



# THESIS MANUAL

**Jouf University  
College of Dentistry  
Master of Prosthetic Dental Sciences**

## Contents

1. How to Use this Manual .....	3
2. Academic Supervisor, Selection and Thesis supervisors Appointment .....	3
3. Submission and Defense of Thesis Proposal.....	4
4. Procedures Following the Approval of the Thesis Proposal .....	5
5. Evaluation and Preparation for Defense of Thesis .....	6
6. Thesis Defense .....	8
7. Steps After Oral Defense.....	9
8. Thesis Write-up.....	9

## **1. How to Use this Manual**

This comprehensive booklet is designed to assist students pursuing an Master in Prosthetic Dental Sciences (MPDS) degree who are writing a thesis. Its main goal is to provide a clear understanding of the essential requirements and methodologies involved in creating these scholarly works. The guide outlines the entire process step-by-step, covering proposal submission, committee selection, defense, and the final approval of the thesis for degree conferral.

Additionally, the booklet includes a list of common errors identified by past reviewers, helping students and committee members avoid these pitfalls and save valuable time. This manual is prepared by the Department of Prosthetic Dental Science at the College of Dentistry, Jouf University, this manual aims to establish standardized style and format guidelines while allowing enough flexibility to cater to the practices of various academic disciplines.

## **2. Academic Supervisor, Selection and Thesis supervisors Appointment**

- At the start of a Post-graduate program, an academic supervisor is assigned to each student by the head of the department's approval. This supervisor is essential for guiding the student throughout their studies and assisting in the selection of a thesis topic.
- Once students have completed 50% of the program with a GPA of at least "very good.", they may register for the thesis course through the Deanship of Postgraduate Studies and Scientific Research. Based on their research interests, each student will coordinate with a supervisor and a co-supervisor to finalize

their research topic. Criteria for supervisors were set by the Deanship of Postgraduate Studies and Scientific Research as the following: The supervision of the thesis is conducted by professors and associate professors. An assistant professor may also supervise master's thesis if they have been in that position for at least two years and have at least two published or accepted research papers in their field in a peer-reviewed journal.

- Each student, with the help of their proposed supervisor, must fill out an application form and submit it to the department and college council for approval ([Form 1](#)).
- If the supervisor is an Assistant Professor, then ([Form 2](#)) must be submitted for allotment of supervisor.
- Supervisors with exceptional expertise and academic qualifications in the field of research, who are not necessarily members of the university's teaching staff, may also supervise theses. This is subject to a decision by the university council based on the recommendation of the relevant department council, college council, and the Deanship of Graduate Studies.

### **3. Submission and Defense of Thesis Proposal**

- Before commencing the writing of a research proposal, a master student is required to seek approval from the supervisor regarding the chosen title for their research project. Once the title is approved, the student proceeds to submit a comprehensive research project proposal to their supervisor ([Form 3](#)). This proposal serves to provide a detailed overview of the research topic, highlight its significance, and outline the proposed plan and timeline for its execution. Once the student completes a draft of the research proposal, they are expected

to present it to the scientific committee in the department. The presentation, conducted in person, should last approximately 20 minutes, followed by a question-and-answer session with the committee. It is necessary for the student to submit the proposal to the committee at one week prior to the scheduled presentation date.

- Based on the feedback and comments received from the committee, the student may need to revise the thesis research proposal, if deemed necessary. Once the proposal receives approval from the Committee, the committee head is responsible for submitting the proposal to the department council. Once the proposal approved by the department and college council the students can proceed with thesis projects.
- Master students is required to obtain ethical approval from the Local Committee of bioethics at Jouf University (If applicable) ([Form 4 - 8](#)). Before submitting the proposal to the Local Committee of bioethics the supervisor need to get approval from the scientific committee at the college of dentistry through E mail communication ([scientific.committee@jodent.org](mailto:scientific.committee@jodent.org)).

[Checklist](#) used by the college scientific committee

#### **4. Procedures Following the Approval of the Thesis Proposal**

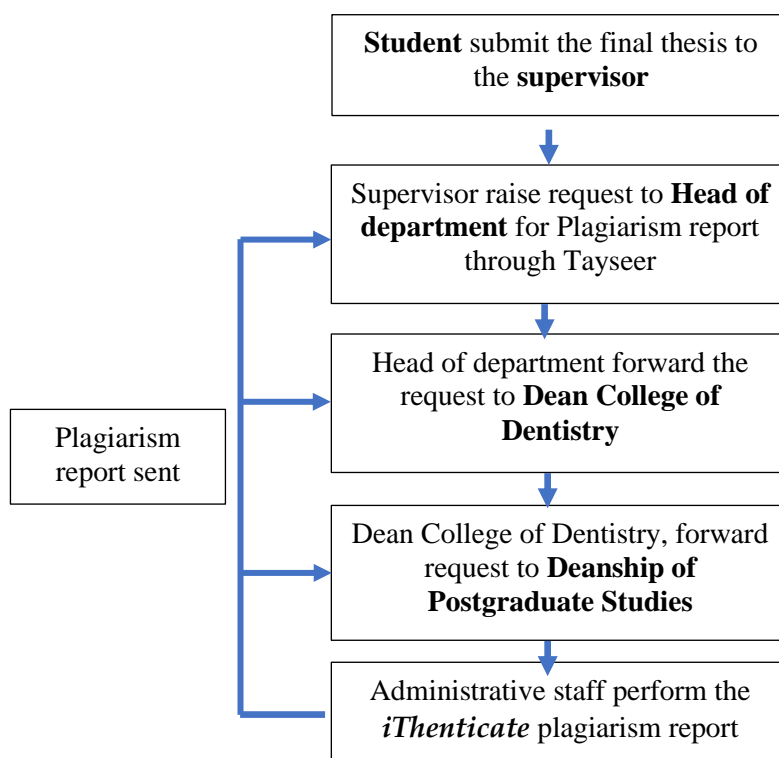
Master's thesis are written in the language of instruction that can be approved for the program by the Permanent Committee and the University's Council. However, if the thesis is written in a language other than Arabic, it must include a summary in Arabic. This ensures that the research findings are accessible to the broader academic community and promotes inclusivity within the university's

