

## Graduate Studies and Scientific Research Committee

Headed by His Excellency **Prof. Dr. Abdul Rahman bin Saleh Al-Mulhim**, Vice-Dean for Graduate Studies and Scientific Research and membership of:

Coordinator

**D . Mortada Al-Salman**

Member

**D . Aisha Al-Zuhair**

Member

**D . Muhammad Aman Allah**

Member

**D . Habib Qureshi**

Member

**D . Manal Al -Quaimi**

Member

**D . Fahida is an improvement**

Member

**D . Osama Zakaria**

Member

**D . Lorena Badger**

Member

**D . Mahdi bin Ahmed Al-Dhafiri**

Member

**D . Saleh bin Khalid Al Muqairen**

Member

**A . Fadi bin Adel Bubshait**

Member

**A . Yazid bin Youssef Al-Dakhil**

## The work tasks of the committee

### **The following are the duties and responsibilities of the committee:**

- Arranging the postgraduate students' affairs, which includes:

Scheduling courses, course registration, add or omit courses, delaying, interruption, folding records and reopen them, deprivation, transforming, exams scheduling, monitoring grades, welcoming new students, reviewing students documents, considering students excuses who accidentally interrupted from study.

All the aforementioned must be compatible with the university regulations.

- Coordinating with the deanship of postgraduate studies in every issues.
- Enhancing and reviewing the conditions of enrollment in postgraduate studies.
- Cooperating with the deanship and centers of scientific researches to encourage and support researchers in the university
- Encouraging academic staff in the college to publish proposed researches to the supporting entities.
- Considering proposed researches, which are delivered to the deanship of scientific research, and making sure if they are compatible with the college interests. - Reviewing proposed researches from postgraduate students and making sure of their objectivity and if they are compatible with the community and environment needs, which are eventually, match the college interests.
- Coordinating with the college departments to develop, modernize and assess the postgraduate programs.
- Assessing and encouraging research performance and scientific publishing in the college and determining the obstacles and seek for ways to overcome them.
- Increasing the efforts to root the scientific publishing in the most effective scientific journals.
- Supervising and operating the central lab if found.
- Helping teacher assistances to obtain scholarships to well-known universities.
- Following up the college scholars' conditions in abroad.
- Attracting the outstanding researchers to the college.
- Reviewing the documents, which referred by the college dean to the committee and giving opinion and necessary recommendations.