



GRADUATE RULES

The Women University Multan



The Women University Multan

OFFICE OF THE REGISTRAR
(ACAD-I BRANCH-I)

ACAD-I/WUM/20-128/D

Dated: 20 / 08 / 2020

NOTIFICATION

Consequent upon the recommendations made by Academic Council in its 8th meeting held on 26-06-2020 under Agenda Item No.6, the Syndicate in its 22nd Meeting held on 15-07-2020 under Agenda Item No.2 unanimously approved the minor modification in the Graduate Rules 2018 of The Women University Multan.

H. Qureshi
20-0

REGISTRAR/

SECRETARY TO SYNDICATE

CC:

- Controller of Examination
- Director QEC
- Assistant Registrar (ACAD-I)
- Assistant Registrar (ACAD-III)
- PS to Vice Chancellor
- PS to Registrar
- Notification file

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CHAPTER -I
PRELIMINARY

1. Short Title and Commencement

- i. These Rules may be called Graduate Rules (MS/MPhil& PhD), The Women University Multan.
- ii. They come into force at once.
- iii. These rules shall be applicable to graduate programs offered by The Women University Multan under the semester system, intake of the year 2020 and onward

2. Definitions

In these rules, unless the context otherwise requires, the following expressions shall have the meaning hereby respectively assigned to them; that is to say:

- i. **'Academic Council'** means the Academic Council of The Women University Multan.
- ii. **'BOS'** means Board of Studies of a Department of The Women University Multan.
- iii. **'BOF'** means Board of Faculty of The Women University Multan.
- iv. **'BASR'** means the Board of Advance Studies and Research of The Women University Multan.
- v. **'DDPC'** means Departmental Doctoral Program Committee constituted at the departmental level to handle routine matters and issues regarding MS/MPhil and PhD programs at the departmental level.
- vi. **'DPC'** means the Doctoral Program Committee of The Women University Multan.
- vii. **'University Academic Calendar'** means the University Academic Calendar of The Women University Multan issued before commencement of classes each year.

CHAPTER -II

MS /MASTERS OF PHILOSOPHY (MPhil)

3. Minimum Criteria for Admission in MS/MPhil Programs

- i. 1st Division/CGPA \geq 2.5 in MA/MSc/LLB/BSc (Hons.) 4 years, BSc (Engineering)/B. Pharmacy/ Pharm D/MBBS/BDS degree after HSSC/FA/FSc or it is equivalent in the relevant subject from a recognized University (16 years of education).
- ii. Specific eligibility criteria of different departments shall be provided by the Department / Institute / College / Centre before the admission
- iii. The GAT-General (www.nts.org.pk/gat/gat.asp) conducted by the National Testing Service, with a minimum 50% cumulative score or departmental written entry test with a minimum 60% cumulative score shall be required at the time of admission to MS/MPhil Program.
- iv. For the award of MPhil/MS/Equivalent degree, candidates shall need to complete 24 credit hours of course work along with a minimum of 6 credit hours for research work/thesis.
- v. There should be at least 2 relevant full-time PhD Faculty members in a department to launch the MPhil/MS/MBA Programs as per HEC criteria.

Note: The minimum criteria for MS/MPhil shall be changed by the admission regulations as changed from time to time.

4. Procedure for Application and Admission to MS/MPhil

4.1. Application

- i. An applicant seeking admission to MS /MPhil shall apply on a prescribed form within the due date for admission.
- ii. The application shall be submitted to the administrative office of the respective Department/ Institute/Centre/College in which the student wishes to pursue her studies.

4.2. Admission

- i. The Departmental Doctoral Program Committee (DDPC) consisting of a chairperson, all Professors & Associate Professors, one senior most Assistant Professor/Lecturer, holding PhD degree shall scrutinize the applications received for eligibility. In departments where there is no Professor/Associate Professor, Departmental Doctoral Program Committee

(DDPC) shall be constituted by the Vice Chancellor on the recommendations of the Dean of the Faculty and Chairperson of the concerned Department.

- ii. An applicant shall be judged based on the eligibility criteria as determined/changed in the Admission Policy from time to time.
- iii. The minimum marks for qualifying for the departmental written test is 60%.
- iv. Only those candidates who qualify for the written test [designed by the respective department] shall be called for an interview.
- v. The selected candidates shall pay their dues (**See Annex- I**) within the stipulated time, failing which their admission shall be liable to be canceled.

5. Program of Studies (MS/MPhil)

- i. MS/MPhil's course shall be of four semesters. In the first two semesters, 24 credit hours course work and in 3rd and 4th semesters 6 credit hours research work/internship/project (as the case may be) shall be carried out.
- ii. The minimum and maximum period for the completion of MS/MPhil Degree shall be 1.5 to 4 years as per HEC policy. The period shall be counted from the date of admission to the MS / MPhil Program. After 4 years, the scholar shall cease to be a student of the University and shall not generally be eligible for readmission.
- iii. Extension for a specific period in cases of MS/MPhil after 2 years by the DDPC only to those students who maintain their student status.

