



MUKABBIR UNIVERSITY

OF SCIENCE & TECHNOLOGY, GUJRAT

Mukabbir/REG/NOT/055
March, 18, 2026

NOTIFICATION

1. It is hereby notified that the **Academic Council**, in its **1st meeting** held on **10th March, 2026**, vide **Agenda Item No. 19**, has unanimously approved the **Semester Rules & Regulations for Graduate Studies**, (related to Admissions, Registration, and Examinations for **MS / M.Phil** (or equivalent) and PhD degree programs).
2. The approved Semester Rules & Regulations for Graduate Studies are enclosed herewith as **Annex "A"**
3. Issued/disseminated for the Information & further necessary action by all concerned branches/Departments, please.

A handwritten signature in blue ink, appearing to read 'Jawad Butt'.

Abdul Jawad Butt
(REGISTRAR)

Handwritten initials in blue ink, possibly 'AJB'.

Distribution to:

- 1) PS to Chairperson BOG
- 2) Vice Chancellor
- 3) Executive Director
- 4) All Deans & HODs.
- 5) All Directors / Administrative Heads.
- 6) All Faculty / Staff
- 7) Director QEC
- 8) Controller of Examination

MUKABBIR UNIVERSITY OF SCIENCE &
TECHNOLOGY
GUJRAT



Semester Rules and Regulations for
Graduate Studies 2026

Mukabbir University of Science & Technology, Gujrat

Semester Rules and Regulations for Graduate Studies 2026

Rules and Regulations related to Admissions, Registration, Examinations award of degree, for MS/M.Phil/MBA/M.Com/LL.M./Equivalent and Ph.D. Degrees offered at the Mukabbir University of Science & Technology, Gujrat shall be governed by this document in according with the policies and guidelines issued by the HEC from time to time.

1. Procedure for Announcement of Admission

- i. Well before the advertisement, the faculty of each academic unit i.e. Department / Institute / Centre / College / School should ascertain the programs to be offered and number of seats according to facilities available as per minimum laid down criteria and forward proposal through DASR to BASR for approval by statutory bodies.
- ii. MS/M.Phil. or equivalent degree and Ph.D. programs shall be advertised at appropriate time before beginning of each academic session. The advertisement shall contain information about degree programs, the eligibility criteria for admission, the procedure for applying on-line and manual submission, documents required and the schedule mentioning important dates.

2. Admission Requirements / Eligibility Criteria

I. MS/MPhil or Equivalent Degree Programs

- i. The student shall have completed all requirements for award of his / her previous Degrees (as specified in admission criteria) or its equivalent in the relevant subject from a recognized University.
- ii. Eligibility criteria for a relevant field/discipline (in accordance with the department's policy) shall be provided by the relevant Board of studies of Department / Institute / College / Centre / School.

• Category A

Eligibility of candidates of relevant disciplines seeking admission in MS / M.Phil / M.Sc. / MBA / M.Com / LL.M / Equivalent program:

- i. BS (Hons.) 4 years / M.A. / M.Sc. / B.Sc (Hons.) 4 years / B.Sc. (Engg) / B. Pharmacy / Pharm D / MBBS / BDS degree or equivalent in the relevant subject from a HEC recognized University (at least 16 years of education after HSSC/F.A./F.Sc/Grade 12 or Equivalent; 120 credit hours).
- ii. Qualifying marks in the admission test conducted by the University shall be 50%.
- iii. Qualifying marks in the interview shall be 50%.

- **Category B**

Eligibility of candidates of other disciplines (Intradisciplinary / Interdisciplinary) seeking admission in MS/M.Phil/M.Sc./MBA/M.Com/LL.M or Equivalent program.

Following requirements set already stated or mentioned above for admission in MS/M.Phil/M.Sc. (Engg/Hons)/MBA/M.Com or Equivalent:

- Eligibility criteria for other disciplines (in accordance with the department's policy) shall be provided by the relevant Board of studies of Department / Institute / College / Centre / School.
- 6–9 CH of deficiency courses of level 6 after starting the program in zero semester. To qualify zero semester shall be compulsory.

II. Ph.D. program

- Eligibility criteria for a specific field/discipline (in accordance with the department's policy) shall be provided by the relevant Board of studies of Department / Institute / College / Centre / School before the admission.
- The student shall have been awarded his or her MS/MPhil/or its equivalent degree from a recognized University.

Category A:

- MS/MPhil/LL.M./M.Sc. (Engg/Hons)/MD/MS/MDS or equivalent degree with minimum CGPA 3.00 (out of 4.00) in the semester system or first division (60%) in the annual system.
- MS/MPhil/equivalent without thesis shall complete deficiency of 06 credit hours research thesis or by studying two research related courses (700 level), or published atleast one research paper published in w/x/y category as first or sole author.
- Qualifying marks in the admission test conducted by the University shall be 60%.
- Qualifying marks in the interview shall be 50%.

Category B

- MS/MPhil/LL.M./M.Sc. (Engg/Hons)/MD/MS/MDS or equivalent degree with CGPA less than 3.00 (out of 4.0) in the semester system or less than 60% in the annual system.
- Qualifying marks in the admission test conducted by the University shall be 60%.
- Qualifying marks in the interview shall be 50%.
- Additional courses of 9–12 CH of level 7 in zero semester and shall score minimum 3.00 out of 4.00 GPA. If these conditions are not fulfilled by the applicant the admission shall stand cancelled.

- v. MS/MPhil/equivalent without thesis shall complete deficiency of 06 credit hours research thesis.
- vi. If the CGPA/Percentage is not mentioned on the transcript, the candidate shall produce equivalent weightage from the parent university.
Or CGPA/Percentage will be equalized by the committee notified by the registrar office. In this case equivalence of HEC shall be required.
- vii. In the case of a foreign degree (from universities that award degrees without course work and where a CGPA is not available), after equivalence from HEC, applications shall be considered for admission to the PhD program as per the subject eligibility of the department/institute/college/center/or school. Other admission requirements must be fulfilled by the applicants.

Category C

Eligibility of candidates of other disciplines (Intradisciplinary/Interdisciplinary 10 disciplines from UNESCO INTERNATIONAL STANDARD CLASSIFICATION OF EDUCATION document ISCED-F 2013) seeking admission in Ph.D. program. Following requirements mentioned below shall be in addition to the requirements set already stated or mentioned above for admission in Ph.D. program:

- i. Eligibility criteria for specific field/discipline (in accordance with the department's policy) shall be provided by the relevant Board of studies/DGPC
- ii. Qualifying marks in the admission test conducted by the University shall be 60%.
- iii. 6–9 CH of deficiency courses of level 7 after starting the program in zero semester. To qualify zero semester as per UNIVERSITY rules shall be compulsory.

3. Admission Test

I. MS/MPhil/Equivalent Degree Programs

- i. A rigorous admission test as an eligibility condition for admission to MS/MPhil/Equivalent programs, developed at the university with a passing score of 50%.
OR
- ii. Accept the GRE/HAT General/Equivalent tests, with a passing score of 50%.

