

Conditions for Forming the Defense and Evaluation Committee

1. **Obtain the Digital Transformation Certificate** exclusively from Helwan University.
2. The final version of the thesis must be sent to the **Digital Library's official email**, including both a **PDF** and a **Word** copy, for plagiarism checking.
3. A **printed form containing the thesis details** must be submitted, filled in **by hand (not typed)**.
4. The plagiarism report is usually issued within **15 to 20 days**.
5. For the **Master's degree**, a **proof of publication** of at least one research paper derived from the thesis must be submitted.
6. A hard copy of the thesis, **signed by the supervisors**, the **Vice Dean for Graduate Studies and Research**, and the **Dean of the Faculty**, must be submitted to:
 - The Department Council
 - The Graduate Studies Committee
 - The Faculty Council
7. Submit a **typed validity report**, signed by the supervisors, the Vice Dean, the Dean, and all members of the defense committee. The report must clearly state the **position of each member**, and indicate **who will serve as the Chairperson**, typically the most senior professor.
8. Submit to the Graduate Studies Office:
 - **2 Arabic summaries**
 - **2 English summaries**
 - **2 Arabic abstracts**
 - **2 English abstracts**Each document must have a **cover page identical to that of the thesis**, signed by the supervisors, the Vice Dean, and the Dean, and officially stamped.
9. **All tuition fees must be paid**, except for **teaching assistants and assistant lecturers** within the faculty.

Graduate Studies and Research Administration