

Scientific Supervision System of Theses and Projects: Regulations, Guides, and Procedures

Master of Arts in Translation (English)

Academic Year 2025 – 2026

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Preface

The Department of English is committed to fostering an environment of rigorous academic inquiry, ethical research practices, and professional excellence. At the heart of this commitment is effective scientific supervision—a collaborative journey that guides graduate students as they transition from foundational knowledge to independent scholarly and professional contribution.

This document serves as the official operational framework for the supervision of theses and capstone projects in translation studies. Designed for both academic supervisors and graduate researchers, it provides a comprehensive reference to streamline administrative pathways, uphold scientific rigor, and maintain quality benchmarks at every stage of the research cycle.

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KSU Regulations for Graduate Studies

The program strictly adheres to the academic and administrative guidelines set forth in the Unified Regulations Governing Graduate Studies at Saudi Universities and its KSU Executive Rules, specifically in accordance with Chapter Nine: Dissertations, Supervision, and Defense

Article 42:

Graduate students at both master's and doctoral levels, upon passing at least fifty percent of the learning units of the program's courses with a minimum cumulative GPA of (Very Good) may enroll in the (Preparing a Research Plan) course. This course is allocated one learning unit, with each program specifying the corresponding number and code of the study plan. The procedures shall be organized as follows:

1. A master's student, enrolled in the course-based and dissertation system, may register for the course for one semester, while a doctoral student's registration may extend up to a maximum of two semesters, during which the student is expected to complete his research plan and submit it to the department/program. An extension for an additional semester may be granted exceptionally upon the recommendation of the department/program council based on a report by the student's advisor providing the reasons for extension and approval of the Deanship.
2. After passing the comprehensive exam, a student is considered successful in the course upon the Deanship's final approval of the research plan, with the grade (NP) recorded indicating the student has passed. The dissertation supervision committee shall be formed in accordance with Articles 46, 47, and 48. If an extension is granted, a continuous grade of (IP) will be recorded for the student.
3. Successfully passing the course is a prerequisite for registering for the dissertation.
4. The course shall be taught by faculty members who meet the established supervision conditions as stipulated in Article 46 of these regulations.
5. The faculty member responsible for teaching the course may supervise the dissertation following the approval of the research plan.

Article 43:

The Graduate Studies Council is vested with the authority to establish regulations for the graduation project/research course, considering the following when registering as a student in the course:

1. If a student fails to meet the course requirements on the first attempt, they will receive a grade of (IP) and may re-register for a later semester.
2. If the student fails to complete the course requirements in the subsequent semester, a grade of (IC) is assigned, indicating the failure to complete course requirements, and no further registration is permitted.
3. If the student fails to complete the course requirements thereafter the result shall be the grade (F).
4. The provisions thereof shall be implemented based on the recommendations of the department/program council and the approval of the college council. These decisions are to be communicated to the Deanship to implement further regulatory procedures.

Article 44:

Master's and doctoral theses shall be written in the language of instruction officially approved for the program by the Academic Council. The dissertation shall include a comprehensive abstract in both Arabic and English.

Article 45:

Doctoral dissertations may be composed in one of two styles:

1. Comprehensive Scientific Dissertation.
2. A series of interconnected research works according to the approved research plan provided that said series must be published in peer-reviewed scientific journals.

These styles are subject to the regulations set forth by the Academic Council, following proposals from the Graduate Studies Council.

Article 46:

Dissertations shall be supervised by professors and associate professors from the University's faculty members. An assistant professor may supervise master's dissertations and assist in supervising doctoral dissertations if they have at least (2) two research papers in their field of specialization that are published, or accepted for publication, in a peer-reviewed scientific journal. Additionally, an assistant professor may begin supervising doctoral dissertations two years after their appointment at this rank, provided they have (3) three research papers in their field of specialization that are published, or accepted for publication in a peer-reviewed scientific journal, after obtaining their Ph.D.

Article 47:

Supervision or assistance in supervising dissertations may be undertaken by experienced and competent supervisors who are not faculty members, whether in the University or another institution; based on a recommendation from the department/program council and approval from the college council. In accordance with the following criteria:

First: Supervising or assisting in the supervision of a master's dissertation:

1. Holding a doctoral degree or its equivalent.
2. Specializing in the subject matter of the student's dissertation.
3. Publishing at least (3) three research articles, or accepted for publication, in a peer-reviewed scientific journal.
4. Having approval from the employer to supervise a student's dissertation.

Second: Supervising or assisting in supervising doctoral dissertations:

1. Holding a doctoral degree or its equivalent.
2. Having obtained their doctoral degree at least (4) four years prior.
3. Specializing in the subject matter of the student's dissertation.
4. Having at least (6) six research papers in their field of specialization that are published or accepted for publication in a peer-reviewed scientific journal.
5. Having approval from the employer to supervise a student's dissertation.

Article 48:

The Graduate Studies Council shall develop the regulations for secondary supervisors of dissertations and submit them to the Academic Council for approval.

Article 49:

A faculty member may supervise dissertations outside the University, whether within the Kingdom of Saudi Arabia or abroad, provided that such supervision does not interfere with their primary job duties. This shall be subject to provisions approved by the Academic Council, based on proposals from the Graduate Studies Council.

Article 50:

Supervisors are tasked with evaluating the student's performance at the end of each semester and determining their academic progress in the dissertation. These evaluations must adhere to the provisions approved by the Graduate Studies Council.

Article 51:

The number of students registered in any section for the graduation project/ research course shall be five students at the minimum. However, the college may grant exceptions to this minimum requirement based on provisions approved by the Academic Council, based on a proposal from the Graduate Studies Council.

Article 52:

If it is determined, based on the supervisor's report, that a student does not display adequate and serious efforts in their dissertation, the department/program shall issue a formal warning letter to the student. If the student receives two such warnings without rectifying the causes of concern, the following steps shall be taken:

1. Each warning must be issued in separate semesters. The college shall send each warning promptly to the Deanship.
2. The college may request to deregister the student from the Graduate Studies Council or its delegate, as stipulated in Article 32, Paragraph 2.

Article 53:

A supervisor, either individually or in collaboration, is permitted to supervise up to seven dissertations simultaneously, with a limit of four doctoral dissertations as the primary supervisor at any given time. Exceptions to these limits may be granted by the Graduate Studies Council based on recommendations from both the department/program and college councils.

Article 54:

Upon the completion of a dissertation, the supervisor shall submit a report to the head of the department/program. The report shall include a copy of the dissertation, and an originality and similarity report signed by the student, thus initiating the dissertation defense procedures.

Article 55:

A committee for the dissertation defense shall be formed by a decision from the Graduate Studies Council, which considers recommendations from the college and a proposal from the department/program council under the following conditions:

1. To qualify for a Dissertation Defense Committee, both master's and doctoral students must have passed all courses, successfully completed the comprehensive exam (if applicable), and be registered for the dissertation in the same semester.
2. To establish a Dissertation Defense Committee for a doctoral dissertation, the student must have published a scientific paper in a peer-reviewed scientific journal, as per the following:

    a) The research shall be published in a peer-reviewed scientific journal listed in the Web of Science database. For social studies and the humanities, the paper may be published in databases approved by the University's Scientific Council.

b) The published paper shall be directly related to the approved research plan for the doctoral dissertation and must have been published during the student's enrollment in the program.

c) The published paper shall exhibit originality.

d) The student shall be the primary researcher.

e) The student's affiliation with the University shall be indicated in the publication.

3. After the college council approves the formation of the Dissertation Defense Committee and receives approval from the Deanship, the department's graduate studies coordinator shall forward the dissertation to the committee members. The dissertation defense will not commence until a week after being listed by the Deanship in the electronic portal.
4. The period between the Graduate Studies Council's approval of the formation of the Dissertation Defense Committee and the scheduling of the Defense must not exceed (3) three months. This period is counted within the regular duration for obtaining the degree excluding the summer vacation.
5. The primary supervisor shall complete the Defense Scheduling form, which, upon approval by the Head of the department/program, shall be forwarded to the Dean of the College.
6. The department/program shall announce the date of the defense at least one week in advance at designated locations within the department/program and the college, and through other communication channels, and notify the Deanship.
7. Defense of dissertations shall be open to the public and conducted in person. Exceptions for private defenses may be made if necessary. Remote participation in the defense is permitted for committee members from universities and institutes outside the Kingdom of Saudi Arabia, upon a decision by the college council based on the recommendation of the department/program.
8. The committee's assessment of the dissertation shall be issued immediately following the defense.
9. If at least two-thirds of the members of the Dissertation Defense Committee determine that the dissertation is not valid for defense before the defense is set to take place, a detailed report outlining the justifications and reasons shall be prepared. The report, upon the recommendation of the department/program and college councils, shall be submitted to the Graduate Studies Council or its delegate to consider the deregistration of the student as specified in Article 32, Paragraph 2, Clause D.
10. The defense may not take place or begin if the Dissertation Defense Committee is incomplete. The committee chair must notify the Head of the department/program, who will then request a new date for the defense. The request must be approved by both the head of the department/program and the dean of the college, and the Deanship must be notified.
11. If a member of the Dissertation Defense Committee is unable to participate, an alternative member shall be nominated based on the proposal of the department/program council and the recommendation of the college council, accompanied by justifications for the original committee member's inability to participate. The substitution must be approved by the Graduate Studies Council.

Article 56:

Dissertation Defense Committee for master's and doctoral dissertations and the procedures for administrating the defenses shall be established according to the following:

1. The number of committee members shall be three for master's-level and five for doctoral-level defenses. The student's supervisor and secondary supervisor (if any) shall not constitute a majority of the committee.
2. All committee members shall meet the standard conditions for supervising dissertations, and the majority of the committee shall be from the department/program in which the student is enrolled.

3. The committee shall include at least one professor or associate professor for master's defenses, and at least three professors or associate professors for doctoral defenses.
4. At least one member of the doctoral-level defense committee shall be an external examiner. This member shall not have any current or past affiliations with the University, must not have received a doctorate from it, and must not be employed by the same organization as the student.
5. Committee members shall not have joint scientific publications with the student during the student's master's and doctoral studies, except for the primary supervisor and assistant supervisor (if any).
6. The committee shall make its decisions with the approval of at least two-thirds of its members.

Article 57:

The Dissertation Defense Committee is responsible for preparing a comprehensive report, signed by all members, which is submitted to the Head of the department/program within one week from the date of the defense. The report shall include one of the following recommendations:

1. The dissertation is accepted and granting the degree is recommended, provided the student completes the graduation procedures within three months from the date of the defense.
2. The dissertation is accepted with minor corrections to be made without a subsequent defense. The dissertation supervisor shall verify that the corrections are made within (3) three months from the date of defense. The college council may extend this period up to (6) six months for corrections and the completion of graduation procedures.
3. The dissertation is to be resubmitted after major corrections are made. The original Dissertation Defense Committee, unless reconstituted, shall reconvene for another defense within a timeframe set by the college council, based on the department/program council's recommendation, not exceeding one year from the initial defense date.
4. The dissertation is rejected.

Each member of the Dissertation Defense Committee has the right to submit a separate report detailing any dissenting opinions or reservations to the head of the department/program within one week from the date of the defense, which shall be forwarded to the dean of the college along with the main Dissertation Defense Committee report.

Article 58:

First: An external supervisor for a master's dissertation shall receive a lump sum of five thousand riyals (5000 SAR). An external supervisor for a doctoral dissertation from outside the University shall receive a lump sum of seven thousand riyals (7000 SAR).

Second: It is permissible, if deemed necessary, for university supervisors to conduct meetings with students supervised at other universities. Such engagements require the approval of the Graduate Studies Council and are contingent upon a request from the university where the student is enrolled. The following apply to the University supervisor for both master's and doctoral dissertations:

a) The supervisor may not exceed two visits per academic year to each foreign university where they supervise student dissertations.

b) The number of foreign universities to which a supervisor is assigned shall not exceed two in each academic year.

c) The University shall not bear any expenses for the faculty member.

