

The Department of English

PhD in Applied Linguistics Student Handbook

1448 H (2025-26) Academic year

Contents

Mission	2
Objectives	2
Phd Procedures	2
The PhD in Applied Linguistics program consists of the following stages:	2
PhD Study Plan	2
Taught courses	3
Dropping/postponing Courses or Semester	3
Academic Advising	4
Completion of the Academic Integrity Course.....	4
Comprehensive Exam	5
Objective of the Exam	5
a) Knowledge Acquisition:.....	5
b) Analytical Ability:	5
Components of the exam.....	5
Exam procedures	5
General guidelines	5
ENG 699 Research Proposal.....	6
Academic Integrity & Research Ethics	6
IRB Approvals	7
ENG 700 Thesis	9
PhD Students Publication Requirements (please check updates on the University bylaws and regulations)	9
Thesis Defense	9
Graduate Studies Bylaws and Regulations documents	10
Contact details for the Applied Linguistics Program:.....	10

Mission

To prepare highly qualified scholars in Applied Linguistics through advanced education, innovative research, and the use of technology to address contemporary linguistic challenges, support language education and policy, and contribute to the knowledge economy and community development at local and global levels.

Objectives

1. To develop advanced research competence and promote innovative research in Applied Linguistics.
2. To deliver a high-quality academic program that advances theoretical knowledge and methodological and technological expertise in Applied Linguistics.
3. To promote research and initiatives that support language education and policy and contribute to community development at local and global levels.
4. To ensure academic quality and integrity through effective governance and continuous program evaluation in line with institutional standards.
5. To prepare graduates for academic and professional roles by developing their capabilities in teaching, supervision, and research.

Phd Procedures

The PhD in Applied Linguistics program consists of the following stages:

- 1- Taught Courses
- 2- Comprehensive Exam
- 3- Proposal
- 4- Thesis and Viva

PhD Study Plan

Level 1

ENG 601	Phonetics and Phonology
ENG 602	Syntax
ENG 603	Research Design and Statistics
ENG 613	Semantics and Pragmatics

Level 2

ENG 604	Sociolinguistics
ENG 605	Discourse Analysis
ENG 606	Special Topics in Applied Linguistics

Level 3

ENG 607	Second Language Reading and Writing
ENG 608	Special topics in SLA
ENG 609	Topics in Psycholinguistics
ENG 699	Research Proposal

Level 4

ENG 700	Comprehensive Exam
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Level 5

ENG 700	Thesis
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Taught courses

- Students must register for all the courses that are offered at their level. Courses are only offered **once** per academic year, therefore not registering following the plan may lead to a delay in the registration for the comprehensive exam and, therefore, a delay in graduation.
- For postgraduate programs, the passing grade is C+(3.50/5.00), and the overall GPA must be B (4.00/5.00) in order to pass all the courses.

Dropping/postponing Courses or Semester

- If you have extenuating circumstances that require dropping a course or postponing/dropping a semester, please contact your supervisor/academic advisor before submitting the online request to discuss your options and the reasons for dropping the course/semester.
- Once you submit your online request, please send a letter to appling@ksu.edu.sa stating your request to drop/postpone with a signed letter that is addressed to the head of the English department. Please also provide a screenshot of the Edugate page <https://edugate.ksu.edu.sa> with your request.
- Please note that you must submit these requests before the deadlines stated on the Deanship of Graduate Studies website, and as each council only meets once a month, please make sure you submit your requests as early as possible in order to meet the deadlines.
<https://graduatestudies.ksu.edu.sa/ar/node/587>

Academic Advising

Each PhD student is assigned an academic advisor to provide support in the following areas:

Academic Information

Providing students with information related to program courses, stages and requirements.

Monitoring Academic Progress

Monitoring and tracking students' academic progress in accordance with the approved study plan, and communicating with students whose performance falls below the expected level or whose progress slows due to withdrawal from a large number of courses.

