



الجامعة الوطنية - السودان
National University - Sudan

Student Guide 2026



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Welcome Note from the President of **NUSU**



On behalf of the staff of National University-Sudan, I congratulate you on joining the Faculty of Graduate Studies. 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 a successful academic career.

Prof. Ahmed Hassan Fahal
President, National University- Sudan

Faculty of Graduate Studies

Vision and Mission

Vision

To be the leading provider of graduate programs, assuring the most distinctive ever excelling excellence

Mission

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



Welcome note from the Dean of the Faculty of Graduate Studies



Welcome to the Faculty of Graduate Studies at the National University. We are pleased to offer distinguished postgraduate programs designed by experts to meet academic and professional needs while maintaining the highest standards of quality and excellence.

The University is committed to continuously developing its programs to keep pace with advances in knowledge, science, and technology, preparing graduates who can contribute effectively to society and sustainable development.

The Faculty upholds the highest standards of research ethics, social responsibility, and academic integrity, while providing a supportive environment that promotes innovation, creativity, and scholarly achievement. Our students benefit from highly qualified faculty members, modern learning facilities, specialized laboratories, and extensive print and electronic library resources.

All University programs are accredited by the Ministry of Higher Education and Scientific Research. The National University has also been recognized for its commitment to quality, receiving ISO certification in 2009 and recognition from the British Accreditation Council in 2015.

Our faculty and administrative staff are dedicated to supporting you throughout your academic journey. We look forward to welcoming you to a community where knowledge is advanced, excellence is nurtured, and future leaders are developed.

Welcome to the Faculty of Graduate Studies at the National University.

Do your work with excellence.

Strive to excel beyond others.

Strive even more to excel beyond yourself.

Then, the National University will proudly celebrate your achievements, and your community will benefit from your success.

Dean, Faculty of Graduate Studies

National University-Sudan

Graduate Programs Offered by NUSU

1. Faculty of Business Administration

Postgraduate Diploma in Administrative Sciences

Master's by Courses in:

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

2. Faculty of Medical Laboratory Sciences

- Higher Diploma in MLS
- Postgraduate Diploma in Infection Prevention and Control
- Postgraduate Diploma: Clinical Laboratory Management

Masters by course and dissertation in MLS:

- Clinical Chemistry
- Microbiology and Infection Control
- Haematology & Immunohaematology
- Histopathology and Cytology
- Parasitology and Medical Entomology

Master's and PhD by Research:

- Clinical Chemistry
- Microbiology
- Haematology and Immunohaematology
- Histopathology and Cytology
- Parasitology and Medical Entomology

3. Faculty of Medicine

Post Graduate Diploma in Research Methodology

Masters by Course and Dissertation in:

- Human Clinical Anatomy
- Health Professions Education
- Public Health
- Human Physiology
- Research Methodology & Research Ethics

PhD by Research in:

- Human Anatomy

4. Faculty of Clinical and Industrial Pharmacy

Master by Course and Dissertation in:

- Hospital Pharmacy
- Clinical Pharmacy
- Pharmaceutical Regulatory Affairs
- Pharmaceutical Industry and Technology

PhD by Research in:

- Pharmacy

5. Faculty of Radiography and Medical Imaging

Master's by Course and Dissertation in:

- Medical Diagnostic Radiography
- Diagnostic Medical Ultrasound

6. Faculty of International Relations & Diplomatic Studies

Postgraduate Diploma in International Relations and Diplomacy (DIRD)

Master's in International Relations and Diplomacy (DIRD)

7. Faculty of Nursing & Midwifery Sciences

Master's by Course and Dissertation in:

- Obstetrics Nursing
- Pediatric Nursing
- Medical-Surgical Nursing
- Community Health Nursing

8. National University Research Institute (NURI)

- Master of Bioinformatics

Admission Requirements for Postgraduate Diploma, Master's, and Doctorate degrees

Postgraduate Diploma

Applicants should:

- Hold Bachelor's degrees from the National University or from any accredited university or college.
- Not be registered for a degree in another program in the National University or in any institution during the period specified for the study, and should sign an undertaking.
- Meet the requirements of the targeted program.