II. Ph.D. program

- i. The test equivalent to GRE/HAT General developed at the university with the passing score of 60%.
OR

- ii. Accept a test equivalent to GRE/HAT General, conducted by testing bodies accredited by HEC, with a passing score of 60%.
- iii. Subject test for admission in Ph.D. programs developed by the University where GRE/HAT Subject test is not available or is not conducted in the country.

4. GRE/HAT COMMITTEES

- i. Departmental committees (GRE/HAT) shall be required for admission to MS/M.Phil/Equivalent and PhD programs. Departmental committees (GRE/HAT) shall be notified by the Registrar office and the same be intimated to the HEC.
- ii. Composition of GRE based committee shall be as guidelines provided by the HEC (Minimum 2–3 faculty members holding Ph.D. degree of the relevant discipline and one preferably from outside the University). If required more faculty members may be added.

5. Statement Of Purpose

Statement of purpose shall be a part of the application for admission to PhD program and shall, at least, include the following:

- i. Title of the potential research proposal.
- ii. Clear articulation of the current understanding of the intended field and ideas for potential research.
- iii. Explanation of the intended impact of the proposed research.
- iv. The prospective candidates shall demonstrate passion and enthusiasm for the area of research.

6. Equivalence

- i. Qualification from Institutions other than the Mukabir University will be equalized by the DASR of the Mukabir University). Candidates shall apply for equivalence well in time to the Equivalence Cell, and shall provide the same before the interview.
- ii. Equivalence of Degrees Awarded by Chartered Foreign Universities will also be required equivalence from HEC Pakistan.

7. PROCEDURE FOR APPLICATION, ADMISSION AND REGISTRATION

- i. An applicant seeking admission to MS/M.Phil/LL.M./M.Sc. (Engg/Hons)/MD/MS/MDS/equivalent/Ph.D. programs shall apply on a prescribed online form within the due date given in the advertisement for admission.
- ii. Application submission shall be submitted only online. Departmental Graduate Program Committee shall scrutinize the applications received for eligibility.

- iii. **Composition of the DGPC:** The Departmental Graduate Program Committee shall be notified by the Registrar office and composition shall be:
- Chairman/Chairperson/Director/Principal/Head (DGPC Convener), all Professors & Associate Professors, 2–3 senior most Assistant Professor/Lecturer holding Ph.D. degree. In departments where there is no Professor/Associate Professor, DGPC will be constituted by the Vice-Chancellor on the recommendations of the Dean of the Faculty/Chairperson DASR. In such cases for the evaluation of synopsis, 2–3 experts will be co-opted. The quorum for a meeting of DGPC shall be one-half of the total number of members, a fraction being counted as one.
- iv. An applicant shall be judged on the basis of the following criteria for admission/merit calculations:
- a. Academic qualifications* — 40 Marks (as already given in the table of merit calculator)
 - b. Publications in HEC approved journals — 05 Marks (1 Mark per Publication)
 - c. Professional experience in relevant field — 05 Marks (One Mark for each year.../as per Departmental preference)
 - d. Departmental written/entry test (comprehension of the subject, GRE/HAT Test) — 40 Marks
 - e. Interview — 10 Marks (In interview qualifying marks are 50%)

NOTE: Different universities grading system different for those universities departmental committees should calculate GPA/CGPA as per HEC grading system guidelines. As decided by the NQAD, in its 22nd meeting held on January 09, 2017, the HEIs should preferably use four (04) grade point system (Ref. 1-22/NQAC/QAD/2017/HEC/03-360, dated March 24, 2017). However, the HEIs using other grade point scales shall refer to HEC’s policy guidelines. Issued from time to time, for Implementation of Uniform Semester Examination System in Higher Education Institutes of Pakistan.

- v. Only those candidates who qualify for the GRE/HAT test and departmental written entry test as per UNIVERSITY policy [designed by the respective department or conducted by UNIVERSITY itself (**Annex-I**)] will be called for an interview.
- vi. The Departmental Graduate Program Committee (DGPC) shall recommend to the Dean of Faculty for approval of the names of applicants who are found eligible. Same shall be forward to Chairperson DASR. The selected candidates shall pay their dues within the stipulated time, failing which their admission shall be liable to be cancelled.

**Break up of 40 marks for academic qualifications*

M.S / M.Phil.

Course/Degree	%age Marks					
	45–49.99%	50–54.99%	55–59.99%	60–69.99%	70–79.99%	≥80%

Matric	Marks	2	4	5	7.5	8.5	10
F.A./F.Sc.	Marks	2	4	5	7.5	8.5	10
B.A./B.Sc.	Marks	2	4	5	7.5	8.5	10
M.A./M.Sc. (Annual System)	Marks	2	4	5	7.5	8.5	10
M.A. M.Sc. (Semester System)	CGPA						
		2.50-2.69	2.70-2.99	3.00-3.39	3.40-3.79	≥3.80	
	Marks	5	6	7.5	8.5	10	
BS (Hons.) 4 years / B.Sc (Hons) 4 years (16 years edu.)	Marks	10	12	15	17	20	

Ph. D.

Course / Degree		Percentage Marks					
		45 – 49.99 %	40 – 54.99%	55 – 59.99%	60- 69.99%	70 – 79.99%	>= 80%
Matric	Marks	2	4	5	6	7	8
F.A./F.Sc.	Marks	2	4	5	6	7	8
B.A./B.Sc.	Marks	2	4	5	6	7	8
M.A./M.Sc. (Annual System)	Marks	2	4	5	6	7	8
		CGPA					
		2.50-2.69	2.70-2.99	3.00 – 3.39	3.40 3.79	>= 3.80	
BS (Hons.) 4 years / B.Sc (Hons) 4 years (16 years edu.)	Marks	8	10	12	14	16	
M.A. M.Sc. (Semester System)	Marks	4	5	6	7	8	
MS / MPhil or Equivalent (18 Years Edu.)	Marks	CGPA 3.00 / First Division		3.30 – 3.59	3.60 – 3.79	>=3.80	

8. FOREIGN STUDENTS

Efforts be made to attract foreign students around the globe. The University should advertise both on the World-Wide Web and through Embassies, posters etc. The admission of foreign students should be processed as under:

- i. A foreign candidate should apply through his/her Home Country's Embassy and Pakistan Mission Abroad office.
- ii. The concerned department/institute shall send a provisional admission letter to the Registrar and copy to Chairperson DASR along with HEC proforma of foreign students for clearance of the vetting agencies before joining the program.
- iii. The candidate should also pass the entrance test of the concerned institution/admission on arrival or submit GRE International with admission form.
- iv. After fulfilling all above requirements, the candidate will be allowed to attend classes with a valid visa.

NOTE: Qualification from Institutions other than the Mukabbir University will be equalized by the Equivalence Committee of the Mukabbir University. Foreign students must provide NOC and equivalence from HEC and clearance from all vetting agencies.

