

**RULES AND REGULATIONS FOR GRADUATE PROGRAMS
KARAKORAM INTERNATIONAL UNIVERSITY
GILGIT- BALTISTAN**



**GRADUATE PROGRAM COMMITTEE
FOR
FORMULATION OF MS/M.PHIL AND PH.D RULES & REGULATIONS**

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GRADUATE PROGRAM RULES AND REGULATIONS

KARAKORAM INTERNATIONAL UNIVERSITY GILGIT-BALTISTAN

A. SHORT TITLE, COMMENCEMENT AND APPLICATION

- a) These Rules and Regulations are prepared under KIU order 2008 section 26(1) & 28(1), shall be known as MS/M.Phil and Ph.D. Rules & Regulations under semester system.
- b) These Rules and Regulations shall come into force with immediate effect.
- c) These Rules and Regulations shall apply to all MS/M.Phil and Ph.D. students of Karakoram International University.

B. DEFINITIONS

In these Regulations, unless otherwise stated:

- a) "University" means Karakoram International University (KIU) Gilgit, Gilgit-Baltistan.
- b) "Director or Directorate of Advanced Studies and Research (DASAR)" means Director or Directorate of Advanced Studies and Research of Karakoram International University (KIU) Gilgit.
- c) "Academic Year" means the Academic Year of the University.
- d) "Semester" means a period of continued minimum 14 and maximum 18 weeks duration including examination during spring and autumn.
- e) "Semester Examinations" means the Mid-term Examination, Final Examination and other methods of assessments (presentations/quizzes/assignments/etc).
- f) "Vice Chancellor" means Vice Chancellor of Karakoram International University (KIU) Gilgit.
- g) "Graduate Research Management Council (GRMC)" means Graduate Research Management Council (GRMC) of Karakoram International University (KIU) Gilgit.
- h) "Registrar" means Registrar of Karakoram International University (KIU) Gilgit.
- i) "Controller of Examinations" means Controller of Examinations, Karakoram International University (KIU) Gilgit.
- j) "Chairperson" means Chairperson of an Academic Department of Karakoram International University (KIU) Gilgit.
- k) "Dean" means Dean of a Faculty of Karakoram International University (KIU) Gilgit.
- l) "Departmental Graduate Advisor (DGA)" means Departmental Graduate Advisor (DGA) of the concerned department approved by Graduate Research Management Council (GRMC) of KIU.
- m) "Departmental Graduate Studies Committee (DGSC)" means Departmental Graduate Studies Committee (includes Chairperson/HoD as convener, DGA from the concerned department as secretary and one external member from relevant department (all members must hold PhD degree)).

C INITIATION OF GRADUATE PROGRAMS

No University Department/Institute/Center is allowed to start a graduate program (MS/M.Phil and Ph.D) without meeting the following conditions:

- a) It meets all the pre-requisites as per guidelines of the HEC (e.g. required number of Ph.D faculty).
- b) It has sufficient number of faculty that the department can handle graduate programs in addition to ongoing under-graduate programs.
- c) It has all the required infrastructure such as separate seating facility for graduate students, IT labs and research laboratories.

D APPROVALS

- a) If a department can demonstrate that it meets all the pre-requisites, a proposal will be submitted for approval of the Academic Council through Departmental and Faculty Councils.
- b) Once approved by the Academic Council the department chairperson will submit documents for approval of the HEC.
- c) Approval of scheme of studies and course outlines by the Academic Council is mandatory for start of a graduate program at any Department/Institute/Center.

1 **ADVERTISEMENT OF ADMISSIONS**

- a) Before the advertisement for admissions in the graduate programs, the Departmental Council of Departments/ Institutes/ Centers shall propose total number of seats available in the approved program as per recommended ratio suggested in HEC guidelines.
- b) The MS / M. Phil. and Ph.D. programs shall be advertised once per year. The advertisement shall normally appear in the newspapers/ University website as per academic calendar.

2 **ELIGIBILITY**

2.1 **MS/M.Phil Program**

- a) A candidate seeking admission to the degree must have sixteen years of schooling or 4 years education (minimum 124 - 130 credit hours) after HSSC/F.A./F.Sc/Grade 12 equivalent in the relevant subject with at least 2.50 CGPA from a recognized University as per HEC rules.
- b) Specific eligibility criteria of different departments shall also be applicable for admissions.

2.2 **Ph.D Program**

- a) A candidate seeking admission to the degree must have acquired 18 years of education, i.e. MS/M.Phil/ Six years education after HSSC/F.A./F.Sc/Grade 12 equivalent in the relevant subject with CGPA ≥ 3.0 .
- b) A candidate with Masters (foreign) degree shall be required to obtain equivalence letter from HEC, stating his/her eligibility for admission into PhD program.
- c) Specific eligibility criteria of different departments shall also be applicable for admissions.

3 **PROCEDURE: APPLICATION, ADMISSION AND REGISTRATION**

- a) For the admission in MS./M.Phil, and Ph.D. programs, an applicant shall apply on KIU's prescribed admission form within due date mentioned in the advertisement for admission.
- b) All government / semi-government employees should apply through proper channel, and applicant shall be bound to submit no objection certificate (NOC) from his/her employer along with the application form; once the admission is confirmed the applicant shall submit a study leave certificate from his/her employer as well.
- c) The application shall be submitted to the Admission Office of the University. The admission office will forward the application package to the concerned department.