Masters Degrees

Applicants should:

- Hold a B.Sc. (Honors) in a relevant discipline and to comply with the specific criteria required for each program (academic years and/or credit hours) from the National University or from any other accredited university or a college.
- General Bachelor in the relevant specialization in addition to a post-

graduate diploma in the specialization or pass a qualifying examination in the concerned faculty.

- Not be registered for a degree in another program 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.
- Holders of B.Sc. Honors in relevant disciplines from the National University or from any other accredited university or college can be accepted based on a recommendation from concerned faculty or institute, and that is without prejudice to Article 8.a of the general regulations of graduate studies of the National University.
- Holders of general Bachelor's degrees in some programs without prejudice to article 8.b of the general regulations of graduate studies of the National University.
- Holders of Bachelor's degrees together with postgraduate diplomas in a relevant specialization may be accepted in advanced semesters, in reference to the requirements of the concerned program, and that is without prejudice to article 8-b of the general regulations of graduate studies of the National University.

Doctorate degrees

- Hold master's degrees in the specialization from the National University or any accredited university or a college.
- Meet the requirements for obtaining the Master in accordance with the provisions of article 8 of the general regulations of graduate studies of the National University, if the master obtained from a university other than the National University.

In this guide the faculty means: Faculty of Graduate Studies

- Holders of Masters in similar specializations may be accepted on a recommendation of the concerned faculty or institute without prejudice to article 9-a of the general regulations of graduate studies of the National University.
- 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 program 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.

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 program within the specified time.
- Attach a copy of a certified identity document (national number for Sudanese, passport for non-Sudanese) and recent colored passport size photos.
- Settle the tuition fees on 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.

Steady Involvement in Studies by Research

- A student registered for a master's by research must be regular in following the studies and conducting the research in the 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 study period of one year for the master's and two years maximum for the doctorate. In such a 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 decided by the principal of the 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 student's study.
- 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's and 12

months for doctorate degrees.

- A student is allowed to change the title of the 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's 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's programs, a student may be awarded a postgraduate diploma if failed to attain the minimum requirements of the program and the degree.
- In the course and complementary research programs, 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 is submitted thereafter to the committee of the graduate programs 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 degree by research or by course and complementary research, before the student starts the research.
- The appointed supervisor for a doctoral student must be a professor or an associate professor.
- The supervisor of a master's degree student must be, at least, an assistant professor who has spent two years in the rank and has scientific publications.
- 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 has 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 endorsing the registration.
- The external co-supervisor submits reports every 6 months on the student's performance and a detailed report on when the research will be completed and presented to the examination committee.

Procedures for Promotion of Registration from Master's by Research to Doctorate

- A student submits a request for promotion during the first 6 months of the second year of registration. The supervisor provides a detailed report indicating the work accomplished and the reasons for promotion.
- The concerned department assesses the report of the supervisor on promotion and recommends it to the program committee of the concerned faculty or institute, which in turn recommends it to the Faculty Council.
- The faculty, on consultation with the concerned faculty or institute, shall appoint three specialized professors, from within the country and/or from abroad, to assess the research. Each assessor submits a report on the research quality, viability and its addition to knowledge.
- The faculty shall approve the promotion from Master to Doctorate if the reports of three the assessors are positive.
- A student whose registration was promoted from Master to Doctorate failed to satisfy the requirements of the doctorate he/she loses the right to obtain the Master.

Cancellation and Re-registration

Registration of students will be cancelled if:

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

Re-registration

- If a student exceeded the specified period for the study or the re-search.
- If a student is subjected to coercive conditions during the study. In such a case, the student must submit supporting documents together with the approval of the supervisor and/or the coordinator, the concerned department and the concerned program committee. The absence of the student will be considered as a suspension of study.
- The re-registration period shall be one year for Master's and two years for Doctorate.
- The student should settle the re-registration and study fees for each year according to the re-registration form and 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 as part of the time specified for obtaining the degree.
- A student submits a request to resume the study and pay 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 an ethical clearance certificate issued by the Ethical Committee of National University and, if need be, 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's degrees, all the research work must have been done after the registration of the student.
- The outcomes of the Master's thesis should be an addition to knowledge and scientific development. The thesis clearly demonstrates the student's ability to analyze and interpret.
- The Doctorate thesis should reflect the student's vision in the results obtained 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.
- Avail 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 that preserves its rights.
- The faculty conducts tests to ensure that theses and dissertations are free from plagiarism.