Article 59:

First: A lump sum of one thousand riyals (1000 SAR) shall be paid for participating in the defense of a master's dissertation, and one thousand five hundred riyals (1,500 SAR) for a doctoral dissertation defense.

Second: If the examiner is not a faculty member at the University or is invited from outside, they shall receive one thousand five hundred riyals (1,500 SAR) for examining a master's dissertation, and two thousand riyals (2,000 SAR) for examining a doctoral dissertation. The remuneration increases to three thousand riyals (3,000 SAR) if the examiner is from an institution outside the Kingdom of Saudi Arabia.

Third: If the external examiner travels from within the Kingdom, outside the city where the University is located, an additional one thousand five hundred riyals (1,500 SAR) is provided. If the examiner travels from outside the Kingdom, an additional compensation of three thousand riyals (3,000 SAR) is awarded to cover visa, travel, and subsistence expenses.

Administrative Procedures for Proposal, Thesis, and Project Approvals

1. Proposal Development, Procedure, and Approval Workflow

The approval process for translation research proposals is meticulously structured to guarantee academic rigor, linguistic precision, and compliance with the unified regulations governing graduate studies at Saudi universities and its KSU executive rules.

Step 1: Track Selection, Topic Identification, and Supervisor Allocation

- **Track & Topic Selection:** During the second semester, an orientation session introduces students to the Thesis (600 TRAJ) and Non-Thesis (599 TRAJ) tracks. Students electing the Thesis Track select their research domain (e.g., applied translation studies, audiovisual translation, or machine translation) and consult the program's supervisor directory (Appendix J) to identify prospective mentors. A comprehensive directory of completed theses is provided in Appendix K.

- **Supervisor Mentorship Benchmarks:** Assigned faculty must meet institutional quality standards under Article 46, requiring at least two peer-reviewed publications in specialized linguistic or translation journals.

Step 2: Proposal Drafting, Quality Verification, and Ethics Clearances

During the third semester (598 TRAJ – Thesis Proposal Preparation), proposals undergo iterative drafting:

- **Scope & Structural Compliance:** Comprehensive details regarding proposal requirements are provided in appendix A. Final manuscripts are expected to target an overall scope of 2,500 words.

- **Ethical Clearances & Declarations:** Research involving human participants requires formal approval from the Standing Subcommittee for Research Ethics in Humanities and Social Sciences. Studies utilizing open-access public data require a signed waiver declaring data integrity and the absence of human/animal subjects (Appendix B).

- **Internal Reading & Departmental Review:** By Week 7, the draft proposal is evaluated by two preliminary readers nominated by the supervisor. Evaluations are conducted against specific criteria (Appendix C). Upon revision, the proposal is submitted to the Department Graduate Studies Committee, which appoints two independent reviewers to assess structural components, feasibility, and title translation accuracy. Compliance is assessed using structured criteria to ensure all recommended modifications have been fully addressed (Appendix D).

Step 3: Administrative Routing and Institutional Approval

- **Committee Endorsement:** Upon successful adjustments, the Graduate Studies Committee drafts an official recommendation letter detailing administrative metadata and supervisor/reviewer designations (Appendix E).
- **Digital Routing & Joint Undertaking:** The finalized proposal is uploaded to the KSU Portal (Research Proposal Approval Portal) alongside the signed Joint Undertaking / Pledge Form, establishing a legally binding agreement between the student and supervisor.
- **Council Ratification:** The proposal is formally deliberated and voted upon by the Department Council, followed by successive endorsements from the College Council and the Deanship of Graduate Studies, culminating in official registration. The Deanship approval is issued and is available for students on the KSU portal.

2. Thesis Administration, Supervision, and Defense Workflow

Following the official registration of the thesis (600 TRAJ), the program enforces continuous tracking, quality verification, and examination protocols.

Step 1: Supervisory Monitoring and Progress Reporting

- **Writing Guidelines:** Students should adhere to the translation thesis requirements set out in Appendix G. Final manuscripts are expected to target an overall scope of 15,000 words.
- **Supervisory Meetings:** Regular consultations take place on a weekly or monthly schedule depending on the research phase.
- **Progress Documentation:** Monthly progress reports documenting student meetings with the supervisor are submitted to the Departmental Graduate Studies Committee (Appendix F), and cumulative end-of-semester progress reports are lodged with the Deanship of Graduate Studies to verify academic standing.
- **Residency Limits:** Writing is typically completed within 1–2 semesters, subject to the university's maximum residency cap of eight (8) semesters.

Step 2: Completion Declaration and Plagiarism Verification

- **Supervisor Endorsement:** Upon thesis completion, the supervisor submits a formal endorsement letter confirming readiness for defense.
- **Similarity Index Compliance:** The manuscript must be processed through KSU's approved plagiarism detection software (i.e., KSU SafeAssign, LMS) to generate an Originality Report confirming text similarity does not exceed the mandatory **30% threshold**.
- **Defense Request Pledge:** The student and supervisor sign the Pledge Form for Requesting the Formation of a Defense Committee, certifying data integrity, formatting compliance, and adherence to scientific honesty.

Step 3: Defense Committee Formation and Viva Voce

- **Examiner Selection Framework:** In accordance with Articles 46 and 56, the Graduate Studies Committee selects defense examiners based on micro-specialization alignment, academic rank, and publication records (requiring Assistant Professors to have ≥ 2 peer-reviewed papers).
- **Digital Submission & Council Endorsements:** The manuscript, originality report, and signed pledge are uploaded to the KSU Thesis Discussion Portal by the supervisor. The panel requires approval from both Department and College Councils before receiving final endorsement from the Deanship.

- **Public Defense:** The viva voce is conducted publicly in person (with remote participation allowed for international examiners pursuant to Article 55).

Step 4: Internal Examiners & Protocol Guidelines

- **Criteria Adherence:** Examiners evaluate the thesis against some assessment criteria and program guidelines (Appendix G; Appendix H).
- **Standard of Conduct:** Defense sessions must align with international standards and protocols.
- **Session Structure:** The defense begins with an introduction by the supervisor, followed by a candidate presentation of up to 10 minutes.
- **Examination Focus:** Internal examiners are allocated up to 30 and 45 minutes to conduct a rigorous Q&A session. This questioning must focus on methodology, analysis, and core academic validity, while refraining from lecturing or discussing minor typographical errors.

Step 5: Scheduling the Viva

1. **Approval:** Upon KSU portal approval of the committee formation found in the KSU Thesis Discussion Portal, the supervisor sets the viva date. The supervisor must then fill out and submit the official form to the Deanship, providing a copy to the Program Coordinator.
2. **Scheduling:** The supervisor schedules the viva date, which must be set at least one week after the Deanship's approval.
3. **Required Approvals:** The form must be formally endorsed by:
    a. The Head of the Academic Department
    b. The Vice Dean for Graduate Studies and Scientific Research
4. **Distribution of Thesis:** Following the approval of the Deanship of Graduate Studies, the Defense Committee Head sends copies of the thesis to all committee members.
5. **Public Announcement:** The department publicly announces the defense date, time, and location across official department/college boards and digital channels.

6. Attendance, Absences, & Member Replacements

a. **Mandatory Full Attendance:** The defense session **cannot begin or take place** if any member of the committee is absent.
b. **Procedure for Unforeseen Absence:**

- If a member is absent, the Committee Chair notifies the Department Head to reschedule.
- A new scheduling request must be submitted, accompanied by written justifications for the absence, and approved by the Department Head and College Dean.

c. **Member Replacement:** If a committee member officially withdraws or excuses themselves from the committee, a replacement member is nominated by the Department Council and approved by the College Council, supported by written grounds for the replacement.

Step 6: Post-Defense Procedures & Thesis Approval

1. Deliberation & Final Decision

Immediately following the public defense, the Defense Committee convenes in a **closed (private) session** to deliberate. The committee completes the official **Defense Report**, documenting their final verdict and findings regarding the thesis.

2. Notification of Results

Upon concluding deliberations, the student is formally notified of the defense outcome using the standard Thesis Defense Report Form.

3. Submission of the Defense Report

1. The primary supervisor uploads and saves the completed Defense Report via their personal account on the **University Thesis Approval Portal**.
2. The supervisor officially submits the report to the Department Head by clicking the approval icon.
3. If the committee's verdict requires minor/major modifications, the Department Head delegates the authority to supervise and approve these revisions to the Committee Rapporteur upon receiving the report.

4. Thesis Modifications & Initial Approval

1. **Timeframe:** The student must complete all required modifications and graduation requirements within a **maximum period of three (3) months**.
2. **Verification:** The primary supervisor verifies that all necessary corrections have been properly addressed.
3. **Approval Form:** The student prepares the **Thesis Approval Form** according to the department's guidelines. The supervisor and committee members sign the form once all changes are verified.

5. Final Approval of Modifications

Once all required revisions are complete, the supervisor reviews the **Modification Acceptance Letter** available on the portal and forwards it to the Department Head for final endorsement.

6. Graduation Clearance

The student completes the remaining administrative procedures outlined in the E-Graduation Procedures Guide for Graduate Students.

7. Submission to the Scientific Production Repository

- **Applicability:** *This step applies also to students submitting paper copies of their thesis due to enrollment interruption or changes in committee composition.*
- The student uploads the final thesis to the KSU Scientific Production Repository and attaches the signed **Thesis Endorsement Form**.

3. Translation Project Administration, Supervision, and Evaluation (Non-Thesis Track)

For students enrolled in the Non-Thesis Track and undertaking the Translation Project Course (599 TRAJ), project administration strictly adheres to Article 43 of the KSU Graduate Studies Regulations.

Step 1: Course Registration and Grading Framework

Under Article 43, academic progress for the graduation project course is governed by a specific grading mechanism:

- **Initial Term:** If requirements are not completed during the first semester, an **Incomplete (M)** grade is assigned, requiring re-registration.
- **Second Term:** If requirements remain unmet in the subsequent term, an **In Progress (L)** grade is recorded, granting an extension without re-registration.
- **Unfulfilled Extensions:** If criteria are still unfulfilled following the extension, a **Fail (H)** grade is officially recorded, subject to formal recommendations by the Department and College Councils. Students are permitted a maximum of two formal extensions under Article 43.

Step 2: Project Tracks, Source Text Approval, and Mentorship

- **Supervision:** Projects are directly supervised by expert translation faculty.
- **Track Guidelines & Text Verification:** Students select a specialized project track (e.g., a comparative translation analysis or translation with critical commentary or a research paper) in accordance with the 599 TRAJ guidelines (Appendix I). Tracks requiring source text evaluation necessitate formal verification and approval via email from the Program Coordinator at postgradtranslation@ksu.edu.sa.

Step 3: Standardized Evaluation and Outcomes

- **Rubric-Based Assessment:** Project submissions are evaluated using dedicated, track-specific evaluation matrices (Appendix L) to maintain standardized academic grading.
- **Research Dissemination:** Demonstrating high academic standards, exceptional project outcomes are frequently adapted and published by students in refereed, peer-reviewed journals. A comprehensive directory of completed research projects is provided in Appendix K.

Formatting Guidelines

Throughout the writing process, students and supervisors must strictly adhere to the standards outlined in *The General Framework for Writing Master's Theses and Doctoral Dissertations* and *its Formatting Guidelines* issued by the Deanship of Graduate Studies. Further, students are required to strictly adhere to the writing manuals established by the Program and its templates (Appendix M).

Regulations Governing the Supervision of University Theses

The following Articles are outlined in the Regulations Governing the Supervision of University Theses.

Article 1: Definition of the Academic Advisor

Role: A faculty member (Professor, Associate Professor, or Assistant Professor) appointed by the department upon the student's admission.

