

National University-Sudan
Faculty of Graduate Studies and Scientific Research



Student Guide

2018

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Faculty of Graduate Studies and Scientific Research: Vision and Mission

Vision

NUSU be the leading provider of graduate programmers assuring most distinctive ever excelling excellence



Mission

Grantee and maintain high quality standards of graduate programmes offered by NUSU through continuous internal and external assessment to secure sustainability and social responsibility

Welcome Note from the Vice-President of NUSU



On behalf of the staff of National University-Sudan, I congratulate you for joining the Faculty of Graduate Studies and Scientific Research. This Faculty was established after extensive studies to identify the necessary infrastructure and qualified staff to run a unique institute satisfying the high demands in these fields. Again you are welcome and I wish you successful academic career.

Dr. Amin Osman Sid-ahmed
Vice-President
National University-Sudan

Welcome note from the Dean Faculty of Graduate Studies and Scientific Research



- With great pleasure the Faculty of Graduate Studies and Scientific Research of NUSU welcomes and invites students and stakeholders to profit from its distinguished high quality programmes.
- The programmes offered by NUSU are well designed by experts to achieve well focused outcomes.
- The programmes are accredited by the Ministry of Higher Education and Scientific Research and continuously updated to comply with innovations in knowledge and technology.
- The National University-Sudan obtained the ISO (International Standardization Organization) in 2009 and accredited by the BAC (British Accreditation Council) in 2015.
- The Faculty of Graduate Studies and Scientific Research strictly abides by respect, ethics and social responsibility to conserve legal rights and privacies of the students and stakeholders.
- NUSU provides and secures highly qualified staff and elegant environment (lecture rooms, to date laboratory facilities and equipment, paper and electronic libraries, rest rooms etc...) for convenient conveyance of the programmes.
- The teaching staff and administrators are always ready for any help when needed.

You are most welcome joining Faculty of Graduate Studies and Scientific Research-NUSU

You work hard to perfection

You do more to excel

You do more and more to excel yourself

Thence

NUSU congratulates you

Graduate Programmers Offered by NUSU

Faculty of Business Administration

Master by Course in:

- Business Administration General
- Projects Management
- Human Resource Management
- Financial Management
- Hospital Management
- Entrepreneurship
- Marketing.

Faculty of Medical Laboratory Sciences

Master by Course and Dissertation in:

- Chemical Pathology
- Microbiology and Infection Control
- Histopathology and Cytology
- Hematology and **Immune**-Hematology
- Parasitology and Medical Entomology

Faculty of Medicine

Masters by Course and Dissertation in:

- Human Clinical Anatomy

PhD by Research in:

- Human Anatomy

Faculty of Clinical and Industrial Pharmacy

Master by Course and Dissertation in:

- Hospital Pharmacy

Faculty of Radiography and Medical Imaging

Master by Course and Dissertation in:

- Medical Diagnostic Radiography
- Diagnostic Medical Ultrasound

National University Research Institute (NURI)

- Master of Bioinformatics

In this guide the Faculty means: Faculty of Graduate Studies and Scientific Research

Admission Requirements for Postgraduate Diploma, Master and Doctorate degrees

Postgraduate Diplomas

Applicants should:

- Hold Bachelor degrees (General) with grade Good at least from the National University or from any accredited university or a college.
- Hold Bachelor degrees (General) with grade Pass plus a qualifying certificate of study for 1 or 2 semesters.
- Not be registered for a degree in another programme in the National University or in any **other** institution during the period specified for the study and should sign an undertaking.
- Meet the requirements of the targeted programme.

Masters Degrees

Applicants should:

- Hold Bachelor (Honors) in the concerned specialization with grade Good (Second Class) at least from the National University or from any other accredited university or a college.
- Hold Bachelor (General) in concerned specialization with grade Good (Second Class) at least plus a Postgraduate Diploma in the concerned specialization with grade Good at least or pass a qualifying examination with grade good at least **after studying for one year**.
- Hold Bachelor (General) in the concerned specialization with grade Pass (Third Class) plus a Postgraduate Diploma in the concerned specialization with grade Good at least.
- Not be registered for a degree in another programme in the **National University** or in any other institution during the period specified for the study and should sign an undertaking.
- Meet the requirements of the **targeted programme**.
- Holders of B.Sc. Honors in relevant disciplines from the National University or from any other accredited university or a college can be accepted based on a recommendation from concerned faculty or institute and that is without prejudice to **Item 8.a of the General Regulations**.

