

Consequent upon the Committee Notified vide No. KIU-Adm 1(1)/2017/33881 dated Oct 10th 2017 for MS/M.Phil /PhD Rules Revision Committee. The Following members revised the existing rules where problems were arising.

1. Prof. Dr. Syed Moazzam Nizami (Convener)
Chairman, Environmental Sciences
Director, IMARC
2. Prof. Dr. Muhammad Ramzan (Member)
Dean, Faculty of Social Sciences & Humanities
3. Dr. Muhammad Shahnawaz, Director, (Member)
Advance Studies and Research
4. Dr. Asad Ullah, Head (Member)
Department of Mathematics
5. Dr. Tasawar Baig, Assistant Professor (Member)
Department of IR
6. Mir Tazeem Akhtar, Director QEC (Member)
7. Mr. Ghulam Ud Din, Additional Registrar Academics (Member)
8. Mr. Khurshhed Ahmad (Secretary)
Dy. Controller /Dy. Registrar Student Affairs

The 7th Academic Council held on 26th April 2018 vide Circular No: KIU-Acad-1(3)/2014/35882 dated Apr. 25th 2018. Following revisions in the existing rules were approved.

Definition of Part-time /Full Time Student other than University Employee to be added as section 3.2:

In the revised rules, it is defined as:

- a) “Full Time Student” a student who is supposed to complete his degree in minimum residency period (as per HEC rules) i.e 4 semesters for MS/M.Phil without any discontinuation. He/she have to provide both NOC and Study leave at the time of admission. Full Time student of MS/M.Phil can enroll minimum 12 and Max. 15 credit hours in one semester. While PhD students can enroll minimum 9 and max. 12 Credit hours in one semester.
- b) “Part Time Student” a student who is employee in any govt./non govt. organization and provide NOC but unable to provide study leave at the time of 1st enrollment in respective degree program. A part Time MS/M.Phil student can enroll minimum 6 credit hours and max. 9 credit hours in a semester. While a PhD student can enroll minimum 3 and max. 6 credit hours in a semester.

Revised Admission Procedure for MS/M.Phil /PhD mentioned in Section 3 (a-m) except the Academic Weightage table

- a) The application shall be submitted to the Admission Office of the University. There will be a separate admission committee for MS/M.Phil/PhD Program consisting of :
 1. Concerned Dean
 2. Director Advance Studies
 3. Concerned HoD
 4. Director QEC
 5. Additional Director Student Affairs (as Secretary)
- b) The admission office will enter the data of all the applicants and shall forward the data along with complete application package to the concerned department for checking eligibility criteria and verification of entered data.
- c) Once the department receives the admission package, the internal admission committee of the department shall scrutinize applications received for eligibility and prepare merit list based on weightage given to academic record.
- d) The respective HoD/Chairperson will submit the final list of eligible applicants for entry test to DASR through respective DEAN.
- e) The DASR will supervise overall admission test, while HoD/Chairperson/any representative from the department will be present during the entry test. The test will be **prepared by the respective department** (Total 200 Multiple choice questions out of 170 from major courses and 30 from Mathematics, English and Statistics). These sealed 200 questions will be sent to Admission committee for MS/M.Phil/ PhD two weeks prior to entry test. The Admission committee will finalize one paper of 100 multiple-choice questions (85 Major courses and 15 Mathematics, English and Statistics) for each department from questions sent by the department.
- f) Printing and preparing the exact no. of copies for final written test for each department will be the responsibility of DASR.
- g) An applicant applying for MS/M.Phil program shall be judged on the basis of the following criteria for admission:
 - i. Academic qualifications - (40 % weightage)
 - ii. NTS type written/entry test (comprehension of the subject, General aptitude for research) - (60 % Weightage)
 - iii. A minimum of 50% marks are 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 (40% weightage)
 - ii. Publications in HEC approved journals - 1 Mark per publication representing 1% weightage) - 05 % weightage max.
 - v. Professional experience in relevant field – 05% weightage (One Mark representing 1% weightage for each year of job in the relevant field / as per Departmental preference t max. 5 % weightage)
 - 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/passed prior to admission for the PhD Program (50 % weightage).
 - 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 of 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, 40% marks are reserved for academic qualifications, 60% marks for the KIU admission test or NTS GAT general/ subject or ETS GRE. To qualify for admission, an applicant is required to obtain overall minimum 50% (academic +test) marks subject to the condition that the candidate has passed the entry test.
- j) For admission in PhD program, 40% marks are reserved for academic qualifications, 50% marks for NTS/ETS score and 10% marks for others (publications and relevant experience). To qualify for admission, an applicant is required to obtain overall minimum 50% (academic +test + others) marks subject to the condition that the candidate has passed the entry test.