Duration: The academic advisory role continues until the student's research proposal (plan) is officially approved.

Article 2: Duties of the Academic Advisor

- Maintains continuous contact with the student, providing guidance during early academic stages.
- Helps the student define a thesis topic aligned with their interests and department goals.
- Assists in proposal preparation, identifying required skill sets or coursework, and submits quarterly academic progress reports.
- Note: The advisor may later serve as the main thesis supervisor if the topic falls within their specialty.

Article 3: Definition of the Main Supervisor

- Defines the primary supervisor for Master's or Doctoral theses.
- Qualifications: Must be a Professor or Associate Professor at KSU. Assistant Professors may supervise Master's theses if they have held the rank for at least 2 years, published at least 2 peer-reviewed papers, and received university approval.
- External experts with distinguished research qualifications may also serve as supervisors per university graduate regulations.

Article 4: Duties of the Main Supervisor

- Ensures research quality, originality, and alignment with the student's program and specialty.
- Holds regular meetings with the student (at least once every 3 weeks) and provides constructive, timely feedback.
- Submits quarterly progress reports to the Deanship of Graduate Studies and helps the student find research funding.
- Enforces research ethics, scientific safety, and intellectual property compliance.
- Handles thesis defense setup: reviews final drafts, requests defense committee formation, ensures defense occurs within 3 months of approval, and tracks post-defense edits (completed within 3 months).

Article 5: Definition of the Co-Supervisor / Assistant Supervisor

A faculty member appointed upon department council recommendation to assist in supervision (up to two co-supervisors per thesis) when the interdisciplinary nature of the research requires extra expertise.

Article 6: Duties of the Co-Supervisor

- Specific responsibilities are determined upon supervision committee formation based on specialized contributions.
- Actively tracks student progress in close coordination with the primary supervisor.

Article 7: Duties of the Graduate Student

- Understands all academic regulations, follows the research timeline, and meets regularly with supervisors.
- Upholds high standards of research ethics, safety, integrity, and confidentiality (especially for human-subject research).
- Credits KSU, supervisors, funding bodies, and contributors in all research publications and presentations.
- Participates in departmental scientific activities and gives quarterly progress presentations to peers and faculty.

Article 8: Supervision Regulations & Dispute Resolution

- Timelines: The department must assign an academic advisor from start, and appoint a main supervisor within 1 semester (PhD) or 2 semesters (Master's) after completing at least 50% of coursework with a GPA of at least "Very Good."

- Dispute Handling: The Deanship of Graduate Studies is the final authority for unresolved student-supervisor conflicts.
- Breach Procedures: Written warnings are issued for student non-compliance. If a supervisor neglects duties, the student can submit a written grievance. The department council may recommend changing the supervision committee once if issues remain unresolved.

Article 9: Thesis Writing Standards

- Expectations: A PhD thesis must provide an original and novel contribution; a Master's thesis must offer in-depth, publishable research.
- Required Components: Accurate title, introduction (with hypotheses/plan), comprehensive literature review, methodology, main chapters/experimental studies, discussion of results, conclusion/future work, reference list, and appendices.

Article 10: Intellectual Property Rights

- Ownership: Thesis rights (including patents, software, data, and library deposit rights) belong to KSU upon defense completion, unless specified otherwise by contract.
- Publication Rules: Published works derived from the thesis must cite KSU affiliation and credit both the student and supervisor/committee as authors. Prior agreement/contract determines author ordering.

Article 11: Scientific Research Ethics

- Strictly prohibits all academic dishonesty (plagiarism, data falsification, unauthorized use of work, or failure to properly cite sources).
- Penalties: Ethics violations reported by supervisors will be investigated by the Deanship and may lead to academic dismissal or degree revocation.

Regulations and Guidelines for Scientific Integrity and Publication Ethics

The National Plan for Science, Technology and Innovation (NPST) at King Saud University (KSU) outlines the foundational regulations and *Guidelines for Scientific Integrity and Publication Ethics.*

1. Integrity in Authorship & Attribution

- Proper Co-Authorship: All individuals involved in a research project must be acknowledged. Authorship credit must reflect actual scientific contributions.
- Order of Authors: Names must be listed according to the degree of contribution. If contributions are equal, listing should be alphabetical unless mutually agreed upon otherwise.
- No Omission or Ghost Authorship: Omitting contributor names or adding non-contributing individuals ("gift" or "honorary" authorship) is strictly prohibited.

2. Transparency & Data Integrity

- Honest Presentation: Research results must be presented transparently and honestly without altering, concealing, or falsifying findings (including negative results).

- Avoidance of Deception: Researchers must refrain from intentional scientific deception, such as treating minor/incidental results as primary outcomes.
- Originality & Plagiarism: Direct copying, improper paraphrasing, or presenting others' intellectual work without proper citation (plagiarism) is forbidden.

3. Responsible Citation Practices

- Excessive/Artificial Citations: Researchers must refrain from inflated, artificial, or irrelevant citations meant only to project an exaggerated breadth of knowledge.
- Accurate Source Use: Citations must directly correspond to references actually reviewed and utilized during the study.

4. Peer Review & Evaluation Ethics

- Confidentiality & Objectivity: Peer reviewers and evaluators must handle research manuscripts with complete confidentiality and objective scrutiny.
- Conflicts of Interest: Reviewers must decline participation if there is any financial, personal, or institutional conflict of interest with the authors or funding entities.

5. Subject Rights & Biological Research Ethics

- Compliance with Regulations: All research involving human, animal, or plant subjects must strictly adhere to national executive bylaws and international principles governing the ethics of living creatures.
- Human Dignity & Safety: Research that degrades human dignity, violates ethical/cultural principles, or harms public health and the environment is strictly prohibited.

6. Disclosures & Institutional Compliance

- Funding & Support: Authors are required to declare all sources of financial and institutional support.
- Institutional Alignment: Researchers must adhere to guidelines set by KSU, NPST, and national research policies, ensuring proper permission and technology/knowledge transfer standards.

King Saud University's Generative AI Guidelines (March 2025)

The following guidelines are outlined in King Saud University's Generative AI Guidelines.

1. Core Principles Applied to Research & Supervision

- Academic Integrity & Ownership: Content generated by AI cannot be claimed as original intellectual work. In research and thesis preparation, submitting undisclosed AI text or data is treated as scientific misconduct / academic dishonesty.
- Data Security & Confidentiality: Researchers, supervisors, and graduate students are strictly prohibited from uploading confidential, unpublished research data, proprietary findings, or sensitive university records into public AI models without formal university authorization.
- Human Agency: AI tools must serve solely as supportive tools for literature review or analysis—never as a substitute for critical scientific analysis, domain expertise, or original researcher contribution.

2. Research Guidelines for Researchers & Graduate Students

- Mandatory Disclosure: Researchers and graduate students must explicitly disclose any use of Generative AI tools in research proposals, theses, dissertations, or published papers, detailing how and where the tools were used.
- Data Integrity & Verification:
    - AI must never be used to fabricate, alter, or falsify research data or scientific citations.
    - All references and data outputs generated with AI assistance must be independently cross-checked against peer-reviewed, authoritative scientific databases.
- Bias Awareness: Researchers must evaluate AI outputs for potential algorithmic or training-data biases before incorporating them into scientific findings.

3. Supervision Guidelines for Faculty & Research Advisors

- Clear Policy Specification: Supervisors must establish clear, upfront rules regarding whether and how AI tools may be used in graduate research (theses, dissertations, lab reports, and research projects).
- Guiding Ethical Use: Supervisors are responsible for training and directing student researchers on:
    - Responsible disclosure methods for AI usage.
    - Best practices for cross-verifying AI-generated information against peer-reviewed literature.
- Vetting Content: Before adopting AI-assisted methodologies or incorporating AI-generated insights into research publications or teaching, faculty must thoroughly review and validate the accuracy and credibility of the material.
- Protecting Peer Review & Evaluation: Supervisors and reviewers must maintain strict confidentiality; unreleased research drafts or student theses must not be fed into public AI platforms for automated evaluation or proofreading unless certified secure by KSU.

Appendices

Appendix A

Master's Thesis Proposal: Guidelines

For this course, you are expected to conduct a fully developed master's thesis proposal. The objective is to demonstrate a complete understanding of the topic on which your research is focused, the requirements of a research study, including its components and procedures, and to obtain requisite experience in the writing of a research proposal.

To achieve the purpose of this proposal, you first have to develop a research problem by doing preliminary research, then you need to follow the research guidelines to outline your ideas and plans—all of which will help you to lay out a strong foundation for your research project. You need to convince the committee that your research proposal is promising as 'a worthwhile research project', and you are, in fact, properly prepared to undertake your proposed work.

It is due on XXXXXXXX.

The proposal should meet the following criteria:

- **Word count:** 2500 words (10% above or below this word limit is acceptable).
- **Font & Spacing:** 12-point font Times New Roman / double-spaced.
- **References:** a minimum of 10 sources should be used. This can include a variety of sources such as empirical articles, books, and book chapters.
- **Citation:** the paper must follow American Psychological Association (APA 'latest edition') documentation (in-text and end-of text citations).

The format of a research proposal varies depending on the requirements of the evaluation committee in your institution. For this proposal, the following format will be adopted:

i. Title Page (should contain the [a] title of the proposal, [b] name and student number, [c] institutional affiliation, and [d] supervisor's name)

ii. Table of Contents

iii. List of Abbreviations (if any)

1. Introduction
    a. Problem statement
    b. Research questions
2. Literature review
3. Methodology
    a. Sample

b. Data collection
c. Data analysis
d. Ethical considerations

4. A timeline of the proposed thesis work
5. Working Bibliography

Guidelines:

Introduction

An introduction provides an obvious summary of the proposed research project. It should be written in a way that arouses the reader's attention and desire to know more about the proposal. The introduction should discuss briefly what has been conducted before to address the research problem and clarify how you expect to solve such a problem. It also clearly states the necessity of the proposed study and its research question (or an overarching research question with specific questions).

Subheadings may be included in this section:

- **Problem statement**
- **Research questions**

The research question must be focused, specific, and complex enough to develop your answer.

Literature Review

It is crucial to design the literature review section intelligently to help the reader understand the argument of your research in relation to that of others' and simultaneously show that your research is original. This involves an analysis and critical evaluation of recent practical and theoretical work relating to the research problem.

Although you have already described the research problem concisely in the introduction, you need to discuss the details of that problem. Particularly, you have to clarify what has not been answered sufficiently in previous research (i.e., a research gap) and how your proposed research will add to knowledge and practice in that area. The development of review should move from the broader to the more focused research.

Methodology

This section describes how you will conduct your study. You must convince the reader that the overall research design and analysis methods are feasible to address the research question. The components of this section include the following:

- **Sample:** Provide a brief description of the sample (i.e., people or objects, e.g., texts) for your study. The type and number of the subjects should be carefully considered. Discuss briefly the sample with reference to your research question and to your research design. Clarify how you will reach them.
- **Data collection:** Discuss your research approach (i.e., quantitative, qualitative, or mixed methods) and the kind of research design you will use to conduct your study (i.e., descriptive, experimental, correlational, ethnographic, grounded theory, etc.). You are expected to provide a detailed description of how you will collect the data for your study. Make sure that your data collection methods are evidently consistent with your research problem.

- **Data analysis:** You are expected to explain how you will analyse the data to be collected (through statistical analysis, thematic analysis, etc.). Any statistical tests or software to be used for analyzing the data should be clearly stated.
- **Ethical considerations:** Discuss briefly how your proposal will meet the rules and regulations of high-quality scientific practice (see the KSU's research ethics policy for more details). It is highly recommended that you obtain the Research Ethics Committee's approval when you are about to finish writing your proposal. https://dsrs.ksu.edu.sa/ar/node/3144

Thesis timeline

A timeline basically reveals an estimate and plan for completing your thesis. Such a timeline is important so that you and your supervisor can track what stage you are at.

