Al- Baha University

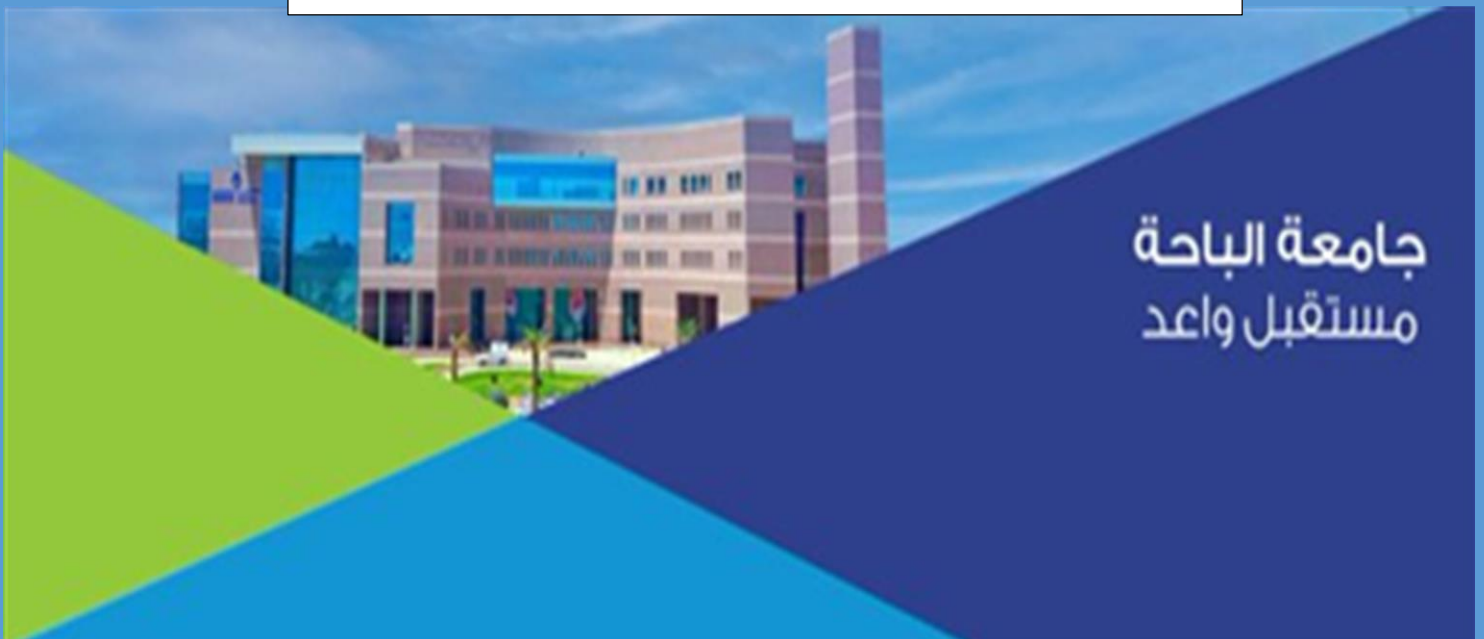**Faculty of Arts and Humanities**

Department of Foreign Language, MA Postgraduate Program in Literature

Postgraduate Student Guide

Master of Arts in English Literature

2025

DEPARTMENT OF FOREIGN LANGAUGES

Introduction

The Department of Foreign Languages—Master of Arts in English Literature Program—devotes its efforts, in alignment with the university's ongoing initiatives, to meeting the evolving demands of the labor market while strengthening meaningful community partnerships. This commitment is particularly directed toward enhancing the MA in English Literature program and serving our broader community.

In accordance with the national initiative—Saudi Vision 2030—led by King Salman bin Abdulaziz and His devoted Crown Prince, Mohammed bin Salman, may God protect them, the Department of Foreign Languages—MA in English Literature Program—places significant emphasis on development pathways and the pursuit of quality. Indeed, Vision 2030 has surpassed being merely a strategic plan; it has become a guiding principle for multiple sectors across the Kingdom, including the education sector. Consequently, establishing graduate programs that respond to the economic, social, cultural, and national priorities outlined by the Vision has become essential.

In an era defined by the dynamic demands of the twenty-first century and rapidly advancing educational technologies—and in response to the Kingdom's call for its various sectors to strive with determination toward institutional and programmatic accreditation in line with Vision 2030—the introduction of the MA in English Literature program represents a direct response to development plans and labor market needs. The Department of Foreign Languages—MA in English Literature Program—remains committed to preparing students capable of adapting to these rapid changes while also strengthening effective community partnerships across various sectors of society. The Graduate Student Guide—MA in English Literature—contains essential information that addresses the needs of graduate students in general, as well as those seeking a master's degree in English literature in particular. It is organized into the following sections:

1. **Introduction:** An overview of the program and its alignment with Vision 2030.
2. **Mission and Objectives:** A clarification of the program's overarching aims, purpose, and core mission.
3. **Admission and Registration Procedures:** Details on the mechanisms and requirements for admission and registration.
4. **Study System and Curriculum:** An overview of the curriculum, course descriptions, study regulations, and available academic tracks.
5. **Academic Advising and Supervision.**
6. **Thesis Writing and Research Ethics:** Information on academic supervision, thesis content and structure, research writing guidelines, and the essential components of a scientific thesis.
7. **Thesis Submission and Defense:** Procedural and instructional guidelines, along with required forms, to support students as they move toward the final stages of thesis submission, defense, and graduation.
8. **Students: Rights and Responsibilities:** Covers academic and non-academic rights, grievance procedures, and mechanisms for safeguarding graduate student rights.

Overall, this guide aims to provide comprehensive support to students embarking on their graduate journey in the MA in English Literature program, contributing to the realization of Vision 2030 and fulfilling the demands of the labor market.

First Chapter

Admission and Registration Mechanism

Admission and Registration Mechanism

To keep pace with transformation across all educational sectors, the Department of Foreign Languages – MA in English Literature Program continuously reviews the program's mission and objectives.

First: Mission

To provide postgraduates with advanced theoretical and practical knowledge, along with strong research skills in English literature, to meet the demands of the job market and contribute effectively to community service.

Second: Objectives

1- Equipping postgraduates with theoretical and practical knowledge in the area English literature.
2- Developing postgraduate students' skills to conduct innovative research in the field of English Literature.
3- Preparing competitive postgraduates to meet the demands of the job market.

4- Fostering collaborative partnerships with diverse community institutions.