“The breakup of academic marks weightage tables for MS/PhD shall be same as mentioned in existing rules ”

- k) The assessment of entry test papers shall be carried out in front of Admission Committee for MS/MPhil/PhD by HoDs/Chairman/Chairperson.

- l) The DASR will prepare final merit list considering the academic as well as marks obtained in test. This list will be first approved by admission committee then it will be displayed on notice board and sent to respective departments by admission committee.
- m) The selected candidates shall pay their dues within stipulated time, failing which their admission shall be liable to be cancelled.

Revision of the Grading System for MS/M.Phil/ PhD mentioned in Section No: 6 of the existing rules

To overcome the issues, the committee decided to follow the same grading system for MS/M.Phil /PhD as for BS program.

Semester	Required CGPA
1 st	2.00
2 nd	2.00
3 rd	2.50
4 th	3.00

Semester Grade Point Average (GPA) and Cumulative Grade Point Averages (CGPA) will be calculated using the following formulas:

$$GPA = \frac{\text{Sum of the quality point (QP) of all courses of a semester}}{\text{Sum of the Credit Hours (CH) of all courses of a semester}}$$

$$CGPA = \frac{\text{Sum of the quality point (QP) of all courses of all semesters}}{\text{Sum of the Credit Hours (CH) of all courses of a all semesters}}$$

Example: Calculation of GPA in a semester:

Course Code	M/O	Grade	G.P	C.H	Q.P
CSC511	65	B	3.0	3	09.00
ICT513	72	B	3.4	3	10.20
CSC515	80	A	4.0	3	12.00
CSC517	51	C	2.1	4	08.40
CSC451	85	A	4.0	2	08.00
Total				15	47.66

$$GPA=47.60/15 \text{ -----} GPA=3.18$$

Revision in Transfer of Credits for PhD mentioned in Section 4.2.3.

As per HEC Policy, no case will be entertained for transfer of credits in PhD program but for MS/M.Phil program existing rules shall be followed.

Revision in the Study Discontinuation on Medical grounds mentioned in Section 8 (a-b)

- (i) A student enrolled in a semester may discontinue his/her studies with the permission of respective Chairman/HoD and Dean due to illness duly certified by a Registered Medical Practitioner, countersigned by the University Medical Officer or under the circumstances beyond his/her control, to be determined in each case on a written application by the student. The respective Chairman/HoD/Director of the department /Center concerned will send his/her recommendation to DEAN and Dean will send to DASR. The DASR will notify discontinuation after seeking approval by the Vice Chancellor. There is no need to bring the case in GRMC meeting.
- (ii) No Student will be allowed to apply for discontinuation in 1st semester except medical grounds (like maternity/ accidents).
- (iii) The maximum period of discontinuation of studies by a student would be for two semesters/one year for entire degree Programme.
- (iv) Discontinued period will not be counted towards academic residence.
- (v) If discontinuation is prior to Enrollment in a semester, he/she would have to pay 20% of the tuition fee.
- v) HEC scholarship holders are not allowed to discontinue for more than 1 semester.
- (iii) If a student does not apply for discontinuation and remain absent for more than 7 days from university, his/her admission will be considered canceled. The respective supervisor/ HoD/Chairman will forward his/her case to the admission office for cancellation of admission.

Revision in the Existing DGSC /DGA system/ Synopsis /Thesis Title / Supervisor approval procedure mentioned in Section No: 10 (a-b)

- i) Appoint of DGA in the department will be responsibility of HoD/Chairman/Director. The most senior after HoD/Chairman/Director shall be preferred.**
- ii) The DGSC will prepare supervisory committee for each M.Phil/MS/PhD student consisting of:**
 - 1 Major Supervisor (must be from the Department) may be called hereinafter as Supervisor 1 as per HEC rules.
 - 2 Co-Supervisor (Outside the university only if his/her lab./expertise are to be used in research) may be called hereinafter as Supervisor II as per HEC rules.
 - 3 1 member from the department
 - 4 1 member from outside the department but in the same faculty.
- iii) This supervisory committee will be finalized in DGSC and complete information (The student name, Registration No, Title and Abstract of proposed research) will be sent to GRMC through DEAN and DASR for final approval. Only PhD student & Supervisor may be called upon in GRMC, if required.**

The route of sending title, abstract and Supervisory committee will be HOD/Chairperson---DEAN---DASR---GRMC.