Working Bibliography

In this section, adhering to APA style, you must cite all the references you have used to write your proposal to avoid **plagiarism.** You can also list all possible sources (books, articles, etc.) that you might use for gathering information and writing your research.

Appendix B

Ethical Declaration

The author declares that this research does not involve human participants, animal subjects, or the collection of identifiable private information. The study is based entirely on the analysis of **open-access data,** available in the public domain. As the data is publicly accessible and the research involves no direct intervention or interaction with individuals, it falls outside the scope of "human subjects research." Consequently, formal ethical approval and informed consent from the Standing Subcommittee for Research Ethics in Humanities and Social Sciences at King Saud University were not required. The research was conducted in accordance with the ethical standards of data integrity and scholarly attribution.

إقرار

يقر الباحث بأن هذا البحث لا يتضمن مشاركين من البشر، أو تجارب على الحيوانات، أو جمعاً لمعلومات خاصة محددة للهوية. تعتمد الدراسة بشكل كامل على تحليل **بيانات** متاحة. ونظراً لأن البيانات متاحة للعموم، ولأن البحث لا يتضمن أي تفاعل مباشر مع الأفراد، فإنه يقع خارج نطاق "الأبحاث القائمة على العنصر البشري". وبناءً عليه، لم يتطلب البحث موافقة أخلاقية رسمية أو موافقة مستنيرة من **اللجنة الفرعية الدائمة لأخلاقيات البحوث الإنسانية والاجتماعية** بجامعة الملك سعود. كما أُجري البحث وفقاً للمعايير الأخلاقية المتعلقة بالنزاهة البحثية والأمانة العلمية في الإشارة والاقتباس.

عنوان الرسالة

اسم الطالب (الباحث): (الرقم الجامعي)

اسم المشرف: د.

توقيع الطالب:

Appendix C

REVIEWER'S EVALUATION SHEET

Thesis Proposal

Student:

Proposed title:

Section	Description	Yes	Partly	No	Comment
Relevance & Focus	Topic aligns with program goals and field specialization.				
	Title clearly reflects the content and scope of the study with precise translation into Arabic.				
	Introduction provides clear context and background.				
Significance & Rationale	Study shows significance and contribution to the field.				
	Rationale demonstrates originality and critical understanding.				
	Objectives and knowledge gap are clearly identified.				
Literature Review	Review is current, relevant, and critically presented.				
Methodology	Research questions align with objectives.				
	Methods, instruments, and procedures are appropriate.				
	Data size, collection, and analysis are suitable and feasible.				
Writing & Presentation	Proposal is coherent, well-organized, and free of language errors.				
	APA style is followed consistently.				
	References are accurate and properly formatted.				
	Proposed timeline for thesis completion is realistic, detailed, and comprehensive.				
	Length of proposal is appropriate (approx. 6000-8000 words, excluding tables, references and appendices)				

Reviewer: **Date:**

*Please indicate your decision on the following page.

REVIEWER'S DECISION: ***( )***

(Please write the number given in parentheses below to indicate your final decision. Further comments can be included below)

Decision	Description
(1) Accept as it stands	Minor changes may be suggested.
(2) Accept (Submission with Minor Revisions)	Student must address the comments or suggestions. The Committee will not review the revised proposal. The advisor will make sure that necessary revisions have been made.
(3) Accept (Submission with Major Revisions)	Student must address the comments or suggestions. The Committee will review the revised proposal to make sure that necessary revisions have been made. The student need not present the revised proposal.
(4) Decline	The proposal is not acceptable. The student will resubmit and present a new proposal.

COMMENTS:

Appendix D

معايير تحكيم لجنة الدراسات العليا للخطة البحثية

معايير التقييم	متوافق	غير متوافق (ملاحظات)
1. توافق موضوع ومحتوى الخطة مع القيم المجتمعية والأنظمة واللوائح المعمول بها.		
2. وضوح صياغة العنوان والمشكلة البحثية وأهداف الدراسة.		
3. مناسبة الموضوع لتخصص القسم وأهداف البرنامج.		
4. شمولية مراجعة الأدبيات وإبراز الفجوة البحثية.		
5. سلامة الإطار النظري وتماسك المنهجية البحثية.		
6. وضوح أدوات جمع البيانات وخطة التحليل.		
7. وجود خطة زمنية واضحة وقابلة للتنفيذ.		
8. جودة اللغة والأسلوب الأكاديمي.		
9. أصالة الموضوع وجدواه العلمية والتطبيقية.		
10. وجودة صفحة العنوان العربية ودقة ترجمة العنوان		
11. العمل بملاحظات المحكمين المتخصصين في مرحلة التحكيم الاولي		
12. وجود تصور مقترح لفصول الرسالة		

Appendix E

توصية لجنة الدراسات العليا بشأن طلب اعتماد مقترح خطة بحثية

رقم الطلب الإلكتروني	
اسم الطالب/الطالبة	
الرقم الجامعى	
البرنامج	
اسم المشرف	
أسماء المحكمين	

سعادة رئيس قسم اللغة الإنجليزية سلمه الله
السلام عليكم ورحمة الله وبركاته

أوصت لجنة الدراسات العليا بالموافقة على طلب اعتماد الخطة البحثية وفق البيانات أعلاه، وذلك بعد استيفائها التعديلات المطلوبة من المحكمين واللجنة.

للتوجيه بما يلزم وتقبلوا خالص التحية.

مقرر لجنة الدراسات العليا

Appendix F

MA Supervision Record

University regulations require Supervisors to maintain regular contact with research students during both the initial period of research and whilst students are writing up. A Supervision Record must be completed for each formal supervision session, which will occur **at least once a month.**
(https://graduatestudies.ksu.edu.sa/sites/graduatestudies.ksu.edu.sa/files/imce_images/lqwd_ltnfydhy_llshrf_l_lrsyl_ljmy_lnskh_lnhyy.pdf)

Student Name		
Supervisor Name		
Title of MA thesis		
Date of meeting	Venue:	Meeting number:
Details of work submitted (e.g. Chapter, notes, data, etc.)		
Topics and issues discussed at meeting		
Progress made on actions decided at previous meeting, and summary of any other work undertaken.		
Details of any problems Encountered since last meeting		
Actions to be undertaken by the student before the next meeting		
Actions to be undertaken by the supervisor before the next meeting		
Date of next meeting		
Signature of supervisor		
Signature of student		

INSTRUCTIONS

ONCE THE FORM IS SIGNED AND DATED BY BOTH THE STUDENT AND THE SUPERVISOR, THEN THE SUPERVISOR MUST:

1. **GIVE ONE COPY TO THE STUDENT**
2. **RETAIN ONE COPY FOR THEIR RECORDS**

3- SEND ONE COPY TO THE GRADUATE AFFAIRS COMMITTEE IN THE DEPARTMENT.

Appendix G

Organization of the Thesis

1. Cover page (English) – no page number (Check the attached appendices)

2. Cover page (Arabic) – no page number (Check the attached appendices)

3. Form of the Committee's Approval – (the page where a Roman numeral is used as the page number - (Check the attached appendices.)

4. Abstract (English) – 250 to 300 words (no more than 700 words). Check p. 73 in the APA Writing Guide (7th edition)

5. Arabic Abstract (مستخلص البحث) – no more than 700 words

6. Acknowledgments

7. Table of Contents

8. List of Tables

9. List of Figures

10. List of Abbreviations (if any)

11. List of Symbols Used in Transliteration (if any, e.g., IJMES Transliteration System for Arabic, ALA-LC Romanization System for Arabic, etc.)

Chapter 1: Introduction (the section where an Arabic numeral is used as the page number)

Chapter 2: Literature Review

Chapter 3: Methodology

Chapter 4: Results and Discussion

Chapter 5: Conclusions, Implications, and Suggestions for Further Research

References

المراجع العربية(if any)

Appendices (if any)

Word Count

Contents of the Thesis	Word count: 15,000 words (10% above or below this word limit is acceptable).
Introduction	10%
Review of Literature	25%
Methodology	15%
Results and Discussion	40% (Results: 10%, Discussion: 30%)
Conclusions, implications, and Suggestions for Further Research	10%

Note. Chapter Four can be allocated for results and Chapter 5 for Discussion to have six chapters (The sixth is the Conclusions). This is determined by the purpose of the study.

* For some theses, the percentage for the Review of Literature can be 30%, for the Results 15%, and 20% for the Discussion.

General Guidelines

Each chapter should have an introduction and a conclusion except for the last chapter (i.e., the conclusions chapter). The introduction and the conclusion to each chapter should be included as sub-sections with sub-headings. They should be also included in the Table of Contents.

Follow the APA Writing Style (7th edition).

For the Arabic text, 14-point font Traditional Arabic is used.

Check (الإطار العام لكتابة الرسائل الجامعية
https://graduatestudies.ksu.edu.sa/sites/graduatestudies.ksu.edu.sa/files/imce_images/ltr_lm_lktb_lrsyl_ljmy.pdf) for margin adjustment.

Thesis Chapters

Underlined headings under each outlined chapter below should be included as sub-sections with sub-headings in each chapter. They should be also included in the Table of Contents.

Chapter I: Introduction The introduction describes the research problem and lays out the reasoning behind it.

It includes…

1. General description of the areas of concern

2. Problem Statement:

A persuasive statement of the research problem is usually written in three parts:

a. Part A (The ideal): Describes a desired goal or ideal situation; explains how things should be.

b. Part B (The reality): Describes a condition that prevents the goal, state, or value in Part A from being achieved or realized at this time; explains how the current situation falls short of the goal or the ideal.

c. Part C (The consequences): Identifies the way you propose to improve the current situation and move it closer to the goal or the ideal.

3. Purpose of the Study:

Writing a qualitative purpose of the study

a. Develop your statement as a separate paragraph.

b. Use words such as “purpose,” “intent,” or “objective” to draw attention to this statement as the principal controlling idea in a study.

c. Focus on one idea/phenomenon to be explored or understood.

d. Use action verbs to convey how learning will take place, e.g., “understand,” “develop,” “examine,’’ “discover,” etc.

e. Use neutral words and phrases, such as “exploring the experiences of individuals” rather than the “successful/positive experiences of individuals.”

f. Include words reflecting the strategy of inquiry to be used in data collection, analysis, and the process of research, i.e., whether the study will employ a grounded theory, case study, phenomenological, or narrative approach.

g. Refer to the data in the study.

h. Identify the sites for the research, whether they are programs, classrooms, texts, etc.

4. Significance of the Study

It should determine who benefits from the study and how that specific audience benefits from its findings. The significance of the study could be simply reflected by the following two questions: Why should my study be published? What significant scientific contribution is my study making?

Tips in Writing the Significance of the Study

1. Refer to the Problem Statement. In writing the significance of the study, always refer to the statement of the problem. This way, you can clearly define the contribution of your study. To simplify, your research should answer this question, “What are the benefits or advantages of the study based on the statement of the problem?”

2. Write it from general to particular.

a. Determine the specific contribution of your thesis study to the society as well as to the individual.

b. Write it deductively. Start your significance of the study broadly then narrowing it out to a specific group or person.

c. More importantly, what theoretical/practical reasons are there for wanting to know the answers to your research questions?

5. Research Questions: A research question is the question around which you center your research. It should be:

a. clear: It provides enough specifics that one’s audience can easily understand its purpose without any additional explanation.

b. focused: It is narrow enough that it can be answered thoroughly in the space of the writing task. It is focused on a single problem or issue.

c. researchable: using primary and/or secondary sources

d. feasible to be answered within the timeframe and practical constraints

e. specific enough to answer thoroughly

f. relevant to your field of study and/or society

g. concise: It is expressed in the fewest possible words.

h. complex: It is not answerable with a simple "yes" or "no," but rather requires synthesis and analysis of ideas and sources.

i. arguable: Its potential answers are open to debate rather than accepted facts.

