

Guidelines for MSc & PhD Thesis Formatting

POLICIES AND PROCEDURES FOR THE GRADUATE PROGRAMS AT THE
COLLEGE OF ENGINEERING

Graduate Studies Unit
JAN 2024

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1. INTRODUCTION

This guide is intended to help the students begin their research and guide them on how to better write and present their theses. This does not mean that the student must literally adhere to the instructions contained in this guide, and we recommend that the student refer to his/her supervisor and to the regulations and rules from the Deanship of Graduate Studies for guidance when preparing the thesis.

2. GENERAL SUBMISSION INFORMATION

The doctoral thesis should include an original and innovative contribution to the field of study, while the master's thesis should be an in-depth research work suitable for publication.

The thesis must contain the following:

2.1. An accurate and suitable **title** for the research. This step takes place when the research proposal is approved.

2.2. The abstract of a thesis must be presented in English as well as in Arabic.

2.3. An **introduction** that includes basic information about the subject of the research and the justification for doing it. The introduction also includes the main research hypotheses and the work plan, and a simplified definition of the basic thesis components according to the research plan.

2.4. A review of the **literature** related to the subject of the research, including the latest scientific developments, and a review and discussion of theories and concepts that can be used in the research.

2.5. A **methodology** used in the research, in addition to showing how the method will be applied to the research topic.

2.6. A number of **chapters** that may deal with a **case study**, a description of **experimental research** conducted in the laboratory, **discussions** from field research, or **mathematical** and **scientific models**. Analyzing and discussing the main results of the study and linking them to the results of previous studies (if any).

2.7. A **conclusion** that explains the main results of the research and its relevance to its objectives, and also clarifies the recommendations related to the research, in addition to suggesting future work that complements the research (if any).

2.8. List of **references**.

2.9. **Appendices** (if any). Add the **first page** of each research papers, journal articles, and conference proceedings that have arisen from the research being presented in your thesis.

2.10. All theses must be normally be written in **English**.

2.11. For a MSc degree, the student must present at least a **one conference paper**, in addition to his/ her department rules

2.12. For a PhD degree, the student must present at least a **one journal paper (Original Article)**, in addition to his/ her department rules.

3. INTELLECTUAL PROPERTY RIGHTS

3.1. The ownership of the thesis belongs to the university, after it has been examined, and the university has the right to place it in the university's library or other public libraries, whether in hard or electronic copies or within search engines, for research uses and scientific review. The university's property rights also include inventions, discoveries, computer software, research data, and laboratory devices used in the completion of the research or any research work carried out at the university, unless otherwise agreed upon under a contract documented and approved by the Deanship of Graduate Studies.

3.2. When publishing the thesis or part of it, the student must indicate his/ her affiliation with King Saud University.

3.3. Before graduating, a student may publish his/ her thesis or part of it in scientific journals, according to the prior agreement (contract) between the student and the supervisor.

3.4. The student must show the name(s) of the supervisor or the supervision committee when publishing his/ her thesis or part of it, unless otherwise agreed between the parties.

3.5. The supervisor or the supervisory committee may not publish any part of the thesis without showing the name of the student as a participant in the research.

3.6. The student may not refrain from publishing research extracted from the thesis, at the request of the supervisor or the supervision committee, in a manner that does not contradict the principles of scientific research.

3.7. The contract specifies how to place and arrange the names of the researchers in the published parts of the thesis.

3.8. Both the supervisor and the student are obligated to indicate their affiliation with King Saud University.

4. RESEARCH DATA SUBMITTED WITH A THESIS

4.1 Research Data should be managed in adherence with the principles and requirements given in the [DATA MANAGEMENT OFFICE](#).

4.2 Research data to be included as part of a student's final electronic submission can be deposited in the University's supported institutional data repository, [OneDrive](#).

4.3 Guidance for submitting and sharing research data can be found at [Policies and Procedures](#).

5. GENERAL FORMATTING GUIDELINES

Please use the available (*Thesis Template CoE KSU V2 2024*) to format your thesis.

5.1. For the main text, **1.5 spacing** in a font type and size which ensures readability must be used. A **12 – point** in **Calibri**; single spacing may be used for quotations, footnotes, references and preliminary pages.

5.2. The style of bibliographic citations and references Referencing should be done according to the IEEE referencing styles; general guidance can be obtained from the student's Supervisor. For web-based references, include the 'Access Date' and avoid Wikipedia at all costs.