**Revision in Ph.D. COMPREHENSIVE EXAMINATION mentioned in
Section No: 9 (i-ix) ; 9.1 (a-d); 9.2 (a-f)**

a) General

- i. After the semester in which Ph.D student successfully (minimum CGPA 3.00) completes the approved course work, he/she shall have to appear in the written comprehensive examination, scheduled to be held as per rule in the following semester. However, if the student is unable to appear in the above mentioned exam, the GRMC may on written request of the student containing special reasons, grant permission to appear in the examination to be held as per rules in the next consecutive semester.
- ii. The comprehensive examination will cover both the major and minor fields of study and will consist of a written part followed by an oral part. It will be designed to ascertain whether the student has attained the breadth of knowledge and the intellectual maturity necessary to become a successful scholar in his chosen discipline. It will not be a mere re-examination of previous courses but will test the student's ability to integrate and assimilate the knowledge obtained from the courses, seminars and independent studies.
- iii. To pass the comprehensive examination, a student must obtain not less than grade B in the written and the oral parts, separately. A fraction in the total marks in either case shall be rounded to the next nearest whole number.
- iv. A student shall not be eligible to sit in the oral part unless he has qualified in the written part of the Examination.
- v. If a student fails to qualify either in the written or oral part, he/she shall have to appear again in the part in which he/she failed, but only once in the exam to be held as per rule in the next consecutive semester.
- vi. A student who has passed the comprehensive examination shall be deemed to have become a candidate for Ph.D. degree.

B) Procedure for Comprehensive Examination:-

- i. **Written Part** will be held as follows:-
 - a. On the recommendation of the Chairman, Comprehensive Examination Committee, the Controller of Examinations shall, with the approval of the Vice Chancellor, notify the date, time and venue of the examination, at least two weeks before the commencement of the examination. For formation of Comprehensive examinations committee, request will be sent by HoD/Chairperson/Director via dean and DASR to VC for approval and DASR will notify the committee after approval from VC.

Route: HoD/Chairperson ---Dean--DASR--VC--DASR.
 - b. The written comprehensive examination of the Ph.D students would be held during fifteenth/sixteenth week of each semester (Fall & Spring) and the duration of each paper (A, B &C) would be four hours. The Controller of Examinations shall notify the exact schedule after its approval from the Vice-Chancellor.

- c. The Vice Chancellor shall appoint for each student a Committee of Examiners comprising teachers drawn as far as practicable from the fields of study taken up by the student (means those teachers of the university whose course has been taken by the student in his/her course work, but supervisor cannot take the comprehensive exam). The Committee of examiners will consist of 3 teachers, out of which one will be chairman of the Committee. Out of these 3 teachers, 2 will be from the department and one will be from other relevant department/ center/institute of KIU.
- d. The Vice Chancellor shall designate one of the members to act as Chairman of the Committee. The Committee shall be notified by the DASR.
- e. The number of papers shall not exceed three (two in major and one in minor fields).
- f. A student shall answer questions set by each member on a separate answer book, and will be evaluated by each member. To pass, a student must get not less than B grade in each paper set by a member.
- g. Each member shall, within seven days after the examination, return the marked Answer Books to the Chairman of the examination committee who will compile the result and send the same and the award lists of the examiners along with the marked answer books to the Controller of Examinations for result notification.

ii. **Oral Part:**

- a. The Controller of examinations shall, on the recommendation of the Chairman Comprehensive examination Committee, notify the date, time and venue for the oral comprehensive examination within time limit of six months of the date of declaration of the result of the written Comprehensive Examination. If a candidate fails to appear in oral comprehensive examination within the prescribed time limit, the result of the written Comprehensive Examination shall stand canceled and he shall have to appear again in the written Comprehensive Examination.

