



Executive Instruction for Article 50 of the By-Law of the Specialized Doctoral Program (PhD)

In order to improve quantitative and qualitative conditions, enhance the academic standing of educational departments, and create uniformity in the implementation of Article 50 of the By-Law of the Specialized Doctoral Program (PhD) regarding the full-time presence of students at this level, after approval by the University's Graduate Studies Council, this instruction is communicated to the infrastructure faculties for implementation.

1. Study at the specialized doctoral (PhD) level is full-time. Therefore, any employment other than study is considered incompatible with the student's full-time academic presence at the university and constitutes conflicting employment.
2. A written commitment regarding full-time presence and adherence to regulations is obtained from students upon entry to the university.
3. The student's full-time presence is subject to the standard university rules and regulations concerning the full-time presence of faculty members in the infrastructure educational departments.
4. The required physical presence for these students is 160 hours per month. Within the time frame of 8:00 AM to 5:00 PM, up to 25 hours of this period can be allocated, with the approval of the supervisor and confirmation by the Graduate Studies Council, to study, teaching, and research related to the field outside the faculty.
5. The responsibility for monitoring and controlling the student's full-time presence lies with the relevant educational department. Evidently, the student is subject to the university's administrative laws and regulations regarding attendance.
6. Receipt of the educational stipend (salary and other student benefits) at the end of each month is contingent upon fulfilling the full-time presence requirement based on the attendance report (and/or timesheet) and performing the duties assigned by the infrastructure educational department.
7. The educational department is obliged to report any student absence without notice promptly for legal action.
8. In case of a shortfall in physical presence, for the first month, a written warning will be issued by the relevant department (with a copy to the Faculty Graduate Studies Office). For the second month, a written warning will be issued by the Educational Vice-Chancellor (Faculty Graduate Studies) (with a copy to the Faculty Graduate Studies Management). Repeated shortfall in physical presence for the



third month will result in the complete cessation of the educational stipend payment, and the matter will be brought before the University Graduate Studies Council meeting for an appropriate decision.

9. To facilitate control and supervision by the experts in the Office of the Educational Vice-Chancellor, a copy of the monthly attendance report, permits, and documentation related to internships and research activities outside the faculty must be recorded in the faculty's student attendance file and be accessible.
10. The direct responsibility for the proper execution of this instruction lies with the Educational Vice-Chancellor of the faculties.