Academic Research

Responding to students' inquiries related to scientific research, providing support in selecting thesis or dissertation topics, and guiding them in choosing supervisors specialized in their areas of interest.

Academic Support

Handling sensitive situations (if any) and contributing to the early resolution of complaints to reduce disputes and prevent their escalation, while acting as an advocate for students when necessary.

It is preferable to meet with the academic advisor to clarify the reasons for requesting an academic status change and its implications. When submitting an academic movement request through the Edugate academic system, please take a screenshot of the request and send it, along with the justifications, to the Head of the Graduate Studies Committee in the student's department to take the necessary action.

Completion of the Academic Integrity Course

In accordance with the Graduate Studies Regulations at King Saud University, approved by the University Council, Article (28), all master's and doctoral students are required to complete a course in academic integrity and the rules of citation and referencing from academic sources during their study of the first level of the program's study plan. This course is supervised by the Deanship and coordinated with the relevant entities at the University.

[إدارة العملية التدريبية](#)

Comprehensive Exam

After successfully completing the taught courses, students will be eligible to register for this exam.

Comprehensive Exam registration is required towards the end of the last term of taught courses following the forms on the deanship of higher education's website.

Objective of the Exam

The comprehensive exam aims at measuring the ability of the students in two main respects:

a) Knowledge Acquisition:

The exam measures the depth and comprehensiveness of student's understanding of the main topics of his/her specialization and sub-specialization (if any).

b) Analytical Ability:

The exam aims at measuring the student's analytical ability to think and analyze, to infer and assess concepts and suggest appropriate solutions to given questions.

Components of the exam

- a) The comprehensive exam consists of two parts: written and oral.
- b) The written exam consists of two parts on the subfields of the specialization.

Exam procedures

- 1- The committee informs the eligible students that they will be eligible to request sitting for the comprehensive once they finish their courses.
- 2- The student is to request sitting for the comprehensive exam in the semester following the completion of courses by filling out the official form. However, the procedure can be postponed to the following semester upon the approval of the department council.
- 3- The comprehensive exam: written and oral should be conducted once in a semester (any time between the fourth and eighth week of the semester provided there is a two week- minimum interval between the written and oral).
- 4- The higher studies unit secretary will arrange booking the venue and informing students of the time and date of the exam.
- 5- The comprehensive committee sets a date for a representative of the committee to meet the students to answer their questions and the postgraduate committee arranges the meeting.
- 6- The duration of the written part of the exam: from 4-5 hours on two days with enough time in between them for students to rest and revise (preferably 3-4 days)
- 7- After passing the written exam, the student is informed and called to sit for the oral part of the exam on the date decided by the committee.
- 8- The duration of the oral part of the exam: 1-2 hours.
- 9- If the student fails the written or oral part of the exam or both, another chance is given in the following semester.

General guidelines

1. The passing score of the written comprehensive exam is 70 out of 100.
2. After passing the exam the student is considered a PhD candidate.

ENG 699 Research Proposal

1. Students are advised not to register **ENG 699 Research proposal** until they pass the comprehensive exam.
2. After passing the comprehensive exam, each student should contact the committee to assign a supervisor for the thesis (associate or full professor) on the topic of interest.
3. The proposal process starts with **official emails between the supervisor and the committee** stating the topic to prepare for registration in the following semester (supervisors should ensure that this step is completed before the final department meeting in the semester).
4. At the beginning of the following semester, the secretary will register students in sections of ENG 699 (one section for each student assigned to the supervisor).
5. The proposal should be written following the **content/formatting guidelines** (proposal contents & proposal cover page).
6. Two examiners specialized in the topic will revise the proposal and provide specific comments on the students' proposal.
7. Students have the choice to register ENG 699 for 2 more semesters.
8. If students finish the proposal in one semester and wish to register ENG 700 (thesis) the next semester, they need to submit the full proposal and revise after comments from examiners then submit the modified proposal to the graduate committee for final screening before the end of the semester.
9. Once the proposals are accepted, they will be processed: department > college > deanship.
10. Submit the proposal to the head of department along with the join signature agreement form نموذج تعهد مشترك. In the form the students state if their research involves human samples and thus they need to obtain the IRB approval (details below).
11. Once the proposals are approved by the department council, it will be sent to the college deanship for approval.
12. The students need to log onto the proposal submission portal: <https://eservices.ksu.edu.sa/PRPA/> and upload their proposals to be processed along with the signed supervisor agreement form.
13. Advisors need to give students grade (م) (continuous) on the system if the proposal was not approved from the deanship before the semester ends.
14. Once all procedures are followed, the student can register for the thesis ENG 700 the following term.

