

## **General Regulations for Master's Degree**

### **Introduction:**

1. Master's degrees may be offered by the Faculties, Institutes and Schools in accordance with these regulations and any other special regulations approved by the Senate.
2. Any Faculty, institute or Schools which intends to introduce a Master Degree has to submit a proposal showing the need & objectives for such a degree. The submission should include requirements and syllabus.
3. Master's degrees may be offered by:
  - a. Course only.
  - b. Research only.
  - c. Coursed and Research.

### **Registration:**

1. Candidates must register as full-time students before proceeding to the Master's degree, in accordance with these and other special regulations applicable to the relevant Faculty, Institute or School.
2. The normal qualification for proceeding to the Master's Degree shall be Honours degree from the University of Khartoum or its equivalent. A candidate who holds another qualification from this University or another University may be required to pass a qualifying examination.

### **Procedure:**

1. Each applicant for registration for the Master Degree must complete the prescribed application form and submit it to the Registrar of the Graduate College.
2. Applicants for Masters Degrees, who are not graduates of the University of Khartoum, or members of staff of the University of Khartoum, shall be required to submit the names of two references who and/or experience.
3. Acceptance as a candidate for the Master's Degree shall be by resolution of the Board of the Graduate College on the recommendation from the faculty Research Board or other Post-Graduate Boards, after the proposed supervisor or supervisors, the dean of the Faculty, the director of the Institute and the head of the department concerned have certified their willingness to accept the candidate.
4. Registration will lapse if the student does not attend his course of study with ONE month in case of degrees by courses and THREE months in case of degrees by research. The student is required to notify the Registrar of the Graduate College in writing that he has commenced his study within the period specified above.

### **Qualifying Examination:**

1. Where a qualifying examination is required it shall be of an honours standard. In certain subjects a candidate may be required to pursue an approval course in preparation for the qualifying examination.
2. A student who fails his qualifying examination will not be permitted to resit or proceed with his registration.
3. The qualifying examination shall normally be held together with the university honours examinations.

**Course of Study:**

1. A candidate for the Master's Degree must pursue an approved course of advanced study and/or research extending for a period of not less than twelve months (twenty four months for part-time student) under the direction of a supervisor or supervisors- with or without co-supervisors.
2. No student will be allowed to continue with his registration after the lapse of three calendar years (Four calendar years for part-time students). In special cases the Board of the Graduate College may approve the extension of this period. In all cases, application for extension should be submitted by the student through the supervisor and Faculty Research Board or other equivalent boards as least three months before the expiry of his registration.
3. The course of study must be pursued continuously, except by special permission of the Board of the Graduate College.
4. The student must be prepared to attend his course of study in the University during the ordinary times and at such times as his supervisor may require.
5. A student who is employed must inform the University of the nature of his employment at the time of application. Any change of occupation during a course must be notified to the Dean of the Graduate College, through the supervisor.
6. A student, the nature of whose study requires absence from the University may apply to the Graduate College through his supervisor and the head of the department, the Faculty Research Board or other Post-graduate Boards for approval. The period of absence should not exceed NINE months provided that the student keeps in contact with his supervisor.
7. The supervisor shall submit annually a report on the work of any candidate placed under him for the information of the Graduate College. A candidate who work is unsatisfactory may be required to terminate his course.

**Thesis or Dissertation:**

1. The student must submit the field of study at the time of registration for approval by the Board of the Graduate College. The field of study may be changed within NINE months from the date of registration. In case of degrees by research only, the title of the thesis must be submitted within THREE months from the date of registration. In case of degrees by course and research the title of thesis or dissertation must be submitted within THREE months after finishing the course work of TWELVE months from the date of registration. The title of the thesis may be changed. However the candidate will not be permitted to change the title of thesis not later than SIX months before the date of submission of the thesis or dissertation.
2. In case of Master by research only, or course and research, the student, on completing his course of study and research, must submit a thesis or dissertation which complies with the following conditions:
  - a. The thesis or dissertation must be written in either Arabic or English. In special cases, the use of other languages, if deemed necessary, may be approved by the Graduate College Board at the time of registration.