9. PROGRAMME OF STUDIES

I. Course Work — MPhil/MS/Equivalent Degree Programs

The following requirements shall be fulfilled before the award of MPhil/MS/equivalent degree:

- i. Complete **30** credit hours of course work

Or

- ii. Complete **26** credit hours of coursework along with a minimum of **six (6)** credit hours for research work/thesis/internship/project (as the case may be).
- iii. The students shall complete the deficiency coursework of at least **9–12** credit hours of level 6, if they are from the other discipline in a zero semester, prior to start regular semesters of MS/M.Phil/Equivalent program.

II. Course Work — Ph.D. Program

The following requirements shall be fulfilled before the award of a Ph.D. Degree:

- i. The students shall complete the coursework of at least **20** credit hours if they are from the same discipline.

- ii. The students (admitted under category B and C) shall complete the deficiency coursework of at least **9–12** credit hours of level 7, if they are from the other discipline in a zero semester, prior to start regular semesters of PhD.
- iii. The courses shall be offered through regular classes (i.e., classes taught on campus by full-time faculty members of the university).
- iv. The course codes shall preferably be of **800** level.
- v. PhD degree should be based on research, not only on credit hours (i.e., course work and research).
- vi. The research work submitted for M.Phil. will not be part of PhD thesis.
- vii. There will be **36** credit hours for Ph.D. research thesis in addition to course work credit hours.

10. COMPREHENSIVE EXAMINATION

- i. Students admitted to Ph.D. course shall take comprehensive examination after successful completion of **20** credit hours... The Comprehensive Examination shall be held within **one month** after the completion of the course work.
- ii. The comprehensive examination will cover all course work and will consist of one essay type paper. The examination will test the student's ability to integrate and assimilate the knowledge obtained from the courses, seminars, and independent studies.
- iii. Examiners (3–5 including Internals) for the comprehensive examination shall be appointed by the Dean out of a panel of names recommended by the Departmental Graduate Program Committee. At least **2** examiners will be from outside the University.
- iv. To pass the comprehensive examination, a student must get GP/GPA not less than **3.0**.
- v. If the student does not pass the comprehensive examination or doesn't get at least GPA 3.0, in the first attempt he/she may be given one more chance on the recommendation of DGPC. Similarly a student who remains absent during the comprehensive examination subject to the condition that his/her circumstances of not being able to attend the examination are well justified and accepted by the concerned DGPC. On the recommendations of the concerned DGPC, the Dean/DASR may allow such a student to reappear. The second Comprehensive Examination shall be held within one month of the first examination.

NOTE: The benefit of Sub-Clause (v) may also be given to the students enrolled in previous sessions on the recommendations of DGPC and approval from ASRB.

11. RULES FOR Ph.D CANDIDATES ADMITTED UNDER CATEGORY B AND CATEGORY C

I. Category B

MS/MPhil/M.Sc. (Engg/Hons.)/equivalent degree with CGPA less than **3.00 (out of 4.0)** in the semester system or less than **60%** marks in the annual system as per HEC and UNIVERSITY rules.

- i. Additional courses of **9–12 CH** of level 7 in zero semester shall be required. DGPC will decide about the deficiency courses.
- ii. It shall be mandatory to appear in both examinations (i.e., Mid-term and Final term) and to complete the sessional activities.
- iii. At the end of the zero semester a student must obtain a minimum Grade Point Average (GPA) of **3.00** to be promoted/eligible for PhD regular first semester.
- iv. To qualify for an individual course **70%** marks shall be required.
- v. If above mentioned conditions are not fulfilled by the applicant, the admission shall stand cancelled.

II. Category C

- i. Additional courses of **6–9 CH** of level 7 in zero semester shall be required. DGPC will decide about the deficiency courses.
- ii. It shall be mandatory to appear in both examinations (i.e., Midterm and Final term) and also to complete the sessional activities.
- iii. At the end of the zero semester a student must obtain a minimum Grade Point Average (GPA) of **3.00** to be promoted/eligible for PhD regular first semester.
- iv. To qualify for an individual course **70% marks** shall be required.
- v. Candidates without Research thesis in MS/MPhil/equivalent shall complete deficiency of **06** credit hours research thesis.
- vi. If above mentioned conditions are not fulfilled by the applicant, the admission shall stand cancelled.

12. RULES FOR MS/MPHIL/M.SC. ENGG/HONS.)/MBA/M.COM/EQUIVALENT CANDIDATES ADMITTED UNDER CATEGORY B

- i. Additional courses of **6–9 CH** of level 6 in zero semester shall be required. DGPC will decide about the deficiency courses.
- ii. It is mandatory to appear in both examinations (i.e., Mid-term and Final term) and to complete the sessional activities.
- iii. At the end of the zero semester a student must obtain a minimum Grade Point Average (GPA) of **2.00** to be promoted/eligible for MS/MPHIL/M.Sc. Engg/Hons.)/MBA/M.Com/Equivalent regular first semester.

iv. To qualify for an individual course minimum '**D**' grade (50% marks) cumulative in mid-term, final term examinations and sessional activities required.

v. If above mentioned conditions are not fulfilled by the applicant, the admission shall stand cancelled.

13. MS/M.Phil./LL.M./M.Sc. (Engg/Hons)/MD/MS/MDS/equivalent (Level 7)

i. MS/MPhil/LL.M./M.Sc. (Engg/Hons)/MD/MS/MDS/equivalent will be for four semesters. In the first two semesters, **24** credit hours course work and in 3rd and 4th semesters **06** credit hours research work/internship/project (as the case may be) will be carried out.

ii. The research work submitted for M.Phil. will not be part of PhD thesis.

iii. The minimum and maximum period for completion... will be **1.5 to 4 years (8 regular semesters)** as per HEC policy... counted from the date of commencement of classes.

iv. Extension... after 2 years (four regular semesters) will be granted only to those students who maintain their student status... Six-month extension will be granted by the Vice Chancellor, beyond 06 months extension will be granted by the ASRB.

v. Extension will be granted on provision of full justification, a progress report by the Supervisor and recommendation by the DGPC.

vi. In case a student is unable to secure an MS/MPhil within the prescribed timeframe... (force majeure / administrative delay) ... Committee will also decide about the fee for that duration.

14. RULES OF PROMOTION OF MS/M.PHIL/EQUIVALENT DEGREE PROGRAMS

i. All courses given in the first year (1st & 2nd semesters) will be designated by **500**.

ii. All courses given in the second year (3rd & 4th semesters) will be designated by **600**.

iii. All courses will be preceded by **2–4 alphabets**... indicating the title of the degree/area of specialization.

iv. Each Department/Centre/Institute/College/School shall decide its own compulsory, core/minor, major and elective subjects... and announce each course with short description, time, day, classroom, teacher name, semester, credit hours.

v. A regular student will normally be required to take a workload (for course work) of **nine to twelve** credit hours in each semester.

vi. At the end of the first semester, a student must obtain a minimum GPA of **2.50** to be promoted to the second semester. To qualify for a course **GP 2.30** is required in course work of all semesters.