- d) Once the department receives the admission package, the DGA with the help of DGSC shall scrutinize applications received for eligibility and prepare merit list based on weightage given to academic record.
- e) The DGA will submit the final list of eligible applicants for entry test to DASAR.
- f) The DASAR will supervise overall admission test, while DGA/ any representative from the department will be present during the entry test.
- g) An applicant applying for MS/M.Phil program shall be judged on the basis of the following criteria for admission:
- i. Academic qualifications - (50 Marks)
 - ii. NTS type written/entry test (comprehension of the subject, General aptitude for research) - (50 Marks)
 - iii. A minimum of 50% marks is required to pass the KIU written/entry test.
 - iv. An applicant with NTS GAT general/ subject or ETS GRE passing score may waive the KIU entry test for MS/ M.Phil admissions.
- h) An applicant applying for PhD program shall be judged on the basis of the following criteria for admission:
- i. Academic qualifications (50 Marks)
 - ii. Publications in HEC approved journals - (1 Mark per publication)-05 Marks
 - v. Professional experience in relevant field – 05 Marks (One Mark for each year for job in the relevant field / as per Departmental preference)
 - vi. A subject test conducted by the National Testing Service (NTS) or ETS, USA in the area of specialization chosen at the PhD level must be cleared prior to admission for the PhD Program (40 Marks).
 - a. In the case of GAT Subject test (<http://www.nts.org.pk/GAT/GATSubject.asp>) a minimum of 60% marks is required to pass the test.
 - b. In the case GRE subject test (International), a minimum of 60% Percentile Score is valid for Admission.
 - c. If the Test is not available in NTS or ETS subject list, then a University Committee consisting of at least 3 PhD faculty members in the subject area will conduct the Test at par with GRE Subject Test and qualifying score for this will be 70% score.
- i) For admission in MS/M. Phil program, out of 50 marks reserved for academic qualifications, 50 marks for the KIU admission test or NTS GAT general/ subject or ETS GRE. To qualify, an applicant is required to obtain minimum 50% in each of the category. That means a candidate must obtain minimum 25 marks in the academic qualification and 25 marks in the entrance test for admission.
- j) For admission in PhD program, out of 50 marks reserved for academic qualifications, 40 marks for NTS/ETS score, minimum 50% are the qualifying marks

in each of the category. That means a candidate must obtain at least 25 marks in the academic qualification, 20 marks in NTS/ETS test.

Break up of 50 marks for academic qualifications (for MS/M.Phil programs):

Course/ Degree	%age marks						
		45-49%	50-54%	55-59%	60-69%	70-79%	≥80%
F. A / F. Sc	Marks	2	3	4	6	8	10
B. A/ B. Sc	Marks	4	7	10	13	16	20
M. A / M. Sc (Annual system)	Marks	4	7	10	13	16	20
M. A / M. Sc (Semester system)	CGPA Out of 4						
			≥2.5	≥3	≥3.4	≥3.6	≥3.8
	Marks		10	13	16	18	20
	CGPA Out of 5						
			≥3.5	≥4	≥4.4	≥4.6	≥4.8
	Marks		10	13	16	18	20
BS (Hons) 4 years	CGPA out of 4						
			≥2.5	≥3	≥3.4	≥3.6	≥3.8
	Marks		20	26	32	36	40
	CGPA out of 5						
			≥3.5	≥4	≥4.4	≥4.6	≥4.8
	Marks		20	26	32	36	40

Note: Fractions shall be ignored in %age marks

Break up of 50 marks for academic qualifications (for PhD programs):

Course/ Degree	%age marks					
		45-49%	50-59%	60-69%	70-79%	≥80%
F. A / F. Sc	Marks	2	3	4	5	6
B. A/ B. Sc	Marks	4	6	8	10	12
M. A / M. Sc (Annual system)	Marks	4	6	8	10	12
BS (Hons) 4 years	CGPA out of 4					
			≥2.5	≥3.0	≥3.4	≥3.8
	Marks		15	18	21	24
M. A/ M. Sc (Semester system)	Marks	5	7		9	12
MS / M. Phil (18 Years)		≥3.0	≥3.3		≥3.6	≥3.8
	Marks	10	13		16	20
BS (Hons) 4 years	CGPA out of 5					
			≥3.5	≥4	≥4.4	≥4.8
	Marks		15	18	21	24
M. A/ M. Sc (Semester system)	Marks	5	7		9	12
MS / M. Phil (18 Years)		≥4.0	≥4.3		≥4.6	≥4.8
	Marks	10	13		16	20

Note: Fractions shall be ignored in %age marks

- k) The DASAR shall forward the score obtained in written entry test by the candidates to Chairperson/HoD/DGA for the preparation of final merit list. The Chairperson/HoD/DGA shall submit the final merit list of selected candidates to DASAR routed through concerned Chairperson/HoD and Dean.
- l) The DASAR shall display the final merit list on the Notice Boards of concerned departments as well as on official website of the university.
- m) The selected candidates shall pay their dues (Annex-I) within stipulated time, failing which their admission shall be liable to be cancelled.

3.1 University Employees

The following rules and regulations are to facilitate University's own staffs, who wish to enroll in university's graduate programs:

3.1.1 The Academic Staff

A regular faculty member/researcher of the KIU may be allowed to enroll in graduate studies program (Permission from the competent authority is mandatory prior to applying for admission). To facilitate University staff, workload of a faculty member admitted in MS/M.Phil/Ph.D. will be reduced to half, with the condition that those faculty members will not take any extra class for remuneration. However, the concession of half workload may not exceed. The faculty under this agreement will be a part time student and full time employee. A faculty will be allowed to register maximum of two courses and one seminar in a semester and university dues will be waived off except the examination fee. In case, a faculty member admitted in the program, intends to take maximum credit hours allowed to a full time student then the university faculty member will require to take study leave and shall have to pay full university fees.