6. Hypotheses of the Study (if any)

This section states the researcher's expectations concerning the relationships between the variables in the research problem. Hypotheses are declarative statements written in the expected or predicted direction (usually an alternate hypothesis). Such hypotheses are called research, scientific, or theoretical hypotheses and are written in the present tense.

7. Delimitations of the Study (optional): It delimits the study in terms of size and area of coverage. This section sets the delimitations and establishes the boundaries of the study. Delimitations are also factors that can restrict the questions you can answer or the inferences you can draw from your findings. However, they are based on intentional choices you make a priori (i.e., as you are designing the study) about where you are going to draw the boundaries of your project. In other words, they define the project's scope.

One of the clearest examples of a delimitation that applies to almost every research project is participant exclusion criteria. In conducting either a quantitative or a qualitative study, you will have to define your population of interest. Defining this population of interest means that you will need to articulate the boundaries of that population (i.e., who is *not* included). Those boundaries are delimitations.

8. Definitions of Terms: (optional) This includes conceptual and/or operational definitions. Each defined term is written as an indented paragraph. Terms are alphabetically arranged.

Chapter 2: Review of Literature. This chapter reviews what has already been written in the field on the topic of the research. It synthesizes and critically analyzes the "VERY RELEVANT LITERATURE." The literature cited should support the theoretical argument being made and demonstrate that the author has a grasp of the major ideas and findings that pertain to his or her topic. Although you have already described the research problem concisely in the introduction, you need to discuss the details of that problem. Particularly, you have to clarify what has not been answered sufficiently in previous research (i.e., a research gap) and how your proposed research will add to knowledge and practice in that area. The development of review should move from the broader to the more focused research.

This section should be more than a listing of studies. Hence, consider, for example, the following.

1. Think of the common thread that holds studies together. Subsections can be included, which are based on objectives.

2. Use transitions to effectively tie one section with another.

3. Incorporate discussion of strengths/weaknesses of methodology in previous studies and which you are building on/hoping to avoid/improve upon in your study.

4. Discuss the theories linking the topic to the available body of knowledge.

5. Cite references properly in all paragraphs using author/year format (APA Writing Style, 7th edition).

6. Rules on paragraphing must be strictly followed. A paragraph should have at least three sentences. It should not be too long (i.e., one page).

7. Include studies on the theoretical, the conceptual, or the operational framework used in the study.

8. Cite studies that are similar to your study in terms of scope. Refer to those whose results will be used in your Discussion.

9. Include recent studies.

Chapter 3: Methodology. The methodology chapter should give sufficient detail about the methodology used that the study could be replicated. Sections in a methodology chapter often include, but are not limited to, the following: participants, sample, instruments, materials, procedure, and data analysis procedure.

Sample: Provide a brief description of the sample (i.e., people or objects, e.g., texts) for your study. The type and number of the subjects should be carefully considered. Discuss briefly the sample with reference to your research question and to your research design. Clarify how you will reach them.

Data collection: Discuss your research approach (i.e., quantitative, qualitative, or mixed methods) and the kind of research design you will use to conduct your study (i.e., experimental, correlational, ethnographic, grounded theory, etc.). You are expected to provide a detailed description of how you will collect the data for your study. Make sure that your data collection methods are evidently consistent with your research problem.

Data analysis: You are expected to explain how you will analyse the data to be collected (through statistical analysis, discourse analysis, thematic analysis, etc.). Any statistical tests or software to be used for analyzing the data should be clearly stated. The researcher may state how reliability is achieved for data analysis.

Ethical considerations: Discuss briefly how your thesis will meet the rules and regulations of high-quality scientific practice (see the KSU's research ethics policy for more details). Obtaining a consent from the Scientific Committee for Research Practice is essential if one wants to conduct their study on a group of people (i.e., distributing questionnaires, observing and interviewing people, having experiments, etc.). The researcher needs to contact the Committee via email and send their data collection tool stamped from the Department and signed by the supervisor. Check their websites for further information (https://dsrs.ksu.edu.sa/ar/node/3251 / https://dsrs.ksu.edu.sa/ar/node/3144)

Chapter Four: Results & Discussion (APA Writing Guide, p. 99): In this chapter, results are interpreted in light of the research questions and discussed in conjunction with other literature.

1. Present research findings in a way that is compatible with the study design.

2. Organize data into tables and figures

a. Each table or figure must be referenced in the text.

b. Tables and figures should include complete information, so that they can be understood without reference to the text.

c. Place tables and figures as soon after their first mention in the text as is possible.

For the discussion, consider the following.

1. Summarize your findings in written text without using any numerical data.

2. Begin by discussing your findings in relation to the theoretical framework introduced in the literature review.

a. Point out consistencies and inconsistencies with results of those studies reported in the literature cited.

b. Did your findings provide support or differ from extant theoretical positions?

c. It is appropriate to speculate on the meaning of the results.

d. Describe the central contributions and the significance of your findings.

e. Reflect on any alternative explanations of the findings.

f. In academic writing, it is prudent to be cautious in one's statements so as to distinguish between facts and claims. This is commonly known as "hedging." Hedging is the use of linguistic devices to express hesitation or uncertainty (e.g., may, possibly, assume, etc.) as well as to demonstrate politeness and indirectness.

Chapter Five: Conclusions, implications, and Suggestions for Further Research

1. Conclusions

This section includes a brief summary of the entire thesis in a few pages.

2. Implications

In this section, explain how your findings may be important for policy, practice, or theory.

3. Limitations (optional)

A limitation is a weakness that potentially limits the internal or external validity of the results, such as using a sample with a particular characteristic such as *all males.* Most limitations should have been considered when the study was conceptualized. Therefore, limitations in this section are those that were largely outside the control of the researcher. Often limitations include a statement of the generalizability of the results, controls that may be impossible to meet, etc. For example, if you must use intact groups rather than random assignment, how might this affect the interpretation of your results?

What is the difference between limitations and delimitations?

Acknowledging weaknesses (limitations) vs. defining boundaries (delimitations). These concepts are easy to get confused because both limitations and delimitations restrict (or limit) the questions you will be able to answer with your study, most notably in terms of generalizability. However, the biggest difference between limitations and delimitations is the degree of control you have over them. That is, how much they are based on conscious, intentional choices you made in designing your study. Limitations …

1. occur in all types of research and

2. are, for the most part, outside the researcher's control (given practical constraints, such as time, funding, and access to the population in question).

3. are threats to the study's internal or external validity.

Limitations may include things such as …

1. participant drop-out,

2. a sample that is not entirely representative of the desired population,

3. violations to the assumptions of parametric analysis (e.g., normality, homogeneity of variance),

4. the limits of self-report,

5. the absence of reliability and validity of data for some of your survey measures.

Note. Some limitations are inherent to your research design itself.

4. Suggestions for Further Research

In this section, the researcher may suggest future research to address unanswered aspects of the research problem.

References

1. They should be alphabetically arranged.

2. All the references cited in the text must be included in this section.

Appendices

This may include verbatim instructions to participants; original scales or questionnaires, and raw data; statistical calculations; and instrument used.

For thesis binding, check pp. 13-16 (الإطار العام لكتابة الرسائل الجامعية).

Appendix H

Year:	Semester:		Course Code: TRAJ 600		Approved by:
Course Instructor (examiner):			Course Title: Thesis		
Student's Name:			Student's ID:		Section Number:
					Serial Number:

					Learning Outcomes							
ILO Code	ILO 1.1	ILO 1.2	ILO 1.3	ILO 1.4	ILO 2.1	ILO2.2	ILO2.3	ILO2.4	ILO3.1	ILO 3.2	ILO 3.**3**	**Total**
Total Score	10%	10%	10%	5%	15%	5%	10%	15%	5%	10%	5%	100
Stu. Score												

Item	Item Score	Student's Score	Comments
Title			
Does the research title describe the research objective?	.5		
Is the title concise? Between 10 and 14 words	.5		
Total	1		
Abstract			
Does the abstract include all the elements (i.e., introduction, problem statement, purpose of the study, research approach or methods, results, conclusion, implications, etc.)?	2		
Does the researcher include an Arabic abstract?	1		
Does the researcher include an Arabic cover page?	1		
Total	4		
Introduction			
Did the researcher introduce the topic?	1		
Did the researcher give necessary background and context?	1		
Did the researcher include a problem statement?	2		
Is the researcher's argument clear? The "so what" part	2		
Does the thesis have a well-defined contribution?	2		
Is the research objective (or question) clearly stated?	2		
Does the thesis include a 'road map' (i.e., structure of the paper?	1		
Total	11		

Review of Literature			
Are the reviewed studies recent?	2		
Are the studies relevant to the current study?	5		
Did the researcher sufficiently summarize previous studies?	5		
Did the researcher synthesize previous studies?	3		
Does the review include any theoretical or conceptual framework?	3		
Are the reviewed studies logically connected and organized?	2		
Total	20		
Methodology			
Does the methodology section give sufficient details about the methodology?	3		
Does the researcher justify their choice?	3		
Is the research approach given?	3		
Is the sampling method given in the paper?	2		
Did the researcher explain how they have collected data?	3		
Is the data analysis procedure suitable for the research question and the collected data?	3		
Is reliability for data analysis achieved?	2		
Did the researcher consider any ethical practice and follow KSU's research ethics policy? If any	2		
Does the thesis show any depth of analysis?	2		
Total	23		
Results			
Does the researcher include tables or figures?	2		
Do tables and figures have descriptive legends?	1		
Does the researcher refer to the tables and figures? If any	1		
Does the researcher sufficiently summarize the results?	3		
Does the researcher present results in a logical manner?	1		
Does the researcher give enough examples of data? If any	2		
Total	10		
Discussion			
Did the researcher state major findings in the first paragraph?	2		
Did the researcher link such findings directly to the postulated hypotheses or research questions?	2		
Did the researcher explain how she had obtained such findings?	2		

Did the researcher explain and justify any unexpected patterns or trends in the data?	2		
Did the researcher compare the obtained results with those of previous studies (i.e., reviewed literature)?	2		
Did the researcher explain why her results agree or disagree with past work?	2		
Did the researcher discuss how her work fills gaps in current knowledge?	1		
Why do the obtained results matter? The 'SO What' component	2		
Total	15		
Conclusion & Suggestions for Further Research			
Did the researcher restate the research problem?	1		
Did the researcher summarize key findings?	1		
Did the researcher provide any implications?	2		
Did the researcher provide suggestions for further research?	2		
Did the researcher specify any limitations?	2		
Total	8		
References & Appendices			
Are references alphabetically arranged?	1		
Did the researcher provide the DOIs for the references?	1		
Are all cited works referenced? Are all references cited?	1		
Does the thesis have an appendix?	1		
Total	4		
General Guidelines			
Are there any grammatical/structural or spelling mistakes?	1		
Are academic words used properly?	1		
Did the researcher follow the guidelines on word limit?	1		
In general, did the student follow the APA Style?	1		
Total	4		
Grand Total	100		

Appendix I

جامعة الملك سعود
King Saud University
1957
كلية اللغات والترجمة
قسم اللغة الإنجليزية والترجمة

معايير اختيار مشروع البحث (599 ترج)

Guidelines for Research Project (TRAJ 599)

1443 / 2021

معايير اختيار مشروع البحث (599 ترج)

عند اختيار الطالب/ة مشروع البحث بدلًا من الرسالة، يجب أن يكون المشروع أحد الخيارات الثلاث الموضحة أدناه. يكون اختيار نوع المشروع حسب رغبة الطالب/ة، لكن ننصح بأخذ مشورة المشرف/ة. هذا الدليل يبين الخيارات المتاحة للطالب/ة، والمعايير المتبعة في كل خيار؛ كما يتضمن الجزء الثاني منه توجيهات تساعد الطالب/ة عند كتابة المشروع.

