

The Department of English

PhD in Applied Linguistics Program Handbook

1447 H (2025-2026) Academic year

Contents

Part I – Program Overview	3
Mission	3
Objectives	3
PhD Stages	3
PhD Study Plan	3
Part II – Academic Regulations	5
Registration	5
Dropping/postponing Courses or Semester	5
Academic Advising	6
Completion of the Academic Integrity Course.....	6
Comprehensive Exam	7
ENG 699 Research Proposal.....	8
ENG 700 Thesis	8
Graduation Requirements	9
Graduate Studies Bylaws and Regulations documents	10
Part III – Research Integrity.....	11
Research Ethics	11
Academic Integrity and Disciplinary Procedures	11
IRB Approvals	11
Part IV - Student Rights, Responsibilities and Grievance Procedures.....	13
Student Rights.....	13
Student Responsibilities.....	13
Complaints, Appeals, and Grievances.....	14
Part V - Student Services and Support.....	15
Academic and Research Support	15
Learning Resources	15
Student Support Services.....	15
Official Communication	15
Key Contacts.....	16
Contact details for the Applied Linguistics Program:.....	16
Part VI. Teaching Staff Responsibilities.....	17
Teaching and Learning	17

Academic Advising and Research Supervision 17

Assessment and Feedback 17

Professional Conduct and Research Ethics 17

Quality Assurance and Continuous Improvement..... 17

Part I – Program Overview

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 Stages

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
---------	--------------------

Level 5

ENG 700	Thesis
---------	--------

Part II – Academic Regulations

The PhD Program in Applied Linguistics is governed by the King Saud University Graduate Studies Regulations and the corresponding implementing rules issued by the Deanship of Graduate Studies. Students are expected to familiarize themselves with these regulations, which govern all academic matters throughout their studies, including registration, enrollment status, academic progression, assessment, research requirements, thesis examination, and graduation.

Registration

Students admitted to the PhD Program in Applied Linguistics are required to complete registration in accordance with the academic calendar and the policies and procedures established by King Saud University and the Deanship of Graduate Studies. Registration is carried out through the University's approved academic systems and must be completed within the specified registration periods.

Students are responsible for maintaining continuous enrollment throughout their period of study and for registering for the courses and research components required by the approved study plan. Any requests related to course registration, add/drop, postponement of studies, withdrawal, suspension, or other changes to academic status must comply with the King Saud University Graduate Studies Regulations and receive the necessary academic approvals through the appropriate departmental, college, and University channels.

Students are expected to consult their academic advisor before making any changes to their study plan to ensure that all registration decisions support timely progression toward degree completion. Detailed registration procedures, academic policies, and relevant deadlines are published by the Deanship of Graduate Studies and should be reviewed regularly by all students.

- 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 students have extenuating circumstances that require dropping a course or postponing/dropping a semester, they must contact the supervisor/academic advisor before submitting the online request to discuss options and the reasons for dropping the course/semester.
- Once students submit an online request, they need to send a signed letter that is addressed to the head of the English department to appling@ksu.edu.sa stating the request to

drop/postpone with. A screenshot of the Edugate page <https://edugate.ksu.edu.sa> is also required.

- Students must submit these requests before the deadlines stated on the Deanship of Graduate Studies website, and as each council only meets once a month. Requests must be submitted 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 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 test once they finish their courses.
- 2- The student should 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.

- The passing score of the written comprehensive exam is 70 out of 100.
- 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, the graduate committee will contact students with an updated list of potential supervisors (associate and full professor) and their research interests.
3. The graduate committee will send official emails confirming the assignment of the student to the supervisor to prepare for official registration of the ENG 699 course the following semester.
4. The proposal should be written following the content/formatting guidelines (available on the website).
5. Two examiners who are specialized in the topic will revise the proposal and provide specific comments on the students' proposal.
6. Students have the choice to register ENG 699 for two semesters.
7. 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.
8. Once the proposals are presented to the department council, they will be processed: department > college > deanship.
9. 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 نموذج تعهد مشترك.
10. 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 all procedures are followed, the student can register for the thesis ENG 700 the following term.

