Department of Foreign Languages

Faculty of Arts and Humanities

Al-Baha University

Master Program in English Literature

Postgraduate Student's Guide

2024

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Preface

The Department of Foreign Languages is dedicated to aligning with the university's ongoing efforts to meet the evolving demands of the labor market while fostering a robust community partnership. This commitment is particularly directed towards enhancing the English Language Program and serving our broader community. In line with the Kingdom's Vision 2030, a national initiative championed by King Salman bin Abdul Aziz and his dedicated Crown Prince, Mohammed bin Salman, the Department of Foreign Languages places significant emphasis on developmental pathways and the pursuit of quality.

Indeed, Vision 2030 has transcended being merely a blueprint; it has become a guiding principle for various sectors in the Kingdom, including the education sector. It has become imperative to establish postgraduate programs that respond to the economic, social, cultural, and national imperatives set forth by the Vision. In an era characterized by the dynamic requirements of the twenty-first century and rapidly evolving educational technologies, the Kingdom's sectors have been resolutely advancing towards institutional and programmatic accreditation in consonance with Vision 2030.

The introduction of a Master's degree program in English Literature is a direct response to this visionary roadmap and the labor market's demands. The Department of Foreign Languages is committed to preparing students to adapt to these transformative changes and foster an effective community partnership. This guide for postgraduate students contains vital information, catering to both postgraduate students in general and those pursuing a Master's in English Literature in particular. It is structured into five sections: 1. Preface: An introduction to the program and its alignment with Vision 2030. 2. Vision, Mission, and Goals: Articulating the overarching objectives of the program, its purpose,

and its core mission. 3. Registration and Admission: Details regarding the program's mechanism for enrollment, along with admission requirements. 4. Study System: An overview of the curriculum, course descriptions, study system, and available study tracks. 5. Academic Advising and Supervision. 6-Thesis Writing: Information on academic supervision for theses, research writing guidelines, and the essential components of a thesis. 7. Submission and Defense: Guidelines and necessary forms for students as they move towards the final stages of their thesis submission and defense, culminating in the attainment of their certificate. This guide aims to provide comprehensive support to students embarking on their postgraduate journey while ensuring they are well-equipped to contribute to the realization of Vision 2030 and meet the demands of the labor market.

Part I

Registration and Admission

To cope up with the transformation in all sectors of education, the Department of Foreign Languages needs to reconsider the vision, mission and objectives of MA program.

Mission

The program aims at providing highly qualified MA graduates in English Literature in order to meet the national requirements.

Objectives

1. Provide graduates with academic knowledge of English literature

2. Supply them with cultural background that can help them to communicate with members of other cultural groups all over the world.

3. Enable them to establish mutual understanding with people belonging to the western world

4. Help them to read, appreciate and analyze literary texts written in English.

5. Enable them to write research papers on English literature.

6. Help them to meet the requirements for various jobs like teaching at the university level, translating literary texts, analyzing English literary texts, and writing about literature in journals.

Program Mission

Preparing competent graduates in the area of English language who are able to actively contribute to the knowledgeable community development through providing a stimulating and engaging environment for teaching/ learning process and research.

Program Goals

1. Training students to develop basic linguistic and communication skills through the use of the best teaching resources available in order to become capable of using English for a variety of purposes.
2. Introducing English literature in different eras including schools of literary thought.
3. Empowering students with the basics of English language and its branches.
4. Introducing the basics of translation from English into Arabic and vice versa.
5- Enhancing students' creative and critical thinking as well as providing them with the backgrounds necessary for undertaking research.

Mechanism of Registration and Admission

All the general conditions of the higher studies should be considered from the side of the applicant. (Mentioned in page 7-Higher Studies Guide). However, the department of Foreign Languages, English Language program in particular has its terms and conditions as follows:

- Obtaining BA in English language from Saudi universities or the equivalents with the grade (very good).
- English proficiency certificate
- Pass the admission test prepared by the department.
- Two recommendations from the teachers they taught the applicant earlier.

Part II

Study System

Study Plan - MA Program in English Literature

Thesis Track

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours
Level 1	LITR60101	English Literature: A Historical Perspective	Required	-	3
	LITR60102	American Literature: A Historical Perspective	Required	-	3
Level 2	LITR60201	20th Century Drama	Required	-	3
	LITR60202	20th Century Poetry	Required	-	3
Level 3					
	LITR60203	Research Methods in Literature	Required	-	3
	LITR60304	20th Century Novel	Required	-	3
Level 4					
	LITR60303	Stylistics	Required	-	3
	LITR60103	20th Century Literary Theories	Required	-	3
Level 5					
	LITR60301	* Elective Course	Elective	-	3
	LITR60302	* Elective Course			
Level 6	THES6999	Thesis	Required	Passing 50% of the courses (including the Research Methods Course)	6

* The student has to choose one of these two elective courses, either (LITR60301, Comparative Literature) or (LITR60302 Postcolonial Literature)