الخيار الأول: ترجمة كتاب

عند اختيار هذا النوع من المشاريع، فعلى الطالب/ة أن يترجم كتاباً أو جزء من كتاب بحيث يترجم ما لا يقل عن 7000 كلمة، وبحيث يُشكل النص المترجم 60% من المشروع النهائي، وعلى الطالب أن يلحق به النص الأصلي؛ ويرفق تعليقاً (لا يقل عن 5000 كلمة بالإنجليزية) على الترجمة مبينًا أساليب الترجمة المستخدمة مع شرح المشكلات التي واجهها المترجم والطرق التي اتبعها للتعامل مع تلك المشكلات. يُدعم الطالب/ة تعليقه بالإشارة لنظريات الترجمة الحديثة.

أولاً: معايير اختيار الكتاب

1- أن تكون اللغة الأصلية للكتاب هي اللغة الإنجليزية وليست ترجمة إنجليزية من لغة أخرى.

2 - أن تكون ترجمة الطالب/ة من الإنجليزية إلى العربية.

3 -ألا يكون الكتاب من الكتب التي سبق ترجمتها سواء من طلاب أو طالبات القسم (يرجى زيارة مكتبة الكلية للتأكد) أو من دور النشر.

4 -أن يكون الكتاب حديث الإصدار ولا يتجاوز تاريخ إصداره الخمس سنوات على حد أقصى.

5 -أن يكون موضوع الكتاب من المواضيع التي لم تترجم بكثرة، وأن ينتمي الكتاب لمجال التربية والتعليم، أو المجال الإنساني، أو الاجتماعي، أو أن يكون في أحد المجالات العلمية، أو التقنية، إلخ (يمكن الرجوع لمركز الترجمة بالجامعة للاطلاع على المجالات المطلوبة). وألا يكون الكتاب روائي أو قصصي أو من كتب السير الذاتية أو الكتب السياسية أو الدينية أو من كتب المساعدة الذاتية (How to? self-help)

ثانياً: خطوات اختيار الكتاب الذي ينوي الطالب/ة ترجمته:

بعد الحصول على موافقة المشرف/ة الأكاديمي/ة على الكتاب، يتعين على الطالب/ة الحصول على موافقة لجنة الدراسات العليا؛ وذلك بإرسال الطلب على إيميل اللجنة: postgradtranslation@ksu.edu.sa

ثالثاً: تعليمات عامة للطالب/ة:

- الالتزام بالاجتماعات الأسبوعية التي يحددها المشرف/ة مع الطالب/ة.
- البدء بترجمة الكتاب بمعدل عدد كلمات يتفق عليه مع مشرفه.
- تسليم التقرير الأسبوعي الذي يتضمن التعليق على الترجمة.
- تسليم الترجمة مع التقرير الأسبوعي عبر منصة التعليم عن بعد أو حضوريًا وذلك قبل الاجتماع بثلاثة أيام على الأقل. سيستفيد الطالب/ة من التقرير الأسبوعي لكتابة التعليق النهائي على الترجمة.
- يكتب الطالب/ة تعليقه على الترجمة ملتزمًا بأبجديات البحث العلمي وبـ APA Writing Style Guideفي نسخته السابعة.
- أن تُدرج المصادر والمراجع التي استفاد منها الطالب/ة أثناء الترجمة.
- أن يلتزم الطالب/ة ببنود كتابة التعليق على التراجم المذكورة في الجزء الثاني من هذا الدليل.
- لا يلزم الطالب/ة طباعة الترجمة في كُتيب.

الخيار الثاني: مقارنة ترجمتين أو أكثر:

عند اتباع هذا الخيار يتعين على الطالب/ة اختيار كتاب مُترجم مسبقاً واختيار ترجمة أو أكثر له، ومقارنة هذه التراجم على أن تُكتب المقارنة باللغة الإنجليزية وفي حدود 8000 إلى 10000 كلمة.

أولا: معايير اختيار الكتاب وترجمته:

1- أن تكون اللغة الأصلية للكتاب المترجم هي اللغة الإنجليزية أو العربية وليست ترجمة من لغة أخرى.
2- تاريخ نشر الكتاب (النص المصدر) غير مهم.
3- ألا يكون الكتاب المترجم من كتب المساعدة الذاتية (How to? self-help)
4- أن تكون التراجم التي ينوي الطالب/ة مقارنتها حديثة.
5- يستطيع الطالب/ة مقارنة أعمال مترجمة من الإنجليزية إلى العربية أو العكس.
6- ألا تكون التراجم أعمال مترجمة عن لغة وسيطة (تراجم لتراجم).

ثانيا: خطوات اختيار الكتاب والأعمال المترجمة:

بعد الحصول على موافقة المشرف/ة الأكاديمي/ة على الكتاب، يتعين على الطالب/ة الحصول على موافقة لجنة الدراسات العليا؛ وذلك بإرسال الطلب على إيميل اللجنة: postgradtranslation@ksu.edu.sa

ثالثاً: تعليمات عامة للطالب/ة:

- الالتزام بالاجتماعات الأسبوعية التي يحددها المشرف/ة مع الطالب/ة.
- أن يتفق الطالب/ة مع مشرفه على تسليم عدد كلمات محدد كل أسبوع مبينًا فيها أوجه الاختلاف بين التراجم.

- التركيز في المقارنة على أوجه الاختلاف بين التراجم والمشكلات التي واجهها كل مترجم.
- يكتب الطالب/ة المقارنة بين التراجم ملتزمًا بأبجديات البحث العلمي وب APA Writing Style Guide في نسخته السابعة.
- إدراج المصادر والمراجع التي استفاد منها الطالب/ة.
- أن يلتزم الطالب ببنود كتابة التعليق على التراجم المذكورة في الجزء الثاني من هذه الوثيقة.

الخيار الثالث: كتابة بحث في مجال الترجمة:

1- أن يكون البحث في حدود 5000 إلى 7000 كلمة في مجال دراسات الترجمة. ولا يشمل ذلك المراجع والملحقات.
2- بعد الحصول على موافقة المشرف/ة الأكاديمي/ة على الموضوع والمجلة، يتعين على الطالب/ة الحصول على موافقة لجنة الدراسات العليا على الموضوع والمجلة؛ وذلك بإرسال الطلب على ايميل اللجنة: postgradtranslation@ksu.edu.sa
3- أن يلتزم الطالب/ة بأبجديات البحث العلمي وب APA Writing Style Guide في نسخته السابعة.
4- أن يلتزم الطالب/ة بالاجتماعات الدورية مع مشرفه.
5- أن يستوفي البحث مسوغات النشر في إحدى المجلات العلمية المحكمة.
6- ألا تكون المجلة المختارة تجارية أو مخادعة (بدون محكمين predatory journals)
7- أن يكتب الطالب/ة البحث طبقًا للمعايير الموضحة في الجزء الثاني من هذا الدليل.

تعليمات للطالب/ة عند كتابة المشروع

In writing a commentary, consider the following:

1. Choose the text to be translated wisely, not at random.

2. Include a justification of your project in the introduction (e.g., your choice of the book and some parts of it). Why did you choose this ST? What is the purpose of your TT? Who are you addressing? Do you have any sense of the ST's position in its home literature?

Answers to such questions will affect your approach in translation. You may need to consider your priorities in translation: Fidelity to the source? In what way? The creation of a 'successful' TT? Considerations of audience? Creative self-expression? In other words, you need to situate your ST (e.g., using Nord's text analysis) and to discuss the parameters of your brief. It is advisable to focus upon points of difference, or interesting challenges raised, rather than trying to cover everything in your commentary.

3. Decide on your global translation strategy. What overall strategy have you adopted in order to achieve the effect you are aiming for? It is advisable to decide on your global strategy before you start to translate. Also, in order to produce a successful commentary, you will need to explore your macrostrategy thoroughly. If, for example, you decide to adopt Nida's approach, you are expected to demonstrate that you are conversant with his writings beyond a superficial application of the terms 'dynamic' and 'formal' equivalence. Equally, if you select a strategy based upon Venutian concepts, you are expected to demonstrate a thorough understanding of the notions of foreignization and domestication.

4. Address specific problems encountered during translation. The purpose of the commentary is to allow you to reflect in a critical way on the translation decisions you have made. To do so, you need to make precise reference to specific examples from your translation. Do not present these as a list. A good analysis will group and organize the examples into a coherent narrative. The way in which you do this will depend entirely on the nature of your project. You may wish to describe a range of potential solutions to a given translation problem before explaining why you opted for your final choice. You may also wish to make reference to appropriate parallel texts in the target language which have informed your choices. You need to show how your translation decisions relate to the global translation strategies you have already outlined. In general, the commentary should contain an argument or a set of arguments that are illustrated by the translation

Commentary Format

1) The commentary starts with an introduction and ends with a conclusion. Students need to argue a thesis and support it with examples. Any piece of academic work benefits from a clear introduction that holds the reader's hand somewhat. In your commentary, a good, basic introduction to the text, author, and context will set things up nicely. This should precede the translation.

2) The commentary takes the form of a piece of critical writing informed by the student's translation into Arabic. The translation will be included in the body of the project and will count towards the word limit. The project follows the guidelines on authoring a conventional research paper. That is, it begins by introducing and justifying the translation project and providing any necessary contextualization for the reader. The translation should be included in the body of the paper at an appropriate point. The project must not fall into two halves (i.e., it should not place the translation first and follow it with the commentary) as the reader then has no sense of what sort of translation has been done and why. The

aim of the commentary is to affect how the translation is read. The order of the text, which includes the positioning of the translation, should be shaped by the argument being made.

3) Your commentary should not apply a translation theory since one cannot apply a theory (a theory, whether of translation or of any other phenomenon, can be tested and can influence practice, but cannot be straightforwardly applied).

Practicalities

- It is helpful to include line numbers in your translation for ease of reference in the commentary.
- Sub-headings may prove useful in signposting changes of topic.
- Make sure that your scholarly apparatus (in-text referencing, list of references, footnotes, or endnotes) conforms to the system that you have chosen or that has been prescribed by your department/program (APA Style, 7th edition).
- Gloss or provide a literal translation for all foreign-language citations.
- Source texts and any supplementary materials that do not belong to your word count should go in an appendix, which should be clearly labelled as such.

In writing a research paper, consider the following:

Each paper should have an abstract, an introduction, a review of literature, a section for results and discussion, and one more section for the conclusion with the suggestions for further research (if any). Also, a research paper includes the references used in the paper and the appendices.

Organization of the Research Paper

1. Abstract (English) – 250 to 300 words. Check p. 73 in the APA Writing Guide (7th edition)
2. Acknowledgments or conflicts of interest (if any), placed before the references and after the conclusion.
3. Section 1: Introduction. The introduction describes the research problem and lays out the reasoning behind it.
4. Section 2: Literature Review

This section reviews what has already been written in the field on the topic of the research. It synthesizes and critically analyzes the "VERY RELEVANT LITERATURE." The literature cited should support the theoretical argument being made and demonstrate that the author has a grasp of the major ideas and findings that pertain to his or her topic. Although you have already described the research problem concisely in the introduction, you need to discuss the details of that problem. Particularly, you have to clarify what has not been answered sufficiently in previous research (i.e., a research gap) and how your proposed research will add to knowledge and practice in that area. The development of review should move from the broader to the more focused research.

This section should be more than a listing of studies. Hence, consider, for example, the following.

