

**Policy:**

Students pursuing the thesis option should have at least a 3.2 cumulative GPA. All thesis applications require approval of the dean.

Students will be expected to complete their thesis by the end of the third semester (not including summer session). Students who require additional time to complete their thesis will be required to apply for an extension. The selected academic advisor must be a full time program-affiliated assistant, associate or full professor at KAUST. This advisor can only become project affiliated for the specific thesis project with program director approval.

Students who withdraw from the thesis option will be required to complete a thesis withdrawal form. Students who withdraw from the thesis option after the last day to drop will receive a W on their official record.

For more information, please check the [Program Guide](#) on the Registrar's website.

**Instructions:**

- To apply for thesis, complete sections **A, B**, attach your unofficial transcript and send to your GPC to start the workflow on DocuSign.
- To withdraw a thesis specialization, complete **D** of the existing form. (Only for programs that offer thesis specialization as an option).
- Note: Registration may be updated to proper research type.

**Section A: Student information**

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Student Name \_\_\_\_\_ KAUST ID \_\_\_\_\_

Program \_\_\_\_\_ (e.g. AMCS) Degree/\_\_\_\_\_ (e.g. M.Sc./Ph.D.) Semester \_\_\_\_\_ Year \_\_\_\_\_

Student's signature \_\_\_\_\_ Date \_\_\_\_\_ (DD-MMM-YYYY)

I have generated my unofficial transcript via Portal and attached it to my thesis application for further review.

**Section B: Thesis Proposal**

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Please write a well-constructed thesis proposal endorsed by the academic advisor, including a time line for completion not to exceed three semesters (not including summer session).

**Section B: Thesis Proposal**

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Timeline for thesis progress: (in line with start and end dates of semesters/session)

Thesis Start Date

Projected End Date

\_\_\_\_\_

\_\_\_\_\_

\*Check this box only if your thesis supervisor is not your existing academic advisor,

New Advisor/Co-Advisor Name \_\_\_\_\_ (Must be affiliated with the program)

**Section C: Official use**

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As the academic advisor, I confirm this proposal is academically viable and can be completed within the projected timeline.

	Approved	Signature	Date
Academic Advisor _____	Yes <input type="radio"/> No <input type="radio"/>	_____	_____
*New Academic Advisor _____	Yes <input type="radio"/> No <input type="radio"/>	_____	_____
*Academic Co-Advisor _____	Yes <input type="radio"/> No <input type="radio"/>	_____	_____
Graduate Program Coordinator _____		_____	_____
Program Chair _____	Yes <input type="radio"/> No <input type="radio"/>	_____	_____
Registrar's Office _____	Processed/Received	_____	_____

**Section D: Reason for withdrawing from thesis specialization**

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I have generated my unofficial transcript via Portal and attached it for further review of my thesis withdrawal request.

Student's signature \_\_\_\_\_

Date \_\_\_\_\_ (DD-MMM-YYYY)

**Section E: Official use (only for thesis withdrawal request)**

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	Approved	Signature	Date
Academic Advisor _____	Yes <input type="radio"/> No <input type="radio"/>	_____	_____
Graduate Program Coordinator _____		_____	_____
Program Chair _____	Yes <input type="radio"/> No <input type="radio"/>	_____	_____
Registrar's Office _____	Processed/Received	_____	_____