Third: Admission and Registration Mechanism

All general requirements for graduate studies must be considered by the applicant. However, the Department of Foreign Languages – MA in English Literature Program – has the following specific conditions and regulations:

- The applicant must hold a bachelor's degree with a minimum grade of "Good" from a Saudi university, or from a recognized institution with an equivalency certificate issued by the Ministry of Education.
- Two recommendation letters from professors who previously taught the applicant.
- The applicant must be Saudi, born to a Saudi mother, or hold an official scholarship for graduate studies if non-Saudi.
- The applicant must demonstrate good conduct and be medically fit.
- The applicant must meet the competitive criteria established for admission.

Second Chapter

Study System and Plan

Study Plan for Master of Arts in English Literature Program- Thesis and Project Tracks

Thesis Track	Study Plan for Master of Arts in English Literature Program

33	6	27	27	27	**Total Hours**		10	**No of Courses**

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<tr><td>متطلب سابق</td><td>عملية</td><td>نظرية</td><td>اتصال</td><td>معتمدة</td><td>اسم المقرر (انجليزي)</td><td>اسم المقرر</td><td>Letter Code</td><td>Numeral code</td><td>م</td></tr>
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Fourth Level									
متطلب سابق	عملية	نظرية	اتصال	معتمدة	اسم المقرر (انجليزي)	اسم المقرر	رمز حرفي	رمز رقمي	م
LITR60203	**6**		**6**	**6**	Thesis		LITR	6999	**1**
Total of Credits	**6**		**6**	**6**					
Elective									
متطلب سابق	عملية	نظرية	اتصال	معتمدة	اسم المقرر (انجليزي)	اسم المقرر	رمز حرفي	رمز رقمي	م
-----		**3**	**3**	**3**	Comparative Literature		LITR	60301	**1**
-----		**3**	**3**	**3**	Post-colonial Literature		LITR	60302	**2**
Total of Credits		**6**	**6**	**6**					

Second path (Coursework and Project):

Project Track					Study Plan for Master of Arts in English Literature				
36	3	33	33	33	إجمالي الساعات		12		عدد المقررات

First Level

متطلب سابق	عملية	نظرية	اتصال	معتمدة	اسم المقرر (انجليزي)	اسم المقرر	رمز حرفي	رمز رقمي	م
-----		3	3	3	English Literature: A Historical Perspective		LITR	60101	1
-----		3	3	3	American Literature: A Historical Perspective		LITR	60102	2
-----		3	3	3	20th Century Novel		LITR	60304	3
Total of Credits		9	9	9					

Second Level

متطلب سابق	عملية	نظرية	اتصال	معتمدة	اسم المقرر (انجليزي)	اسم المقرر	رمز حرفي	رمز رقمي	م
-----		3	3	3	20th Century Drama		LITR	60201	1
-----		3	3	3	20th Century Poetry		LITR	60202	2
-----		3	3	3	Research Methods in Literature		LITR	60203	3
Total of Credits		9	9	9					

Third Level

متطلب سابق	عملية	نظرية	اتصال	معتمدة	اسم المقرر (انجليزي)	اسم المقرر	رمز حرفي	رمز رقمي	م
-----		3	3	3	Elective Course		-	-	1
-----		3	3	3	Stylistics		LITR	60303	2
-----		3	3	3	20th Century Literary Theories		LITR	60103	3
Total of Credits									

Fourth Level									
متطلب سابق	عملية	نظرية	اتصال	معتمدة	اسم المقرر (انجليزي)	اسم المقرر	رمز حرفي	رمز رقمي	م
-----		3	3	3	A Major Writer		LITR	60402	1
-----		3	3	3	Literary Translation		LITR	60403	2
LITR60203	3		3	3	Research Project		LITR	6555	3
Total of Credits	3	6	9	9					
Elective									
متطلب سابق	عملية	نظرية	اتصال	معتمدة	اسم المقرر (انجليزي)	اسم المقرر	رمز حرفي	رمز رقمي	م
-----		3	3	3	Comparative Literature		LITR	60301	1
-----		3	3	3	Post-colonial Literature		LITR	60302	2
Total of Credits		6	6	6					

Note: The student must choose one of the two elective courses: either (LITR60301, Comparative Literature) *
or (LITR60302, Postcolonial Literature).

Project Track

The student must choose one of the two elective courses: either (LITR60301, Comparative Literature) or *
.(LITR60302, Postcolonial Literature)

Brief Course Descriptions for the Master's Program

Al-Baha University offers a number of graduate programs aimed at advancing scientific research and playing an essential role in development and community service. One of these programs is the Master of Arts in English Literature, offered by the Department of Foreign Languages in the College of Arts and Humanities. This program is designed for students who have already studied a variety of literature courses during their undergraduate studies. The courses offered are more advanced and significantly enhance students' knowledge and understanding of English literature as preparation for writing their thesis or completing a project of their choice.

LITR60101 / English Literature: A Historical Perspective

This course provides a survey of the various literary movements in English literature, beginning with Old English, moving through the major literary periods, and concluding with modern English literature. As an introductory graduate course, English Literature: A Historical Perspective aims to refresh students' understanding of the developmental stages that English literature underwent up to the end of the twentieth century. Students will learn how to examine the relationship between historical, social, and economic changes in Britain and the literary works that emerged as a result. The course also focuses on the major literary schools that shaped literature across different periods.

LITR60102 / American Literature: A Historical Perspective

This course surveys the social and historical background of American literature, with emphasis on major writers and literary trends. Students will examine selected fiction and non-fiction texts, along with a representative range of poetry, drama, and narrative fiction from the colonial period to the end of the twentieth century.

LITR60201 / Twentieth-Century Drama

This course studies major twentieth-century plays and explores their literary and theatrical qualities within their social, political, and theoretical contexts. It introduces students to major dramatic movements of the century and familiarizes them with new forms of theater, including realism, modernism, expressionism, the Theatre of the Absurd, political theater, and other experimental forms.

LITR60202 / Twentieth-Century Poetry

This course covers the key characteristics, themes, techniques, and major poets of twentieth-century poetry. Among the poets discussed are T. S. Eliot, W. B. Yeats, W. H. Auden, G. M. Hopkins, Dylan Thomas, Wilfred Owen, Philip Larkin, Ted Hughes, and others. The course also focuses on important aspects of modern poetry such as free verse, symbolism, realism, metaphysical elements, and allusion.

LITR60203 / Research Methods in Literature

The main purpose of this course is to introduce graduate students to the fundamentals and techniques of research methods in English literature and language. Students will gain an overview of research aims, design, methodology, techniques, format, and presentation. The course develops students' ability to apply this knowledge and become more effective and competent researchers.

LITR60304 / Twentieth-Century Novel
This course focuses on modernism in twentieth-century fiction. The course includes the following topics:

- Introduction to the Vision of the Twentieth Century
- Introduction to Novelists and Narrators
- A close study of novels focusing on:

The tension between literal and figurative truth, character development, setting, colonialism, plot analysis, major themes, imagery, structure, racism, religion, spirituality, metaphysics, irony, interpretive challenges, expectations, East–West dynamics, style, symbolism, education, postcolonialism, environment, stream of consciousness, and nationalism.