- b. The greater portion of the work submitted therein must have been done subsequent to the registration of the student as a candidate for the Master degree.
  - c. It must form a distinct contribution to knowledge of the subject and afford evidence of independent critical and/or analytical power.
  - d. The literary presentation must be satisfactory, and suitable for publication, either as submitted or in an abridged form.
3. A student should not submit a thesis or dissertation for which a degree has been conferred on him from this or any other University, but he shall not be precluded from incorporating work which he has already submitted for a degree in a thesis covering a wider field provided that he shall state the extent of such work in his thesis or dissertation.
4. The candidate should prepare eighth copies of an abstract of the thesis in both Arabic and English of not more than one thousand words.
5. Every candidate will be required to present to the Registrar of the Graduate College in printed matter (5) Five bound copies of the thesis and (5) FIVE copies of the abstract. The Registrar shall send one copy to each examiner and retain the additional copies for further distribution. The examiners are required to return such copies with their reports.

On successful award, the Registrar of the Graduate College should send:

- a. One copy to the University Library.
- b. One copy to Graduate College Library.
- c. One copy to the department.
- d. One copy the Sudan Library
- g. One copy to the supervisor.

The registrar shall retain one copy of any thesis which is rejected or referred and return the rest to the candidate.

6. If a successful candidate publishes his thesis or dissertation or a part thereof, the fact of approval of the Master Degree of the University of Khartoum must be mentioned in a appropriate place.

#### **Examination:**

(To be read with the Post-Graduate Degrees examination regulations).

1. Application to enter for the examination must be made by the Supervisor of course Coordinator on the appropriate entry form at least three months before the date of examination.
2. For the purposes of the oral, practical or written examination held in connection with his thesis or dissertation, the candidate will be required to present himself at such place as the University may direct and upon such day or days as shall be notified to him.
3. The prescribed fees must be paid before a candidate's thesis or dissertation is accepted by the Registrar of the Graduate College.

#### **Examiners:**

1. All examiners will be appointed by the Board of the Graduate College, on recommendation of the Departmental and Faculty Research Board concerned. The Graduate College shall appoint three examiners at least one of whom shall

be an external examiner and one an internal examiner. The external examiner shall be a recognized authority in the field of study. When a candidate has had two supervisors, only in exceptional cases may both supervisors act as his internal examiners.

2. Each examiner shall read the thesis or dissertation and submit a separate strictly confidential report to the Graduate College which must include:
  - a. Recommendation, (1) Accepted, (2) Referred, or (3) rejected.
  - b. Ground for recommendation.
  - c. Comprehensive report on the thesis or dissertation giving evaluation of the following:
    - i. Review of the literature.
    - ii. Methods.
    - iii. Results obtained.
    - iv. Analysis, interpretation and discussion of results.
    - v. Any other comments.
    - vi. Conclusion drawn.
3. The oral examination should be conducted only after receipt of all examiners reports by the Graduate College. Such reports shall be made available to the Board of Examiners.
4. The Board of Examiners, who conduct the oral, shall send a joint report to the Graduated College stating:
  - a. Whether it is recommended that the candidate should pass, fail or be referred for a period not exceeding NINE months after which the candidate may resubmit his thesis or dissertation for examination.
  - b. The grounds of their recommendation.
  - c. The candidate's contributions (if any), to the advancement of his subject.

#### **References in Written Examinations:**

In Master Degrees where a written examination is specified students are allowed to:

- a. Take supplementary if they fail in not more than one third of their subjects.
- b. Resit the whole examination if he fails in more than one third and up to half of his subjects.
- c. Any student who fail in more than half of his subjects or his supplementary or resit will not be allowed to continue with his studies.

#### **Award of the Degree:**

The Graduate College Board will consider all the relevant reports and other items and:

- a. Recommend the names of successful candidates to the Senate for award.
- b. Decide cases of supplementary and resit (if any) and cases of referral.
- c. Decide cases of rejection and failures.