Doctorate Degrees (PhDs)

- Hold **master** in the **concerned** specialization from the National University or **from** any recognized accredited university or a college.
- Meet the requirements for obtaining the Master in accordance with the provisions of **Item 8** if the master obtained from a university other than the National University.
- Holders of Masters in similar specializations may be accepted on a recommendation of the concerned faculty or institute without prejudice to **Item 9-a of the General Regulations**
- Holders of master degrees from other universities should submit recommendations from two academic staff members, who know the applicant, from the National University and/or from another university.
- Applicants should not be registered for a degree in any programme in the National University or in any other institution during the period specified for the study and should sign an undertaking.
- Meet the requirements of the targeted program.

Admission Requirements for Postgraduate Diploma and Masters in the Transfer Programmers

Postgraduate Diploma Degrees

- a. Hold Bachelor General or Honors with grade Good at least.
- b. Hold Bachelor General or Honors with grade Pass plus 3 years working experience at least after graduation.

Masters Degrees

- a. Hold Bachelor plus Postgraduate Diploma in the specialization of concerned transfer programme.
- b. Advanced registration is allowed for candidate specialized in same theme of the concerned transfer programmes. Exemption period should not exceed one semester.

Procedures for Application and Registration

- A concerned faculty or institute announces the terms of admission and the period for application.
- Complete the form of the targeted programme in the specified time.
- **Attach the required original certificates**
- Attach a copy of a certified identity document (national number for Sudanese, passport for non Sudanese) and recent colored passport size photos.
- Obtain the University Number from the **General Directorate of Admission and Certificates Evaluation and Attestation.**
- Settle the tuition fees in the specified time.
- Submit two recommendations from two staff members who know the applicant.
- Submit a research proposal according to the National University guidelines for writing research proposals.
- A student registered for a degree in a university or a college is not allowed to transfer to another university or a college

Steady Involvement in Studies by Research

- A student registered for master by research must be regular in following the studies and conducting the research in specified place and time and should abide by the directives of the supervisor.
In exceptional cases, based on a recommendation of the supervisor and the concerned faculty or institute, the Faculty assigns an extension of **one year study period** for the master and two years maximum for the doctorate. In such case an extension request should be submitted, at least, three months before the elapse of the period specified for the study.
- The student should settle tuition fees for the extension period of study. The tuition fees will be assigned by **the Principal of the National University.**
- A student must be in continuous contact with the supervisor.

- The supervisor submits a report every 6 months to the Faculty on the progress of the study of the student.
- A student can modify or change the subject of the research, based on the approval of the supervisor, the department council and the committee of graduate studies in the concerned faculty or the institute and the Faculty, within 9 months from registration for master and 12 months for doctorate degrees.
- A student is allowed to change the title of thesis, based on approval of the supervisor, the department council, the committee of graduate studies in the concerned faculty or the institute and the Faculty, 6 months for master and 12 months for doctorate before submitting the thesis for assessment.

Steady Involvement in Studies by Course or by Course and Dissertation

- A student enrolled in a degree, including courses, must attend in time and place at least 80% of the academic activities.
- In some Master programmes, a student may be awarded a postgraduate diploma if failed to attain the minimum requirements of the concerned programme and the degree.
- In by course and complementary research programmes a student should submit a research proposal to the council of the department for assessment within one month from the announcement of the results of the courses and the appointment of the supervisor. The research proposal submitted thereafter to the committee of the graduate programmes in the concerned faculty or institute for approval.
- The Faculty keeps a copy of the approved research proposal.
- The thesis assessment should be held after passing the course examinations.

Supervision

- The graduate studies committee of the concerned faculty or institute, based on a recommendation from the council of the concerned department and approval of the Faculty, shall assign a supervisor for each student **registered for a by research degree** or by course and complementary research, before the student starts the research.
- The appointed supervisor for a doctorate student must be a professor or an associate professor.
- The supervisor of a master degree student must be, at least, an assistant professor who spent two years in the rank and has, at least, two published or accepted research papers.
- The graduate studies committee of the concerned faculty or institute may change the supervisor if need be.
- The Faculty, upon a recommendation from the graduate studies committee of the concerned faculty or institute, may appoint a supervisor from another institution, if need be. In such case, the **Faculty** should appoint a co-supervisor from within the National University.
- The graduate studies committee of a concerned faculty or institute may appoint an internal co-supervisor.