Academic Integrity & Research Ethics

All students are required to adhere to high ethical standards in the preparation of research, including academic honesty, respect for intellectual property rights, and the avoidance of improper citation or plagiarism. Any violation is subject to disciplinary action in accordance with university regulations.

The requirements for forming a graduate thesis defense committee include attaching a similarity index report for the thesis, provided that the similarity percentage does not exceed 30% in accordance with the university's approved guidelines, as well as submitting the official declaration form when requesting the formation of the committee. The form is available via the following link:

[نموذج التعهد عند طلب تشكيل لجنة مناقشة-2.pdf](#)

Academic Integrity and Disciplinary Procedures

The College is committed to fostering the values of academic integrity across all research and educational practices. Cases of academic dishonesty or disciplinary violations are addressed through clear procedures that begin with investigation and are subsequently referred to the relevant disciplinary committees to take appropriate action. Such actions may include a warning, suspension, or dismissal from the program.

IRB Approvals

All graduate students at King Saud University are required to obtain official ethical approval before commencing any field research or collecting data related to individuals or personal information. This approval ensures compliance with ethical standards and safeguards participants' rights and the confidentiality of their data.

Students of the College of Languages and Language Sciences fall under the Subcommittee for Ethics of Humanities and Social Sciences Research, which is responsible for reviewing research submitted by researchers from all colleges when the research involves the collection of non-medical (humanities and social sciences) data from human participants.

For clarification, please visit the following website:

[مهام اللجنة الفرعية لأخلاقيات البحوث الإنسانية والاجتماعية | عمادة البحث العلمي](#)

When completing the joint declaration form for research proposal approval, the student must indicate in the form whether the research requires approval from the Research Ethics Committee. If approval is required, the following procedures must be followed immediately after the research plan is approved:

Ethical Approval Instructions for Humanities Research:

- All requests are received exclusively via the committee's official email: irbhumanities@ksu.edu.sa.
- Completion of the committee form **"Abbreviated Form – New Version"** and signing it by the researcher (**the principal researcher's signature is sufficient if there is more than one researcher**). [نماذج اللجنة الفرعية الدائمة لأخلاقيات البحوث الإنسانية والاجتماعية | وكالة الجامعة للدراسات العليا والبحث العلمي](#)
- The following two certificates must be attached:
Ethics Course, via the following link:
<https://ncbeportal.kacst.gov.sa/en-US/Account/Login>
Academic Integrity Course, via the following link:
<https://etc.ksu.edu.sa/ar/node/2988>
- The student must stamp all research instrument documents with the department or college seal. These documents must be submitted to the Ethics Committee through the supervisor's official university email or accompanied by an official letter from the supervisor.