LITR60303 / Stylistics

This course introduces students to the study of literary style through the application of linguistic tools. It aims to uncover the relationship between the effects produced by texts and the linguistic patterns and features they contain. Stylistics thus involves the systematic study of various levels of structure (phonological, syntactic, morphological, and lexical-semantic) embedded in the text and their functions.

LITR60103 / Twentieth-Century Literary Theories

This course explores literary theories and critical approaches from World War I to the end of the twentieth century. The focus is not only on providing students with a deep understanding of major theories and literary approaches but also on engaging them in applying these theories to interpret and evaluate individual texts. The course aims to help students formulate their own critical perspectives on literature in general and on specific literary works in particular, grounded in the theories and critical methods studied.

The course covers major twentieth-century literary theories—from T. S. Eliot and I. A. Richards to postmodernism—including formalism, Marxism, psychoanalytic criticism, structuralism, deconstruction,

phenomenology, hermeneutics, feminism, postcolonialism, New Historicism, ecocriticism, race and ethnicity studies, and postmodernism. Lectures and discussions on each theory or critical approach are followed by practical applications to selected literary texts.

LITR60301 / Comparative Literature

This course introduces students to various approaches in comparative literature and teaches them how to study literatures beyond the borders of a single nation or cultural group, as well as how to examine the interactions between literature and other artistic forms. Classroom activities include exercises exploring the relationships among different literatures—such as British, American, African, Asian, and Arabic—and various patterns of literary expression. Students apply these methods and comparative tools to works by selected writers from diverse cultural, historical, and linguistic traditions.

ITR60302 / Postcolonial Literature

This course examines English-language postcolonial literature written by authors from postcolonial regions, including Africa, South Asia, the Caribbean, Australia, Canada, and Ireland. It also explores postcolonial theories, themes, and techniques within a historical context, discussing topics such as migration, hybridity, borders, identity, race, religion, politics, and gender.

LITR60402 / Author Study

This course aims to provide students with in-depth, specialized knowledge of a particular author. It may cover several major works by the chosen author. Examples include:

- Jane Austen
- T. S. Eliot as a poet
- George Bernard Shaw

LITR60403 / Literary Translation

This course reviews the major theories and practices of translation in general, and literary translation in particular. While primarily practical, it also addresses several theoretical aspects of translation, including form and meaning, translation and context, the significance of translation, as well as linguistic and cultural challenges involved in translating literary texts.

PROJ6555 / Project

This course provides students with an opportunity to apply the research skills they have acquired through studying research methods alongside the other courses offered in the first three semesters. Students may choose a research topic in consultation with the supervisor assigned to them by the department. Research projects must be submitted to the department for evaluation, following academically accepted standards such as language accuracy, research structure, originality of topic, and more. Finally, students are required to participate in a mock defense in which they present and defend their research.

THES66999 / Thesis

This course gives students the opportunity to apply the research skills acquired through the study of research methods in conjunction with other courses from the first three semesters. Students select their thesis topics in consultation with their assigned supervisor. Theses must be submitted to the department, which appoints examiners for evaluation. Finally, students are required to participate in a defense where they present and defend their research findings.

Teaching and Learning Process

We are proud to offer an exceptional learning experience, using the most effective teaching and learning approaches, carefully designed to meet the specific needs of your course. Our courses include in-person instruction on campus, allowing full engagement with lecturers and fellow students. Practical skill sessions, seminars, and workshops are mostly conducted in person, facilitating group work and presentations. However, our approach also incorporates online learning to support and enhance traditional face-to-face teaching.

Online learning is conducted **"live"** through platforms such as Blackboard, allowing you to interact with lecturers and peers and ask questions in real time. Lecture recordings provide additional flexibility, enabling you to review material for assessments and reinforce learning outside the classroom.

A full-time course load consists of two courses per semester (a total of four semesters). After completing half of the coursework, students may choose a thesis topic. The thesis component is based on issues and topics developed throughout the two-year program.

Faculty Members in **the Master's Program**

You can visit the College – Department of Foreign Languages – MA in English Literature Program webpage to view faculty members and contact them. The program aims to provide the best student experience through a system of continuous guidance and monitoring, with each student assigned an academic advisor.

The program also follows an **"Open Door" policy**, allowing academic staff to be available to listen to students at any time regarding academic inquiries or concerns.

Note: For full course descriptions, please refer to the main program page – click here (هنا).

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Study Regulations

University regulations regarding graduate studies must be applied in matters such as deferment or withdrawal, course cancellation, deregistration, re-enrollment in the department after cancellation, and related procedures, as well as the corresponding forms. For reference, you can consult the following links containing the **Graduate Studies Regulations** and their executive rules at Al-Baha University. To access the Graduate Studies Regulations, click **here** (هنا). To access the graduate studies forms, click here. (هنا). Which cover the following topics, in addition to the graduate studies forms:

1. Chapter One: Admission
2. Academic Procedures: (Deregistration, Withdrawal, Leave of Absence for a Semester, Transfers, etc.)
3. Assessment Mechanism
4. Theses: Supervision and Defense
5. Graduation and Degree Conferral
6. General Rules

Third Chapter

Academic Advising and Supervision

<center>**Academic Advising and Supervision**</center>

Academic advising for Master of Arts (MA) students is an integrated system that goes beyond mere course selection. It extends to include psychological support and professional guidance, ensuring the graduation of researchers who are academically, psychologically, and practically qualified. Academic advising for MA students is a fundamental pillar that differs completely from the undergraduate level; it is not just an administrative process, but a **professional and** research partnership aimed at transforming the student from a recipient of knowledge into a specialized researcher or practitioner.

Below is a comprehensive guide to academic advising for master's students, divided into three main pillars:

I. Academic Advising (Knowledge & Research Building)

This pillar is the backbone of your academic journey, focusing on the quality of educational attainment.

- **Curriculum Planning:** Assisting in choosing the appropriate track (Thesis vs. Non-Thesis/Capstone) and identifying elective courses that serve your specific specialization.
- **Rigorous Research Guidance:** Helping the student formulate the "Research Proposal," selecting the correct scientific methodology, and overcoming data collection obstacles.
- **Monitoring Academic Performance:** Tracking the GPA to ensure the student does not fall into "Academic Probation," and clarifying complex university policies (such as transfers, deferrals, or credit equivalencies).
- **Research Ethics:** Guiding the student on how to avoid plagiarism and how to cite and document sources correctly.