Level	Course Code	Course Title	Required or Elective	Pre-Requisite Courses	Credit Hours
Level 1	LITR60101	English Literature: A Historical Perspective	Required	-	3
	LITR60102	American Literature: A Historical Perspective	Required	-	3
Level 2	LITR60201	20th Century Drama	Required	-	3
	LITR60202	20th Century Poetry	Required	-	3
Level 3					
	LITR60203	Research Methods in Literature	Required	-	3
	LITR60304	20th Century Novel	Required	-	3
Level 4					
	LITR60303	Stylistics	Required	-	3
	LITR60103	20th Century Literary Theories	Required	-	3
Level 5					
	LITR60301	* Elective Course		-	3
	LITR60302	* Elective Course	Elective		
	LITR60402	A Major Writer	Required	-	3
Level 6					
	LITR60403	Literary Translation	Required	-	3
	PROJ6555	Project	Required	Passing 50% of the courses (including the Research Methods Course	3

* The student has to choose one of these two elective courses, either (LITR60301, Comparative Literature) or (LITR60302 Postcolonial Literature)

MA Courses Descriptions in Brief

Al-Baha University offers a number of postgraduate programs that aim to promote scientific research and play a significant role in the development and community service. One of these programs is the MA program in English literature offered by the Department of Foreign Languages, College of Arts and Humanities.

This program is offered for students who already have studied several literature courses in the BA program before graduation. The courses offered in the program are more advanced and greatly enhance the students' knowledge and understanding of English literature before undertaking a thesis or project of your choice.

LITR60101 / English Literature: A Historical Perspective

This course offers a survey of different literary movements of English literature beginning with Old English, moving through other literary phases and ending with Modern English literature. As an introductory course, 'English Literature: A Historical Perspective' aims to refresh students' memory about the development process this literature went through up to the close of the twentieth century. Students will be taught to seek the relation between historical, social and economic changes in Britain and the literary works that appeared as a result of them. The course should focus also on the major literary schools which enriched literature throughout all the different periods.

LITR60102/ American Literature: A Historical Perspective

The course offers a survey of the social and historical background of American literature concentrating on major writers of American literary works, and trends. In addition, a sampling of fictional and non-fictional prose and a representative selection of poetry, drama, and fiction from the colonial period to the end of the 20th century is discussed.

LITR60201/20th Century Drama

This course examines some of the most individual plays of the twentieth century and studies their literary and dramatic qualities in their social, political and theoretical contexts. The course also introduces to the students the major dramatic trends of the twentieth century and familiarizes them with new forms of theater including realism, modernism, expressionism, theatre of the absurd, political theatre and other forms of experimental theatre.

LITR60202/20th Century Poetry

This course covers the major characteristics, concerns, techniques, and practitioners of twentieth century poetry. The poets discussed will include T. S. Eliot, W.B. Yeats, W.H. Auden, G.M. Hopkins, Dylan Thomas, Wilfred Owen, Philip Larkin, Ted Hughes et.al. The course will also focus on other defining aspects of modern poetry: free verse, symbolism, realism, metaphysics, allusion etc.

LITR60203/ Research Methods in Literature

The main purpose of this course is to introduce post-graduate students to the basics and techniques of Research Methods in English literature and Language. They will gain an overview of research intent and design, methodology and technique, format and presentation. This course will develop each student's ability to use this knowledge to become more efficient and effective researcher.

LITR60304/20th Century Novel

The course focuses on Modernism in the 20th century fiction.

The course will include the following topics:

. Introduction to the 20th century fiction.
. Introduction to the authors and narrators of the novels.
  . A close study of the novels focusing on conflict between verbal truth and literal truth, character development, setting, colonialism, plot analysis, major themes, imagery, structure, racism, religion, spirituality, metaphysics, irony, problems of interpretation, expectations, East and West, style, symbolism, education, post-colonialism, climate, stream of consciousness and nationalism.

LITR60303/ Stylistics

This course is designed to introduce the students to the study of style of literary texts by applying the linguistic tools. It seeks to discover the correlation between the effects the texts produce and the linguistic patterns and features they contain. Stylistics is thus a

systematic study of the various levels of structure (such as phonological, syntactic, morphological, lexico-semantic) embedded in a text and their function.

LITR60103/20th Century Literary Theories

The course is a survey of 20th century literary theories, and critical approaches beginning from World War I to the end of 20th century. The emphasis will be not only on imparting to the students deep understanding of literary theories and approaches but also on engaging them in the application of literary theories to the interpretation and evaluation of individual texts. The course is intended to help students formulate their own ideas about literature in general and individual literary texts in particular on the basis of the theories and critical approaches they will study.

The course will cover the 20th century literary theories starting from T. S. Eliot, I.A. Richards and the New Critic to the post modernism, namely formalism, Marxism, psychoanalytical criticism, structuralism and deconstruction, phenomenology and hermeneutics, feminism, post-colonialism, new historicism, eco-criticism, ethnicity and race studies, and postmodernism. Lectures and discussions of every theory or critical approach will be followed by its application to particular literary texts.

LITR60301/Comparative Literature

This course familiarizes students with different approaches in comparative literature and teaches them how to study literatures beyond the borders of one particular country or cultural group, and to study the interactions between literature and other forms of artistic expression. Classwork consists of exercises that explore the relation between different literatures such as British, American, African, Asian and Arab and their different modes of literary expression. Students apply these different approaches and tools of comparison on the works of representative writers chosen from different cultural, historical and linguistic traditions.