- b. The Board for oral examination shall consist of the same examiners who conducted written examination and in addition, the Dean of the Faculty, and two senior subject specialists (Only Professors) outside the university from departmental approved list of external examiners to be nominated by the Vice Chancellor. This shall be notified by the DASR. The Chairman Comprehensive Examination Committee will write to VC for formation of Board of Oral Examination via Dean and DASR.
- c. The Chairman of the Comprehensive Examination Committee shall be responsible for the conduct of the oral examination and shall determine the order in which each member of the Board shall put questions to the students; the members shall be free to ask any number of questions.
- d. At the conclusion of the oral examination, each member shall separately grade the student and the Chairperson of the Board of Examiners shall compile the result and send the same along with the award lists of the examiners to the Controller of Examinations for result notification.
- e. To pass the oral Examination, a student must secure not less than B grade in overall questions asked by all the members.
- f. Dean is a regular member of the committee. The presence of the Chairman of the written Comprehensive examination Committee is must. However, in exceptional cases exemption of one member from committee is allowed.

Revision in Thesis Submission Procedures mentioned in Section No: Section 11 ; 11.1 (a-u); 11.2 (a-o), 11.2.1 (a-m); 12

M.Phil/MS

The thesis (guidelines for the thesis format given in **Annex-III**) submitted by the candidate for M.Phil/MS. 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) An evidence (*submission acknowledgement email from official ID of the editor (s)*) of at least one paper submission in HEC recognized (at least y- category) journal along with original submitted research paper is requisite for thesis submission. The student must be the first author and the main supervisor (supervisor-I) should be the corresponding author of the submitted paper (s).
- 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) The final thesis, before sending to evaluation, shall undergo a plagiarism check at the departmental level. The concerned Supervisor will check the thesis for plagiarism and verify the report. Before submission of thesis, the Soft copy of thesis on separate CD must be submitted to Director QEC to get certificate of clearance regarding plagiarism as per KIU policy.
- 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 M.Phil/MS 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 MS/M.Phil under any circumstances.
- i) Evaluation of M.Phil/MS dissertation will be conducted by External Examiners, consists of 2 external examiners (selected from the list of approved external examiners).
- j) The HoD/Chairman/Director will select a panel of six examiners from the GRMC approved list and send the thesis package (called hereinafter as Semi Final thesis, Plagiarism report, Panel of examiner, Certificate of clearance from QEC) to concerned DEAN, the dean will mark the two external examiners from the list of 6. The Dean will then send the list and thesis to controller of Examinations for further process. This will remain confidential between DEAN and Controller of Examination.

- k) When the thesis will be received back after evaluation, the controller of examinations will open the report in front of concerned DEAN. The Dean will forward the report (Hiding the name of the examiner) to concerned Chairperson/HoD for correction (if any).
- l) After the correction by the student, the concerned HoD/Chairman/ Director will ask from the controller examinations about the name of the examiners and invite any one from the same evaluators, who so ever is available for final defense.
- m) The HoD/Chairperson will be responsible for conduction of final defense/viva. For this, he/She shall send the information to DASR for notification one week prior to the defense date. The DASR will notify the final dense date, time and venue as recommended by HoD/Chairperson/Director.
- n) The respective DEAN or nominee, Chairperson/ HoD and Supervisory committee must be present in final Defense/viva. The final decision will be from DEAN of the Faculty.
- o) The result of the final defense and final thesis along with evidence of published/ submitted paper plus original research paper (1 copy) is then submitted in hard bound to Controller of Examiner. The other 5 copies will be send to concerned (DASR, Main Library, Departmental Libray, Supervisor, student).

11.2 Ph.D Thesis

- a) 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:
- b) It must bear original work and form a scholarly contribution to knowledge of the candidate's field of study.
- c) 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.
- d) Publish at least 1 paper in HEC approved journals (see HEC website for field/ discipline specific minimum requirements) is requisite for thesis submission. The student must be first author and the main supervisor (supervisor -1) should be corresponding author in the papers which are part of the thesis.
- 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 final thesis, before sending to evaluation, shall undergo a plagiarism check at the departmental level. The concerned Supervisor will check the thesis for plagiarism and verify the report. Before submission of thesis, the Soft copy of thesis on separate CD must be submitted to Director QEC to get certificate of clearance regarding plagiarism as per KIU policy.

- 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 PhD 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 PhD I under any circumstances.
- i) The HoD/Chairperson/Director shall recommend to the VC through Dean and DASR to approve a panel of External Examiners of six experts (foreign experts from technically advanced countries) and six national experts in relevant field– for thesis evaluation at the time of submission of thesis.

Route: HoD/Chairperson/Director --- Dean --- DASR ---- Controller of Examinations--- VC.