II. Psychological Advising (Resilience & Balance)

The Master's stage is mentally taxing; here, psychological advising plays a role in ensuring student persistence.

- **Managing Research Stress:** Dealing with anxiety resulting from deadlines or feelings of frustration when research results stall.
- **Imposter Syndrome:** Many graduate students suffer from feelings of inadequacy; the advisor's role is to boost self-confidence and affirm the student's academic merit.
- **Work-Life-Study Balance:** Providing time management strategies, especially since most MA students have family or professional commitments alongside their studies.
- **Support and Motivation:** Providing a safe environment to discuss academic and social fears that may affect mental focus.

III. Professional Advising (Post-Graduation)

The goal of a master's degree is professional or academic advancement. This pillar prepares you for the future.

- **Career Path Planning:** Identifying leadership or specialized roles that a Master's degree opens for you in the Labor market.
- **PhD Preparation:** If your ambition is academic, the advisor helps in selecting suitable programs and writing a "Statement of Purpose."
- **Networking:** Introducing the student to experts in the field and encouraging them to join professional associations and attend international conferences.
- **Presentation and Publishing Skills:** Training the student to convert their thesis into publishable research papers in peer-reviewed journals and teaching them how to present ideas to an audience.

Summary of Integrated Advising Roles

Advising Type	Primary Goal	Expected Outcome
Academic	Quality of education and research	Distinguished thesis and on-time graduation.
Psychological	Mental health and persistence	A resilient researcher capable of facing challenges.
Professional	Employment and development	Clear career path and job opportunities or PhD admission.

Master's Academic Advising in Detail

1. The Essence of Academic Advising at the MA Level

At this stage, the advisor's role transcends administrative aspects to focus on:

- **Research Mentorship:** Assisting you in formulating research questions and choosing the appropriate methodology.
- **Career Alignment:** Linking coursework to your career goals (whether pursuing a PhD or entering the workforce).
- **Academic Integration:** Introducing you to the scientific community, such as conferences and prestigious journals.

2. Advising Stages During the Program

- **Phase I: Planning and Positioning (Semester 1):** Determining the track (Thesis vs. Non-Thesis) and creating a timeline for core and elective requirements.
- **Phase II: Deepening and Research (Mid-Program):** Selecting a supervisor—in many departments, the general advisor may become the "Thesis Supervisor" or help you find the best match for your topic. This phase involves reviewing academic progress and maintaining a high GPA.
- **Phase III: Graduation and Launch (Final Semester):** Final audits to ensure all credit hours and paperwork are completed and obtaining strong **Recommendation Letters** for jobs or doctoral programs.

3. Student Responsibilities Toward the Advisor

Graduate advising is a student-led interactive process. The advisor expects:

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- **Initiative:** You are the one to set appointments and raise issues for discussion.
- **Preparation:** Arriving at meetings with a list of intended courses or a draft of your research topic.
- **Commitment to Policies:** Reading the "Graduate Studies Handbook" to be aware of deadlines and comprehensive exam requirements.

4. Comparison of Advising Types in master's Programs

Comparison Point	Academic Advisor	Thesis Supervisor
Primary Focus	Course schedule, regulations, and general progress.	Scientific content, methodology, and writing.
Communication Period	From the start of the program until graduation.	Usually begins when the research plan starts.
Nature of Relationship	Administrative and general guidance.	Critical, scientific, and focused on research details.

Academic Advisor

An academic advisor is a faculty member assigned by the department to each postgraduate student at the beginning of their enrollment in the program. The advisor guides the student and assists in selecting a research topic and preparing the research proposal.

Postgraduate Student Supervisor

A Postgraduate student supervisor is a faculty member officially approved as a student supervisor by the Postgraduate Studies Deanship Council, based on the recommendation of the Department and College Councils. The supervisor acts as the primary advisor if more than one supervisor is approved for a thesis.

Selection of Supervisor According to Postgraduate Studies Regulations

- Theses are supervised by professors and associate professors who are faculty members at the university.
- A faculty member with the rank of Assistant Professor may supervise a master's thesis, provided they have at least two years of university experience, have published at least two peer-reviewed papers in their field, and the research is not derived from previous master's or doctoral theses, according to Article (45) and its executive regulations.
- Experts with distinguished experience and scientific competence in the research field, who are not university faculty members, may also supervise theses by a resolution of the University Council based on recommendations from the Department Council, College Council, and postgraduate Studies Deanship Council, in accordance with Article (46) of the Unified postgraduate Studies Regulations.
- The maximum number of theses a supervisor may oversee, either individually or jointly, at one time is five. This number may be increased to seven in accordance with the executive rules at Al-Baha University. Supervision of each thesis counts as one hour toward the faculty member's teaching load if they are the sole or co-supervisor, according to Article (48) of the regulations.

- If a supervisor is unable to continue supervising a thesis due to illness, death, force majeure, or termination of university employment, the department proposes a replacement supervisor. This change requires approval from the College Council and the Graduate Studies Deanship Council, in accordance with Article (49) of the regulations.

Duties and Responsibilities of the Supervisor

- The supervisor is committed to fulfilling their supervisory responsibilities as defined by the Postgraduate Studies Regulations, the university's approved executive rules, or departmental requirements. This includes reviewing university policies and regulations related to theses and ensuring that the student is fully informed.
- Guiding the student to adhere to thesis writing procedures according to the University Thesis Writing Guide and scheduling a session every two weeks to provide guidance and follow-up throughout all stages of thesis preparation, according to the thesis timeline and expected completion period.
- Assisting the student in preparing a timeline for all thesis stages (research and investigation, research topics, thesis submission, etc.) and the expected timeframe for completion.
- Submitting a report at the end of each semester to the Head of Department detailing the student's progress in accordance with Article (51) of the regulations.
- Proposing a thesis defense committee and submitting it to the Head of Department in a timely manner.
- Following up administrative procedures related to the defense committee and scheduling the defense date.
- Monitoring and implementing any corrective actions required by the defense committee and continuing to support and assist the student if the thesis needs to be resubmitted.

Responsibilities of the Postgraduate Student

Required Skills and Qualities:

- High academic level and performance.
- Serious commitment to deep and rigorous research, with the ability to select an appropriate study topic.
- Enthusiasm and a strong desire for learning.
- Curiosity, motivation, and dedication to continuous research and investigation.
- Adherence to research ethics.
- Patience and strong determination.
- Attention to detail, enabling accurate inference, critical thinking, and balanced evaluation.

Changing the Supervisor or Withdrawing from Supervision

- A student has the right to submit a written request to the Head of Department to change their academic supervisor, stating the reason for the request.
- A supervisor has the right to withdraw from supervising a student by submitting an official request to the Head of Department, providing the justification for their decision. Supervision must continue until a new supervisor is officially appointed.