LITR60302/ Postcolonial Literature

This course studies postcolonial literature in English by authors of the postcolonial world, including Africa, South Asia, Caribbean Islands, Australia, Canada and Ireland. It also examines postcolonial theories, themes and techniques in a historical context, and discusses themes such as migrancy, hybridity, borders, identity, race, religion, politics and gender.

LITR60402/ A Major Writer

The course is intended to give the students deep and specialized knowledge of a particular writer. A number of prominent works written by a noted writer could be handled. The following are examples:

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

LITR60403/ Literary Translation

This course surveys the main theories and practices of translation in general and literary translation in particular. The course is mostly practical, but it also covers a number of theoretical aspects of translation including form and meaning, translation and context, translation and relevance as well as linguistic and cultural challenges of translating literary texts.

PROJ6555/ Project

The course aims at giving students an opportunity to practice their research skills which they acquire through the study of research methods along with all other courses given in the first three semesters. The students can choose the topic of research in consultation with the supervisor assigned to them by the department. Researches must be submitted to the department for evaluation. The evaluation process must follow academically accepted research parameters like language accuracy, structure of the research, originality of the topic, etc. Finally, the students will have to take the viva voce exam in which they will defend their researches.

THES66999/ Thesis

The course aims at giving students an opportunity to practice their research skills which they acquire through the study of research methods along with all other courses given in the first three semesters. The students can choose the thesis topics in consultation with the supervisor assigned to them by the department. Theses must be submitted to the department that assigns examiners for this sake. Finally, the students will have to take the viva voce exam in which they will defend their theses.

Teaching/Learning Process

We are proud to provide an outstanding educational experience, using the most effective learning and teaching approaches, carefully tailored to suit the specific needs of your course.

Our courses consist of in-person, on-campus teaching, enabling full engagement with your lecturers and fellow students. Practical skills sessions, seminars, and workshops predominantly take place in person, allowing for group working and presentations. However, our approach also includes the use of some online learning to support and enhance traditional face-to-face teaching.

Online learning takes place 'live' using software such as Rafid Virtual Classes, allowing you to interact with lecturers and peers and to ask questions. Lecture recordings also allow for more flexibility to revisit material, to revise for assessments and to enhance learning outside of the classroom. The full-time course comprises two courses in each academic term (a total of six terms) and after finishing one half of the courses, a thesis topic can be chosen. The thesis component draws on issues and themes developed throughout the two-year study.

Teaching Members of MA Program

You may visit the university page, Faculty of Arts and Humanities, Foreign Languages Department to know more about the members of the Department and to be in contact with the expertise of the members. We care about our students and our aim is to ensure that you achieve the best degree qualifications. We have a personal mentoring system where you will be allocated with an academic mentor. We also have an "open door" policy where our academic teachers are available to listen to you at any time about any queries or academic concerns you may have.

Study Regulations

The regulations of the university must be applied regarding deferment or withdrawal, course elimination- enrolment cancellation- re-joining the department after cancellation etc.

PART III

Academic Advising & Supervision

Academic Adviser

He is a faculty member who is chosen by the department for each graduate student at the beginning of his enrollment in the program. He guides the student and helps him/her choose the topic and write the research plan proposal.

Postgraduate Student's Supervisor

He is the faculty member who has been approved as a student supervisor by the Council of the Deanship of Graduate Studies, based on the recommendation of the department and college councils. He is the main supervisor if more than one supervisor is approved for the thesis.

Supervisor Selection according to the Higher Studies Regulations

1. Scientific theses are supervised by professors and associate professors from the university's teaching staff.

2. Master's theses may be supervised by a faculty member with the rank of assistant professor, provided that he has spent two years in university work and has at least two peer-reviewed papers in his field of specialization, and not drawn from master's and doctoral theses, in accordance with the provisions of Article (45) and its executive rules.

3. Scientific dissertations may be supervised by supervisors with distinguished experience and scientific competencies in the field of research who are not members of the university's teaching staff, by decision of the University Council based on the recommendation of the Department and College Councils and the Council of the Deanship of Graduate Studies in accordance with the provisions of Article (46) of the Unified Regulations for Graduate Studies in Universities

4. The maximum limit for supervision of scientific theses that the supervisor has the right to supervise, whether alone or in collaboration with others at one time, is four scientific theses. The number of theses may be increased to five in cases of extreme necessity and after the recommendation of the Department Council and the approval of the College Councils and the Deanship of Graduate Studies. Supervision is counted for each one-hour message from a quorum of a faculty member, if he is a solo or joint supervisor, in accordance with the provisions of Article (48) of the regulations.

5. In the event that the supervisor is unable to continue supervising the thesis - due to illness, death, or force majeure circumstances - or the end of his services at the university, the department proposes an alternative supervisor to take his place, after the approval of the College Council and the approval of the Council of the Deanship of Graduate Studies, in accordance with the provisions of Article (49) of the regulations. .

Supervisor's Tasks and Responsibilities

1. The supervisor is obligated to fulfill his supervisory responsibilities as determined by the regulations establishing postgraduate studies, the executive rules approved by the university, or what the department requires, and to review the university's regulations and rules related to practical theses, and to ensure that the student is familiar with what concerns him in them,

2. Directing the student to adhere to the dissertation writing procedures in accordance with the university's dissertation writing guide, and allocating a session every two weeks to the student according to a specific schedule, to guide the student and

follow up with him in all stages of preparing the dissertation, according to the timetable for the dissertation stages, and the expected time period for completion.

