

# 1.1 The Graduate School

As the administrative arm of the *Graduate School (GS)*, the *Research, Innovation & Graduate Council (RGC)* monitors the progress of students enrolled in different graduate programs, from the time they are admitted to Alfaisal University until they complete their degrees. This is done in coordination with the *College Graduate Offices* and the *Office of Student Affairs*. The document also describes the admission cycle and the policies that govern the application, applicant evaluation, and admission of new graduate students. Students may apply for admissions to graduate programs at Alfaisal University from any other university both within and from outside Saudi Arabia. The *Graduate School (GS)* through the *Research, Innovation & Graduate Council (RGC)* sets the minimum application requirements and has the ultimate authority to approve or deny graduate admission if the Ministry of Education (MOE) requirements are met.

The Graduate School (GS) facilitates the operation of graduate programs in all colleges and departments in the following ways:

- Through the *Research, Innovation & Graduate Council*, advises on and administers the development and approval of new graduate programs proposed by colleges, and coordinates programs that involve more than one college as well as interdisciplinary programs.
- Facilitates the use of non-Alfaisal research laboratories for graduate students, if needed.
- The Vice President Research and Graduate Studies oversees the Graduate School. The *Research, Innovation & Graduate Council* monitors the quality for graduate studies at Alfaisal.
- The Vice President serves as an advocate for graduate education, teaching, and research, working closely with the Council in developing new policies and procedures related to graduate education.
- The *Graduate School (GS)* staff reviews appointments of graduate students to academic titles, such as Teaching Assistant (TA) and Research Assistant (RA) to ensure compliance with policies and procedures established by Academic Affairs and the *Research, Innovation & Graduate Council*. The School also monitors eligibility for fee and tuition remission.
- Ensures that applications for admission meet MOE standards.
- To send acceptance and rejection letter to all applicants after the GS and Colleges approval.