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.
- Students need to upload the thesis online to eservices.ksu.edu.sa/DiscussionThesis/
- Students need to ensure that all details are registered correctly on the website in order to avoid any issues with the approval.

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 (available on the website).

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](#)

Graduation Requirements

To be awarded the Doctor of Philosophy (PhD) in Applied Linguistics, students must successfully fulfill all academic and research requirements specified by the PhD Program in Applied Linguistics and the King Saud University Graduate Studies Regulations. These requirements ensure that graduates have achieved the Program Learning Outcomes and demonstrated the advanced knowledge, research competence, and scholarly independence expected of doctoral graduates.

To qualify for graduation, students are required to:

1. Successfully complete all coursework and credit requirements specified in the approved study plan.
2. Maintain the minimum academic performance required by the University throughout the Program.
3. Successfully pass the comprehensive examination.

4. Obtain formal approval of the doctoral research proposal through the University's approved procedures.
5. Complete an original doctoral thesis under the supervision of an approved faculty member.
6. Comply with all research ethics requirements and obtain the necessary ethical approvals, where applicable.
7. Successfully defend the doctoral thesis before the appointed examination committee and complete any required revisions.
8. Fulfill any additional Program and University requirements applicable at the time of graduation.

The recommendation to award the doctoral degree is made following the successful completion of all academic and research requirements and the approval of the relevant departmental, college, and University authorities in accordance with the King Saud University Graduate Studies Regulations. Students are encouraged to consult the Deanship of Graduate Studies for the most current graduation procedures and deadlines.

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

[الأدلة | عمادة الدراسات العليا](#)

[الوائح | عمادة الدراسات العليا](#)

تتضمن اللوائح جميع إجراءات التسجيل والتحويل والانقطاع والتظلم على أن يبدأ الطالب بمراسلة لجنة الدراسات العليا بالقسم ورئيس

القسم والرفع لعمادة الدراسات العليا بذلك

[نماذج وإجراءات خاصة بطلاب الدراسات العليا | عمادة الدراسات العليا](#)

<https://eservices.ksu.edu.sa/DSD1/>

إدارة العملية التدريبية

<https://tp.ksu.edu.sa>

منصة التدريب الإلكتروني

Part III – Research 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](#)

Part IV - Student Rights, Responsibilities and Grievance Procedures

The PhD Program in Applied Linguistics is committed to providing a supportive, equitable, and intellectually stimulating learning environment that enables students to achieve their academic and research potential. The Program promotes mutual respect, professionalism, academic integrity, and shared responsibility among students, faculty members, and administrative staff. Students are expected to be familiar with their rights and responsibilities and to comply with the policies and regulations of King Saud University throughout their studies.

This Part outlines the fundamental rights and responsibilities of students, together with the mechanisms available for addressing academic or administrative concerns. These provisions aim to ensure transparency, fairness, and consistency while supporting a positive and productive academic environment.

Student Rights

Students enrolled in the PhD Program in Applied Linguistics are entitled to:

- ✓ Receive a high-quality academic experience that supports the achievement of the Program Learning Outcomes.
- ✓ Be treated fairly, respectfully, and without discrimination in accordance with University policies.
- ✓ Receive academic advising and research supervision throughout their studies.
- ✓ Access learning resources, laboratories, library services, and University facilities necessary for their academic and research activities.
- ✓ Receive clear information regarding Program requirements, academic regulations, assessment methods, and graduation requirements.
- ✓ Receive timely and constructive feedback on coursework, research proposals, and thesis progress.
- ✓ Benefit from academic, research, and professional development opportunities offered by the Program and the University.
- ✓ Express opinions and provide feedback through established communication channels and University surveys.
- ✓ Submit complaints, appeals, or grievances through the University's approved procedures without fear of unfair treatment or retaliation.
- ✓ Have their personal information and academic records handled with appropriate confidentiality in accordance with University policies.