3.1.2 Management/ Administrative Staff

The regular management/ administrative staff of the KIU will be equally eligible to apply for admission to the university's graduate courses subject to permission from the competent authorities. The management staff under this agreement will be a part time student and full time employee. He/she will be allowed to register maximum of two courses and one seminar in a semester and university dues will be waived off except the examination fee. In case, he/she is admitted in the program, intends to take maximum credit hours allowed to a full time student then the university staff will require to take study leave and responsible to pay full university fees. The Vice Chancellor has authority to fix the number of seats for management staff in various post-graduate degree programs.

4 GRADUATE STUDIES PROGRAM

The Graduate Studies Program at KIU means MS/ M.Phil and PhD degree programs.

I) MS/M.Phil . Program

- a) M.S/M.Phil course will be consisting of four semesters. 24 credit hours course work is allocated for first two semesters, while minimum of 6 credit hours research work will be carried out in the third and fourth semester.
- b) Minimum Period of Completion of MS/ M.Phil program shall be 2 years, if the candidate fails to complete, he/she may be allowed to apply for maximum two semester's extension on the recommendation of his/her supervisor, DGSC and final approval from GRMC. Otherwise, the M.Phil enrollment of the student shall be cancelled and shall become ineligible for readmission.
- c) The duration for the degree of MS/ M.Phil shall not be less than 2 years and more than 4 years for University's own employees admitted as part time students.
- d) The research work submitted for M.S/ M.Phil will not be reproduced in doctoral thesis.

II) PhD Program

- a) The PhD candidate is required to take course work of minimum 18 credit hours.
- b) Minimum period of completion of Ph.D. program shall be 3 years, which includes completion of required 18 credit hours of course work for Ph.D. in first two semesters, qualify the comprehensive examination (written/oral), synopsis and two years of research work.
- c) Maximum allowed period to complete Ph.D. will be 5 years. The Ph.D. study duration shall be counted from the date of registration in PhD program.
- d) After availing maximum stipulated period (5 years), if the candidate fails to complete, he/she may be allowed to apply for maximum two semester's extension on the recommendation of his/her supervisor, DGSC and final approval from GRMC. Otherwise, the Ph.D. enrollment of the scholar shall be cancelled and shall become ineligible for readmission.
- e) The duration for the degree of Ph.D. shall not be less than 3 years and more than 7 years for University's own employees admitted as part time students.
- f) Ph.D. candidate coming from Scientific Research Organizations and completes his/her course work, may allowed to conduct experimental work in laboratories of his/her parent departments. The permissible to carry out research will be based on supervisor's recommendations and approval by the DGSC, DASAR then GRMC at the time of approval of the synopsis.
- g) Before submitting the synopsis / research work, a Ph.D. student shall be required to pass comprehensive examination (written/oral) within 45 days of completion of Ph.D. course work.

- h) A Ph.D. candidate shall be required to submit synopsis with six months after qualifying of comprehensive exams /oral and before starting the research work.
- i) A Ph.D. student will give a defense seminar on his/her field of research to the GRMC.

It shall be mandatory for supervisor(s) to submit detailed progress report at the end of every semester through DGA to the DASAR office.

4.1) Semesters and Semester Examinations

- a) Each academic year will be comprised of two - three semesters, i.e. fall semester, spring semester and summer (optional), of 16-18 weeks each (fall and spring) with a minimum of 14-16 weeks for the course work, while the summer semester will be comprised of 8-10 weeks.
- b) The commencement of the semesters shall be regulated through DASAR. The spring semester shall start on the mid of the February each year and terminate by mid of June and its final semester examinations shall be held in 3rd week of June. The fall semester shall start on the 1st September each year and its examinations shall be held in 3rd week of December. Summer semester shall commence in last week of the June and completed by end of August.
- c) The credit hour for a course may range from 1 credit hour to 4 credit hours.
- d) There shall be minimum 14 contact hours per semester for one credit hour course.
- e) 1 credit hour is equivalent to at least 1-hour class contact per week per semester.
- f) For practical(s) or laboratory work(s), minimum 2 hours shall be considered equal to 1 credit hour.
- g) Eligibility for admission in semester examinations, students are required to maintain minimum 75 percent attendance both in classroom teaching and practical(s) separately in each course.
- h) If a student is absent for consecutive two weeks, then the course supervisor shall report to the concerned Chairperson/ Director of Departments/ Institutes/ Centers. The concerned academic head will forward the name of the student(s) to the Dean/DASAR that will enable officials to drop the student from the rolls. The Dean/DASAR may allow the student to readmit based on genuine explanations and recommendations from DGSC.
- i) During the coursework, in each semester, there shall be two examinations. These examinations shall be called mid-term and final term examinations. The mid-term examination shall be held during 8th week of each semester, while the Final-term examination shall be held towards end of the semester.