- For questionnaires, interviews, and any tool that collects personal data, the letter addressed to participants must clearly state that the data are confidential, used solely for scientific research purposes, and that participation is voluntary.
- If the research requires collecting participants' names or any identifying information, this must be justified in the research instruments form, including an explanation of how anonymity will be ensured. A declaration from the researcher committing to coding participants' names after data collection must also be attached.
- The submitted research instruments must be the final versions that will be administered to participants, not draft or review versions.
- The participant information and consent text (Consent Form) must be included at the beginning of the research instrument itself, not in a separate letter.
- For studies based on content analysis, documentary analysis, or comparative research, the relevant data collection form must be attached.
- If research instruments are in a language other than Arabic or English, an Arabic translation must be submitted along with the original version.
- The researcher must attach and sign a **Fee Payment Undertaking** for funded research projects, which includes a declaration of **no funding** for the purpose of fee exemption.

IRB Fee Payment Undertaking Form: [نموذج تعهد تسديد رسوم IRB](#)

Researchers are required to visit the website and download the relevant forms for their research from:

[نماذج اللجنة الفرعية الدائمة لأخلاقيات البحوث الإنسانية والاجتماعية](#)

ENG 700 Thesis

- Once the student passes the Proposal requirements and it is approved by the deanship of higher studies, they are eligible to register for the thesis course.
- Once registered in the Thesis course, the supervisor presents a detailed report regarding the progress of the student each semester. [التقرير الفصلي للمشرف عن مدى تقدم الطالب في دراسته \(وفقا للمادة الخمسون\)](#)
- If the student is ready to submit the thesis for a Viva defense, the supervisor must apply for the relevant documentation to set the viva date and examination panel.
- You will need to upload the thesis online to eservices.ksu.edu.sa/DiscussionThesis/
- Please ensure that all your details are registered correctly on the website in order to avoid any issues with approvals.

In order to be eligible for the viva, the student must

- 1- Submit a publication that is related to the thesis
- 2- Fulfill all the previous requirements and ensure that the grades are registered as passed on Edugate (All courses, comprehensive exam, proposal)
- 3- Follow the title and topic that was previously approved in the proposal accepted by the deanship of higher studies
- 4- Produce a full thesis following the required template: [PhD Thesis Template 2025.docx](#)

PhD Students Publication Requirements (please check updates on the University bylaws and regulations)

- A published or accepted for publishing academic paper is a requirement for the thesis Viva.
- The Journal must be peer-reviewed and scholarly
- The paper must be related to the thesis project
- The paper must not be published prior to enrolling in the PhD program.
- The paper must be an original article
- The student must be the main researcher in the paper.
- The student must indicate affiliation with King Saud University
- A copy of the published paper must be submitted to the deanship of higher studies before the Viva committee is formed.

Thesis Defense

- The Thesis defense will be publicly announced and consist of a panel of internal and external examiners.
- After the decision of the panel is made, the student must fulfill all the necessary changes in order to upload the final version of the thesis to be eligible for graduation.
- Please follow the guidelines on the graduate studies website regarding graduation procedures.

If a student is found to lack seriousness during the thesis stage, based on the thesis supervisor's report, the student shall be issued a warning letter by the department/program.

If the student receives two warnings and fails to address the reasons for the warnings, the student's registration shall be terminated based on a recommendation from the Department/Program Council and the College, in accordance with the Executive Rules of the Graduate Studies Regulations at King Saud University (Third Edition).

[القواعد التنفيذية لللائحة الدراسات العليا بجامعة الملك سعود الإصدار الثالث.pdf](#)

Please check the deanship of higher studies for more details and information about the deadlines for procedures such as :

- **Postponement**
- **Withdrawal from courses /semester**
- **Registration deadlines**
- **Proposal and Thesis acceptance deadlines**

Graduate Studies Bylaws and Regulations documents

[\(ksu.edu.sa\) نماذج وإجراءات العمادة | عمادة الدراسات العليا](#)

[\(ksu.edu.sa\) الإصدارات والأدلة | عمادة الدراسات العليا](#)

Contact details for the Applied Linguistics Program:

The Applied Linguistics Graduate Studies Committee appling@ksu.edu.sa

The Applied Linguistics Graduate Studies Coordinator gradling@ksu.edu.sa