scholarly endeavors.

Each supervisor is required to follow up his students and submit a follow up report quarterly ([Form 9](#)) to the program coordinator.

## 5. Evaluation and Preparation for Defense of Thesis

Upon completion of the student's thesis the supervisor will send the thesis for plagiarism detection.



Upon approval by the supervisors the supervisor will apply for the department council to form defense committee ([Form 10](#)). The defense committee is established by a decision from the Deanship of Graduate Studies, based on the recommendations of the department and college councils. In case one of the defense committee is from outside the university the supervisor is required to fill

up [\(Form 11\)](#).

The supervisors may propose the names of the members for the Thesis Examination Committee to the department council for approval. The criteria for the committee will be as the following:

- a. The relevant department council proposes the members of the defense committee and may suggest alternates as needed.
- b. The college council is responsible for forming the committee based on the department's recommendations. If it deems any changes necessary to the committee members, the proposal will be returned to the department council.
- c. The college council's recommendations are then submitted to the Deanship of Graduate Studies for the necessary decisions to be made.
- d. Copies of the thesis will not be distributed to the members of the defense committee until the university president approves the decision made by the Deanship of Graduate Studies.
- e. Each member of the committee must submit a report to the relevant college dean using the designated template, ensuring that the period from the date the copies are sent to the proposed defense date does not exceed two months for master's theses and three months for doctoral theses, starting from the date the thesis copy is sent. [\(Form 12\)](#)
- f. If any committee member is delayed in submitting their report, the matter will be referred to the relevant department council for appropriate action.
- g. The defense must take place within one academic semester from the date of the Deanship of Graduate Studies' decision to form the committee.

The following conditions must be met for the defense committee for master's theses:

1. The number of members must be odd.
2. The committee must consist of at least three members from the teaching staff, including the supervisor and, if applicable, the co-supervisor.
3. The conditions for supervision of theses must apply to the committee members.
4. At least one member of the committee must be a professor or associate professor.
5. Decisions are made with the approval of at least two-thirds of the members.

## **6. Thesis Defense**

After the examination committee approval the department council will set a date and time for the thesis defense. During the defense, the supervisor will assign the chairperson from the examination committee to ensure that proper procedures are followed. The initial part of the defense is open to the public, including a brief question period. A presentation of 15-20 minutes is suggested. After this, the public is asked to leave the room at the discretion of the Chairperson. The Examination Committee continues to ask questions for up to 30 minutes. The candidate is then asked to leave the room by the Chairperson. The Committee deliberates and makes a decision by majority vote, which can be one of four options:

- ✓ "We recommend accepting the thesis and granting the degree."
- ✓ "We recommend accepting the thesis after addressing the deficiencies without a re-defense." Note: If this recommendation is accepted, one of the members of the discussion committee is authorized to recommend granting the degree after ensuring that these amendments have been implemented (according to the prepared form) within a period not exceeding three months from the date of the discussion. The University



Council may make exceptions to this based on the recommendation of the discussion committee and the Graduate Studies Dean's Council.

- ✓ We recommend accepting the thesis after addressing the deficiencies and re-defending it, provided that this does not exceed one year from the date of the first discussion.
- ✓ We recommend not accepting the thesis.

Pass, Pass with Minor Revisions (corrections to be confirmed by the Chair/Supervisor), Pass Pending Major Revisions (corrections to be confirmed by the Advisor & the Chair), or Not Passed. Decisions are based on a majority vote (i.e., at least 2/3).

All Defense Committee Members sign the report sheets ([Form 13](#)). The candidate is then invited back into the room and informed of the decision. The Chairperson submits the reports to the department and college council and then for the deanship of graduate studies for granting the degree.

## **7. Steps After Oral Defense**

After successfully defending the thesis students are required to sign acknowledgment of making the amendments ([Form 14](#)) then the student will submit a PDF version of the completed document, which includes the signed ([Form 12](#)) and ([Form 13](#)). The thesis will undergo a review by administrators to check for any format errors. If any format changes are necessary, the administration will provide a list of required changes that should be made and resubmitted as soon as possible. The format review process will continue until the thesis meets the acceptable format criteria.

## **8. Thesis Write-up**

The Graduate Studies and Scientific Research Deanship has established

regulations for writing theses, and all students are required to adhere to them. They are available at this link ([Guidelines for thesis write up](#)).