5.3. To allow for the thesis to be printed and bound after submission it is recommended that the margin at the **binding edge** (left) of any page must be not less than **35mm**; other margins must be not less than **25mm**.

5.4. Blank pages must include the text '**Blank page**'.

5.5. The main text of the thesis should normally be left justified to aid accessibility and readability of the thesis.

5.6. Figures or images used in the thesis must be of sufficient size and clarity. When discussing and referring to figures and tables, each time a figure or table is mentioned, you must use 'Figure' or 'Table' (NOT 'figure' and 'table') along with the unique reference number.

5.7. Equations should be presented in a clear and consistent manner. Every equation should have:

- A consistent style
- No re-use of other symbols
- Equation Number to the right
- Explanation of the meaning of all symbols if not previously defined. Ideally the purpose or meaning of an equation should also be included in the text. When referencing an equation, you must give the full equation number and start the Equation with a capital 'E'.

5.8. Where headers are used they must be consistently applied throughout the thesis and should not include the name of the student. For example, in the Header, you could include Chapter title. The university's logo must not be displayed on all the pages EXCEPT the title page at the Top-right corner.

5.9. Footer are used for page numbering and they must consist of one single sequence of Arabic numerals (i.e. 1, 2, 3 ...) throughout the thesis, starting with the title page as page number 1. Page numbers must be displayed on all pages EXCEPT the title page. The pagination sequence will include not only the text of the thesis but also the preliminary pages, diagrams, tables, figures, illustrations, appendices, references etc., and will extend to cover all volumes, including the title pages (of both volume 1 and subsequent volumes), in a multi-volume thesis. Page numbers must be displayed at the bottom-center throughout the thesis. *Roman numerals must not be used for page numbering.*

6. REQUIRED PAGES

6.1. The following items (a-g) must be included as preliminary pages of the thesis in the order given:

a. TITLE PAGE

A title page giving:

- i. the full title of the thesis;
- ii. a statement as follows: ‘.....’

A thesis submitted in partial fulfilment of the requirements for the Doctor of Philosophy degree in the Department of at the College of Engineering, King Saud University.

A thesis submitted in partial fulfilment of the requirements for the Master of Science degree in the Department of at the College of Engineering, King Saud University

- iii. the full title of the degree should be stated not the abbreviated form;
- iv. the year and month of submission;
- v. the student’s full name (the same as the name under which he is currently registered at the University);
- vi. the name of the student’s Department.

Please refer to **Appendix 2** to see a sample title page.

A thesis which is referred for re-examination must bear the year of resubmission on the title page and not the year of the original submission.

b. EXAMINATION COMMITTEE PAGE

c. ABSTRACT

A short abstract of the contents of the thesis must be presented. The abstract must not be more than 700 words. The abstract is required to be written in **English** and **Arabic**.

d. TABLE OF CONTENTS

A list of contents, giving all relevant sub-divisions of the thesis and a page number for each item.

e. OTHER LISTS

Lists of abbreviations, figures, tables etc. If a thesis contains such lists it is required that a separate list of each item, as appropriate, is provided immediately after the contents page(s). Such lists must give the page number of each item on the list.

f. DECLARATION

The following statement must be included as written below:

I, [please print name], declare that this thesis and the work presented in it are my own and has been generated by me as the result of my own original research [title of thesis].

I confirm that:

- This work was done wholly or mainly while in candidature for a research degree at King Saud University;
- Where any part of this thesis has previously been submitted for a degree or any other qualification at this University or any other institution, this has been clearly stated;
- Where I have consulted the published work of others, this is always clearly attributed;
- Where I have quoted from the work of others, the source is always given. With the exception of such quotations, this thesis is entirely my own work;
- I have acknowledged all main sources of help;
- Where the thesis is based on work done by myself jointly with others, I have made clear exactly what was done by others and what I have contributed myself;
- Either none of this work has been published before submission, or parts of this work have been published as: [please list references below]

g. COPYRIGHT STATEMENT

The following notes on copyright and the ownership of intellectual property rights must be included as written below:

The author of this thesis owns certain copyright or related rights in it (the “Copyright”) and he has given King Saud University certain rights to use such Copyright, including the ownership of this thesis after it has been examined, and the university has the right to place it in the university’s library or other public libraries, whether in hard or electronic copies or within search engines, for research uses and scientific review. The university's property rights also include inventions, discoveries, computer software, research data, and laboratory devices used in the completion of the research or any research work carried out at the university, unless otherwise agreed upon under a contract documented and approved by the Deanship of Graduate Studies.