Fourth Chapter

Thesis Writing and Research Ethics

Thesis Writing Techniques

This guide aims to assist Master's students at Al-Baha University in preparing their theses in terms of formatting and content writing. Students should refer closely to this guide and seek clarification from their supervisors when needed.

Language

The thesis must be written in English. Language use should be consistent throughout the thesis, especially in terms of spelling (either American or British English). Roman alphabet numbering should be used for the preliminary pages of the thesis unless the discipline requires otherwise.

Technical Specifications

- **Printing:** The thesis must be printed using a letter-quality printer or a laser printer. Only the original thesis or clean, high-quality copies will be accepted. Copies containing correction fluid will not be accepted.
- **Thesis Title:** The thesis title must not exceed 20 words and should be in bold, font size 20.
- **Word Count:**

    - Thesis track: 15,000–20,000 words (excluding tables, figures, and appendices).
    - Project track: 7,500–10,000 words. Students must complete a specified form before submitting the thesis, obtain approval from their supervisor, and then have it endorsed by the Head of Department.

- **Page Layout:** Text should be presented in a vertical (portrait) layout. Landscape layout may be used for tables and figures.
- **Paper Type:** White A4 paper (210 mm × 297 mm, 80 gsm) or equivalent quality should be used. Students should include an additional blank page at the front and back of the thesis. Copies of the thesis should be on paper of similar quality.
- **Font and Size:** The thesis text, including headings and page numbers, must use the same font throughout. The font size should be 12 points, with italics used only for foreign terms or scientific names. Bold may be used for headings. Footnotes and text within tables should not be smaller than 8 points. The recommended font for the thesis is Times New Roman.

Margins

The thesis should have a one-inch margin on three sides of the page (top, bottom, and right). The left margin should be 1.5 inches to allow for binding and trimming.

All information—including headings, footnotes, and figures, as well as page numbers—must fall within the text area as indicated by the dotted lines shown in this guide.

Pacing

- **Note:** Use a consistent style, preferably MLA.
  The thesis should be double-spaced throughout.

Pagination

All pages must be numbered consecutively throughout the thesis, including pages with tables, figures, and appendices. Page numbers should be centered or right-aligned, either in the top or bottom margin. Page numbers must appear on their own and should not be enclosed in parentheses, hyphenated, or accompanied by decorative symbols. Text, tables, and figures should be printed on one side of each page only. Preliminary pages preceding Chapter 1 should be numbered with lowercase Roman numerals (i, ii, iii, etc.). The title page is counted as page i but should not display a page number. Page 1 is the first page of the introduction (Chapter 1) but should not display a page number.

Binding

Before producing the required number of copies and binding the thesis, ensure that all university requirements have been met and that all necessary signatures have been obtained. Verify that all pages are in the correct order. The thesis must be bound in a black hardcover with permanent binding that securely holds all pages.

Front Cover Requirements

Thesis Title:

- The title must be fully written in gold, using a 20-point font.
- Include the following:

    - Student's name
    - Degree for which the study is submitted
    - Year of submission

Outer Cover:

- The front cover must be fully printed in gold using an 18-point block font and include the following:

    - Al-Baha University logo
    - Thesis title
    - Student's name
    - Degree
    - University name
    - Year of submission
    -

Structure and Contents of the Thesis

The thesis should include **at least five chapters** and follow **the sequence outlined below**:

Phase One

Chapter One: Introduction

- The student introduces the literary work, the research development, and the study focus.
- **Statement of the Problem:** A concise and focused statement of the problem.
- **Objectives:**

    - **General Objective:** The main aim of the study.
    - **Specific Objectives (3–5):** Clear and focused.

- **Research Questions (3–5):** Rewriting the objectives as questions.
- **Significance of the Study:** Why it is important to discuss this issue.
- **Scope of the Study:** Define the limits of your study; describe the literary work under discussion.
- **Research Methodology (Theoretical Framework):** Present the literary approach/theory and key theoretical concepts used in the study.

Chapter Two: Literature Review

- Review previous studies related to the study topic, whether drama, poetry, or novel, and possibly the author.
- Try to include recent articles or studies.
- Use an appropriate title for this section that aligns with your topic.
- Critically evaluate existing works and identify the knowledge gap that your research seeks to address.

Chapter Three: Discussion and Analysis

- Analyze the subject, whether a novel, a drama, or poetry.
- Chapter titles can be adjusted to fit your analysis and discussion.
- This section may be divided into two or three chapters depending on your needs

Conclusion:

- Present the research findings, focusing on results after providing a brief overview of the study.
- **Recommendations for Further Study:** Suggest topics for future research by other scholars using the same work with different theories or concepts.

References (Works Cited):

- List all cited works at the end of the study, using MLA format.

Phase Two

- **Cover Page:** Include the title and other information in English; the following page should provide the Arabic translation of the cover information.
- **Dedication**
- **Declaration:** Statement that the work is the student's own.
- **Acknowledgements:** Words of thanks to everyone who supported and guided you during your research journey.
- **Contents:** Chapters, headings, and page numbers.
- **Abstract in English:** 200–250 words, with keywords listed at the end.
- **Abstract in Arabic:** 200–250 words, with keywords listed at the end in Arabic.

Note:

- Use Roman numerals (i, ii, iii, iv, v) for this section's page numbers.
- Use APA or MLA for referencing; **MLA style is preferred**.
- The research must adhere to the principles of research ethics as outlined in the Research Ethics Regulations of universities across the Kingdom. **To learn more about research ethics**, click [here]. هنا.

Fifth Chapter

Thesis Submission and Required Forms

Note: Please use official letterhead papers bearing the college's title for all the following templates.

Guidelines for Thesis Submission

Students intending to submit their academic thesis must do the following:

- Thesis Readiness Form
- Letter from the student to the supervisor requesting to submit the thesis
- Letter from the supervisor to the department confirming that the students have completed their research work well in advance of submission
- Plagiarism Report, where the similarity percentage should not exceed 15–20%
- Electronic copy of the thesis and a detailed electronic copy of the plagiarism report
- Printed copy of the thesis and one printed copy of the detailed plagiarism report
- Student's academic text
- Students are also required to submit three bound copies of the thesis to be distributed to the relevant examiners.
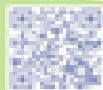
جامعة الباحة Al-Baha University
معهد الدراسات والخدمات الاستشارية
Institute of Studies and Consulting Services

المملكة العربية السعودية
KINGDOM OF SAUDI ARABIA
وزارة التعليم MINISTRY OF EDUCATION
جامعة الباحة AL-BAHA UNIVERSITY

نموذج جاهزية رسالة ماجستير للمناقشة

١- معلومات الطالب/ة وعنوان الرسالة

اسم الطالب/ة		الرقم الجامعي
القسم		الكلية
اسم البرنامج		
عنوان الرسالة [دفة الرسالة]		

٢- المشرف على الرسالة

سعادة رئيس قسم / ـــــــــــــ المحترم   أفيدكم بجاهزية رسالة الماجستير للطالب/ة الموضحة بياناته/ا أعلاه تمهيداً لاستكمال إجراءات تشكيل لجنة الفحص والمناقشة عبر مجلس القسم، ومرفقة نسخة من رسالة الماجستير.