- vii. In case a student obtains GPA of **2.30 or more but less than 2.50**, he/she will be promoted to the second semester on probation. The candidate who fails to secure **2.30 GPA** in the first semester shall stand automatically dropped from the rolls.
- viii. At the end of the second semester, a student must obtain a minimum **CGPA of 2.50** and must also pass at least **50%** of the courses... to be promoted to the third semester. If any of the preceding two conditions is not complied with... removed from the rolls...
- ix. In the 3rd and 4th semesters, a student will carry out research work/internship... and submit thesis/report/project by the end of 3rd or 4th semester.
- x. In the third semester, a student will also be required to repeat those courses of the first semester in which he/she had failed and maintains CGPA of **2.50** failing which his/her name will be removed from the rolls of the University.
- xi. In the fourth semester, a student will be required to repeat those courses of the second semester in which he/she had failed and maintains CGPA of **2.50** failing which his/her name will be removed from the rolls of the University.
- xii. A student who completes all the courses and has not been required to any course(s), obtains CGPA of less than **2.50** but not less than **2.30** at the end of the 4th semester, may be allowed to repeat up to two courses (2–6 credit hours) in which he/she has obtained the lowest grades in order to improve CGPA to minimum **2.50** failing which he/she will not be awarded degree not be awarded degree and removed from the rolls of the University
- xiii. A student who had earned less than GP **2.30** in a course in 1st semester and promoted on probation may be allowed to take one additional course during the 2nd/3rd semester with permission of the DGPC.
- xiv. A student who had earned 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 permission of the DGPC
- xv. The teacher shall send a copy of the activity record of the courses on the prescribed proforma to the DGPC/Chairman/Director/Principal/Head at the end of each semester.
- xvi. After two semesters (24 credit hours) of course work, research work of six credit hours will be carried out in third and fourth semesters. The title of the thesis/report/project will be recommended by DGPC/Board of Studies routed through DASR for the approval of the Vice-Chancellor. Thesis/report shall be submitted within six weeks after the termination of fourth semester (as the case may be). In case of genuine reason on the recommendation of the supervisor, DGPC and GPCC, the Vice Chancellor can give extension up to six months for the submission of thesis. Evaluation of thesis will be carried out by the External Examiner. Board of Examiners for the Examination of thesis shall be appointed by the Vice Chancellor out of panel

recommended by DGPC concerned routed through GDPC. Evaluation normally be completed within 6 weeks of submission of thesis.

xvii. Only those students who scored CGPA \geq 2.50 will be awarded MS/MPhil Degree

15. Ph.D. PROGRAMME OF STUDIES

i. Departmental Graduate Program Committee (DGPC) shall regulate the supervisory process and act as a supervisory committee in all matters related to the PhD scholar.

ii. Research shall be allocated to the scholar at the time of commencement of classes.

iii. There shall be a residency requirement for a period of at least **two years**.

iv. The minimum and maximum period for completion of Ph.D. shall be **3 to 8 years** as per HEC policy. The period shall be counted from the date of commencement of classes.

v. Extension for a specific period in Ph.D. after **5 years** will be granted on full justification, a progress report by the Supervisor and recommendation by the DGPC only to those students who maintain their student status and are not absconders. Extension, if fully justified should be **5+2** and in case of extreme circumstances extension will be **5+2+1**.

vi. PhD scholars who are unable to complete the program within eight (8) years, the said case shall be presented in ASRB. In case a student is unable to secure PhD within the prescribed timeframe and claims for extension in duration, the university may constitute appropriate authority and determine the causes of delay. In the event of force majeure (i.e., delay on account of circumstance beyond the control of student), the university may grant an extension in the period of award of PhD degree in accordance with the duration limiting factor(s) and shall also take corrective measures in case the delay is caused by process or administrative reasons. The Committee will also decide about the fee for that duration.

vii. The date of notification of the award of the PhD degree after the PhD defense shall be the date of the completion of PhD studies.

viii. It shall be mandatory for Supervisor/s to submit detailed progress report biannually of Ph.D. students to the DASR office/Registrar office i.e., on **30th June** and **30th December**.

ix. Candidates from Scientific Research Organizations, after successful completion of course work and two years residency, if required may carry out their experimental work in laboratories of their parent departments on the recommendations of the supervisor, approved by the DGPC/Faculty Council.

x. A PhD scholar shall be required to pass a comprehensive examination (written) after completing course work, and before undertaking the synopsis/research work.

xi. There shall be a Comprehensive Examination within one month after completing the Ph.D. course work.

xii. The student will write and submit a synopsis for Ph.D. research work within six months of completing the Ph.D. course work.

xiii. A Ph.D. scholar shall be required to submit a synopsis within six months of completing course work as well as qualifying for a comprehensive examination before commencing the research work. If a synopsis is not submitted within the designated time, permission for submission of synopsis from ASRB will be required first.

xiv. A Ph.D. scholar shall give a seminar relevant to his/her field of research (PhD research work) as per the schedule given by the department before thesis submission.

16. RULES OF PROMOTION Ph.D. PROGRAM

i. Candidate shall complete **18 credit hours** course work, qualify comprehensive examination, and carry out research for **2–4 years (48 credit hours)**.

ii. All courses given in the Ph.D. programme will be designated by **800**.

iii. The course shall be offered through regular classes (i.e., classes taught on campus by full-time faculty members of the university).

iv. A regular student will normally be required to take workload of **nine to twelve** credit hours in each semester. Eighteen credit hours course work must be completed within **two semesters**.

v. At the end of the first semester a student must obtain a minimum **GPA 3.00** to be promoted to the second semester.

vi. In order to qualify for an individual course **GP 2.70** is required in all semesters.

vii. In case a student obtains GPA of **2.70 or more but less than 3.00**, he/she will be promoted to the second semester on probation. The candidate who fails to secure **2.70 GPA** in the first semester, shall stand automatically dropped from the rolls.

viii. At the end of the second, a student must obtain a minimum **CGPA 3.00** and must also pass **more than 50% of the courses** or at least **two courses** offered by him/her to be promoted to the next subsequent semesters. If any of the preceding two conditions is not complied with by a student, then he/she shall be removed from the rolls of the Departments/Centres/Institutes/Colleges/School.

ix. A student, who completes all the courses and has not been required to repeat any course(s), obtains CGPA of less than **3.00** but not less than **2.80** at the end of the 3rd and fourth semester, may be allowed to repeat **one course (2–4 credits)** in which he/she had obtained the lowest

grades in the next semester, in order to improve the CGPA so as to obtain the minimum of **3.00** failing which he/she shall not be awarded PhD degree (or allowed to continue research work).

xi. A student who had earned less than GP **2.7** in a course in 1st semester and promoted on probation may be allowed to take one additional course during the 2nd/3rd semester with the permission of the DGPC of the Departments/Centres/Institutes/Colleges/School.

xii. A student who had earned less than GP **2.7** in a course in 2nd semester may be allowed to take one additional course during the 3rd/4th semester with the permission of the DGPC of the Departments/Centres/Institutes/Colleges/School.

xiii. The teacher shall send a copy of the activity record of the courses on prescribed proforma to the DGPC, Chairman/Director/Principal/Head at the end of each semester.

xiv. No student will take any course unless he has cleared the pre-requisite for it as determined by the respective Departments/Centres/Institutes/Colleges/School.

xv. A course may range from **one credit hour to four credit hours**.

xvi. One credit hour stands for at least one hour class contact per week per semester. For practical/laboratory work, **3 hours** shall be considered equivalent to **one credit hour**.

xvii. The scripts of each examination shall be shown to the students concerned by the teacher and taken back immediately. The Department concerned shall keep such record for **one year**.

xviii. The teacher shall send the final award list to the Chairman/Director/Principal/Head of the Departments/Institutes/Colleges/Centres/School who will forward it to the DASR and Controller of Examinations for notification and a copy to the respective Dean.