- The appointed internal co-supervisor must be, at least, an assistant professor who spent two years minimum in the rank and has scientific publications.
- In case of external registration, the Faculty, upon a recommendation from the graduate studies committee of the concerned faculty or institute, should appoint an external co-supervisor who meets the requirements of appointment of the supervisor.
- The external co-supervisor submits an acceptance to supervise the student before conferring the registration.
- The external co-supervisor submits reports every 6 months on the student performance and a detailed report on when the research be completed and presented to the examination committee.

Cancellation of Registration

Registration of students will be cancelled if:

- Reports of the programme coordinator or the supervisor are confirmed thereafter by the concerned department and the programme committee that a student is irregular in pursuing the study.
- A student submitted a request for withdrawal from the programme in question.
- A student is registered in another programme in the National University or in any other university **or a college** during the period specified for the study.
- A student is dismissed from the National University for academic or behavioral reasons.

Re-registration

- If a student exceeded the specified period for the study or the research.
- If a student is subjected to coercive conditions during the study. In such case the student must submit supporting documents together with the approval of the supervisor and/or the coordinator, the concerned department and the concerned programme committee. The absence of the student will be considered as suspension of study.
- The re-registration period shall be one year for Master and two years for Doctorate.
- **The student should submit the re-registration form**
- The student should settle the re-registration and study fees for each year according to the current fees thence.

Suspension of Study

- In special cases, a student may be suspended from studying for a period not exceeding two years.
- The period of suspension of the study shall not be counted part of the time specified for obtaining the degree.
- A student submits a request to resume the study and settle the current fees for the academic year in question.

Originality of Research Subjects

- A student submits, to the Faculty, a certified document confirming the originality of the subject matter of the dissertation or the thesis registered for.

Ethical Clearance

- An applicant must submit a **certificate of ethical clearance** issued by the Ethical Committee of National University and, if need be, **submits** a consent of the institution hosting the research.

Features of Theses and Dissertations

In case of degrees by research, a student must submit, at the end of the study, a thesis or dissertation:

- Written either in Arabic or in English. In special cases, the Faculty may allow a student, at registration time, to write the thesis or the dissertation in another language.
- In case of master degrees, all the research work must have been done after the registration of the student.
- The outcomes of the Master thesis should be an addition to knowledge and scientific development. The thesis clearly demonstrates the student abilities to **analyze data and interpret results**.
- The Doctorate thesis should reflect the student vision in the obtained results and contribution to knowledge and scientific development in the concerned field of study.

Procedures and Conditions for Submission of Theses and Dissertations

- A student should abide by the guidelines, approved by the Faculty, for submission of theses and dissertations.
- **Provide 6** bound paper copies and an electronic copy of the thesis or the dissertation.
- A student should mention that the thesis has been prepared and submitted to the National University to obtain a degree. If not abiding by this, the National University takes any action to preserve its rights.
- The Faculty conducts tests to ensure that theses and dissertations are **plagiarism-free**.

Procedures and Rules of Examinations

- A student missing 20% or more of studying any course, with or without reasons, must repeat the course.
- A student completed the course but was unable to sit for the examination for acceptable reasons shall be allowed to sit for a substitute.
- Medical reports are not accepted unless approved by the **Department of Medical and Health Services of the National University**.
- The medical report should be submitted to the coordinator within the seven days following the date of the examination. Medical reports are not accepted if a student sat for the examination.

- A student submitted a medical report is not allowed to sit for the examinations during the period covered by the report.
- The examination results will be canceled if a student sat for an examination during the period covered by a medical report.
- A student must succeed in each of the theoretical and the practical components of a course.
- A student missing an examination without acceptable reasons will be assigned failure in the course (s) in question.
- A student has the right to:
 - Sit for supplementary examinations in not more than 1/3 of the number of courses.
 - Re-sit for the examination in all courses if failed in more than 1/3 to ½ the number of courses.
- A student failing in more than 50% of the courses will be discontinued.
- A student failing a supplementary examination shall be discontinued.
- Supplementary examinations convene after the final examinations of each semester
- A student shall be assigned the grade attained in the supplementary examination provided CGPA applied.
- A student passing a supplementary examination and attaining CGPA less than good shall be discontinued.
- A student passing all examinations with grade pass can be assigned a lower degree if applicable.