تاريخ تسليم النموذج: / /   الفصل الدراسي الحالي: الأول ☐   الثاني ☐   الثالث ☐
للعام ـــــــــ

اسم المشرف ـــــــــــــ   توقيعه: ـــــــــــــ

٤- اعتماد عميد الكلية

اسم عميد الكلية: أ.د. منصور سعيد أبو راس

التوقيع: ـــــــــــــ

التاريخ: / / ١٤هـ

المعتمد

٣- اعتماد رئيس القسم

تم استلام النموذج مكتملاً مع المرفقات وسيتم عرض الموضوع على مجلس القسم.

اسم رئيس القسم: د.سعيد عبدالله معيض الزهراني

التوقيع: ـــــــــــــ

التاريخ: / / ١٤هـ

** ملاحظة: يتم تعبئة النموذج لكل طالب على حدة ويرسل لمعهد الدراسات والخدمات الاستشارية قبل نهاية الفصل الأخير حسب الخطة الدراسية عبر نظام مرسال.

KINGDOM OF SAUDI ARABIA
MINISTRY OF EDUCATION وزارة التعليم
AL-BAHA UNIVERSITY جامعة الباحة
المملكة العربية السعودية

كلية الآداب والعلوم الإنسانية
Faculty of Arts and Humanities
Al-Baha University جامعة الباحة

Thesis Submission Form

To: My Supervisor

Purpose: Thesis Submission

Student's full Name	
Academic No	
Civil ID	
Thesis Title	
Supervisor/Academic Rank	Name:
	Rank
Thesis Stage	Submission
Date	G:
	H:
Next Stage	Forming viva voce committee

Student's Full Name:.......................................

Signature: ....

المملكة العربية السعودية، الباحة ص.ب(1988)
966-17-7257777 فاكس 966-17-7257700 هاتف
KINGDOM OF SAUDI ARABIA, Al-Baha P.O.Box(1988)
Tel:966-17-7257700   Fax:966-17-7257777
contact@bu.edu.sa   @BahaUniversity
bu.edu.sa

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KINGDOM OF SAUDI ARABIA
MINISTRY OF EDUCATION
AL-BAHA UNIVERSITY

المملكة العربية السعودية
وزارة التعليم
جامعة الباحة

معتمد

كلية الآداب والعلوم الإنسانية
Faculty of Arts and Humanities
Al-Baha University جامعة الباحة

BU

Thesis Defense Approval Form

To: Head of Foreign Languages Department

Purpose: Forming Viva Voce committee for the student whose information is provided below.

Student's full Name	
Academic No	
Civil ID	
Thesis Title	
Supervisor/Academic Rank	Name:
	Rank:
Stage	Forming Viva voce Committee
Date	G:
	H:

Supervisor's Full Name:...................................

Signature: ....

المملكة العربية السعودية، الباحة ص.ب (1988)
هاتف:7257777-17-966 فاكس:7257700-17-966
KINGDOM OF SAUDI ARABIA, Al-Baha P.O.Box(1988)
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contact@bu.edu.sa   @BahaUniversity
bu.edu.sa

تقرير عن رسالة علمية بعد المناقشة

استمارة تقييم ومناقشة مشروع

استمارة تقييم ومناقشة مشروع بحثي لنيل الماجستير

MA Project Evaluation Form

اسم الطالب الرباعي:................................... الرقم جامعي:.........................

رقم الهوية الوطنية:...

اسم المشرف:...

Title of the Project

....

....

Over all appearance and format of title pages and appendices	5%		الشكل العام لصفحتي العنوان والملاحق
Abstract in Arabic and English	5%		الملخص بالشقين العربية والإنجليزية
In-text citation	10%		التوثيق في متن البحث
Suitability of the Methodology to the objective of the study	15%		ملاءمة المنهجية لأهداف الدراسة
Suitability of the results and conclusions to the objectives of the study	10%		
Contribution, significance and originality	10%		القيمة العلمية للبحث المساهمة في المجال
Format and organization	10%		الشكل والترتيب في متن البحث
Language accuracy and writing style	15%		سلامة اللغة
Reference list accuracy	10%		الصحة المراجع
The defence of the project	10%		مناقشة المشروع
Total	**100%**		**المجموع**

الدرجة Grade	التوصية Recommendation
80-100	Accepted with no changes .... إجازة من الجامعة إلى القيام بتعديلات الا يحتاج إلى تغييرات
79-99	The student needs to make the necessary changes. The supervisor approves the final version على الطالب القيام بالتعديلات المطلوبة وعلى المشرف مراجعة التعديلات واعتمادها
0-69	FAIL

Evaluator's Name:	Signature:	Date:
Coordinator of the Program:	Signature:	Date:

Steps for Submitting the Thesis and Receiving the Document (Certificate)

- Record the grade on Banner through the department, and once it appears, proceed to the e-services.
- Log in to the e-services → Graduation Request → Thesis Track → Enter your name in both Arabic and English as it appears on your passport or national ID.
- Prepare **9 CDs**, each containing the full thesis (PDF) + thesis summary (WORD) + cover page (WORD).
- Submit a copy to **King Fahd National Library** (luxurious blue leather binding) with the title page on the outer cover; use "crochet" type paper.
- Provide a CD containing the PDF version and submit it to King Fahd Library along with:
  - Printed discussion report
  - Student's email on a separate sheet
  - Deposit it for regular library archiving and obtain the deposit certificate.
- Submit **two printed copies** to the **Central Library of the University of Al-Baha** (luxurious blue leather binding).
- Submit a **printed copy to the college** along with 4 CDs.
- Submit **one printed copy + 1 CD** to the Graduate Studies.
- Submit **one CD** to the Deanship of Scientific Research only.
- Submit the graduation request through the university website → Upload the form (Thesis Submission) stamped and signed by the previous offices (steps 7, 8, and 9) + King Fahd National Library deposit certificate + a copy of the passport or national ID.
- The graduation request will appear in the Banner system.
- Complete the issuance request.
- Instructions for the CD format, printed copy, and required forms have been mentioned.