The ownership of certain Copyright, patents, designs, trademarks and other intellectual property (the “Intellectual Property”) and any reproductions of copyright works in the thesis, for example graphs and tables (“Reproductions”), which may be described in this thesis, may not be owned by the author and may be owned by third parties. Such Intellectual Property and Reproductions cannot and must not be made available for use without the prior written permission of the owner(s) of the relevant Intellectual Property and/or Reproductions.

6.2 OTHER PAGES (not compulsory)

The preliminary pages may also include the following:

- a.** Dedication, acknowledgement, and similar. These must appear after the compulsory pages listed in a) – g) above. Short items may be combined on the same page.

b. It is advisable to include a brief statement for External Examiners, giving the candidate's degree(s) and research experience, even if the latter consists only of the work done for this thesis. This may be untitled or it may be headed 'Preface' or 'The Author' or similar.

7. THESIS SUBMISSION AND GRADUATION PROCEDURES

To complete the graduation procedures after the thesis is approved by the members of the examination committee, the candidate must follow the following procedures within a period not exceeding **three months** from the date of examination. Official holidays are **not** counted within this period. Please visit: <https://graduatestudies.ksu.edu.sa/en/node/604>

APPENDIX 1: POLICIES AND PROCEDURES

These policies and procedures constitute a living document and are subject to change with oversight by the Committee on Graduate Programs. Major changes are communicated to department administration and to graduate studies.

| الرابط الإلكتروني | الوائح والأدلة |
|------------------------|---|
| الرابط | القواعد التنفيذية لللائحة المنظمة للدراسات العليا في الجامعات |
| الرابط | اللائحة المنظمة للدراسات العليا في الجامعات |
| الرابط | القواعد المنظمة للإشراف على الرسائل الجامعية |
| الرابط | الإطار العام لكتابة الرسائل العلمية |
| الرابط | دليل القواعد والإجراءات التنظيمية لخدمات الطلاب ذوي الإعاقة بجامعة الملك سعود |
| الرابط | دليل التسجيل الإلكتروني (إضافة وحذف المقررات) |
| الرابط | دليل تقديم المقترح البحثي من خلال بوابة الخدمات الإلكترونية |
| الرابط | طريقة التقديم بطلب تأجيل قبول - تأجيل دراسة - اعتذار "حذف" عن طريق بوابة النظام الأكاديمي |
| الرابط | دليل إجراءات العمل الخاص بوحدة برامج الدراسات العليا المشتركة |
| الرابط | دليل المستخدم لبوابة القبول للدراسات العليا |
| الرابط | دليل إجراءات التخرج الإلكترونية لطلبة الدراسات العليا |
| الرابط | دليل برامج الدراسات العليا المشتركة |
| الرابط | نماذج وإجراءات عمادة الدراسات العليا |
| الرابط | مجلس طلاب الدراسات العليا بكلية الهندسة |

APPENDIX 2: SAMPLE TITLE PAGE

Thesis Title

*A thesis submitted in partial fulfilment of the requirements for the
Doctor of Philosophy (or Master of Science degree) degree in the
Department of at the College of Engineering, King Saud
University*

Student's full name

Month and Year of Submission

APPENDIX 3: THESIS SUBMISSION CHECKLIST

| | |
|---|--------------------------|
| An accurate and suitable <u>title</u> for the research | <input type="checkbox"/> |
| Required Pages items (a-g) | <input type="checkbox"/> |
| The abstract of a thesis must be presented in English as well as in Arabic . | <input type="checkbox"/> |
| An <u>introduction</u> that includes basic information about the subject of the research and the justification for doing it. | <input type="checkbox"/> |
| A review of the <u>literature</u> related to the subject of the research. | <input type="checkbox"/> |
| A <u>methodology</u> used in the research. | <input type="checkbox"/> |
| A number of <u>chapters</u> that may deal with a <i>case study</i> , a description of <i>experimental research</i> conducted in the laboratory, <i>discussions</i> from field research, or <i>mathematical</i> and <i>scientific models</i> . | <input type="checkbox"/> |
| A <u>conclusion</u> that explains the main results of the research. | <input type="checkbox"/> |
| List of <u>references</u> . | <input type="checkbox"/> |
| <u>Appendices</u> (if any). List of publication | <input type="checkbox"/> |