



DOHA INSTITUTE
FOR GRADUATE STUDIES

Doctoral Studies – Academic Policies

Dissertation Policies

This policy sets the rules and conditions related to registration for Dissertation, supervision, and Defense. And sets the procedures that should be followed by the student, the supervisor, and all concerned parties towards preparing it.

Academic Policies Committee

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01	Dissertation Policy	28/10/2018 18/12/2018 04/04/2021	First Draft: AbdulHamid Hanieya Second Draft: Dean of Student Affairs Third Draft: DI President
Revision Date	Revised by	Date Ratified	Ratified by
08/01/2019	Academic Policies Committee	03/02/2019	DI Council
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Dissertation Policy

This policy sets the rules and conditions related to registration for Dissertation, supervision, and Defense. And sets the procedures that should be followed by the student, the supervisor, and all concerned parties towards preparing it.

Conditions of registration for the dissertation

- 1) Completing all the courses programmed in the study plan for the first two semesters, completing the prospectus in the third and fourth semesters and passing the comprehensive exam.
- 2) Submitting a full proposal for the dissertation of about 5,000 words, in which the candidate identifies the questions, and hypotheses of the research, as well as the methodology. The proposal also includes the approach that will be followed in the analysis with an explanation of the necessary elements that enable the evaluation of the promised cognitive approach for the completion of the dissertation. The proposal also allows for evaluating the suitability of the approach and the research methodology to answer the raised questions. The proposal should also include a list of basic sources and references related to the research.
- 3) The student should take into account the requirements of any fieldwork or research funding while developing the proposal, for it must include a plan and timetable so as to obtain the necessary approvals, such as obtaining licenses related to conducting research on human subjects.
- 4) The proposal gets submitted to the supervisor, and after his approval, the Doctoral Studies Board is notified in order to direct the registration department to complete the registration procedures.

Appointment of the supervisor:

- The Doctoral Studies Board appoints a supervisor for the student by the end of the first year, taking into consideration the student's initial proposal and his/her proposed names for a supervisor. The supervisor is primarily responsible for the supervision tasks stipulated in the policies and the framework document for doctoral studies, until the dissertation's final submission date.
- The supervisor is selected from a list provided by the programs and the Deanship of the College to the Doctoral Studies Board, with a suggestion of a supervisor to the candidate based on the following criteria:
 - a- The supervisor shall be a member of the Institute's academic staff (professor or associate professor).
 - b- The supervisor must be an active researcher and have a demonstrated expertise in the research field.
 - c- The supervisor must have suitable teaching expertise, especially in academic supervision.
- The supervisor, the academic advisor and a third member appointed by The Doctoral Studies Board in consultation with programs and schools, after one month of appointing the supervisor, shall become a supervisory committee that will support the student during the second and third phases of the doctoral studies., provided that this does not affect the

responsibilities of the supervisor, who will be leading the team, and will assume all administrative responsibilities related to the dissertation as per the current policy. The third member of this committee can be either from inside or outside the program, and shall be of the academic rank of associate professor, or higher.

- In cases where there is a joint supervision with a professor from outside the DI, the policies shall define the guidelines of his/her supervision.

Registration Renewal:

Dissertation registration is renewed every semester according to the conditions stipulated in the Registration Policy.

Responsibilities of the Supervisor:

Generally, the responsibilities of a supervisor are to guide the Ph.D. candidate to complete the research within the agreed time frame. These responsibilities include:

- Guiding the student during the prospectus phase, including supervising activities like seminars and research outputs.
- Helping the student in the preparation for the comprehensive exam which is to be held by the end of the prospectus phase.
- Participating in the comprehensive exam committee.
- Evaluating the dissertation preparation stages, providing continuous advice and submitting periodic reports on the student's performance in accordance with the policies of doctoral studies, and following up the administrative procedures related to the dissertation.
- Participating in nominating potential examiners and recommending their appointment to the Director of the Doctoral Studies Board, who will determine the final list of examiners for the dissertation.

Responsibilities of the Candidate:

The candidate's main responsibility is to develop and write the dissertation; this requires the gradual development of skills, competence, and mastery in his/her field of research. The student, independently, should bear the responsibility of preparing the dissertation, under the guidance of the supervisor in a manner that ensures his/her development and intellectual and cognitive independence.

The specific responsibilities of Ph.D. candidates are as follows:

- to plan and carry out the research based on the agreed suggestions and advice from the supervisor through periodic and consistent communication.
- to commit to the regulations and policies of doctoral studies, especially the Academic Conduct and Integrity Policy.
- to plan the fieldwork (if any), obtain the licenses and fulfill the requirements in a timely manner
- to fulfill the required tasks as part of the scholarship's conditions, either in the fields of studies, teaching or any other academic field.

Candidate’s Periodic Assessment Phases:

The candidate is required to provide the supervisor with a periodic progress report on their dissertation. The supervisor is required to comment on the progress of the candidate and to submit the report to the Doctoral Studies Board to make the right decision, if a decision needs to be made.

Changing a Supervisor:

A candidate may submit a reasoned request to the Doctoral Studies Board starting from the beginning of the third semester after admission to change the supervisor. The Board’s decision then is final.