17. CLASS ATTENDANCE

i. A student must have attended at least **75%** of the classes held in a course to be allowed to sit in the midterm and final examination. In the case of short attendance up to the midterm, the student will be allowed provisionally to appear in the midterm exam, but he will have to meet the minimum attendance requirement till final term exam. The concerned HOD can award **5%** relaxation in attendance on student's request. The student availing this attendance relaxation will have to pay absent fine amounting **Rs. 2,000/- per short attendance course** with maximum absent fine of **Rs. 5,000/- per semester**.

ii. There is a maximum **25%** absent allowance (not in a stretch). At any stage in a semester (2nd semester and onwards) if a student has availed this maximum absent allowance, then the student will be awarded **SA** grade in low-attendance courses. The student having class attendance of less than 75% in a particular course will be required to repeat the course when it is offered again. The student will be awarded grade **SA (forced withdrawal)** and will not be counted towards calculation of GPA/CGPA. The students will pay the course(s) fee and the examination fee

while repeating the SA courses with junior sessions to complete all the formal requirements of the degree.

iii. In case of **Hajj / maternity**, the maximum 25% absent allowance can be availed in a stretch with the prior approval of HOD.

iv. The **30%** relaxation i.e., 25% allowed absenteeism and 5% relaxation (with fine) by HOD in total attendance is inclusive of absents (without prior approval) or leave (with prior approval).

v. At the end of each month the teacher concerned shall send, to the head of the Department/Centre/Institute/College/School, a statement giving the total number of lectures delivered and practicals conducted by him/her together with the number of lectures and practicals attended by each student. The cumulative attendance record will be displayed on the noticeboards monthly.

vi. In case the student remains absent from all the classes of all the courses of Semester-I for two consecutive weeks without leave (medical/emergency), his/her admission will be cancelled. Such students, however, will be eligible to apply for admission next year, subject to fulfillment of other conditions for admission.

vii. For all the semesters, except for the first semester, in case the student remains absent from all the classes of all the courses for two consecutive weeks without approval then he/she will not be allowed to continue in that session and his/her semester will be forced freeze. Such students will rejoin the same semester with his/her immediate junior session.

viii. A teacher shall report the names of the students who are absent from the lectures/practical continuously for 14 days (consecutive two weeks) to the Chairman/Director/Principal of the Departments/Institutes/Colleges/Centers/School concerned who will forward the names of the student/s to the DGPC to enable him/her to strike off the names of such student/s. The Dean/DGPC may, for valid reasons, readmit such a student/s on the recommendation of DGPC.

18. CANCELLATION OF ADMISSION/REGISTRATION

I. M.Phil/MS/Equivalent:

MPhil admission shall be cancelled by the department on the recommendations of the DGPC and notified by the concerned Chairman/Director/Principal/Head, if the scholar:

- a. Bears adverse progress reports from his/her supervisor.
- b. Fails to contact his/her supervisor or leaves the program.
- c. Does not complete the course work.
- d. Does not meet 75% attendance criteria in theory and practical separately.
- e. Is found guilty of misconduct.

f. The policy decision about cancellation of admission based on non-payment of fee submission shall be given by the Treasurer office.

The aggrieved scholar may file an appeal against cancellation of MS/MPhil. registration to the Advanced Studies and Research Board within a period of **15 days**. The Advanced Studies and Research Board will give him an opportunity to be heard in person. However, the decision of the Advanced Studies and Research Board will be final and will not be questioned in any court of law.

II. Ph. D:

Ph. D. admission shall be cancelled and notified by the Registrar on the recommendations of the DGPC and if the scholar:

- i. Earns two consecutive adverse progress reports from his/her supervisor
- ii. If two consecutive adverse reports are submitted by the Supervisor then the Head of academic department / supervisor shall issue two consecutive warnings (one month gap) to the PhD scholar.
- iii- In case no report is submitted / forward by the supervisor to the Head of Department the the HOD after issuing warning may initiate process of admission cancellation.
- iv. Fails to contact his/her supervisor or leaves the program.
- v. Does not complete the course work.
- vi. Does not qualify the Comprehensive Examination in two attempts.
- vii. Does not meet 75% attendance criteria in theory and practical separately.
- e. Is found guilty of misconduct.
- f. The policy decision about cancellation of admission based on non-payment of fee submission shall be given by the Treasurer office.

The aggrieved scholar may file an appeal against cancellation of Ph. D. registration to the Advanced Studies and Research Board within a period of **30 days**. The Advanced Studies and Research Board will give him an opportunity to be heard in person. However, the decision of the Advanced Studies and Research Board will be final and will not be questioned in any court of law.

19. EVALUATION SYSTEM

- i. The teacher shall be responsible for the evaluation of work/performance of the students of his/her class and for the award of grades to them based on such evaluation.
- ii. The number and nature of tests and assignments depends on the nature of the course. However, in case of taught course there will be at least one home assignment, sessional works and two examinations (Mid and final term examinations of each semester) in each course with the weightage as under:

- a. Sessional activities 25%
- b. Mid-Semester Examination 25%
- c. End-Semester Examination 50%

In addition to these assignment the teacher shall give Home assignments, term paper, quizzes, etc. The Course files, result of semesters as well as comprehensive examination shall be maintained properly by the Academic department concerned and whenever needed by DASR / Registrar / Controller office shall be readily available.

iii. In view of the weightage for the various examinations the minimum duration of papers will be a follows:

Mid- Semester Examination	Two Hours
End-Semester Examination	Two and Half Hour

iv. Home assignments shall be submitted to the concerned teacher as scheduled by the teacher.

v. There shall be no choice in questions in the midterm and final term examination papers.

vi. Examinations should be held on consecutive days excluding holidays. The schedule of papers showing to the students shall be displayed along with the examination date sheet. This paper showing activity should be performed within one week according to the schedule announced along with the examination date sheet.

vii. The scripts of each activity shall be shown to the students by the concerned teachers. After paper showing, the scripts will be immediately collected back from the students. The scripts of the mid-term and final-term examinations will be submitted to the department exam or concerned office after the result declaration.

viii. Course contents, if revised, shall be approved by the DGPC/BOS of each department and by the other relevant bodies. The teacher concerned will be responsible for determining the details of the course.