3. The supervisor must help the student in setting a timetable for the stages of the scientific thesis. (Research and investigation, research topics, delivery of the thesis, etc.) And the expected time period for completion.

4. Submitting a report at the end of each term to the department head, showing the extent of the student's progress in accordance with the provisions of Article (51) of the regulations.

5. Propose a committee to discuss and judge the thesis, and submit it to the department head in sufficient time.

6. Follow up on the administrative procedures related to the discussion committee and setting the date for the discussion.

7. Follow up on the required corrections procedures - if any - by members of the discussion committee, and the supervisor is committed to continuing his support and assistance to the student in the event of a request to re-submit the thesis.

Postgraduate Student's Responsibilities

Skills required of the student:

1. High academic level.

2. Serious commitment to deep and serious scientific research, and the ability to choose the topic of study.

3. Enthusiasm and a high degree of desire to learn.

4. Curiosity, desire and continuous research and investigation.

5. Commitment to scientific research ethics.

6. Have patience and strong determination.

7. Accuracy of observation to be able to deduce, conclude, balance and criticize.

Change the Supervisor or Apologize for Continuing to Supervise

1. The student has the right to submit a written request to the department head to change his academic supervisor, explaining the reason for that.

2. The supervisor has the right to apologize for continuing to supervise the student by submitting an official request to the department head, explaining the justifications for that, provided that supervision continues until another supervisor issues a decision.

PART IV

Thesis Writing

Thesis Writing Technicalities

This guide is intended to assist the MA students of Al-Baha University, in the preparation of their theses in terms of formatting and writing conventions. Students should refer closely to this guide and seek clarification with the supervisors.

Language

The thesis should be written in English. Language use should be consistent throughout the thesis, especially in terms of spelling (American or British). The Roman alphabet should be used unless otherwise required by the discipline.

Technical Specifications

The thesis must only be printed on a letter-quality or laser printer. Only the original copy of a thesis or good and clean photocopies will be accepted. Copies with correcting fluid will not be accepted.

Thesis Title

The title of the thesis should not exceed 20 words, Font size is 20 Bold.

Number of Words

The number of words should not be less than (15000-20000 words) for a thesis track, (excluding tables, figures and appendices) and the project track should not be less than (7500-10000 words). Students must fill specific form before submitting a thesis and has to get an approval from his/her supervisor which, afterwards is to be endorsed by the head of the department.

Page Layout

The text should be presented in the portrait layout. The landscape layout may be used for figures and tables.

Type of Paper

White simile A4 size (210mm x 297mm) paper (80g) or paper of equivalent quality should be used. Students must include an extra blank sheet for the front and back of the thesis. Photocopies of the thesis must be on similar quality paper.

Typeface and Font Size

The text of the thesis, including headings and page numbers, must be produced with the same font or typeface. The font size should be 12-point and should not be scripted or italicized except for scientific names and terms in a different language. Bold print may be used for headings. Footnotes and text in tables should not be less than 8-point. Font appropriate for a thesis is Times New Roman.

Margins

One inch margin on the three sides of the sheet (top, bottom, and right). The left margin should be 1.5 inches to facilitate binding and trimming.

All information (text headings, footnotes, and figures), including page numbers, must be within the text area as demarcated by the dotted lines shown on this page.

Spacing

NOTE: one style must be used and MLA is most preferred.

The thesis should be double-spaced throughout.

Pagination

All pages should be numbered consecutively throughout the thesis, including pages containing tables, figures and appendices. Page numbers should be centered either centrally or right flushed at either the top or bottom margins. Page numbers should appear by themselves and should not be placed in brackets, be hyphenated or be accompanied by decorative images. Text, tables and figures should be printed on one (1) side of each sheet only.

Preliminary pages preceding Chapter I must be numbered in lowercase Roman numerals (i, ii, iii etc.). The title page should not be numbered although it is counted as page i. Page 1 is the first page of the Introduction (Chapter 1) but is not numbered.

Binding

Before making the required number of copies and binding the thesis, ensure that all University requirements have been met and necessary signatures have been obtained. Check that all pages are in the correct order. The thesis should be bound with a black hard

cover and the binding should be of a fixed kind in which pages are permanently secured. The following are requirements for the **front cover**.

1- Thesis Spine
The spine must be entirely lettered in gold, using a 20-point font and must contain the following:

- Name of student.
- Degree for which the study is submitted; and
- Year of submission.