- j) The marks distribution for each examination should be Mid-term 30%, assignments 20% (includes home assignments, term papers, quizzes, presentations, etc.) and Final-term should carry 50% weightage.
- k) The DGSC shall be responsible for supervising the graduate studies program including teaching, examination, evaluation and all other their related matters.
- l) In case of any anomaly, the DGSC has powers to review the evaluation of any student/class/session within one week of submission of result.
- m) The course supervisor(s) shall show the answer scripts of each examination to the students and take back immediately. And this record shall be kept for three year at the internal examination section, KIU.
- n) The course supervisor shall submit the final award list on prescribed Performa to the Chairperson /Director of the Departments/ Institutes/ Centers, and the academic head will forward the award list to the Controller of Examinations and a copy to the respective Dean. The concerned academic department shall send a copy of official result to the DASAR within two weeks of the announcement of result.

4.2) Graduate Studies Course work

The course supervisor will be responsible to outline the details of the course(s). However, in case of revision in course / course content, shall be approved by the Academic Council.

- a) All courses will be preceded by 2-4 alphabets to be decided by the Departmental Council indicating the title of the program / area of specialization.

Course(s) will be divided into following categories:

- i. Support Courses
- ii. Major (Core)
- iii. Major (Specialization)

Types	Examples	Course Coding	MS/ M.Phil Program	PhD Program
Supporting Courses (non-major)	Unrelated with discipline/major; e.g., Statistics/mathematics/IT/Critical Thinking/Research Methodology/Technical Writing, etc.	600	6 of required 24 Credit Hours	6 of required 18 CHs

Major (Core)	Broad courses making basis of the discipline/major	700	9 of required 24 Credit Hours	6 of required 18 CHs
Major (Specialized)	Courses from the discipline/major but specific to specialization (i.e., thesis)	700-800	9 of required 24 Credit Hours	6 of required 18 CHs

- b) Each Departments/ Institutes/ Centers shall decide its own supporting courses, major core and major specialized subjects. However, about 2/3 of the courses shall be selected from major core and major specialized discipline, while about 1/3 will be for supporting courses. The courses offered by a Departments/ Institutes/ Centers shall be announced with a short description of each course along with time, day, class room, name of the instructor, semester and credit hours.
- c) If a student desires to withdraw/add other courses to his/her program, he/she may allowed to do within two weeks after commencement of the semester with the approval of the chairperson/Director of the Departments/ Institutes/ Centers. And such withdrawals/additions should not affect requirements of minimum / maximum course workload requisites.
- d) Student shall be bound to clear the pre-requisite course(s) determined by the respective Departments/ Institutes/ Centers before choosing any additional subject during coursework.

4.2.1) MS/ M.Phil Program

- a) All given courses during the coursework will be designated by 600 level for Supporting Courses and 700 level of courses for major (core) and major (specialization).
- b) For MS / M.Phil, student shall be required to complete 24 credit hours of course work and minimum 6 credit hours of research to qualify for the MS / M.Phil degree.
- c) Normally, a full-time student will be required to take 12 credit hours in each semester; however a student can register up to a maximum of 15 credit hours in a semester.
- d) A university employee, who is enrolled as a part time student may register up to a maximum of 9 credit hours in a semester.

- e) A Student must obtain minimum Grade Point average (GPA) of 3 in the first semester to be promoted to the second semester. And he/she must secure GP 2.3 to pass a course.
- f) In the first semester, if a student obtains GPA of 2.5 or more but less than 3, then he/she will be promoted to the second Semester on probation. A student, who fails to obtain 2.5 GPA in the first Semester shall consider automatically dropped from the rolls.
- g) To be promoted to the third semester, a student must secure a minimum Cumulative Grade Point Average (CGPA) of 3.0 and must also pass at least 50% of the courses at the end of the second semester. If a student fails to comply with the preceding two conditions then he/she shall be dropped from the rolls of the Department/ Institutes/ Centers.
- h) After two semesters (24 credit hours) of course work, a student will carry out research work of six credit hours under the supervision of his/her supervisor.
- i) Adhoc/contract/IPFP faculty members cannot act as supervisor of the students; however, they may be engaged as co-supervisor(s). Only Faculty on Tenure Track System (TTS) and BPS system can supervise students.
- j) Research Supervisor should be from parent department/ university, however, a student can opt co-supervisor from outside of the university, if a relevant faculty member is not available in the department/university.
- k) HEC rules shall be followed for maximum number of M.Phil students under one supervisor.
- l) In third and fourth semesters, with the recommendation of DGSC, the title of the thesis along with proposed supervisor's name shall be submitted to GRMC for the approval through DASAR (for details see section 10).
- m) To maintain CGPA of 3.0 in third semester, a student will be required to repeat all those courses, which he/she had failed in the first semester. After repetition, if a student fails to maintain CGPA of 3.0, his/her name will be dropped from the rolls of the Departments/ Institutes/ Centers.
- n) To maintain CGPA of 3.0 in fourth semester, a student will be required to repeat all those courses, which he/she had failed in the second semester. After repetition, if a student fails to maintain CGPA of 3.0, his/her name will be dropped from the rolls of the Departments/ Institutes/ Centers.
- a) At the end of the fourth semester, if a student secures CGPA of less than 3.0 but not less than 2.70 and completes all the courses with no requisition to repeat a course(s), then he/she may be given chance to repeat up to two course (varying 2-6 credits) in which he/she had obtained the lowest grades. After improvement in the given chance, failing to maintain CGPA of 3.0, a student shall not be awarded degree and dropped from the rolls of the Department/ Institutes/ Centers.

- o) A student who secured less than GP 2.3 in a course in 1st semester may be allowed to take one additional course during the 2nd/3rd semester with the permission of the DGSC of the Departments/ Institutes/ Centers.
- p) A student who secured less than GP 2.3 in a course in 2nd semester may be allowed to take one additional course during the 3rd/4th semester with the permission of the DGSC of Departments/ Institutes/ Centers.
- q) MS/ M.Phil Degree shall be awarded only to those students, who secured GPA \geq 3.0.