- j) The Vice-Chancellor shall appoint two foreign Examiners out of the panel of Six foreign relevant subject experts and one examiner from the list of national subject experts. The selected examiners list will be sent by VC to the Controller of examination for further review process. This remain confidential between VC and Controller.
- k) 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.
- l) The report from the foreign and national evaluators will be opened in front of Vice Chancellor, and after comments from VC hiding the name of evaluator the report will be send to concerned DEAN and then to Chairperson/ HoD/ Director and supervisor.
- m) Each External Examiner shall explicitly state in his report:
 - i)Whether or not the thesis is of sufficient merit to justify the award of Ph.D. Degree to the candidate.
 - ii)Whether the candidate should be allowed to revise and re-submit his thesis.
- n) In the later case the broad lines on which the thesis should be revised must be clearly stated.
- o) If both the examiners approve the thesis, the candidate shall be recommended for the award of the degree.
- p) If two examiners (including National examiner) reject thesis, the candidate shall be declared to have failed. However, the GRMC may allow a student to re-conduct his research and resubmit his thesis on a new topic as recommended by his Supervisory Committee. This facility would be available only once. However, if one of the foreign examiners approves the thesis and the other rejects, it shall be sent to a third examiner, for

evaluation. If the third examiner approves the thesis, the candidate shall be recommended for the award of the degree, otherwise he shall be declared to have failed.

- q) If one of the examiners approves the thesis and the other is of the view that it is not acceptable in the form in which it has been presented but requires revision, the following procedure shall be followed:
- r) The Supervisory Committee of the candidate may either:
 - i) Write to the external examiners concerned explaining why it is not possible to revise the thesis and taking that it should be examined in its original form, or
 - ii) If the views of the external examiner were acceptable to the Committee, the candidate will be required to revise and re-submit the thesis within a period not exceeding two semesters, for re-evaluation.
 - iii) If the external examiner approves the original thesis or the revised thesis, as the case may be, the candidate shall be recommended for the award of the degree.
 - iv) In case of dis-agreement between the Supervisory Committee and the examiner, the matter shall be referred to the GRMC (through Chairman/HoD/ Director – Dean – DASR) which may suggest such action as it may consider expedient.
 - v) If both the examiners express the opinion that thesis as presented, is not acceptable, but required revision the following procedure shall be adopted.
 - vi) In case the lines, on which the examiners have suggested revision of the thesis, are substantially the same and are acceptable to the Supervisory Committee, they shall call upon the candidate to revise the thesis on these lines and re-submit it within a period not exceeding two Semesters, for re-evaluation.
 - vii) In case the lines on which the examiners have suggested revision are not acceptable to the Supervisory Committee, the matter shall be referred to the GRMC which may suggest such action as it may consider expedient.
- s) In case a candidate, who is required to revise and re-submit his thesis, does not do so within the period allowed, he shall be declared to have failed.
- t) After correction from the students in the thesis along Annotative Compliance Report the HoD/Chairman shall submit the Thesis to DASR for approval from GRMC. The GRMC will then forward the recommendation back to foreign evaluator (If demanded) or to Vice

chancellor for final approval as the case may be. If Examiner demanded resubmission then same procedure shall be adopted.

- u) After approval from the foreign examiner(s) the Thesis will be sent to 1 national examiner not less than PHD qualification in relevant subject (Selected from the approved list of departmental national external evaluators).
- v) After receiving back, the thesis from national external evaluator the same external evaluator shall also be invited for Final open Defense. For final defense the supervisor will ask to HoD/Chairperson/ Director who shall send the request to Dean. Dean will recommend it for notification from DASR.
- w) The result of Final Defense along 6 Hard bound Copies will be sent to DEAN, DASR and Controller of Examinations for final notification for AWARD of Degree.

Revision in Section 12 a, b (AWARD OF DEGREE)

a) MS/ M.Phil Degree

If a student passes his/her Viva Voce Examination, the controller of examination after receiving results and hard bound copy of thesis will award the degree of Masters of Science (MS)/ Master of Philosophy (M.Phil) in the relevant subject to successful candidate.

b) Award of PhD Degree:

A candidate who has fulfilled all the requirements, prescribed for the course including proof of publication of one paper in the Higher Education Commission, Islamabad approved journal (see HEC website for field/ discipline specific minimum requirements) shall be awarded the Degree of Doctor of Philosophy.