Student Responsibilities

Students are expected to:

- ✓ Comply with the King Saud University Graduate Studies Regulations and all applicable University policies and procedures.
- ✓ Maintain high standards of academic integrity, honesty, and ethical conduct in all academic and research activities.
- ✓ Complete all Program requirements within the approved timeframe.
- ✓ Attend scheduled academic activities and actively participate in courses, seminars, and research-related events.
- ✓ Maintain regular communication with their academic advisor and thesis supervisor and seek guidance when needed.
- ✓ Meet academic deadlines and fulfill all coursework, research, and thesis requirements.

- ✓ Obtain the required ethical approvals before commencing research involving human participants or other activities requiring ethical review.
- ✓ Respect faculty members, staff, fellow students, and University property.
- ✓ Use University facilities, learning resources, and digital systems responsibly and in accordance with University regulations.
- ✓ Regularly monitor official University communication channels for announcements, deadlines, and academic updates.

Complaints, Appeals, and Grievances

The Program is committed to ensuring that student concerns are addressed fairly, transparently, and in a timely manner. Students are encouraged to discuss academic or administrative issues at the earliest opportunity with the appropriate individual or committee to facilitate an effective resolution.

Academic and administrative complaints, appeals, and grievances are handled in accordance with the policies and procedures of King Saud University. Depending on the nature of the issue, students may seek assistance from the academic advisor, course instructor, thesis supervisor, Graduate Studies Coordinator, Graduate Studies Committee, Head of Department, College administration, or the Deanship of Graduate Studies through the appropriate channels.

The Program ensures that all complaints and grievances are treated with confidentiality, impartiality, and respect, and that students are not subject to unfair treatment for raising legitimate concerns. Outcomes of complaints and appeals are communicated through the University's approved procedures, and records are maintained in accordance with institutional regulations.

Part V - Student Services and Support

The PhD Program in Applied Linguistics, in collaboration with King Saud University and the Deanship of Graduate Studies, provides a range of academic, research, and support services designed to facilitate students' academic success, research productivity, and overall learning experience. These services support students throughout their doctoral studies by providing access to academic resources, research facilities, professional development opportunities, and administrative assistance. Students are encouraged to make effective use of these services and to seek support whenever needed.

Academic and Research Support

The Program provides students with academic and research support throughout their doctoral studies. Academic advisors and thesis supervisors offer guidance on course selection, research planning, proposal development, and thesis completion. In addition, students are encouraged to participate in research seminars, workshops, conferences, and other scholarly activities organized by the Department, College, Deanship of Graduate Studies, and other University units to enhance their academic and research competencies.

Learning Resources

Students have access to a comprehensive range of learning resources that support teaching, learning, and research activities. These include the University Library and its electronic databases, digital journals, academic books, learning management systems, licensed software, and other electronic resources. Students also benefit from departmental and college initiatives that enhance the research environment, including specialized research facilities and laboratories, such as the Artificial Intelligence Laboratory, together with academic activities and scholarly initiatives.

Student Support Services

Students have access to a variety of University support services provided through the relevant administrative units. These services include academic support, information technology assistance, library services, counseling and well-being services, accessibility support where applicable, and other student services offered by the University. Information regarding available services and the procedures for accessing them is provided through the University's official communication channels.

- بوابة النظام الأكاديمي Edugate
- البريد الإلكتروني Microsoft 365
- [مكتبة البرامج | عمادة التعاملات الإلكترونية والاتصالات](#)
- Blackboard نظام إدارة التعلم
- [الصفحة الأساسية | عمادة شؤون المكتبات بوابة الدخول للمكتبة الرقمية المكتبات](#)
- [الدعم الفني الصفحة الرئيسية | عمادة التعاملات الإلكترونية والاتصالات](#)
- [دعم البحث العلمي برنامج دعم مشاركة الطلبة في النشر العلمي | عمادة البحث العلمي](#)
- [The Writing and Speaking Center](#) مركز الكتابة

Official Communication

Official communication between the Program and students is conducted through approved University communication channels. Students are expected to regularly monitor their University email accounts, the Learning Management System (Blackboard), and other official University platforms for

announcements, academic information, deadlines, and important notifications. Failure to review official communications does not exempt students from complying with published regulations, requirements, or deadlines.