4.2.2) PhD program

- b) All given courses during the coursework will be designated by 600 level for Supporting Courses and 700-800 level of courses for major (core) and major (specialization).
- c) Ph.D. scholar shall be required to complete minimum 18 credit hours of course work before taking his/her comprehensive examination.
- d) Candidate has to qualify comprehensive examinations (written/oral) to be eligible for doctoral research and dissertation write-up during 2-4 years.
- e) Normally, a full-time student will be required to take 9 credit hours in each semester; however a student can register up to a maximum of 12 credit hours in a semester.
- f) A university employee, who is enrolled as a part time student may register up to a maximum of 6 credit hours in a semester.
- g) Student must obtain minimum Grade Point Average (GPA) of 3.0 in the first semester to be promoted to the second semester. And he/she must secure GP 2.3 to pass a course.
- h) In the first semester, if a student obtains GPA of 2.5 or more but less than 3, then he/she will be promoted to the second Semester on probation. A student, who fails to obtain 2.5 GPA in the first Semester shall consider automatically dropped from the rolls.
- i) To be promoted to the third semester, a student must secure a minimum Cumulative Grade Point Average (CGPA) of 3.0 and must also pass at least 50% of the courses at the end of the second semester. If a student fails to comply with the preceding two conditions then he/she shall be dropped from the rolls of the Department/ Institutes/ Centers.
- j) At the end of the second semester, if a student secures CGPA of less than 3.0 but not less than 2.70 and completes all the courses with no requisition to repeat a course(s), then he/she may be given chance to repeat one course (varying 2-4 credits) in which he/she had obtained the lowest grades in the following semester. After improvement in the given chance, failing to maintain CGPA of 3.0, a student shall not be allowed to continue research work towards the

degree program and shall also be dropped from the rolls of the Department/ Institutes/ Centers.

- k) A student who secured less than GP 2.3 in a course in first semester may be allowed to take one additional special course in second semester.
- l) A student who secured less than GP 2.3 in a course in 2nd semester may be allowed to take one additional course during the 3rd/4th semester with the permission of the DGSC of the Departments/Institutes / Centers.
- m) There shall be a written Comprehensive Examination within 45 days after completing the Ph.D. course work, followed by an oral examination for successful PhD students (for details see section 9).
- n) After completing PhD candidacy exam (both written & oral), the candidate will require to write and submit synopsis for Ph.D. research work within six months of completing the Ph.D. course work.
- o) After two semesters (minimum 18 credit hours) of course work, research work will be carried out in remaining stipulated time for following semesters.
- p) Adhoc/contract/IPFP faculty members cannot act as supervisor of the students; however, they may be engaged as co-supervisor(s). Only Faculty on Tenure Track System (TTS) and BPS system can supervise students.
- q) Research Supervisor should be from parent department/ university, however, a student can opt co-supervisor from outside of the university, if a relevant faculty member is not available in the department/university.
- r) HEC rules shall be followed for maximum number of doctoral students under one supervisor.
- s) Ph.D Degree shall be awarded only to those students, who secured GPA \geq 3.0.

4.2.3) Transfer of Credits for MS/ M.Phil/ PhD

On the recommendations of University's Equivalence Committee with the consent of concerned DGSC, the GRMC may consider the transfer of credits earned by a student at another HEC recognized institution. The consideration of transfer of credits will be subject to a maximum of 50 percent of the minimum credit requirements for the degree. Provided that following essentials will also be examined before any decision:

- i. The course(s) contents earned at other university should be identical or similar to the course included in the transfer case.
- ii. The credit earned for the course should not have been used for any other degree program.
- iii. Passing score with less than GP 2.3 or B shall not be considered for transfer of credit hours.

- iv. Only transcript issued by the Controller of Examinations of the host university will be accepted.

5 CANCELLATION OF REGISTRATION

The cancellation of MS/ M.Phil /Ph.D. registration shall be notified through the DASAR. The cancellation of registration shall be processed on the bases of genuine recommendations of the Chairperson/DGSC with the approval of the Vice-Chancellor through GRMC, if the student: -

- i. does not fulfill the required 75 percent of attendance during the coursework.
- ii. fails to retain required CGPA in semester exams during the course work.
- iii. fails to complete the required course work for the degree.
- iv. fails to keep contact with supervisor/ program.
- v. repeatedly gets two unsatisfactory performance reports from supervisor.
- vi. is found involved in misconduct and intellectual dishonesty/ plagiarism.
- vii. does not pass the qualifying Comprehensive (written &oral) exams for Ph.D. candidacy in two attempts.

The aggrieved scholar shall be given permission to file a plea against cancellation of his/her Ph.D. registration to the GRMC within a period of 30 days. The GRMC will facilitate the aggrieved scholar with an equal opportunity for hearing of person. Once the hearing is over, the GRMC's decision will be absolute and will not be challenged in any court of law.