Procedures and Rules of Examinations

- A student missing 20% or more of the study of any course, with or without reasons, must repeat the course.
- A student who completed the course but was unable to sit for the examination for acceptable reasons shall be allowed to sit for a substi-

tute.

- Medical reports are not accepted unless approved by the Medical and Health Services Department of the National University.
- The medical report should be submitted to the coordinator within seven days prior to the date of the examination. Medical reports are not accepted if a student sat for the examination.
- A student who submitted a medical report is not allowed to sit for the examinations during the period covered by the report.
- The examination results will be cancelled if a student sat for an examination during the period covered by the 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 50% of the number of courses.
- Re-sit for the examination in all courses if failed in more than 50% of the number of courses.
- **A student succeeding in a supplementary examination or a re-sit examination will be assigned the grade attained with a reference sign in the certificate of transcripts. A student has the right to:**
 - (a) Sit for supplementary examinations in not more than 50% of the number of courses.
 - (b) Re-sit for the examination in all courses if failed in more than 50% the number of courses.
- A student succeeding in a supplementary examination or a re-sit examination will be assigned the grade attained with a reference sign in the certificate of transcripts.
- Results of the written examinations are approved by the Faculty Council, upon a recommendation from the graduate studies committee of the concerned faculty or institute.

Instructions to Students

Students must strictly follow the examiner's 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 will not be allowed extra time after the elapse of the limit if came late.
- 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, advanced calculators or hearing equipment including mobile phones or any other tools.
- Refrain from providing any direct or indirect assistance to another student or receiving, by so ever means, any help from another 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 22-g and 22-h of the general regulations of graduate studies of the National University 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 fingerprints and/or by university IDs before allowing them to enter 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.
- Do not use a mobile phone during the examination.
- Do not be involved in anything that would upset the calm or the order in the examination hall.
- Do not allow anyone not related to the examination to enter the hall.
- In case an invigilator spotted a cheating case, he/she 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 the Graduate Programs Committee of the concerned faculty or institute.
- Notify the students with the remaining time 15 minutes before the time elapse of the examination, alert them to write their names and index numbers and announce to them to stop writing.
- Do 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 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 program committee shall approve two internal examiners and an external examiner from outside the National University.
- The external examiner must be a professor or associate professor in the area 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 the thesis 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 means 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 article 24-j after receiving 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 a form a joint report to the faculty.
- 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.

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 after that.
- 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 articles 20, 22, 23 and 24 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 the concerned faculty or institute forms an inquiry committee from three staff members of the faculty, one of them a lawman.
- 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 articles 11, 12, 17 or 20, and items
- 22-g, 22-h, the dean shall form an inquiry committee of three staff members from the National 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 20-m, the dean shall form an inquiry committee of three staff members from the National 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 (26-a) and (26-d) and recommend to the president.

Penalties

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

- Warn the student and keep the offence on his/her academic records.
- The student be considered a failure and be assigned zero in the concerned examination.
- Suspend the student from study for a specified period.

- Dismiss the student.
- Assign a financial penalty to the student for any resulting material damage.
- Barr the student from the degree registered for.
- Announce the contravention and the punishment on boards.
- Withdraw the degree from the student.

Award of Degrees

In case of the programs by course, the graduate studies committee of the concerned faculty or institute shall submit the examination results to the faculty registrar.

The faculty council shall discuss the examination 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 the thesis/dissertation.

Final Copies of Theses or Dissertations

A student awarded a degree in accordance with Article 28, must submit, in accordance with the writing guidelines issued by the faculty, 6 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

- Articles 15, 22, 23, 24, and 26 of the regulations should be published on the announcement boards of the faculty and the concerned faculties or institutes implementing the programs.
- Supervisors, examiners and invigilators must acquaint themselves with these regulations.
- The dean has the right to form, based on evidence of plagiarism in any thesis or dissertation, an inquiry committee to submit a recommendation to the Faculty Council. The Faculty Council proposes an appropriate action and recommends it to the secretary of the academic affairs, who submits it to the university president.



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Better Education
Better **World**