.  
Final Defense takes place from July 23, 2013, till July 30, 2014 |
| 7    | ~25  | Thursday, July 31 | Student submits the revised thesis to the Main Supervisor.  
Main Supervisor Submit the following Documents:  
A. Examiner Individual Report Doc F 03  
B. Examination Committee Collective Report Doc F 04 |
| 8    | ~18  | Thursday, August 07 | 1- Upon completion of the thesis and the final examination, Chief Examiner should report these results to the Department Chairs that should be presented at the Department meeting and discuss the Result of the Thesis Examination, Final Examination and Conferment of Academic Degrees.  
2- Chief Examiner submits the report of the result for the thesis and the final examinations on the successful applicant accepted at the Department meeting together with the summary of the thesis to Education Council through the Department Chair. |
| 9    | ~14  | Monday, August 11 | Submission of Reports after Department meeting discussions to Education Council.  
1- Department chair shall submit the report of results of the Final Examination, Thesis Summary and Thesis Examination.  
2- Chief Examiners should send the list of the applicants who are qualified to be conferred to the Department Chairs.  
3- Department Chair shall report on the applicants who will be conferred at the Department Meeting to the Education Council.  
Students submits the following documents to the Student Affairs:  
A. Research data collection application Grad Doc 06  
B. Collection Of Data On Scientific Thesis Grad Doc 07  
C. Arabic Collection Of Data On Scientific Thesis Grad Doc 08  
D. Basic data for granting the degree Grad Doc 09  
E. Certificate of Originality of Thesis Work Grad Doc-10  
F. Letter approving the copies are correct (Arabic) Grad Doc-11  
G. Clearance Grad Doc 13 |
<table>
<thead>
<tr>
<th>Step 10</th>
<th>~7 days</th>
<th>Monday, August 18</th>
<th>Approval of Completion of degree requirement and Pre-Approval of Academic Degree Conferment in the Education Council</th>
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<tbody>
<tr>
<td>Step 11</td>
<td>The day</td>
<td>Monday, August 25</td>
<td>Approval and Announcement of Academic Degree Conferment in the University Council</td>
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<td>September 6, 2014</td>
<td>BoT Meeting and Graduation Ceremony</td>
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<td>September 21, 2014</td>
<td>PhD Course Registration</td>
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As of March 6, 2014