6 GRADING SYSTEM

Equivalence in grades (numerical, letter) and grade points will be as follows:

Percent Marks	Letter Grade	Grade Points
85 & Above	A	4.00
80-84	A-	3.70
75-79	B+	3.30
70-74	B	3.00
65-69	B-	2.70
60-64	C	2.30

0-59	F	0.0
Withdrawl	W	
Incomplete	I	
Continue	II	
Pass	P	

- Maximum possible Grade Point Average is 4.00.
- Minimum Cumulative Grade Point Average (CGPA) for obtaining 2 year MS/M.Phil (course work and comprehensive) is 3.0.
- Minimum CGPA for PhD (course work) is 3.0.
- Fraction in total marks of a course will be rounded to the next nearest whole number.
- Letter Grade and Grade Point for a course will be calculated using the above table.
- In order to calculate the GPA, multiply Grade Points (GPs) with the Credit Hours (CHs) in each Course to obtain total grade points, add up to cumulative Grade Points and divide by the total number of Credit Hours to get the GPA for a Semester.

$$GPA = \frac{\sum (GPs \times CHs) \text{ courses of a semester}}{\text{Total Credit Hours of a semester}}$$

- For calculating CGPA, sum total of grade points in a semester earned in different courses multiplied by respective credit hour of a course and divided by total numbers of credit hours.

$$CGPA = \frac{\sum (GPs \times CHs) \text{ of all courses in a program}}{\text{Total Credit Hours of all courses in that program}}$$

7 RE-SIT EXAMINATION

The students who cannot appear in examination because of genuine excuse / reason shall be allowed to appear in re-sit examination within one week after the examination subject to the payment of special examination fee of Rupees 4000/- for one course. If the number of courses is more than one then a lump sum of Rs. 8,000/- shall be paid as special examination fee to the department. Providing that, the student shall submit an application to the concerned Chairperson/ Director and provide genuine reasons for

his/her absence from examination, along with substantive documentary evidence. The concerned Chairman / Director will then assess the application and decide the case.

8 DISCONTINUATION / FREEZING OF STUDY / SEMESTER

- a. On the recommendations of the concerned DGSC/ Director/ Dean, a student may discontinue prior to appearing in the semester final-term examination with the approval of the Vice Chancellor obtained through DASAR. The student shall submit an application to the concerned Chairperson/ Director and provide genuine reasons for his/her absence from examination with documentary proof for sickness duly certified by the University Medical Officer or due to any circumstances beyond his/her control.
- b. A student may discontinue his/her studies for a maximum period of one year.
- c. A student can avail the facility of discontinuation only once throughout the entire degree program.
- d. Ordinarily, a fresh enrolled student shall not be allowed to discontinue studies during the first semester.
- e. After the semester freeze, bonafide status of the student shall remain suspended during the discontinued period. During the semester freeze, the student will not be entitled to avail any benefits as that of a regular student i.e. hostel, medical, sports and transport facilities, etc.
- f. If a student desires to participate a training program through the HEC fellowship, then the awardee will be allowed to join the training session with the condition that his/her training would not affect his/her university enrollment. After completion of training and upon resuming university, he/she would have to meet the enrollment formalities (Ex-post-facto) of the whole fellowship period.
- g. To resume his/her studies after discontinued period, the student shall be required to obtain approval and recommendation from concerned Chairman/ Director/ Dean and notified by the DASAR.
- h. After availing a maximum period of one year of discontinuation, if the student fails to resume his/her academic activities, then the admission of student should be called cancelled.

9 Ph.D. COMPREHENSIVE EXAMINATION

- I. Graduate students enrolled in Ph.D. program shall take comprehensive examination after successful completion of minimum 18 credit hours course work. The student shall take the examination within 45 days after successful completion of coursework, while the date, time and venue of examination shall be notified within first week of the termination of each regular semester.
- II. There will be maximum two attempts for comprehensive examinations both for written and oral part.

- III. The comprehensive examination will consist of one or more written papers, depending on specialization tracks from the completed PhD course work then followed by an oral part. The examination will be designed to test the student's ability to exercise his/her analytical skills, integrate and assimilate the knowledge obtained during the coursework.
- IV. A PhD student shall apply for comprehensive examination on a prescribed form at least a month before the examination (Annex II). If a student does not apply within the specified timeframe or a student who remains absent during the comprehensive examination, his/her first chance will consider to lapse and failed to qualify in the first attempt.
- V. To be eligible to take the comprehensive examination, a student must retain CGPA not less than 3.0 during the coursework.
- VI. If a student does not pass either written or oral part of the exam, he/she shall be eligible for second attempt in fail part again, however the second Comprehensive Examination shall be held after six month of the first examination.
- VII. The result of comprehensive examinations shall be communicated to DASAR within two weeks of announcement of official result.
- VIII. A student who has passed the comprehensive examination (written and oral) shall be eligible to have become a Ph.D candidate for admission towards degree.

9.1 Written Part

- a) With the approval of the Vice Chancellor, the Controller of Examinations shall notify the schedule and venue of examination as recommended by DGSC at least two weeks prior to commencement of the comprehensive examination. The comprehensive exam shall hold by the respective Departments/ Institutes / Centers in which student is admitted to Ph.D. studies, however processed through the Controller of Examinations.
- b) The DGSC will recommend the names of examiners for comprehensive examination. The Vice Chancellor shall appoint the examiners processed through Controller of examination from a panel of 6 examiners.
- c) There will be two examiners for each paper. Each examiner shall return the answer book(s) duly marked to the Controller of Examinations along with the award list prepared on prescribed Performa within seven days after the receipt of answer scripts.
- d) A student must secure GP 2.3 in each paper separately to pass the examination.

9.2 Oral Part

- a) A student, who qualifies the written part shall be eligible to appear in oral exam.