2- Front Cover

The front cover must be entirely lettered in gold using 18-point gold block font and contains the following:

1. Al-Baha university Logo
2. Title of thesis
3. Name of student
4. Degree
5. Name of the university
6. Year of submission

Content of Thesis

At least, the thesis should include FIVE chapters:

Road Map of Master Research
First Stage

CHPATER I

Introduction
Objectives
1- Broad Objective (main goal of the study)
2- Specific Objectives (3-5)-Focused

Research Questions (Rewrite the Objectives in Form of questions)- 3-5

Statement of the Problem (the problem you trace)

Significance of the Study (why important this issue to be discussed)

Scope of the Study (the limitation of your study- write about the selected novel you discuss)

Research Methodology (Conceptual Framework)- Introduce the literary approach/ theory and concepts of the theory you use in your study)

CHAPTER II
Literature Review (trace the previous studies about the novel in general and maybe about the author- try to find up-to-date articles/ studies- try to use an appropriate title for this part fits the topic you discuss)

CHPATER (III &1V-…) discussion and analysis for topic/ novel)-you may put titles for this chapters that fit the analysis and discussion-it may include **two or three chapters as you need**)

CHAPTER V
Conclusion (The findings and results of your research)

Recommendation for Further Study/studies (Recommend other topics to be discussed by other scholars, using the same novel)

Works cited or references

The following part should be written at the end of your research

Second Stage

Dedication (If you like- not obligatory)

Acknowledgement (Words of thanks and appreciation for all who help you to fulfill this work and stand for your research journey.

Abstract In English (200-250 words)- keywords at the end of the abstract

Abstract In Arabic (200-250 words)-Key words in Arabic at the end of the abstract

Table of Contents (Chapters-titles-subtitles-pages)
Note: Use Roman numerals for this part –the pages (i-ii-iii-iv…)
Use APA or MLA, MLA style is preferable for documentation (writing the references)

PART V

Thesis Submission and Defense Forms

Note: Please, use official papers with a heading of the college in all the following forms.

Thesis Submission Instructions

Students intending to submit a thesis must do the following:

1. A letter from the student to the supervisor to request the submission of his thesis.
2. A letter from the supervisor to the Department stating that the student has completed his research work earlier enough before submission.
3. Plagiarism report wherein the percentage must not exceed 15%
4. A soft copy of the thesis and one detailed soft copy of the plagiarism report.
5. A hard copy of the thesis and one hard copy of the detailed plagiarism report.
6. Student's academic script.
7. Students are also required to hand in 3 bound copies of the thesis to be given to the respective examiners.

نموذج جاهزية رسالة ماجستير للمناقشة

۱- معلومات الطالب/ة وعنوان الرسالة

اسم الطالب/ة	
القسم	
الرقم الجامعي	
الكلية	
اسم البرنامج	
عنوان الرسالة (لغة الرسالة)	

۲- المشرف على الرسالة

سعادة رئيس قسم / ـــــــــــــ للعات الأجنبية ـــــــــــــ 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 ـــــــــــ

اسم المشرف ـــــــــــ توقيعه ـــــــــــ

۳- اعتماد رئيس القسم

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

اسم رئيس القسم: د. سعيد عبدالله معيض الزهراني

التوقيع: ـــــــــــ

التاريخ: / / ۱٤هـ

٤- اعتماد عميد الكلية

اسم عميد الكلية: أ.د. منصور سعيد أبوراس

التوقيع: ـــــــــــ

التاريخ: / / ۱٤هـ

الجنب

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

You can get this form from your supervisor

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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

BU

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 جامعة الباحة ص.ب (7980)
هاتف 966-17-7257700 فاكس 966-17-7257777
KINGDOM OF SAUDI ARABIA, Al-Baha P.O.Box7980
Tel.966-17-7257700   Fax.966-17-7257777
contact@bu.edu.sa   @BahaUniversity
bu.edu.sa

الـمملكــة الـعربيــة الـسعوديــة
KINGDOM OF SAUDI ARABIA
MINISTRY OF EDUCATION وزارة التعليم
AL-BAHA UNIVERSITY جامعة الباحة

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 7999
هاتف 966-17-7257700 فاكس 966-17-7257777
KINGDOM OF SAUDI ARABIA, Al-Baha P.O.Box7999
Tel 966-17-7257700   Fax 966-17-7257777
contact@bu.edu.sa   @BahaUniversity
bu.edu.sa

تقرير عن رسالة علمية بعد المناقشة

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

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

تقرير عن رسالة علمية بعد المناقشة

الحمد لله والصلاة والسلام على رسول الله وعلى آله وصحبه ومن والاه... وبعد:

اجتمعت اللجنة المشكلة بقرار عميد كلية الآداب والعلوم الإنسانية ومصادقة معالي رئيس الجامعة رقم (............)

بتاريخ: في تمام:

الساعة	اليوم	التاريخ الهجري	التاريخ الميلادي

المكونة من:

م	الاسم	الرتبة العلمية	الصفة
1			
2			
3			

لمناقشة الرسالة العلمية المقدمة من :

الطالب/ـة	الرقم الجامعي	التخصص العام - الدقيق	عنوان الرسالة (ضمن متطلبات ماجستير في الأدب الإنجليزي)
			Portrayal of Alienation, an intensive Study on the Selected works of Virginia Woolf

وبعد انتهاء اللجنة من المناقشة الساعة (   ) والتداول فيما بينها وبناء على موقف الطالبة في أثناء المناقشة

أوصت اللجنة بما يلي:

الاختيار/x	قبول الرسالة	الدرجة	التقدير	التوصية
	قبول الرسالة			منح درجة الماجستير في تخصص الأدب الأنجليزي- رواية
	قبول الرسالة مع إجراء بعض التعديلات عليها			منح الطالب درجة الماجستير في تخصص الأدب الأنجليزي- رواية - بعد التأكد من الأخذ بالتعديلات المشار إليها في مدة لا تتجاوز ثلاثة أشهر من تاريخ إعداد هذا التقرير، ويكلف المشرف على الطالبة بمتابعة الطالبة في انجاز التعديلات.
	استكمال أوجه النقص في الرسالة خلال فترة تحددها عمادة الدراسات العليا طبقا لتوصية اللجنة			
	عدم قبول الرسالة			

وبناء عليه حرر هذا التقرير :

الساعة	اليوم	التاريخ الهجري	التاريخ الميلادي

أسماء وتوقيعات اللجنة

الاسم	الدرجة -100%	التوقيع

رئيس التوفيق!   مصادقة رئيس قسم اللغات الأجنبية/ د. سعيد عبد الله الزهراني التوقيع: ....

استمارة تقييم ومناقشة مشروع

Steps to Submit the Thesis and Receive the Document (Certificate)

1. Register the grade on the banner through the department, and after it appears, go to the electronic services.

2. Login to electronic services - Graduation application - Thesis track - Writing the name in Arabic and English as it appears on the passport or national card.

3. Preparing '9' CDs (each copy contains the complete thesis (PDF) + the abstract (WORD) of the thesis + the cover page (WORD)).

4. Kindly, go to King Fahd National Library to submit a copy (luxurious blue leather binding) (title page on the outer cover) and the paper type is crochet.

5. Providing a CD containing a PDF copy and delivering it to the King Fahd Library + a paper discussion report + the student's email in a separate paper + delivering it for the library's regular deposit and receiving the deposit certificate.

6. Delivering two paper copies to the Central Library of Al-Baha University (luxurious blue leather binding).

7. Submit a hard copy to the college + 4 CDs

8. Submission of postgraduate studies a hard copy + CD 1.

9. Delivering a CD copy to the Deanship of Scientific Research only.

10. Upload a graduation application from the university's website - download the form sheet (submitting a scientific thesis) stamped and signed from the previous locations (7, 8 and 9) + a deposit certificate from the King Fahad National Library + a copy of the passport or national ID.

11. The graduation application appears on the system in the banner.

12. Complete the release application.

13. An explanation of the CD format, the paper copy, and the forms to be completed is mentioned before.

Part VI

Students: Rights and Duties

Student's Rights

I: Academic Rights

- Providing the appropriate educational environment to achieve easy assimilation and study by providing all educational possibilities available to serve this goal, while maintaining the confidentiality of information and complete privacy of the student's academic file.

- Provide appropriate Advising Guides on their rights and duties, study and testing regulations, discipline and grievance controls through all means available at the University, from books, pamphlets or electronic links through the University's web portal, as well as seminars and induction meetings.

- Indicative programs to familiarize students with the university's regulations, facilities and services, especially for newbies.

- Facilitating registration procedures in the courses offered by the program, taking into account fair registration controls in the event that not all students' wishes can be met for registration in the same course and the same time.

- Acquisition of scientific material and knowledge associated with program courses studied in accordance with university provisions and regulations governing academic work.

- A student has the right to obtain the program study plans and specializations available to him, as well as to see the study schedules before the start of the study and to be enrolled in the courses provided by the system and the registration rules, taking into account the

order of priorities in enrolling students according to fair controls when it is not possible to achieve all students' wishes to enroll in a course.

- Delete any course or other addition or delete the entire semester as provided by the university's study system and regulations at the dates specified by the university calendar.
- The student has the right to transfer from one major to another or from one university to another, in accordance with the regulations and regulations issued in this regard, without prejudice to the educational process and the attendance of the study on the one hand, and according to the academic rate of the student or the student and in conformity with the regulations of study and tests.

- The university's faculty/program shall comply with the dates and times of lectures and meet the scientific hours and shall not cancel or change the times of lectures unless necessary, provided that they are compensated by alternative lectures for those absent by the faculty to meet the course and coordinate with the students and the department concerned to complete this.

-The right to leave the classroom if the member of the faculty and like is delayed from starting the class twenty Minutes, without the student being counted as absent, with notice to the relevant department.

- Exam questions from the course and its contents and issues raised or referred in the lectures, and to take into account the balanced and logical distribution of grades in order to achieve a fair assessment of the student's abilities.

- Entry of all tests held for the rapporteur unless there is a systemic prohibition, and announcement of cases

-Denial of entry to the test well in advance in accordance with the regulations and instructions.

-Request to review his answer paper in the final tests as determined by the regulations and decisions issued by the University in the organization and control of the revision mechanism.

- Know his results in monthly, quarterly and final research and testing performed after being corrected and approved; with notice of his total scores of quarterly and practical work before entering the final exam.

- Complain or complain about any harm caused to them in their relationship with the faculty and those in the like, department, college or any of the university's departments or colleagues, taking into account the rules and regulations contained in the grievance controls.

- Right to complain against his disciplinary decision, in accordance with the rules established in the disciplinary regulation.

- Grievance controls within a period not exceeding fifteen days.