__Note__: You can also refer to the Thesis Preparation Guide at the University of Al-Baha – click here. هنا.

Sixth Chapter

Students: Rights and Responsibilities

Student Rights

First: Academic Rights

- Providing a suitable educational environment to facilitate learning and comprehension by offering all available educational resources to achieve this goal, while maintaining confidentiality and full privacy of the student's academic record.
- Providing appropriate guidance manuals regarding their rights and responsibilities, studying and testing regulations, disciplinary rules, and grievance procedures through all available university means, including books, booklets, online links via the university portal, as well as seminars and orientation meetings.
- Guidance programs to familiarize students with the university's systems, facilities, and services, especially for new students.
- Facilitating registration procedures for courses offered by the program, while ensuring fair registration rules in cases where it is not possible to accommodate all students' preferences for the same course at the same time.
- Access to course materials and scientific knowledge related to the program's courses, in accordance with the university's academic regulations and policies.
- The student has the right to access program study plans and available specializations, as well as to view class schedules before the start of the semester and enroll in courses provided by the system, following the registration rules and priority order, ensuring fairness when it is not possible to fulfill all students' enrollment preferences.
- Adding or dropping any course, or removing an entire semester, as stipulated in the university's study system and regulations, within the dates specified in the academic calendar.
- The student has the right to transfer from one specialization to another or from one university to another, according to the regulations and rules issued in this regard, without affecting the educational process and attendance, and in accordance with the student's academic standing and the rules governing study and examinations.

- Faculty members/program instructors at the university are committed to adhering to lecture schedules and hours and to fulfilling the credit hours. They may not cancel or reschedule lectures except when necessary, provided that alternative lectures are arranged for students who missed class, in coordination with the relevant department and students.
- Students have the right to leave the classroom if a faculty member is delayed by twenty minutes or more from the scheduled start of the class, without this being counted as the student's absence, provided the relevant department is notified.
- Exam questions should reflect the course content and issues discussed in lectures, with balanced and logical distribution of marks to ensure fair assessment of the student's abilities.
- Students have the right to take all tests conducted for the course unless prohibited by regulations, and any restrictions must be announced in advance.
- Denial of entry to an exam must be communicated sufficiently in advance according to university rules and instructions.
- Students have the right to review their answer sheets in final exams according to the regulations and decisions issued by the university regarding exam monitoring and review procedures.

- Students have the right to know their results in research assignments, monthly, midterm, and final exams after grading and approval, along with notification of the total marks for coursework and practical work before the final exam.
- Students have the right to file complaints regarding any harm or unfair treatment they experience in their interactions with faculty members, department staff, the college, any university department, or peers, in accordance with grievance rules and regulations.
- Students have the right to appeal any disciplinary decision against them according to the rules outlined in the disciplinary regulations.
- Grievances must be reviewed within a period not exceeding fifteen days.

Non-Academic Rights

- Students have the right to benefit from university services and facilities such as university housing, central and branch libraries, student activities, educational events, sports facilities, cafeterias, student parking, and others, in accordance with university regulations and available resources.
- Students have the right to be nominated for programs and training courses, domestic and international trips, participation in cultural activities, volunteer work, and community service activities, in accordance with nomination regulations, ensuring fairness and equal opportunities without conflicting with the student's academic obligations.
- Consideration must be given to providing necessary support for students with special needs, according to program capabilities, including counseling and academic, health, and material services, if necessary, to facilitate all aspects of their academic life.
- Students have the right to receive financial incentives and rewards stipulated by law, as well as grants or financial loans. Work-related bonuses are paid if they perform additional tasks, according to university regulations, rules, and executive guidelines.
- Students have the right to defend themselves before the competent university authority in any disciplinary case filed against them. No penalty shall be imposed without hearing their statement. If the student fails to appear with an acceptable excuse after being summoned twice, they forfeit their right to defense, while being notified in writing or electronically of any decision against them, and they retain the right to appeal any decision made against them, in accordance with university regulations, rules, and executive guidelines.

Note: The Student Rights and Responsibilities Regulations at the University of Al-Baha can be consulted – click here. (هنا)

Care for Gifted, Outstanding Students and Support for Struggling Students to Improve Their Academic Level

Gifted, creative, and distinguished students are identified by the College's Guidance and Academic Advising Units in collaboration with the academic departments. There is a mechanism to determine their status as follows:

- The regional education administration is contacted to identify students who passed the high school talent test and are classified as gifted. These statistics are then coordinated with the Deanship of Admission and Registration to determine the colleges the students joined, so that appropriate programs can be offered to them.
- All students are also monitored by the department's student advisors to identify gifted and creative students through their work, distinguished interactions, or certain aspects of excellence in their personalities. Statistical data is then prepared in anticipation of introducing suitable programs for them.
- Gifted and creative students may also be recognized through their outstanding participation in artistic or sports competitions, and these students are counted among the gifted.

Secondly: Outstanding Students

Outstanding students are identified through their undergraduate grade point averages as follows:

- **First-Class Honors** are awarded to students with a cumulative GPA of 4.75–5.00 out of 5.00, or 3.75–4.00 out of 4.00 at graduation.
- **Second-Class Honors** are awarded to students with a cumulative GPA of 4.25 up to less than 4.75 out of 5.00, or 3.25 up to less than 3.75 out of 4.00 at graduation.

Requirements for First or Second-Class Honors:
a. The student must not have failed any course at this university or any other. The student must have completed graduation requirements within a maximum period equal to the average of the minimum and maximum duration of study at their college.
b. The student must have completed at least 60% of the graduation requirements at the university from which they will graduate.

Lists of outstanding students are prepared by the student advisor and the academic advisor in the program and submitted to the Student Guidance and Advising Unit at the end of each semester, in order to provide them with appropriate programs as well as program activities.

Support for Gifted, Creative, and Outstanding Students

Several programs are implemented as follows:

- Encouraging gifted and creative students to participate in activities related to their special talents, such as artistic, sports, literary talents, scientific research activities, and student clubs, whether these activities are conducted centrally at the university level or within colleges through student activity units and clubs.
- Participation in community service activities.
- Participation in various competitions.
- Outstanding students are awarded an excellent bonus and are also recognized by different sectors of the community through university nominations.
- Gifted, creative, and outstanding students are given priority in representing the university in public forums and all activities undertaken within the university and colleges.
- Gifted, creative, and outstanding students are motivated by having their names included in the programs and departments' honor rolls.