- b) The members of the Board of Examiners for oral exam will consist of:
 - I. Two Examiners of written part
 - II. One member appointed from the department.
 - III. The Vice Chancellor will appoint the Chairperson of the Board of Examiners for oral exam.
- c) The Chairperson of the Board of Examiners shall be responsible to conduct of the oral examination and shall decide the order and time allowed for each member of the board.
- d) Towards the conclusion of oral examination, each member of the Board shall provide his/her recommendations separately.
- e) In case, if a consensus develops among the members of Board that the student has qualified the exam except one member, then the student will be declared pass.

10 RESEARCH PROPOSAL/ SYNOPSIS

- a) MS / M.Phil student, who has secured a minimum of CGPA 3.0 in the course work, shall be required to submit three copies of synopsis within three months after completion of MS/ M.Phil coursework.

Explanation: The procedure of synopsis/ proposals submission of MS/ M.Phil students for approval at GRMC requires; first, submission of synopsis to DGA followed by review of the DGSC. After getting the corrected version of synopsis dully signed by all members of DGSC, the DGA shall call the student for presentation of synopsis at the department level, ensuring the presence of concerned Dean of the Faculty, all members of DGSC and concerned supervisor. The DGA then will submit the synopsis with recommendations of Dean and DGSC along with the minutes of proceedings to the GRMC for approval routed through registrar academics.

- b) A Ph.D. candidate shall be required to submit five copies of synopsis within six months after qualifying of comprehensive examinations. The synopsis has to be reviewed and recommended by the DGSC for approval from GRMC. In case, if the Departments has no relevant faculty member to review the synopsis at DGSC, then the concerned DGSC will co-opt experts in the relevant field (on the recommendations of the Dean) for the evaluation of synopsis.

Explanation: A PhD candidate, after followed with required DGSC procedures, the DGA will submit the required number of copies of synopsis for GRMC members to the Registrar Academics before 15th of every month. The PhD candidate will make his/her presentation in the GRMC for final approval of

synopsis. The GRMC meetings will likely to be held on the last working day of every month.

11 THESIS EXAMINATION

11.1 MS / M Phil Research / Thesis

The thesis (guidelines for the thesis format given in **Annex-III**) submitted by the candidate for MS/M.Phil degree must comply with the following conditions:

- a) It must bear original work and form a scholarly contribution to knowledge of the candidate's field of study.
- b) It must not include research work for which degree has been conferred on anybody in this or any other University. In case of any copyright material, the responsibility rests on the candidate to obtain written permission.
- c) For students from science and engineering disciplines, acceptance/ publication of one research paper in HEC recognized (at least Y-category) journal (see HEC website for details) is requisite for thesis submission.
- d) For students from social sciences and humanities disciplines, acceptance/ publication of one research paper in HEC recognized (at least Z-category) journal (see HEC website for details) is requisite for thesis submission.
- e) Before thesis submission, if any research paper is published as part of the thesis, the candidate must append it at the end of the thesis.
- f) The research Thesis shall be submitted within 6 weeks after the termination of stipulated time period (minimum 4 semesters, as the case may be). In case of genuine reason on the recommendation of the supervisor and DGSC the Vice Chancellor can give extension up to six months for the submission of thesis.
- g) The final thesis, before sending to evaluation, shall undergo a plagiarism check at the departmental level. The concerned DGSC will check the thesis for plagiarism and verify the report.
- h) If the thesis, submitted by a candidate for final evaluation, is proved to be plagiarized at any stage, it will be liable to be rejected. The admission of such a candidate shall be cancelled and he/she will not be readmitted to MS/M.Phil under any circumstances.
- i) If the thesis of a candidate is proved to be plagiarized even after its evaluation and declaration of result, previous result of the candidate will be cancelled and he/she will be declared to have failed in thesis examination. Such a candidate shall not be re-admitted to MS/M.Phil under any circumstances.
- j) For the evaluation of thesis, the Vice-Chancellor shall appoint the external examiner out of the panel of three experts recommended by the DGSC.
- k) The Examination Board shall comprise:

- i. Chairman/Director of the Departments/Institutes/Centers (Ex-Officio)
 - ii. External Examiner (One)
 - iii. Research Supervisor/s (Internal/s)
- l) Normally, the evaluation shall be completed within six weeks of thesis submission.
 - m) The candidate shall have to be present before the Board of Examiners for the assessment of his/her thesis and comprehensive examination. The Board of Examiners shall either accept or reject or defer for re-submission the thesis.
 - n) Degree shall not be awarded to the candidates unless the Board of Examiners recommend the award.
 - o) The thesis shall be rejected if it is found wholly inadequate by the Board of Examiners.
 - p) If at least two examiners including the external examiner are of the opinion that, the thesis, though inadequate, is of sufficient merit, the Board of Examiners may recommend to re-submit it after major revision within a period of six months.
 - q) The Chairman/Director shall forward the names and particulars of successful candidates to GRMC and the Controller of Examinations for award of the Degree of MS/ M.Phil.
 - r) On receipt of the names and particulars of successful candidates, the Controller of Examinations shall notify the result.
 - s) After qualifying MS/M.Phil, the candidate shall submit five printed copies (6 copies in case of co-supervisor(s)) of his/her thesis along with a CD of the thesis through his/her supervisor.