Dissertation submission and defense:

Deadliness of dissertation submission for defense:

A candidate may submit the dissertation for defense starting from the start of the third semester after the dissertation registration, till the end of the third year, unless a reasoned request is provided to delay the defense along with the approvals of the supervisor and the Doctorate studies Board. The delay must not exceed one semester.

Dissertation Requirements:

The student is required to adhere to the following dissertation specifications

***Language of the Dissertation**

- The dissertation is to be submitted in Arabic; however, it can be submitted in English provided that the approvals of the supervisor and the Director of Doctoral Studies Board are obtained. These approvals can be obtained at any stage of the dissertation registration.

***Size**

- The dissertation must be between 30,000 and 100,000 words, according to the Doctoral Studies Framework Document and to what is determined by the supervisor approved by the Doctoral Studies Board.
- References, footnotes, table of contents and appendices are not included in the word count.
- The total word counts of the dissertation, as well as the direct quotation, must be included in the submission of the dissertation.

***Quotation:**

- Direct quotations from other works may not exceed 10% of the dissertation word count.
- Upon submission, the student must sign a declaration to acknowledge that the dissertation has been composed solely by him/herself, in conformity to the Academic Conduct and Integrity Policy, and must identify the previously published parts.

***Layout Requirements**

- The dissertation must be subject to the coordination and editing guidelines set by the Doctoral Studies Board.
- An abstract must be attached in both Arabic and English (in 400 words each) with the key words attached.
- In case of submitting an English dissertation, an Arabic abstract of 3,000 words must be prepared.

- The dissertation shall be attached to the specified form, signed by the supervisor confirming the suitability of the dissertation for submission.

Submission of Dissertation:

After fulfilling the conditions mentioned above, the candidate submits the final draft of the dissertation in five copies, in addition to Doctoral Studies Board's designated form. The five copies are delivered to the office of the Director of Doctoral Studies Board, along with an electronic copy.

Defense Committee:

- The committee consists of five members, headed by the Director of the Board for Doctoral Studies (or one of the members of the Board appointed by the Director), as a non-voting member, in addition to the supervisor, academic advisor as a non-voting member and the third member in the supervisory committee as an internal examiner. In addition, an external examiner, at the rank of associate professor or higher will be appointed by the Doctoral Studies Board (which means that the voting members are only the supervisor, the internal and external examiners).
- By the end of the first year of the dissertation phase, the supervisor shall nominate the external examiner to the Doctoral Studies Board in consultation with the relevant program.

Deadline of Defense:

Typically, the defense is to be held no later than three months after the final submission date.

Defense:

- Both the external and internal examiners shall prepare and send separate reports on the dissertation to the Director of the Doctoral Studies Board. These reports are exchanged between the two examiners and distributed to the rest of the committee members on the day of the defense.
- After the conclusion of the defense, the committee prepares one detailed report that reflects the various views on the dissertation, and includes a specific recommendation, and submits this report to the Doctoral Studies Board.
- The recommendation is one of the options below:
 - Accepted with no corrections.
 - Accepted with minor corrections.
 - Extensive revision required.
 - Not accepted/failed.

Results:

- The Director of the Doctoral Studies Board presents the results to the Doctoral Studies Board to approve it, and then sends a letter to the candidate to officially announce the result. In case the dissertation needs minor corrections, the student is given a three-month period to make them, after which he/she re-submits the dissertation, and it is accepted after the internal examiner approves the corrections.

- In case the dissertation needed an extensive revision, the candidate is given a six-month period to make them, then he/she re-submits the dissertation, and it is accepted after the internal and external examiners approve the corrections.
- The new draft shall be sent to the members of the committee; and the committee will hold a meeting to evaluate the corrections and submits its decision to the Doctoral Studies Board for approval.
- If the student fails to complete the corrections on time, or the corrections have been rejected, the candidate is considered to have failed the dissertation.
- The Director of the Doctoral Studies Board informs the Vice President for Academic Affairs of the final result with a copy to the Dean of the College and the Deanship of Student Affairs, then the Office of the Vice President informs the student of it.
- The candidate and the supervisor should be provided with a version of the reports of the committee members, to make use of it in case corrections are needed.

Submission of the Dissertation

The final version of the Dissertation is delivered to the Office of the Director of the Doctoral Studies Board in two hard copies for deposit in the library, in addition to an electronic copy in Word and PDF formats.

* The first draft of this policy was prepared on 28/10/2018 for discussion by the second doctoral studies committee.

* It was redrafted by dean of students' affairs based on the original draft and submitted it to the academic policies committee on 18/12/2018.

* It was discussed by the academic policies committee on 08/01/2019, submitted to the doctoral studies second committee on 23/02/2019, and was approved by DI council on the same date, conditioned on few changes that were incorporated.

* It was redrafted by DI President based on the final Doctoral outline submitted to the Ministry of Education and Higher Education for licensing. It was discussed in the DI Council in its meetings on 16/12/2020, and 23/12/2020, and 30/01/2021 and was approved on 31/01/2021.

* It was submitted to the DI Board of Trustees in its meeting on 17/10/2021 and was ratified with few modifications that were incorporated. Letter No. 030/21 dated 11/11/2021.