Second: Non-academic rights

-The student has the right to benefit from the university's services and facilities such as university accommodation, central and branch libraries, student activities, educational events, sports stadiums, restaurants, parking lots for students, etc., in accordance with the regulations and regulations of the university and according to available possibilities

-The student's right to nominate for programs and training courses, internal and external trips, participation in cultural activities and voluntary work, community service activities,

in accordance with the nomination regulations, the balance of justice and equal opportunities, and not contrary to the academic duties of the student.

- Taking into account the availability of the necessary necessities for the group of special abilities, in accordance with the program possibilities, of counselling, health, academic and material services, if necessary, in order to facilitate all their affairs in their academic careers

-The student has the right to receive the incentives and financial rewards prescribed by law, and to receive subsidies or financial loans. An operating reward shall be paid if he carries out additional work, in accordance with the regulations, regulations and implementing rules of the University.

- The student has the right to defend himself before the competent authority of the University in any disciplinary case brought against him. No penalty shall be imposed until after hearing his statements. If he does not appear with an admissible excuse after being summoned for a second time, he shall forfeit his right to defend him, taking into account his written or electronic notice of any decision against him, and shall be granted the right to challenge any decision against him; In accordance with the regulations, regulations, types and implementing rules of the University.

Care for talented and outstanding students and care for strugglers to upgrade their scientific level

Talented, creative and distinguished students are identified by faculty Advising and Advising units in cooperation with academic departments. There is a mechanism for identifying them as follows:

- The District Department of Education is contacted to identify students who have passed the Talent Test at the secondary level and are classified as gifted. These statistics are obtained and then communicated with the Deanship of Admissions and Registration to identify the colleges to which the students attended until the appropriate programs are presented to them.
- All students are also monitored through the department's students' advisers to identify talented and creative students through their work, their outstanding interactions or certain aspects of excellence in their personalities, and then work a statistical work in preparation for the introduction of appropriate programs for them.
- Talented and creative people can also be recognized through their outstanding participation in artistic or sporting competitions and these talented students are accounted for.

Second: Outstanding students

For outstanding students, they are identified and determined through their college rates as follows:

1. First honors are awarded to a student with a cumulative rate of (4.75) to (5.00) from (5.00) or (3.75) to (4.00) from (4.00) at graduation.

Secondary honors are awarded to a student with a cumulative rate of (4.25) to less than (4.75) (5.00) or (3.25) to less than (3.75) (4.00) at graduation.

First or second honors are required to:

a. The student has not failed any course of study at the university or at another university. The student must have completed the graduation requirements for a maximum period of the average period between the minimum and the maximum period of stay in his college.

The student must have studied at the university from which he will graduate at least (60%) of the graduation requirements.

Lists of outstanding students are prepared by the Student Counsellor and scientific adviser in the program and delivered to the Student Advising and Advising Unit at the end of each class, to provide them with appropriate programs and besides, the program activities as well.

Motivation Support for talented, creative and outstanding students

 Many programs are implemented as follows:

• Talented and creative people are motivated to participate in activities related to special talents such as artistic, sporting and literary talents, scientific research activities and student clubs, whether those activities are done centrally at the university level or within colleges through student activities units and clubs.

• Participation in community service activities.

• Participation in various competitions.

• For outstanding students, they are awarded a distinction bonus, and they are also honored from different parts of society through the university's nomination.

• Talented, creative and outstanding students have priority in representing the University in public forums and all activities carried out within the University and colleges.

• Talented, creative and superior people are motivated by the inclusion of their names in the boards of honor in the program and departments.

Third: Struggling Students

Definition of struggling student:

• The student who has received a cumulative rate below (2.00) from (5.00) or (1.00) from, (4.00). His condition is followed up and a warning is given if his rate is not raised. Three warnings are given before the class. The University Council may, on the recommendation of the College Council, give a fourth opportunity to anyone who can raise his cumulative rate by studying available courses.

• The student is delayed in passing the required school plan according to the student's level of study.

• The student may be deemed to be unstable if he does not attend lectures and is subjected to repeated deprivation or withdrawal from courses.

• The student also receives a rate below (60) in most courses registered with him.

• Each teacher is requested to prepare a list of struggling students in his/her courses according to each course and to classify them according to the departments. He/she then communicates with the student guide in his/her department to examine the reasons for his/her impairment and its follow-up mechanism and provide the necessary support to the facility.

• Requests the student adviser to prepare a list of struggling students to follow up on their situation, examine the reasons for their stumbling over and propose a treatment.

Follow-up procedures for struggling students:

• The student mentor is required to follow up on the reasons for the student's stumbling down, from the lack of regular attendance lectures, non-obligation in the handover of duties, any problems related to the difficulty of the course, or any psychological or family problems of the student.

• The student adviser follows from the beginning of the class the student's attendance at lectures and his obligation to hand over duties and help solve any problems he may face at the beginning of the problem.

• The student mentor can ask course professors for a report on struggling students per month to follow up.

• Organization of a meeting with struggling students and meetings with the professor of subjects in which they have stumbled to discuss the causes of the tumble and guide them on optimal ways to improve their level of study after monthly and quarterly results.

- Train students to organize their time outside the university and guide them to good remembrance methods according to a schedule organized in coordination with their guardian if possible.

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• Guide pamphlets to the Professor of Courses on how to take care of individual differences between students and their importance in identifying struggling students and

addressing student problems. Pamphlets can be made on good teaching and use specific means and methods of caring for students in school and behaviorally. These educational matters can be discussed through college meetings.