11.2 Ph D Thesis

The thesis (guidelines for the thesis format given in **Annex-III**) submitted by the candidate for Ph.D. degree must comply with the following conditions:

- a) It must bear original work and form a scholarly contribution to knowledge of the candidate's field of study.
- b) It must not include research work for which degree has been conferred on anybody in this or any other University. In case of any copyright material, the responsibility rests on the candidate to obtain written permission.
- c) Acceptance/ publication of 1-3 (to be decided by the supervisor) research paper(s) in HEC approved journals (see HEC website for field specific minimum requirements) is requisite for thesis submission.
- d) Before thesis submission, if any research paper is published as part of the thesis, the candidate must append it at the end of the thesis.
- e) Dissertation shall be submitted within 8 weeks after the termination of stipulated time period (minimum 6 semesters – maximum 10 semesters, as the case may be). In case of genuine reason on the recommendation of the supervisor and

DGSC the Vice Chancellor can give extension up to six months for the submission of thesis.

- f) The final thesis, before sending to evaluation, shall undergo a plagiarism check at the departmental level. The concerned DGSC will check the thesis for plagiarism and verify the report.
- g) If the thesis, submitted by a candidate for final evaluation, is proved to be plagiarized at any stage, it will be liable to be rejected. The admission of such a candidate shall be cancelled and he/she will not be readmitted to Ph.D under any circumstances.
- h) If the thesis of a candidate is proved to be plagiarized even after its evaluation and declaration of result, previous result of the candidate will be cancelled and he/she will be declared to have failed in thesis examination. Such a candidate shall not be re-admitted to Ph.D under any circumstances.
- i) Evaluation of dissertation will be conducted by External Examiners, consists of 1 national and 2 foreign examiners (from technologically advanced countries).
- j) For the examination of thesis, the Vice-Chancellor shall appoint the Board of Examiners out of the panel recommended by concerned DGSC routed through GRMC. Normally, the evaluation shall be completed within three months of thesis submission.
- k) At the time of submission of thesis, the candidate shall pay the prescribed fee for the thesis examination.
- l) At the time thesis submission, the candidate shall supply the documents as per university requirements.
- m) After qualifying PhD, the candidate shall submit five printed copies (6 copies in case of co-supervisor(s)) of his/her thesis along with a CD of the thesis through his/her supervisor.

11.2.1 Appointment of Thesis / Dissertation Examiners

- a) The DGSC will recommend to the GRMC routed through DASAR to approve a panel of External Examiners of six experts (foreign from technically advanced countries – for thesis evaluation and local – for viva voce exam) for evaluation of thesis before submission or at the time of submission of thesis.
- b) The Vice-Chancellor shall appoint two External Examiners.
- c) The Controller of Examinations shall get thesis evaluated within three months after the date of submission/resubmission of thesis to his/her office. In case of any delay beyond this three months period, the Controller of Examinations must immediately bring into the notice of the Vice-Chancellor.
- d) Degree shall not be awarded to the candidates unless all Examiners recommend the award. While recommending, the examiners shall also report

whether or not the thesis is fit for publication both from the point of view of content and language.

- e) The candidate will be asked for additional research work of maximum of one year if the thesis is found wholly inadequate by both the external examiners.
- f) If one of the External Examiners approves the thesis and the other rejects, it shall be sent to a fresh (3rd) examiner, for evaluation. If this new (3rd) examiner disapproves the thesis, the candidate shall be declared to have failed. In case of approval of the thesis by the 3rd examiner, the case shall be processed further for the thesis defense.
- g) If the thesis is found inadequate by any of the examiners and suggests major modification/ revision of the thesis, the candidate will be required to re-submit a Revised Version of the thesis within one year. He/she will be required to pay fresh fee for the examination.
- h) The Revised Version of the thesis shall be evaluated by the same examiner who suggests modification of the thesis.
- i) If Examiner suggests modification/ corrections and also recommends the award of Ph.D degree, the candidate will make changes within three months in consultation of his/her supervisor. The corrections/ modifications/ changes in the revised version will be verified by DGSC and Dean of the Faculty.
- j) If any of the examiners finds the thesis adequate but suggests minor revision, this may be incorporated and certified by the thesis supervisor (Internal Examiner) and Dean of the relevant faculty.
- k) If the thesis is found adequate by all the Examiners and accepted by the GRMC, the scholar shall be required to undergo a public defense and a Viva-Voce Examination to be conducted by one External Examiner (local) and Supervisor(s).
- l) One examiner for viva-voce examination should be appointed from within Pakistan from the approved panel.
- m) Examiners may have separate viva-voce examination after the Public Defense.
- n) The Viva Voce Examination shall be open to the public (public defense) but only the Examiners appointed for this purpose will do the evaluation.
- o) If the scholar fails to satisfy the examiners in the viva-voce examination, the examiners may ask scholar to defend the thesis for the second (and the final) time within a period of six months.

12 AWARD OF DEGREE

a) MS/ M.Phil Degree

If a student passes his/her Viva Voce Examination, the syndicate on the recommendation of the GRMC will approve the reports of the examiners for the thesis and oral examination and award the degree of Masters of Science (MS)/ Master of Philosophy (M.Phil) in the relevant subject to successful candidate. Award of degree of Masters of Science (MS) will be approved for successful candidate with four years Bachelor of Science (BS) qualification, whereas, Master of Philosophy (M.Phil) will be approved for successful candidate with M.A/ M.Sc, etc. qualification.

b) Ph.D Degree

If the scholar passes the Viva Voce Examination, the Syndicate on the recommendation of the GRMC will approve the reports of the examiners for the thesis and oral examination and award of the degree of DOCTOR OF PHILOSOPHY (Ph.D) in the relevant subject to the candidate.

13 UPDATION OF RULES AND REGULATIONS

These rules and regulations are subject to updation from time to time as and when deemed necessary by statutory bodies of the university.