Third: Struggling Students

Definition of a Struggling Student:

- A student who has a cumulative GPA of less than 2.00 out of 5.00 or 1.00 out of 4.00. Their status is monitored, and a warning is issued if their GPA does not improve. Three warnings are given before the semester. The University Council, based on the recommendation of the College Council, may grant a fourth opportunity to any student who can raise their GPA by taking available courses.
- A student who is delayed in completing the required study plan according to their level of study.
- A student may be considered unstable if they do not attend lectures and are repeatedly deprived of or withdraw from courses.
- A student who scores less than 60 in most of the courses they are registered in.
- Each instructor is required to prepare a list of struggling students in their courses, classified by course and department. The instructor then coordinates with the student guide in their department to examine the reasons for the student's difficulties, the follow-up mechanism, and to provide the necessary support.
- The student advisor is requested to prepare a list of students who are struggling to keep up with their studies, examine the causes of their difficulties, and propose a plan for remediation and follow-up.

Follow-up Procedures for Struggling Students:

- The student's advisor must monitor the reasons for the student's struggles, which may include irregular class attendance, failure to submit assignments, difficulties related to the course, or any psychological or family issues.
- The student advisor monitors the student's attendance and submission of assignments from the beginning of the semester and assists in resolving any problems the student may face at an early stage.

- The student advisor may request reports from course instructors on struggling students on a monthly basis for follow-up.

Procedures for Supporting Struggling Students:

- Organize meetings with struggling students and meetings with the instructors of the courses in which they are struggling to discuss the reasons for their difficulties and guide them on the best ways to improve their academic performance after monthly and semester results.
- Train students to manage their time outside the university and guide them in effective study and memory techniques according to a schedule organized in coordination with their guardian, if possible.
- Provide guidance booklets for course instructors on how to accommodate individual differences among students and the importance of identifying struggling students and addressing their problems. Booklets can be issued on effective teaching methods and using specific tools and techniques to support students academically and behaviorally. These educational matters can be discussed in college meetings.
- Provide individual support services, including case studies for students who require close monitoring and using the Guidance and Advising Unit to diagnose the causes of psychological distress.
- Encourage struggling students to visit the course instructor during office hours to inquire about any topics that were unclear during lectures.
- Create individual files for struggling students to track the progress of each student separately.
- University of Al-Baha models for the Gifted Care Unit can be used as a reference to document and track interventions carried out by faculty members and academic advisors.

Students with Special Needs

The program seeks to provide all services and assistance to students with special needs, including identifying and addressing the challenges they face within the university, in order to provide services and equipment that ensure a suitable learning environment for completing their higher education. Additionally, the program offers preparatory programs for them upon entering the university, which include psychological and social preparation, as well as familiarizing them with available university programs that suit their specific disabilities, allowing them to choose appropriately. The program also works to integrate them into the university environment and encourage participation in student activities.

Services Offered by the Master's Program:

- Establish a database for students with special needs.
- Open a file for each student (case follow-up) at the academic level to identify any shortcomings that occur during their academic life at the university.
- Provide academic guidance and support for students with special needs.
- Provide suitable assistive devices tailored to each case.
- Act as a mediator to address and resolve the student's difficulties.

- Provide all appropriate facilities for the student in coordination with faculty members to ensure access to all educational opportunities available to regular students.
- Maintain communication between the Deanship of Student Affairs and other relevant deanships and departments concerning this category of students.
- Conduct workshops to familiarize faculty members with the needs of this group and facilitate their academic and social requirements.
- Benefit from local, Arab, and international expertise in the field of services for students with special needs.
- Work to activate and engage students with special needs in cultural and sports activities both inside and outside the university.

Beneficiaries of the Program's Services

- Visually impaired.
- Mobility impaired.
- Hearing impaired (hearing loss and deaf).
- Students with learning difficulties.
- Individuals with high-functioning autism.
- Individuals with behavioral and emotional disorders.

For more details, refer to the detailed regulations for the above-mentioned categories – click here (هنا)

Complaints and Grievances Regulations

Specialties Related to Protecting Student Rights:

- If a student decides to file an official complaint regarding a grievance, they must first submit it in writing by completing the designated form and submitting it to the Head of Department, Vice Dean, or Dean.
- The submitted complaint should be clearly and accurately amended, specifying and drafting the requests, but it must be submitted no later than 15 days from the date of the incident.
- If the complaint is against a student, staff member, or faculty member, it should be submitted to the Head of Department.
- If the complaint is against the Head of Department, it should be submitted directly to the Dean of the College.
- If the complaint is against the Dean or one of the Vice Deans, it should be submitted directly to the Permanent Committee for Student Rights.
- If the complaint is submitted during the summer period, it should be submitted directly to the Permanent Committee.
- The student must attend in person at the specified time and place if requested by the administration, with the understanding that failure to attend without an acceptable excuse constitutes a waiver of further consideration of the complaint.
- The complainant receives an acknowledgment document with the complaint number and date, indicating that the complaint has been submitted and recorded in the institution's register.
- The student receives an official response to their complaint from the Permanent Committee for Student Rights.

- A petitioner who does not accept the committee's decision may appeal and submit their complaint to the Committee Chair within 15 days of being notified of the committee's decision.

Regulations for Submitting an Official Appeal:

The most important substantive and procedural regulations related to submitting an appeal against a decision issued by one of the university's permanent committees are as follows:

- If the student is dissatisfied with the outcome of the official complaint, they have the option to appeal and submit a request to the competent authority, namely the President of the University, based on their authority to approve minutes and in accordance with the relevant regulations.
- The request must be submitted within **15 days** from the date the decision is announced, provided it was communicated correctly.
- The request must be submitted in writing, accompanied by all supporting documents (if any) that justify and support it. Within **two weeks** of receiving the appeal, a meeting with the committee will be held fairly, considering the principles of equality and justice, and both parties will have the opportunity to present their cases.
- The decision of the University Grievance Committee is final and will be communicated in writing to the parties concerned within **one week** of the committee meeting.

The Grievance Committee: Its Roles and Functions

- Receiving student complaints.
- The permanent committee is formed to review the complaint(s) and issue a decision in accordance with the regulations. The decision is then approved by the Dean of the College. The permanent committee communicates the contents of its decision to the applicant, who signs the form.
- If the complaint is accepted, the decision is announced via a letter from the Dean of the College, followed by the permanent committee, and it is directed to all relevant authorities.
- If the permanent committee finds that the complaint is fundamentally malicious, it may issue its recommendations and refer the applicant to the University Student Disciplinary Committee.
- The permanent committee has the right not to accept a complaint or appeal if the necessary submission procedures are not followed. It may also reject the complaint if it is found to be minor or if there is insufficient evidence of the incident. In such cases, the decision is considered final and cannot be amended after the University President's approval.
- The permanent committee may refer the complaint to the competent authority if approved by the University President.
- **Note:**
  You can contact the relevant authorities by sending an email to the Program Chair or the Dean of the College, or by using the forms provided by the University of Al-Baha in this regard. For detailed information, you can refer to the Student Grievance Regulations – click [هنا.].

The End