1. Think of the common thread that holds studies together. Subsections can be included, which are based on objectives.
2. Use transitions to effectively tie one section with another.
3. Incorporate discussion of strengths/weaknesses of methodology in previous studies and which you are building on/hoping to avoid/improve upon in your study.
4. Discuss the theories linking the topic to the available body of knowledge.
5. Cite references properly in all paragraphs using author/year format (APA Writing Style, 7th edition).
6. Rules on paragraphing must be strictly followed. A paragraph should have at least three sentences. It should not be too long (i.e., one page).
7. Include studies on the theoretical, the conceptual, or the operational framework used in the study.
8. Cite studies that are similar to your study in terms of scope. Refer to those whose results will be used in your Discussion.
9. Include recent studies.

After the review of literature and before the methodology section, you may include the research questions or the objective of the study.

<u>Research objective.</u>

Research objectives should be closely related to the research problem and summarize what you hope will be achieved by the study. Your objectives should be stated using action verbs that are specific enough to be measured, for example: to compare, to calculate, to assess, to determine, to verify, to calculate, to describe, to explain, etc. Avoid the use of vague non-active verbs such as: to appreciate, to understand, to believe, to study, etc., because it is difficult to evaluate whether they have been achieved**.**

<u>Research Questions.</u> A research question is the question around which you center your research. It should be:

a. clear: It provides enough specifics that one's audience can easily understand its purpose without any additional explanation.
b. focused: It is narrow enough that it can be answered thoroughly in the space of the writing task. It is focused on a single problem or issue.
c. researchable: using primary and/or secondary sources
d. feasible to be answered within the timeframe and practical constraints
e. specific enough to answer thoroughly
f. relevant to your field of study and/or society
g. concise: It is expressed in the fewest possible words.
h. complex: It is not answerable with a simple "yes" or "no," but requires synthesis and analysis of ideas and sources.
i. arguable: Its potential answers are open to debate rather than accepted facts**.**

5. Section 3: Methodology

The methodology section should give sufficient detail about the methodology used that the study could be replicated. This section may often include, but are not limited to, the following: participants, sample, instruments, materials, procedure, and data analysis procedure.
Sample. Provide a brief description of the sample (i.e., people or objects, e.g., texts) for your study. The type and number of the subjects or examples of data should be carefully considered. Briefly discuss the sample with reference to your research question and to your research design. Clarify how you will reach them.
Data collection. Discuss your research approach (i.e., quantitative, qualitative, or mixed methods) and the kind of research design you will use to conduct your study (i.e., experimental, correlational, ethnographic, grounded theory, etc.). You are expected to provide a detailed description of how you will collect the data for your study. Make sure that your data collection methods are evidently consistent with your research problem.
Data analysis. You are expected to explain how you will analyse the data to be collected (e.g., through statistical analysis, discourse analysis, thematic analysis, etc.). Any statistical tests or software to be used for analyzing the data should be clearly stated. The researcher may state how reliability is achieved for data analysis.
Ethical considerations: Discuss briefly how your paper will meet the rules and regulations of high-quality scientific practice (see the KSU's research ethics policy for more details).
6. Section 4: Results & Discussion (APA Writing Guide, p. 99). In this section, results are interpreted in light of the research questions and discussed in conjunction with other literature.
1. Present research findings in a way that is compatible with the study design.
2. Organize data into tables and figures
a. Each table or figure must be referenced in the text.
b. Tables and figures should include complete information, so that they can be understood without reference to the text.
c. Place tables and figures as soon after their first mention in the text as is possible.
For the discussion, consider the following.
1. Summarize your findings in written text without using any numerical data.
2. Begin by discussing your findings in relation to the theoretical framework introduced in the literature review.
a. Point out consistencies and inconsistencies with results of those studies reported in the literature cited.
b. Did your findings provide support or differ from extant theoretical positions?
c. It is appropriate to speculate on the meaning of the results.

d. Describe the central contributions and the significance of your findings.
e. Reflect on any alternative explanations of the findings.
f. In academic writing, it is prudent to be cautious in one's statements so as to distinguish between facts and claims. This is commonly known as "hedging." Hedging is the use of linguistic devices to express hesitation or uncertainty (e.g., may, possibly, assume, etc.) as well as to demonstrate politeness and indirectness.
6. Section 5: Conclusion and Suggestions for Further Research

This section includes a summary of the entire paper in a few lines. The researcher may also suggest future research to address unanswered aspects of the research problem.
Note. Some researchers include implications (where the researcher explains how findings may be important for policy, practice, or theory), limitations (i.e., weaknesses), and delimitations (i.e., boundaries) in their paper.
References
1. They should be alphabetically arranged.
2. All the references cited in the text must be included in this section.
Appendices (if any)
This may include verbatim instructions to participants; original scales or questionnaires, and raw data; statistical calculations; and instruments used.

Word Count

Contents of the Paper	Word count: 5,000 to 7,000 words (10% above this word limit is acceptable).
Introduction	10%
Review of Literature	25%
Research Question or the Objective of the Study	
Methodology	15%
Results and Discussion	40% (Results: 10%, Discussion: 30%)
Conclusions and Suggestions for Further Research	10%

Note. Separate sections can be allocated for the Results and the Discussion.

Appendix J

List of Supervisors

#	Name	Email	Academic Rank	Specialization / Researcher Webpage
1.	Hind Alotaibi Professor	hialotaibi@ksu.edu.sa	Professor	Technology & Translation
2.	Professor Mubarak Alkhatani	malkhatnai@ksu.edu.sa	Professor	Applied Linguistics CALL
3.	Dr. Nasrin Altuwairesh	naltuwairesh@ksu.edu.sa	Associate Professor	TESOL
4.	Dr. Rukayah Alhedayani	ralhedayani@ksu.edu.sa	Associate Professor	Semantics & Corpus Linguistics
5.	Dr. Dania Salamah	dsalamah@ksu.edu.sa	Associate Professor	Applied Linguistics (Translator Training)
6.	Dr. Shatha Alshaye	salshaye@ksu.edu.sa	Associate Professor	Translation Studies (Literary Translation)
7.	Dr. Sarah Alshubaily	shubaily@ksu.edu.sa	Assistant Professor	Translation Studies
8.	Dr. Husam Alawadh	halawadh@ksu.edu.sa	Associate Professor	Discourse analysis
9.	Dr. Najiah AlGhamedi	nalghamedi@ksu.edu.sa	Assistant Professor	Translation Studies (Literary Translation)
10.	Dr. Abdullah Alghamdi	abalghamdi@ksu.edu.sa	Assistant Professor	Translation Studies
11.	Dr. Abdullah Alkhamis	aalkhamisa@ksu.edu.sa	Assistant Professor	Translation Studies & Acculturation
12.	Dr. Eman Kathiri	ekathiri@ksu.edu.sa	Assistant Professor	Applied Linguistics (Semantics)
13.	Dr. Reem Alshalen	ralshalen@ksu.edu.sa	Assistant Professor	Applied Linguistics (Discourse Analysis & Translation)
14.	Dr. Ghuzayel Alotaibi	galotaibi@ksu.edu.sa	Associate Professor	Applied Linguistics (Islamic Translation)
15.	Dr. Badr Alharbi (Program Coordinator)	balharbi@ksu.edu.sa	Assistant Professor	Discourse Analysis

Appendix K

List of Graduate Research Projects and Theses

#	Supervisor Name	Student Name	Project Type	Project Title
1	Dr. Gareeballah Hamdoun	Mohammed Abdulmohsen Al-Dakhili	Master's Thesis	The Impact of Machine Translation on Web Localization Quality: AliExpress as a Case Study
2	Dr. Sara Al-Shubaily	Lubna Al-Mudaifer	Research Project	Investigating the Subtitling of Egyptian Colloquial Humour in The School of Mischief
3	Dr. Hind Mutlaq Al-Otaibi	Hatoon Al-Moatham	Research Project	Intertextuality in Subtitling: Transferring the Meanings of Auditory and Visual Allusions from an English Animation Movie to Arabic via Subtitling
4	Dr. Hind Bint Mutlaq Al-Otaibi	Rema Bin Dayel	Master's Thesis	Interpretation Challenges: An Explanatory Case Study of Saudi Undergraduates
5	Dr. Hind Bint Mutlaq Al-Otaibi	Sarah Bin Mosaad	Master's Thesis	English Translation of Culture-Specific Legal Terms in Saudi Laws: A Corpus-Based Study
6	Dr.Munira Al-Muhaizea	Sumaya Al-Naeem	Research Project	Analysis of 'Heart' Metaphors in the Translation of To The Lighthouse: A Cognitive-Inspired Approach
7	Dr. Nisreen Al-Twairesh	Razan Bint Ibrahim Bin Mansour Al-Turki	Book Translation	Young Children's Foreign Language Anxiety: The Case of South Korea
8	Dr. Nisreen Al-Twairesh	Sumaya Bint Muhammad Bin Thaqbah Al-Gharibi	Book Translation	Seven and a Half Lessons About the Brain
9	Dr. Nisreen Al-Twairesh	Dalal Bint Karim Bin Abdullah Al-Jaafar Al-Shammari	Master's Thesis	Accuracy Evaluation of Google Translate in Massive Open Online Courses: A Case Study
10	Dr. Nisreen Al-Twairesh	Sarah Bint Ibrahim Bin Sulaiman Al-Ahaideb	Master's Thesis	Subtitling Strategies in Docudrama: A Descriptive Analysis of Verbal-Visual Components in The Social Dilemma
11	Dr. Nisreen Al-Twairesh	Al-Jazi Bint Mansour Bin Abdullah Al-Jumaiah	Master's Thesis	Cultural Filtering in the Translation of Children's Literature: An Analysis of Moral Stories

12	Dr. Shatha Al-Shaye	Majd Al-Humaidi	Research Project	Fandubbing vs. Official Dubbing in the Arabic Context: Disney Clips as a Case Study
13	Dr. Shatha Al-Shaye	Anfal Al-Tuwaijri	Research Project	Translating Intertextual References: A Qualitative Approach to the Translation of Arabic Political Texts into English
14	Dr. Shatha Al-Shaye	Thekra Al-Saab	Research Project	Translation Quality Assessment Methods: A Qualitative Approach Towards an Objective Assessment of the Translations of English Legal Texts into Arabic
15	Dr. Najla Abdulaziz Al-Fada	Atheer Al-Awn	Research Project	Gender Effect on the Translation of Feminist Texts from English into Arabic: A Case Study of Virginia Woolf's A Room of One's Own
16	Dr. Ahmed Nidal Al-Mansour	Rayan Ali Al-Fadaghy	Research Project	Translation and Cognitive Bias: Theoretical Effects of Cognitive Bias on Translation as a Process
17	Dr. Abdulwadood Khan	Abdulrahman Farraj Juwayr Al-Farraj	Master's Thesis	Translating Metaphorical Expressions: The Dove's Necklace Case Study
18	Dr. Gareeballah Hajo Hamdoun Madawi	Abdullah Idris Bin Muhammad Al-Drees	Master's Thesis	Arabic Game Localization: The Case of Cyberpunk 2077
19	Dr. Gareeballah Hajo Hamdoun Madawi	Abdullah Jarallah Said Al-Qahtani	Master's Thesis	American Political Speech Translation: An Assessment of Cloud-Based CAT Tools
20	Dr. Sayed Sroor & Dr. Ghuzayyil Al-Otaibi	Asim Abdullah Mubarak Al-Anazi	Master's Thesis	The Value of Literary Devices and Cultural Context in Translating Narrative: Brave New World Case Study
21	Dr. Al-Rasheed Abdulqader	Abdulmohsen Abdullah Al-Quraish	Book Translation	The Right to Health Care: Ethical Considerations
22	Dr Faisal Muhammad Al-Qahtani	Abdulrahman Idris Hamid Muhammad	Master's Thesis	Translation of Collocations in Autobiography: An Analysis of the Translation of Shaw's Sixteen Self Sketches
23	Dr. Ghuzayyil Al-Otaibi	Rahan Al-Ghezzi	Master's Thesis	Accuracy Evaluation of Google Translate and ChatGPT in Translating Nabaṭī Poetry
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27	Dr. Munira Al-Muhaizea	Afnan Al-Shamrani	Master's Thesis	Translation of Culture-Specific Items in the Saudi Tourism Sector: A Case Study of Visit Saudi Website
28	Dr. Munira Al-Muhaizea	Abeer Al-Ziyadi	Research Project	Formative Feedback in Translation Training: A Case Study
29	Dr. Reem Al-Shaalan	Sumayah Al-Ghamdi	Master's Thesis	Enhancing Machine and AI Translation Through Pre-editing: Translating Separated English Verb-Noun Collocations into Arabic
30	Dr. Hind Bint Mutlaq Al-Otaibi	Fatima Al-Ghamdi	Master's Thesis	Using AI in Translation Quality Assessment: A Case Study of ChatGPT and Legal Translation
31	Dr. Nisreen Al-Twairesh	Manal Al-Feheid	Research Project	Translation as a Mediation Tool in Religious Tourism
32	Dr. Nisreen Al-Twairesh	Fatima Al-Muaathal	Master's Thesis	Transcreation of the Marketing Language Between English and Arabic: A Descriptive Analysis of Online Advertising Material
33	Dr. Ruqayyah Al-Hadayyani	Maram Al-Dawsari	Master's Thesis	A Comparative Study Between AI Translation and Human Translation of Pre-Islamic Arabic Poetry into English
34	Dr. Ruqayyah Al-Hadayyani	Dhi Al-Saadan	Master's Thesis	Ideology and Translation: Critical Discourse Analysis of CNN's News Articles Translated into Arabic
35	Dr. Badr Alharbi	Lubna A. Alyami	Research Project	Terminology Consistency in Saudi Tourism Promotional Texts: A Case Study of the "Visit Saudi" Website
36	Dr. Rukayah Al Hedayani	Reema Saleh Al Sudais	Research Project	The Translation of Body Parts in Arabic Proverbs into English: A Case Study of the Book 1001 Arabic Proverbs with English Translation
37	Dr. Shatha Al-Shaye	Shahad Othman Alomayrini	Research Project	Semantic Errors in Automated Translation of Colloquial Arabic Najdi into English: TikTok as a Case Study
38	Dr. Husam alawadh	Sawsan saleem	Research Project	Invitation to a Banquet: The Story of Chinese Food