ACADEMIC CALENDAR

The University will issue an academic calendar before the start of each academic year consisting of information about, and schedule of academic activities during the year. The academic calendar may include the following information.

- i- Semester Start and Ending dates
- ii- Registration and Fee Payment dates
- iii- Mid-Term and Final Examination Dates
- iv- Gazetted Holidays
- v- Result Announcement dates

SCHEDULE OF SEMESTERS

Regular Semesters

There shall be two regular semesters, Fall and Spring in an academic year. Fall/Spring semesters will spread over 16-18 weeks (inclusive of 2 weeks for exams).

Summer Semester

Summer Semester will be optional spread over 8 – 9 weeks of concentrated study for completing course work. Students will be offered courses to remove deficiencies, ie repeating the failed courses or which they have already studied in regular semester but could not pass/qualify with good grades or were not allowed to appear in end of semester examination due to shortage of attendance. They can enroll in up to a maximum of 09 credit hours during summer semester.

The University may also offer advanced / specialized courses in summer semester.

Decision to offer Summer semester is discretion of the University subject to availability of teacher and minimum enrollment of students.

Grading System

Marks obtained		Letter Grade	Grade Points
Min	Max		
	-		
85	100	A	4.00
80	-84	A-	3.70
75	-79	B+	3.40
70	-74	B	3.00
65	-69	B-	2.50
60	-64	C+	2.00
55	-59	C	1.50
50	-54	D	1.00
0	-49	F	0.00

The students who cannot appear in examination because of genuine excuse / reasons (only in exceptional cases beyond the scope of the student such as serious accidents, family tragedy, serious health ailments) shall be allowed to appear in resit examination within one week after return to University subject to payment of special examination fee of Rs. 5000/- If the number of examinations is more than one, then a lump sum of **Rs. 10,000/-** shall be paid as a special examination fee.

23. RE-ADMISSION ON MEDICAL / EMERGENCY GROUNDS

A student who discontinues studies on medical/emergency ground (only in exceptional cases beyond the control of a student such as serious accidents, family tragedy, serious health ailments) will be allowed to seek readmission in the same semester next year after paying semester fees. During the period of discontinuation of studies, the hostel, medical and transport facilities shall be withdrawn which are normally available to regular students. If they fail to appear next year, the admission should be considered cancelled.

24. FREEZING OF SEMESTER

The freezing of the second semester to onward will be dealt on case-to-case basis by the DASR office on the recommendation of DGPC as per rules.

25. WITHDRAWALS / ADDITIONS OF COURSES

The enrolled students may withdraw/add other courses to their programme within **two weeks** after commencement of the semester with the permission of the Supervisor/Head of the Departments/Institutes/Colleges/Centres/School if such withdrawals/additions do not affect requirements of minimum/maximum course workload conditions.

26. SUBMISSION OF RESULTS

The teachers are required to submit the result within **one week** after the examination so that result shall be declared by the Examination Committee of the Departments/Institutes/Colleges/Centres/School within **two weeks** after examination. The result will be declared by the DGPC and the copies of the results will be sent

iv. In case the DGPC fails to forward the synopsis within three months, the DASR will directly forward the synopsis to the Advanced Studies and Research Board for approval.

v. Panel of Examiners for Ph.D. thesis evaluation shall also be routed through DGPC/DASR to ASRB for approval.

vi. The Departmental Graduate Program Committee (DGPC), after evaluation, shall forward the panel of Examiners within a period of **one month** to the DASR for approval of the Advanced Studies and Research Board (ASRB).

vii. Supervisor will submit a copy of the Panel of Examiners for Ph.D. thesis evaluation to DGPC and DGPC will forward it to the UNIVERSITY Graduate Program Co-ordination Committee (DASR) for approval from ASRB.

viii. In case the DGPC fails to forward the Panel of Examiners within one month, the DASR will directly forward the Panel of Examiners to the Advanced Studies and Research Board for approval.

28. THESIS EXAMINATION

I. M. Phil Research Thesis

The research thesis shall be submitted within the specified period of registration or up to a maximum of six weeks after the final examination at the end of 4th semester. The Vice-Chancellor on the recommendations of the respective DGPC, to avoid any hardship in genuine cases, shall have the power to extend the date of submission of thesis for a total period not exceeding six months. Afterwards case will be presented in ASRB for extension.

i. A Board of Examiners for the evaluation of thesis shall be appointed by the Vice-Chancellor out of the panel of three experts recommended by the DGPC/Board of Studies concerned.

ii. The Board of Examiners shall comprise:

- a) HoD/Director/Center/School
- b) External Examiner (one)
- c) Research Supervisors (internal/s)

iii- The candidate shall have to appear before the Board of Examiners for the assessment of his/her thesis and comprehensive examination. The Board of Examiners shall either accept or defer for submission or reject the thesis.

iv. No degree shall be awarded unless the Board of Examiners recommends the award.

v. If the Board of Examiners finds that the thesis is wholly inadequate, the thesis shall be rejected.

vi. If the thesis though inadequate, is of sufficient merit, in the opinion of at least two examiners including external examiner, the Board of Examiners may recommend re-submitting it in a revised form within period upto six months.

vii. The Head of Academic Department shall forward to DASR and the Controller of Examinations the names and particulars of successful candidates for award of degree of MS?M. Phil

viii. On receipt of the names of successful candidates from the Head of department, the Controller of Examinations shall issue a result notification.

NOTE: In case the Chairman/Director/Principal/Head is the supervisor, the coordinator of the program will also be the part of the examiners. In case of conflict of interest, the Dean/Chairperson DASR will be part of the examination.

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:

i) It must form a distinct contribution to knowledge and afford evidence of originality, shown either by the discovery of new facts or by the exercise of independent critical judgment.

ii) It must not include research work for which degree has been conferred on anybody in this or any other University.

iii) For candidates in all Faculties of Mukabbir University the thesis must be written in English and the presentation must be satisfactory for publication. In Faculties of Islamic Studies & Oriental Learning, each Department shall decide about the Language (English/Urdu/any other) in which the dissertation is to be written. However, in case of Urdu/any other language, an abstract in English shall be included.

iv) Requirement of publication: publication in HEC approved journals is requisite for thesis submission.

v) Any part of the thesis that has been published before submission of the thesis must be appended at the end of the thesis.

vi) The candidate shall submit through his supervisor

NOTE: Further guidelines about synopsis/dissertation if needed, guidelines of HEC Graduate Education Policy 2023 may be consulted after discussion in concerned DGPC and the same be approved by ASRB.

29. APPOINTMENT OF EXAMINERS

i. The DGPC (with co-opted members if needed) will recommend to the Advanced Studies and Research Board to approve a panel of External Examiners of six foreign experts (as per HEC guidelines- for thesis evaluation and local — for viva voce exam (as rules already decided by the University authority and notified by the Registrar office) for evaluation of thesis before submission or at the time of submission of thesis.

ii. The Vice-Chancellor shall appoint two foreign External Examiners.

iii. The Controller of Examinations shall get thesis evaluated within six months after the date of submission/resubmission of thesis to his office. Any delay beyond six months be brought to the notice of the Vice-Chancellor immediately.

