



**DOHA INSTITUTE  
FOR GRADUATE STUDIES**

## **Doctoral Studies – Academic Policies Registration Policy**

This policy aims to set the outline that controls registration and enrollment at DI for doctoral studies candidates to ensure commitment to DI's policies and procedures.

**Students Affairs Deanship**

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23/09/2018	Doctoral Studies second committee	10/10/2018	DI Council
		07/11/2018	DI Board of Trustees With few modifications
04/10/2020	Small team for policy revision	31/01/2021	DI Council
30/01/2021	DI President	04/04/2021	DI Board of Trustees Letter No. 010/21 dated 04/04/2020

## **Doctoral Studies – Academic Policies Registration Policy**

### **Policy Purpose:**

This policy aims to set the outline that controls registration and enrollment at DI for doctoral studies candidates to ensure commitment to DI's policies and procedures.

All students admitted to the doctoral studies at the Institute obtain the status of a registered student, and they should maintain this status till completing their graduation requirements. The enrolled student benefits from the academic services provided by the Institute.

### **Policy Statement:**

- 1) Registration for doctoral studies goes through three phases:
  - The first phase: Registration in the courses that are required of the student before proceeding to the prospectus stage. Registration at this phase requires fulfilling all the admission requirements.
  - The second phase: It is the prospectus phase dedicated to completing the studies prescribed in the prospectus. Registration in this phase requires passing all the first-phase courses with a cumulative GPA of not less than B+, provided that the grade is not less than B in any individual course.
  - The third phase is the dissertation stage. Registration in this phase requires the successful completion of all courses and passing the comprehensive examination.
- 2) Registered students shall adhere to the statutes as well as the applicable regulations, policies, and procedures of the Institute; they shall also pay the fees due directly after enrollment, as stipulated in the fees policy.
- 3) Students obtaining scholarships shall abide by the rules for scholarships and grants in accordance with the terms of scholarships and financial aid policy.
- 4) The student has the right to suspend or cancel his/her registration, according to the conditions stipulated in the Institute's policies.

### **Appointment of an academic advisor:**

The Doctoral Studies Board appoints an academic advisor for the doctoral student upon his/her enrollment in the relevant doctoral program at the Institute.

The duties of the academic advisor include:

- Providing advice and assistance to students to become familiar with the relevant policies, procedures, and directives, and to adhere to them. In addition, academic advisors assist

students in communicating with different DI Departments and maximize the benefits and effective participation in events and activities.

- Providing professional career advice to doctoral students and helping them in planning for their future careers.
- Participating in the supervisory committee as per the Dissertation Policy.

When the supervisor is appointed at the beginning of the second phase of doctoral studies, he/she assumes the primary responsibility for guiding the doctoral student, following up on his/her academic progress, and making sure that he/she has obtained the necessary approvals, etc. The mission of the academic advisor described above continues, but as complementary to the supervisor's role.

**Conditions for registration in study modules:**

- Students have to register for each semester throughout the study period.
- According to the announced academic schedule, the first phase extends for two semesters, during which the student studies five courses (15 credit hours).
- The student has to complete the courses successfully within the specified period.

**Registration Requirements for the period dedicated to reading the prospectus:**

- Students are required to register for each semester throughout the study period.
- To register for the period dedicated to reading the prospectus, the student has to have passed all courses of the first phase with a GPA of not less than B + besides finishing any additional requirements during the semesters that are allocated to these courses.
- The prospectus phase extends for two semesters, at the end of which the student takes the comprehensive exam.

**Conditions for registration of the Dissertation:**

- 1) Passing the comprehensive exam.
- 2) Submitting a full dissertation proposal to the supervisor
- 3) Renewing the registration annually; this renewal is based on two periodic reports about the student progress in preparing the dissertation as well as the student's performance level. The supervisor prepares these reports in each semester and submits them to the Doctoral Studies Board to approve and recommend accepting the registration.
- 4) No registration renewal is accepted outside the framework of the deadlines stipulated in the Institute's procedures for registration renewal.
- 5) The maximum time limit for renewing the registration while writing the dissertation is four semesters (two academic years).
- 6) The student may extend for two additional semesters (one academic year), provided that there is a justification with the necessary supporting documents, and with the approval of the supervisor, the head of the program, the dean, as well as the Board of Doctoral Studies.
- 7) The student signs a commitment to academic integrity and research ethics.

### **Withdrawal or Suspension of Studies:**

- Students who wish to withdraw from their studies for personal, health, family, or any other reasons, must submit a withdrawal request to the Registration Office accompanied by the approval of the supervisor, the program head, the dean and the Director of the Doctoral Studies Board
- For their status to be valid, students who are unable to register in any semester must submit a request to the Registration Office in order to suspend their studies. The request must be approved by the Director of the Doctoral Studies Board (during the first phase of registration), the supervisor, and the head of the relevant program, the Dean and the Director of the Doctoral Studies Board (during the prospectus phase and the dissertation registration phase). Any student who fails to re-register will cease to be a student. The re-registration of students returning after the suspension of studies takes place after receiving the approval of the same parties that have approved the studies' suspension.
- Re-admission and re-registration: Students who did not commit to residing in the Institute during the first phase (studying the courses) of doctoral studies will not be re-accepted without obtaining official approval for the leave; their re-registration is not permitted past the deadlines stipulated in the procedures.
- Dismissal: In accordance with the Institute's policies, the Institute retains the right to permanently dismiss the student from the Institute if he fails to fulfill the requirements of registration or if disciplinary measures have been taken against him. Any dismissed student will not be readmitted.

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\* The first draft of this policy was prepared in September 2018 by the dean of student affairs, and was discussed by the doctoral studies committee on 10/10/2018, and was approved by DI Council on the same date.

\* It was submitted to DI Board of Trustees on 27/10/2018 and was ratified with modifications that was incorporated. Letter No. 055/2018 dated 07/11/2018.

\* This policy was modified on 04/10/2020 and on 14/12/2020 by DI President in accordance with the Doctoral Outline submitted to Ministry of Education and Higher Education for Licensing. Those modifications were discussed at the DI Council on 14/10/2020 and 23/12/2020 and 30/01/2021 and was approved on 31/01/2021.

\* This policy was submitted to the DI Board of Trustees on 01/02/2021 and was ratified with few modifications by letter No. 010/21 dated 04/04/2021.