Key Contacts

Students are encouraged to communicate with the appropriate office or individual regarding academic, research, or administrative matters. Key contacts include the Graduate Studies Coordinator, thesis supervisors, the Graduate Studies Committee, the Head of the Department, the College Graduate Studies Office, and the Deanship of Graduate Studies. Updated contact information is available through the Department and University websites.

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

Part VI. Teaching Staff Responsibilities

Teaching staff play a central role in achieving the mission and objectives of the PhD Program in Applied Linguistics. Through teaching, research supervision, academic advising, assessment, and scholarly engagement, faculty members contribute to students' academic development and the continuous enhancement of the Program. All teaching staff are expected to perform their duties in accordance with the policies and regulations of King Saud University, the standards of professional ethics, and the Program's quality assurance framework.

Teaching and Learning

Teaching staff are responsible for delivering high-quality instruction that supports the achievement of the Program Learning Outcomes. Faculty members are expected to apply appropriate teaching and learning strategies, maintain current and accurate course materials, promote active learning, and provide students with a supportive academic environment that encourages critical thinking, independent inquiry, and scholarly discussion.

Academic Advising and Research Supervision

Teaching staff provide academic advising and research supervision to support students throughout their doctoral studies. Their responsibilities include guiding students in academic planning, monitoring their academic and research progress, providing constructive feedback, supporting proposal and thesis development, and encouraging students to engage in research, scholarly dissemination, and professional development activities.

Assessment and Feedback

Teaching staff are responsible for implementing fair, transparent, and consistent assessment practices in accordance with approved course specifications and Program policies. Assessment methods should align with the Course Learning Outcomes and Program Learning Outcomes, and students should receive timely and constructive feedback that supports their academic progress and continuous improvement.

Professional Conduct and Research Ethics

Teaching staff are expected to uphold the highest standards of academic integrity, professional ethics, and responsible research conduct. Faculty members should foster an inclusive and respectful learning environment, maintain confidentiality where appropriate, comply with University regulations, and promote ethical research practices among students, including the responsible use of emerging technologies such as artificial intelligence in teaching, research, and scholarly writing.

Quality Assurance and Continuous Improvement

Teaching staff actively contribute to the continuous improvement of the Program by participating in quality assurance activities, including course evaluation, assessment of Program Learning Outcomes, preparation of course reports, curriculum review, committee work, accreditation activities, and implementation of improvement initiatives. Faculty members are encouraged to engage in professional development activities that enhance teaching effectiveness, research supervision, and academic leadership.

The PhD in Applied Linguistics Program Handbook serves as a practical guide for students and teaching staff by providing essential information on the Program's academic regulations, requirements, policies, procedures, support services, and responsibilities. It is intended to facilitate effective participation in the Program, promote transparency, and support academic excellence throughout the doctoral journey.

Students and teaching staff are encouraged to familiarize themselves with the contents of this Handbook and to consult the King Saud University Graduate Studies Regulations, University policies, and official Program communications for detailed regulations and any subsequent updates. In the event of any discrepancy between this Handbook and the official University regulations, the King Saud University Graduate Studies Regulations and approved University policies shall prevail.

The Program remains committed to providing a supportive academic and research environment that fosters scholarly excellence, ethical research practices, continuous learning, and professional development in alignment with the mission of King Saud University and the highest standards of doctoral education.

Document Information	
Document Title	PhD in Applied Linguistics Program Handbook
Version	1.0
Effective Date	2026
Prepared by	Graduate Studies Committee
Approved by	Department Council No. 1
Date	25-August-2026
Review Cycle	Every three years or as required
Next Review	2029