• Providing them with individual care services. Opening a case study for those who need careful follow-up and using the Advising and Advising Unit to diagnose the causes of psychological distress.

• Encourage the struggling student to visit the course professor in office hours to inquire about any issue that has not been clarified to the student during the lecture.

• Making files for defaulters to follow up on each student's situation separately.

The University of Al Baha models of the Gifted Care Unit can be relied upon to account for and follow up on trips by faculty and academic guide.

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<h2 style="text-align:center">Students with Special Needs</h2>

The program seeks to provide all services and assistance to students with special needs, including detection and identification of problems they face within the university, in order to provide services and devices that ensure that they have an appropriate educational environment to complete the university education stage. In addition to offering them preparation programs once they enter university, the programs include psychosocial preparation as well as introducing them to available university programs that are appropriate to their disability to choose from. Work to integrate them into the university environment and participate in student activities.

Services sought by MA program

- Create a database for students with special needs.
- Open a file for each student (follow-up case) at the academic level to detect any deficiencies occurring during his academic career at the university.
- Providing mentoring and academic support to students with special needs.
- Provide assistive and appropriate devices for each case.
  - Acting as an intermediary to address the student's difficulties.
  - Provide all appropriate facilities to the student in coordination with the faculty member to ensure access to all educational opportunities available to ordinary students.

- Communication between the Deanship of Student Affairs and the Deanships and other relevant departments in this category.

- Implement workshops to familiarize faculty members with the needs of that category and facilitate their academic and social requirements.

- Take advantage of local, Arab and international experiences in the field of services for persons with special needs.

- Work to activate and engage persons with special needs in cultural and sporting activities at and outside the university.

Beneficiaries of the Unit's services

- Visually impaired.

- Mobility disabled.

- Hearing impaired (hearing impaired and deaf).

- Learning disabilities.

- Persons with high-employment autism disorder.

- People with behavioral and emotional disorders.

Complaints and Grievances Regulations

Disciplines for the Protection of Students' Rights:

1. If the student decides to file a formal complaint about his grievance, he shall first submit his order in writing by filling out the form prepared for that purpose and submit it to the head of the department, vice dean or dean.

2. Clearly and accurately edit the complaint submitted, identify and edit the requests, but not later than 15 days from the date of the incident.

3. If the complaint against another student, employee or faculty member is submitted to the head of the department

4. If the complaint against the head of the department is submitted directly to the dean of the college.

5. If the complaint is lodged against the dean of the college or one of the college deputies, it shall be submitted directly to the Standing Committee for Student Protection.

6. If the complaint in the summer term is submitted directly to the Standing Committee.

7. The obligation of the student to attend in person at the specified time and place in the event of the administration's request, with the notice that the failure to attend without admissible excuse is a waiver of the continued consideration of the complaint.

The applicant receives the document of the statement with the number and date of the complaint, according to which the complainant was handed over to the complaint and registered with the authority's registry.

- The student receives an official response to his complaint by the Permanent Committee for Student Rights.

- A petitioner who fails to accept the Committee's decision may lodge his or her complaint and appeal to the Chairman of the Committee within (15) days of being informed of the Committee's decision.

Controls for filing a formal appeal:

One of the most important substantive and procedural controls relating to the filing of an appeal against a decision of one of the University's Standing Committees is:

1. If the student is satisfied with the outcome of the official complaint, he has the option to appeal and submit the application to the competent person, who is His Excellency the Rector based on his competence to certify the lecturer and based on the relevant regulations.

2. The application shall be submitted within (15) days from the date of announcement of the decision if it is done in the correct manner.

3. The application shall be submitted in writing and accompanied by all documents (if any) that justify and support it. Within two weeks of receipt of the appeal, a meeting with the Committee will be held fairly, bearing in mind the rules of equality and justice, and the parties will be given an opportunity to present their respective cases.

4. The decision of the University's Grievance Committee shall be final and the decision shall be communicated in writing to the parties concerned within one week of the meeting of the University's Grievance Committee.

Grievances Committee and its terms of reference and functions:

1. Reception of student complaint

2. The Standing Committee shall form a committee, examine the complaint or complaint, and issue the decision in accordance with the regulations and the issuance of the decision and its adoption by the Dean of the College. The Standing Committee shall inform the petitioner of the content of the decision of the Standing Committee. The petitioner shall sign the form.

4. If the complaint is accepted, the decision shall be announced by a letter from the Dean of the College followed by the Standing Committee and addressed to all relevant authorities.

5. If it is established to the Standing Committee that the complaint is essentially malicious, the Committee may issue its recommendations and refer the applicant to the University's Standing Committee for Disciplining Students.

6. The Standing Committee shall have the right not to admit a complaint or petition if it fails to follow the necessary procedures for its submission. It shall have the right to refuse if it is found not to be serious, or insufficient evidence of the incident, thereby rendering a preservative decision, which shall become final and irreparable after approval by the Rector.

7. The Standing Committee shall have the right to transmit the complaint to the competent authority if it so consents by His Excellency the Rector.

Note: You can communicate by emailing the head of the Program or the Dean of the College or using the models of the University of Al Baha in this regard.

The End