- iv. No degree shall be awarded unless all Examiners recommend the award of the degree. While recommending the award of degree, the examiners shall also report whether the thesis is fit for publication both from the point of view of content and language.
- v. If both External Examiners find that the thesis is wholly inadequate, the candidate will be asked for additional research work of a maximum of one year.
- vi. If one of the External Examiners approves the thesis and the other rejects, it shall be sent to a fresh (3rd) external examiner for evaluation. If the new (3rd) external examiner disapproves the thesis, the candidate shall be declared to have failed. In case of approval of the thesis by the 3rd examiner ...
- xi. If the thesis is adjudged as adequate by all the Examiners and accepted by the Advanced Studies and Research Board, the scholar shall be required to undergo a Viva-Voce Examination to be conducted by one External Examiner (local) and Supervisor/s.
- xii. One examiner for viva-voce examination should be appointed from within Pakistan from the approved panel.
- xiii. Examiners may have separate viva-voce examinations which will be followed by public Defense.
- xiv. The Viva Voce Examination shall be open to the public (public defense) but only the Examiners appointed for this purpose will do the evaluation.
- xv. If the scholar fails to satisfy the examiners in the viva-voce examination, they may require the scholar to defend the thesis for the second (and the final) time within a period of six months.
- xvi. If the scholar passes the Viva Voce Examination, the Syndicate on the recommendation of the Advanced Studies and Research Board will approve the reports of the examiners for the thesis and oral examination and award of the degree of DOCTOR OF PHILOSOPHY in the relevant subject to the candidate.

30. EXTERNAL EVALUATION OF PHD DISSERTATION

The PhD dissertation must be evaluated by:

A. At least two external foreign experts who shall be:

- i. PhD faculty member from the world top 500 universities ranked by the Times Higher Education or QS World Ranking in the year corresponding to dissertation evaluation year.

The following general guidelines shall, at least, be observed while selecting external evaluator:

- a. Relevance of Expertise: in the same or related fields as in the dissertation.
- b. No Conflict of Interest: in personal, financial, or professional stakes in a particular decision or outcome.

- c. Objectivity: capable of making unbiased evaluations.
- d. Diversity: in terms of geography, culture, professional backgrounds etc.
- e. Reputation: must be good in the field, with a track record of fair and thorough evaluations.
- f. Availability: should have the time and availability to review the dissertation.
- g. Professionalism: capable of conducting themselves in a professional and respectful manner throughout the evaluation and defense process (if applicable).
- h. Communication: capable of providing clear and constructive feedback on the dissertation.
- i. Confidentiality: capable of maintaining confidentiality and protecting the intellectual property of the dissertation.
- j. Compatibility: well-versed with the research methodology, approach, and theories used in the dissertation.

31. RESEARCH PUBLICATION FOR AWARD OF Ph.D.

For award of PhD degree, a PhD researcher shall be required to publish research articles meeting the following criteria:

- i. At least:
 - a. One research article in **W** category HEC recognized journal or **two** research articles in **X** category journals, for **Science** disciplines
 - b. One research article in **X** category journal or **two** research articles in **Y** category journals, for **Social Science** disciplines.
- ii. The PhD researcher shall be the **first author** of these publications.
- iii. The research article shall be relevant to the PhD research work of the PhD researcher.
- iv. The article shall be published after approval of the research synopsis.
- v. The article shall be published in a relevant research journal.

NOTE:

- A research article appearing online with valid **DOI** on website of an HEC's recognized research journal shall be considered Universitypublished w.e.f. the date it appeared online with DOI.
 - As categorized in **HIRS** at the time of acceptance of the research article.
 - Thesis can be submitted for evaluation with the status of the paper submitted but viva voce and public defense will only be conducted after publication of the paper.
- v. Shall be capable of conducting themselves in a professional and respectful manner throughout the supervision process.

vi. Shall be capable of maintaining confidentiality and protecting the intellectual property of the dissertation.

vii. Shall, primarily, be a regular/adjunct faculty member of the supervisee's University (primary supervisor will be from the department of the supervisee).

viii. The supervisory workload of research supervisors should be determined based on the nature of the institution, availability of teaching and research facilities, and the academic standing of supervisors.

ix. However, it is mandated that the maximum supervisory load shall not exceed **five PhD students**, simultaneously. Further, fresh PhDs can supervise MS/MPhil and co-supervise (2 supervisor) PhD students, while a PhD faculty member, after two years of obtaining a PhD degree, can supervise one PhD student in 3rd year, two PhD students in 4th year and maximum up to 5 PhD students from 5th year onward, subject to fulfillment of other conditions provided.

NOTE: A PhD supervisor can supervise in total **12** research students (MS/MPhil, PhD), but not more than **05** PhD students simultaneously.

37. TEACHING ASSISTANTSHIPS AND RESEARCH ASSISTANTSHIPS

i. The university departments may offer Teaching and Research Assistantships to outstanding PhD enrolled students at various stages of their enrollment.

ii. Teaching assistantship provides an opportunity to PhD students to assist professors in preparing teaching and research materials for groups of students enrolled in their classes.

iii. Research assistantships are paid fellowship stipends for outstanding research scholars for assisting a professor, who pays the research assistant out of the research grant he/she has received. The stipend varies based on the level of effort and budget available to the Principal Investigator. Universities may have named scholarships to promote quality research by philanthropic donors based on priority themes and topics on the national research agenda.

40. CONFLICT OF INTEREST (Thesis Supervision)

As per policy decision of ASRB, no relationship (son/daughter/spouse/brother/sister/nephew/niece) is allowed in the appointment of thesis supervision for Purpose to avoid conflict of interest.

41. PLAGIARISM POLICY

The Plagiarism Policy will be as per HEC, adopted by the UNIVERSITY.

H. Appointment of Coordinator:

A PhD. program coordinator be appointed from amongst the senior Professors/Associate Professor of the university to regulate admission and coordinate the execution of the program. He/she should keep a liaison with the Controller of Examinations and the Vice-Chancellor to remove unnecessary delays in evaluation of thesis/other administrative matter.

GUIDELINES FOR THESIS FORMAT

Ph. D. Thesis

All theses presented in typescript for the degree of Ph.D should comply with the following specifications unless permission to do otherwise is obtained from the relevant authority/body:

- **Size of paper**
A4 size be used, no restriction is placed on drawings and maps
- **Paper specification**
Six copies on good quality paper (minimum 80 g) be submitted.
- **Method of Production**
The text must be typewritten in acceptable typeface and the original typescript (or copy of equal quality) must normally be submitted as the first copy. The second and subsequent copies may be produced by means of other acceptable copying methods.
- **Layout of Script**
As per the selected research manual/styles (Harvard/APA/MLA), typescript should appear on one side only, lines at least one-and-a-half spaced. Footnotes, quotations, references and photographic captions may be single-spaced. Where appropriate, these should contain lists giving the locations of figures and illustrations.
- **Font Size**
Title Page 18–22
Headings / subheadings 14–20
Text 10–12
Footnotes 8–10
Footnotes be given on the same page where reference is quoted
- **Type Style**
Time New Roman (*OCR: "Time New R..."*)
- List of Tables (where applicable)
- List of Figures (where applicable)
- Introduction (including literature review) or
 - Introduction
 - Review of Literature
As separate chapters as per requisite of the subject
- Research Design / Material / Methods

- Findings and Discussion
May comprise of one chapter or a number of chapters depending upon the subject matter/requirements.
- Conclusion/s, Recommendation/s where applicable
- Reference of the Literature Cited
- Appendices (where applicable)
- Any other information specific to the respective discipline

Title Page

All theses must contain a title page giving the title of the thesis, the author's name, the name of the degree for which it is presented, the department in which the author has worked or the Faculty of which the work is being presented, and the month and year of submission.