Instructions to Students

Students must strictly follow the examiners instructions and abide by the guidelines as due to:

- Entry to the examination hall which shall be permitted five minutes before the start of the examination.
- Keep quiet, except when asking the examiner or the invigilator.
- A student is not allowed to enter the examination hall after 30 minutes from the start of the examination and **if came late**, will not be allowed extra time after the elapse of **the time limit**.
- A student is not allowed to leave the examination hall before 30 minutes from the start of the examination.
- A student leaving the examination hall is permitted to re-enter only if the absence was necessary, authorized and under direct supervision.
- A student must sit in the place carrying his/her own university number or in a place decided by the invigilator.
- Refrain from having, into the examination hall, unless authorized by the examiners, any book, notes, drawing, calculators or hearing equipment including mobile phones or any **alike** tools.
- Refrain from providing any direct or indirect assistance to another student or receiving, by so ever means, any help from **any** student.
- Follow the directions of the examiners and invigilators throughout the examination time.
- Refrain from eating and/or drinking or smoking inside the examination hall.

- A student must solicit only from the invigilator any permitted aids, and not allowed to borrow aids from others or leave his place without permission.
- Return the aids provided after finishing the examination.
- Violation of **Items 23-g and 23-h of the** General Regulations shall be considered cheating.

Duties of Invigilators

Invigilators should:

- Come to the examination hall 30 minutes before the start of the examination.
- Ensure that the allowable aids for the examination are sufficient and in place.
- Check the identity of the students by finger prints and/or by university IDs before allowing them entering the examination hall.
- Specify the actual starting time for the examination.
- Take the attendance after 30 minutes from the start of the examination.
- Refer queries to the concerned staff.
- Not use mobile phone during the examination.
- Be involved in anything that would upset the calm or the order in the examination hall.
- Not allow entry to the hall of anyone not related to the examination.
- In case spotted a cheating case, must prove it, if possible by a testimony of either of the invigilators or the examiner or any of the staff members present in the examination hall. The invigilator allows the student to continue the examination and writes a report on the incident to the coordinator of graduate programmes committee of the concerned faculty or institute.
- Notify the students with the remaining time 15 minutes before the time limit of the examination, alert the students to write their names and index numbers and announce them to stop writing.
- Not allow students to leave the examination hall before handing over the answer books during the last 15 minutes.
- Collect the answer books and match them with the number of students. Put the answer books together with a copy of the examination and a list of the names of the students in an envelope and hand them to the examination office.

Procedures of Assessment of Dissertations and Theses

- The supervisor submits the examination form for approval of the examiners.
- The programme committee shall approve two internal examiners and an external from outside the National University.
- The external examiner must be a professor or associate professor in the **theme** of the research conducted.
- Either the supervisor or the co-supervisor can be approved as an internal examiner but not both.
- Each examiner submits a detailed confidential report to the Faculty according to theses assessment form.

- A student must be in place and in time for running the oral examination according to the directives of the approved examination committee in the concerned faculty. Providing drinks, foods or any kind of celebration are not allowed before, during and after the theses or dissertations oral examinations.
- A student should not communicate, directly or indirectly, on the thesis or the dissertation, with the internal or external examiner after their approval by the Faculty to evaluate the thesis or the dissertation.
- The examination will be held in the presence of all examiners. If need be communication with the external examiner can be through **the available apt media** or rely on a report from him if not be able to attend the viva.
- The viva shall be run in 1-2 months after the approval of the examiners by the Faculty.
- The viva shall be run during the period stipulated in **Item 25 of the General Regulations** after receiving the reports of all the examiners.
- The viva will be held in time and place within the National University campus. If need be the viva may be run, on approval of the Faculty, outside the National University.
- After the viva the examiners shall submit, in accordance to the oral examination form a joint report to the Faculty.
- **After the viva the examiners shall submit, using a form, a joint report to the Faculty.**
- **The decision of the examination committee on a thesis or a dissertation is based on a positive vote of two thirds of the members including the external examiner.**
- The examination committee submits a report signed by all the members immediately after finishing the viva including either of the following recommendations:
 - Accept the thesis/dissertation and award the degree
 - Accept the thesis/dissertation with corrections and amendments to be seen by one member of the examination committee to make sure that what was required is done
 - Accept the thesis/dissertation and award a lower degree if available
 - Re-examine the thesis/dissertation after major amendment
 - Reject the thesis/dissertation
- A student shall make the corrections and/or the amendments made by the examination committee.
- A student must prepare the thesis or dissertation during the specified period. In case of rejection of the thesis or the dissertation the student is considered failure and will be barred from the degree registered.