39	Dr. Nasrine Altuwairesh	Sarah Al Hindi	Research Project	Investigating Strategies and Ideology in Translating Middle East News Headlines from English to Arabic: A Critical Discourse Analysis
40	Dr. Rukayiah Alhedayani	Norah Al-Qahtani	Research Project	Translation Strategies of English Passive Constructions into Arabic: An Analysis of Google Translation Engine Produced Translations Using House's TQAModel

Appendix L

Project Evaluation

Research Track

Year:	Semester:	Course Code: TRAJ 599	Approved by:
Course Instructor:		Course Title: Research Project	
:Student's Name		Student's ID:	Section Number:
			Serial Number:

Learning Outcomes							
ILO Code	ILO 1.1	ILO 1.2	ILO 2.1	ILO2.2	ILO3.1	ILO 3.2	**Total Score**
Total Score							
Stu. Score							

Item	Item Score	Student's Score	Comments
Abstract & Introduction			
Does the research title describe the research objective?	3		
Is the title concise?	1		
Does the paper include an abstract? Does the abstract include all the elements (i.e., purpose of the study, research approach, results, implications, etc.)?	5		
Is the problem clearly stated in the introduction?	3		
Does the paper have a well-defined contribution?	2		
Total	14		
Review of Literature			
Are the reviewed studies recent?	2		
Are the studies relevant to the current study?	5		
Did the researcher synthesize previous studies?	5		
Does the review include any theoretical or conceptual framework?	3		
Are the reviewed studies logically connected and organized?	3		
Is the research objective (or question) clearly stated?	3		
Total	21		
Methodology			
Does the methodology section give sufficient details about the methodology?	5		
Does the researcher justify the choice of the sample?	3		
Is the research approach given?	3		
Did the researcher explain how they have collected data?	3		
Is the data analysis procedure suitable for the research question and the collected data?	3		

Is reliability for data analysis achieved?	2		
Did the researcher consider any ethical practice and follow KSU's research ethics policy?	2		
Does the paper show any depth of analysis?	2		
Total	23		
Results & Discussion			
Does the researcher include tables or figures?	3		
Does the researcher summarize the results?	3		
Did the researcher discuss the findings in relation to the reviewed literature?	5		
Total	11		
Conclusion & Suggestions for Further Research			
Did the researcher summarize the paper in the Conclusion and provide suggestions for further research or implications?	3		
Did the researcher specify any limitations or delimitations in their research?	2		
Total	5		
References & Appendices			
Are references alphabetically arranged?	3		
Did the researcher provide the DOIs for the references?	1		
Are all cited works referenced?	3		
Does the paper have an appendix?	2		
Total	9		
General Guidelines			
Are there any grammatical/structural or spelling mistakes?	2		
Are academic words used properly?	2		
Did the researcher follow the guidelines on word limit?	2		
In general, did the student follow the APA Style?	5		
Did the researcher choose any publishing journal relevant to the scope of the study?	2		
Did the researcher adhere to deadlines and attend meetings with the supervisor?	4		
Total	17		
Grand Total	100		

Comparing Translations Track

Year:	Semester: second	Course Code: TRAJ 599	Approved by:
Course Instructor:		Course Title: Research Project	
Student's name:		Student's ID:	Section Number:
			Serial Number:

Learning Outcomes							
ILO Code	ILO 1.1	ILO 1.2	ILO 2.1	ILO2.2	ILO3.1	ILO 3.2	**Total Score**
Total Score							
Stu. Score							

Item	Item Score	Student's Score	Comments
Commentary			
Submission 1 (commentary)	10		
Submission 2 (commentary)	10		
Submission 3 (commentary)	10		
Submission 4 (commentary)	10		
Submission 5 (commentary)	10		
Submission 6 (commentary)	10		
Total	60		
Final submission			
Does the Introduction include a thesis?	2		
Did the translator justify the choice of the ST and the TTs?	2		
Did the translator give relevant information about the author and the translators?	2		
Did the researcher justify translators' choice of certain strategies?	3		
Are problems well-addressed and thoroughly discussed?	5		
Did the researcher give relevant examples from both translations?	3		
Did the researcher give a sound argument?	3		
Did the researcher summarize their argument in the conclusion?	3		
Did the translator adhere to the APA Style?	5		
Did the translator use enough references?	3		

Did the translator follow the guidelines on word limit?	3		
Regular submissions	3		
Attending meetings with the supervisor	3		
Total	40		
Grand Total	100		

Year: 1443-2021	Semester: second	Course Code: TRAJ 599	Approved by:
Course Instructor:		Course Title: Research Project	
Student's name:		Student's ID:	Section Number:
			Serial Number:

Learning Outcomes							
ILO Code	ILO 1.1	ILO 1.2	ILO 2.1	ILO2.2	ILO3.1	ILO 3.2	**Total Score**
Total Score							
Stu. Score							

Item	Item Score	Student's Score	Comments
Translation & commentary			
Submission 1 (translation and commentary)	10		
Submission 2 (translation and commentary)	10		
Submission 3 (translation and commentary)	10		
Submission 4 (translation and commentary)	10		
Submission 5 (translation and commentary)	10		
Submission 6 (translation and commentary)	10		
Total	60		
Final submission			
Does the Introduction include a thesis?	2		
Did the translator justify the choice of the book and its chapters in the Introduction?	2		
Did the translator give relevant information about the author?	2		
Did the translator specify their macro-strategy and justify it?	3		
Are problems well-addressed and thoroughly discussed?	5		
Did the translator give relevant examples?	3		
Did the translator present a sound argument?	3		
Did the translator summarize their argument in the conclusion?	3		
Did the translator adhere to the APA Style?	5		

Did the translator use enough references?	3		
Did the translator follow the guidelines on word limit?	3		
Regular submission of translations	3		
Attending meetings with the supervisor	3		
Total	40		
Grand Total	100		

Appendix M

Templates

College of Language Sciences
Department of English

Translation of "Al-qiyāmah" Synonyms in the Holy Qurʾān: A Descriptive Study

A thesis submitted in partial fulfillment of the requirements
for the Degree of Master of Arts in Translation
from the Department of English, College of Language Sciences, King Saud University

Submitted by:
Mohammed Fahad Ali
Student number:

Supervised by:
Dr. Ghuzayyil Mohammed Al-Otaibi
Associate Professor of Applied Linguistics

First semester, 2024 (1446)

جامعة الملك سعود
King Saud University
كلية اللغات وعلومها
قسم اللغة الإنجليزية

ترجمة مترادفات كلمة "القيامة" في القرآن الكريم:
دراسة وصفيّة

قُدمت هذه الرسالة استكمالًا لمتطلبات الحصول على درجة ماجستير الآداب في الترجمة من قسم اللغة الإنجليزية بكلية اللغات وعلومها بجامعة الملك سعود

إعداد الطالبة

الاسم

الرقم الجامعي:

إشراف

د. غزيّل محمّد العتيبي

أستاذ اللغويات التطبيقية المشارك

الفصل الدراسي الأول

1446هـ - 2024 م


بسم الله الرحمن الرحيم

Abstract

مستخلص البحث

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Figure 2.

List of Abbreviations

SL	Source Language
ST	Source Text (the text being translated)
TL	Target Language
TT	Target Text (the translation)

List of Symbols Used in Transliteration

The researcher used a number of Arabic words that have been transliterated using the ALA-LC Romanization System, published in 1991 by the American Library Association and the Library of Congress. As shown above, the System was called ALA-LC after the associations contributing to it (The Library of Congress, 2012).

Letter	ALA-LC
ء	_(not represented in initial positions),’ (represented in final or medial positions)
ا	(see the table below)
ب	b
ت	t
ث	th
ج	j̇
ح	ḥ
خ	kh
د	d
ذ	dh
ر	r
ز	z
س	s
ش	sh
ص	ṣ
ض	ḍ
ط	ṭ
ظ	ẓ

ع	ʿ
غ	gh
ف	f
ق	q
ك	k
ل	l
م	m
ن	n
ه	h
و	w
ي	y
ة	h, t
لا	lā
ال	al-

Note. From *Arabic Normalization Table*, by The Library of Congress, 2012 (https://www.loc.gov/catdir/cpso/romanization/arabic.pdf).

Vowels and Diphthongs

◌َ (*fatḥa*)	a	◌ىَ (alif maqṣūrah)	á
◌ُ (ḍamma)	u	◌ُو	ū
◌ِ (kasra)	i	◌ِيّ	ī
ا◌َ (alif)	ā	◌َو	aw
آ	ā	◌َي	ay

Note. From *Arabic Normalization Table*, by The Library of Congress, 2012 (https://www.loc.gov/catdir/cpso/romanization/arabic.pdf).

Tanwīn and Gemination

◌ٌ	un	◌ٍ	in
◌ً (ا◌ً)	an	◌ّ (gemination)	doubling the letter

Note. From *Arabic Normalization Table*, by The Library of Congress, 2012 (https://www.loc.gov/catdir/cpso/romanization/arabic.pdf).

College of Language Sciences
Department of English

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A proposal submitted in partial fulfillment of the requirements
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Submitted by:
Mohammed Fahad Ali
Student number: 437874430

Supervised by:
Prof. Mohammed Ali Salem
Professor of Applied Linguistics

Second semester, 2022 (1443)

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قسم اللغة الإنجليزية

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دراسة وصفيّة

قُدمت هذه الخطة استكمالًا لمتطلبات الحصول على درجة ماجستير الآداب في الترجمة من قسم اللغة الإنجليزية بكلية اللغات وعلومها بجامعة الملك سعود

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الفصل الدراسي الثاني
1443هـ - 2022 م