Length of Thesis

Whilst the regulations do not contain a clause relating to the maximum length of theses, it is expected that work presented for the degree of Ph.D should normally be between **40,000 — 120,000** words of text. Candidates wishing to greatly exceed these sizes should discuss the matter with their supervisor.

Binding

The Colour of Binding for Graduate Degrees will be as given below:

Ph. D. Sky Blue (The Color of University)

MS. MPhil Maroon

Spine of the thesis should show "**Ph.D. thesis**" on top across the width of spine, name of the candidate in the middle along the length of spine, and the year of submission across the width at the bottom. Lettering on spine should be in **18 pt.** and may be in boldface.

PhD Supervisor: Eligibility Assessment Checklist

Name of Directorate of Advance Studies or Equivalent Body: _____

Name of the University: _____

Contacts of the Focal person: focalperson@he.edu.pk; Landline: 000 00 000 0000

Guidelines:

- a. Eligibility of a PhD supervisor should be determined based on the nature of the institution, availability of teaching and research facilities, and the academic standing of a faculty member.
- b. The GEP-2023 provides broader guidelines and minimum standards. The HEIs are expected to set their standards and minimum criteria provided by HEC.
- c. The sample checklist may be used by HEIs to evaluate eligibility and authorize PhD supervision that need not be shared with HEC unless requested.

To be filled by the Departmental Head/Chair/Dean:

Date of Submission: dd-mm-yyyy

Checklist table

Sr.	GEP's Clause	Minimum Criteria to be a PhD Supervisor	Evidence Required to Validate	Yes/No
1	4.2.1.i	Holds PhD or equivalent terminal degree	PcD Number/Attested copy of PhD degree	Ok (adopted as such)
2	4.2.1.ii	Is relevant to the student's PhD research field	As determined by following principle and procedure given at clause 7.1.2 of GEP-2023	Ok (adopted as such)
3	4.2.1.iii	Does not have CONFLICT OF INTEREST with student in personal, financial, or professional stakes	Undertaking from the faculty member and judgement of the evaluator	Ok (adopted as such)
4	4.2.1.iv	Has the time and availability to supervise PhD dissertation and give clear and constructive feedback	Students' Feedback Survey and supervisor and teaching workload of undergrad & graduate level	HOD/Convener DGPC will generate google form for student feedback survey as designed by QEC / Submit the QEC report to HOD for evaluation and calculate

Sr.	GEP's Clause	Minimum Criteria to be a PhD Supervisor	Evidence Required to Validate	Yes/No
				the supervision as per HEC graduate Policy 2023
5	4.2.1.v	Is capable of conducting themselves in a professional and respectful manner throughout the supervision process	Professional judgement of the evaluator supported by Students' Feedback Survey	Work load as per UNIVERSITY
6	4.2.1.vi	Is capable of maintaining confidentiality and protecting the intellectual property of the dissertation	Professional judgement of the evaluator supported by Students' Feedback Survey	HOD/Convener DGPC will generate google form for student feedback survey as designed by QEC / Submit the QEC report if evaluated
7	4.2.1.vii	Is a regular faculty member of the supervisee's university/HEI/DA	Notification from the Registrar/HR Department	Ok (adopted as such)
8	4.2.1.ix OR	Does not have more than 1 PhD student in 3rd year from obtaining PhD degree	To be calculated from the date of PhD notification	Ok (adopted as such)
9	4.2.1.ix OR	Does not have more than 2 PhD student in 4th year from obtaining PhD degree	To be calculated from the date of PhD notification	Ok (adopted as such)
10	4.2.1.ix	Does not have more than 5 PhD student in 5th year from obtaining PhD degree	To be calculated from the date of PhD notification	Ok (adopted as such)
11	4.2.2.i.a	Holds PhD degree from a recognized national/international university/degree awarding institute	Copy of PhD degree attested by HEC	Ok (adopted as such)

Sr.	GEP's Clause	Minimum Criteria to be a PhD Supervisor	Evidence Required to Validate	Yes/No
12	4.2.2.i.b	Has qualified courses containing content on research ethics, publications, patents etc.	Certificate by the HE/NAHE or recognized MOOCs	Ok (adopted as such)
13	4.2.2.i.b.i	Has qualified courses to supervise students of MS/MPhil/equivalent degrees	Certificate by the HE/NAHE or recognized MOOCs	Ok (adopted as such)
14	4.2.2.i.b.ii	Has filled advanced level courses to supervise students of doctoral level degrees	Certificate by the HE/NAHE or recognized MOOCs	Ok (adopted as such) (<i>see notes below</i>)
15	4.2.2.ii	Is an active researcher supervisor	publishing in reputed journal and participating conferences/research events regularly	Ok (adopted as such)
16	4.2.2.ii-A	Fulfills the specific publication requirements for Science and Technology by	Check and verify research publications	Ok (adopted as such)
17	4.2.2.ii-A.i	Has published at least one research publication in W category journal within last 3 years after PhD	Check and verify research publications	Ok (adopted as such)
18	4.2.2.ii-A.ii	Has published at least five research publications in X category journal within last 5 years after PhD	Check and verify research publications	Ok (adopted as such)
19	4.2.2.ii-B OR	Fulfills the specific publication requirements for Social Science, Arts and	Check and verify research publications	Ok (adopted as such)

Sr.	GEP's Clause	Minimum Criteria to be a PhD Supervisor	Evidence Required to Validate	Yes/No
		Humanities and Business education		
20	4.2.2.ii-B.i OR	Has published at least one research publication in W category journal within last 3 years after PhD	Check and verify research publications	Ok (adopted as such)
21	4.2.2.ii-B.ii OR	Has published at least five research publications in X and Y category journal within last 5 years after PhD	Check and verify research publications	Ok (adopted as such)
22	4.2.2.ii-C OR	Fulfills the specific publication requirements for Religious and National Languages i.e.	Check and verify research publications	Ok (adopted as such)
23	4.2.2.ii-C.i OR	Has published at least one research publication in W category journal within last 3 years after PhD	Check and verify research publications	Ok (adopted as such)
24	4.2.2.ii-C.ii OR	Has published at least five research publications in X, Y and W category journal within last 5 years after PhD	Check and verify research publications	Ok (adopted as such)