Appeals for Re-assessment

A student has a right to appeal to the dean of the Faculty for re-assessing the marks obtained in specific course. In such case the student has to settle the prescribed fees and:

- Submit an appeal for the re-assessment within three days after the announcement of the results. No appeals would be accepted thereafter.

- The Dean Graduate Faculty shall forward the appeal for the re-assessment to concerned faculty or institute to form a committee of three staff members for re-correction of the answer paper of the student and submit a specific recommendation.
- The dean of the concerned faculty or institute shall forward the recommendation of the re-assessment committee to the Faculty for approval and notify the student.

Procedures and Penalties for Contravention of Regulations

Contravention of any of the **Items 21, 22, 23, 24 and 25 of the General Regulations** is considered an offense which requires the following:

- The supervisor, the examiner or the invigilator shall write a report to the dean of the concerned faculty or institute, on the contravention. The dean of concerned faculty or institute form an inquiry committee from three staff members of the faculty, one of them a law man.
- The supervisor, the examiner, the invigilator and the student appear, each at a time, before the inquiry committee.
- The inquiry committee shall submit a written report comprising recommendations to the dean of the concerned faculty or institute. The dean of the concerned faculty or institute forwards the report to the Faculty.
- If the contravention in question relates to either of **Items 13, 14, 18 or 21, and Items 23-g, 23-h, of the General Regulations** the dean shall form an inquiry committee of three staff members from the university to examine the case and submit to the Faculty council a written report and recommendations.
- If the offense committed falls under the provisions of **Item 21-m of the General Regulations**, the dean shall form an inquiry committee of three staff members from the university. The committee submits, to the dean, a written report comprising recommendations.
- The Faculty council shall consider the reports of the inquiry committees, in accordance to **Items 27-a and 27-d of the General Regulations**; and recommends to the president.

Penalties

The president shall assign to the contravening student, one or more of the following penalties:

- Warn the student and keep the committed offence on his/her academic records.
- The student be considered failure and be assigned zero in the concerned examination.
- Suspend the student from study for a specified period.
- Dismiss the student.
- Assign financial penalty on the student for any resulted material damage.
- Barr the student from the degree registered for.
- **Publish the contravention and the punishment on Announcement boards.**
- Withdraw the degree from the student.

Procedures for Award of Degrees

- In programmes by course, the graduate studies committee of the concerned faculty or institute shall submit the examinations results to the Faculty registrar.
- The Faculty Council shall discuss the examinations results and the examiners reports; and forward a recommendation to the Scientific Council.
- If need be, an additional assessor may be requested to report on thesis/dissertation.

Final Copies of Theses or Dissertations

A student awarded a degree in accordance with **Item 29 of the General Regulations**, must submit, **reference the Faculty guidelines for writing theses and dissertation**, six paper bound copies and one compact disk (CD) of the approved thesis/dissertation.

The Faculty provides one copy of the thesis/dissertation to each of the following:

- University library
- Faculty library
- Concerned faculty or institute library
- Concerned department library
- The supervisor
- National Archives of Sudan

General Directives

- **Items 13, 14, 23, 24, 25, and 27 of the General Regulations** should be published on announcements boards of the Faculty and the concerned faculties or institutes implementing the programmes.
- Supervisors, examiners and invigilators must acquaint themselves with the **General Regulations**.
- **The Dean has the right to form, based on an evidence of plagiarism in any thesis or dissertation, an inquiry committee to assess and submit a recommendation to the Faculty Council which in turn proposes an appropriate action and recommends to University President.**