6. Cancellation of MS/MPhil Admission

MS/MPhil admission shall be canceled by the registrar on the recommendations of the Doctoral Program Committee (DPC) or as the case may be followed by the approval of the Vice Chancellor, if the scholar: -

- a) fails to contact her supervisor or leaves the program
- b) does not complete the course work
- c) does not meet 75% attendance criteria in theory and practical separately.
- d) is found guilty of misconduct.

The aggrieved scholar may file an appeal against the cancellation of M.Phil. admission to the concerned Dean within 15 days. The Dean will give him/her an opportunity to be heard in person and the case will be sent with the Comments of the Dean through DDPC to the Vice-Chancellor for final Approval/decision. The final decision will be notified by the Registrar office

7. Grading System (MS/MPhil)

Equivalence in numerical grades, grade points, and letter grades shall be as follows:

Numeric Equivalence	Grade Point	Letter Grade	Numeric Equivalence	Grade Point	Letter Grade
85 & above	4.00	A	68	2.80	C
84	3.90	B	67	2.70	C
83	3.80	B	66	2.60	C
82	3.80	B	65	2.50	C
81	3.70	B	64	2.40	C
80	3.60	B	63	2.30	C
79	3.60	B	62	2.20	C
78	3.50	B	61	2.10	C
77	3.40	B	60	2.00	C
76	3.40	B	59 & below	0.00	F
75	3.30	B	Result Late	----	RL
74	3.20	B	Withdrawal		W
73	3.20	B	Repeat		R
72	3.10	B	Incomplete		I
71	3.00	B	Improve		Imp
70	3.00	B			
69	2.90	C			

8. Rules for Promotion (MS/MPhil)

- i. The University Academic Calendar shall be followed for the mid-term and final-term exam.
- ii. The Semester Rules of The Women University Multan shall be followed for the conduct of all examinations.
- iii. Candidate has to complete a minimum of 24 credit hours course work, qualify for the comprehensive examination, and carry out a research thesis/report/project/internship.
- iv. A course may range from two credit hours to four credit hours.

- v. A regular student shall normally be required to take the workload of nine to twelve credit hours each semester. A minimum of 24 credit hours course work must be completed before appearing in the comprehensive examination, within two semesters at least.
- vi. At the end of the first semester, a student must obtain a minimum Grade Point Average (GPA) of 2.50 to be promoted to the second semester. To qualify for a course GP 2.00 is required.
- vii. In case a student can obtain a GPA of 2.00 or more but less than 2.50 she shall be promoted to the Second Semester on probation. Only one probation; shall be allowed during the completion of the MPhil program. The candidate, who fails to secure a 2.00 GPA in the first semester, shall stand automatically dropped from the rolls.
- viii. A student who had earned an 'F' grade in a course in 1st semester may be allowed to take one additional course during the 2nd/3rd semester with the permission of the DDPC (Departmental Doctoral Program Committee) of the Department / Centre / Institute / College if she meets criteria prescribed in point vii of rules for promotion (MS / MPhil).
- ix. At the end of the second semester, a student must obtain a minimum Cumulative Grade Point Average (CGPA) of 2.50 to be promoted to the third semester to carry out a research thesis/report/project/internship. The candidate, who fails to secure 2.50 CGPA in the second semester but not less than 2.00 her name, shall be removed from the rolls of the department/center/institute/college.
- x. A student who had earned an 'F' grade in a course in the 2nd semester may be allowed to take one additional course during the 3rd/4th semester with the permission of the DDPC (Departmental Doctoral Program Committee) of the Department / Centre / Institute / College if she meets criteria prescribed in point ix of rules for promotion (MS / MPhil).
- xi. After two semesters (minimum of 24 credit hours) of course work and qualifying comprehensive examination, research thesis/report/project/internship of a minimum of six credit hours shall be carried out in third or third and fourth semesters. The title of the thesis/report/project shall be recommended by the DPC (Doctoral Program Committee) routed through the DDPC (Departmental Doctoral Program Committee) for the approval of the Vice Chancellor. The research thesis/report/project/internship shall be submitted within six weeks after the termination of the third or fourth semester (as the case may be). In case of genuine reason on the recommendation of the supervisor, DDPC, DPC; Vice Chancellor can give extension up to six months for the submission of the research thesis/report/project/internship. Evaluation of the thesis shall be by External Examiner. Board of Examiners for the examination of the thesis shall be appointed by the Vice Chancellor out of the panel recommended by DPC concerned routed through DDPC. Evaluation is normally completed within six weeks of submission of the theses.

- xii. In the third semester or as the course may be offered by the University, a student shall also be required to repeat those courses of the first semester in which she had failed and maintains a CGPA of 2.50 failing which her name shall be removed from the Department / Centre / Institute / College.
- xiii. In the fourth semester or as the course may be offered by the University, a student shall be required to repeat those courses of the second semester in which she had failed and maintains a CGPA of 2.50 failing which her name shall be removed from the Department / Centre / Institute / College. Subject to the conditions that the maximum time duration of MS / MPhil may not exceed the limits.
- xiv. However, a student, who completes all the courses and has not been required to repeat any course(s), obtains CGPA of less than 2.50 but not less than 2.00, may be allowed to improve up to two courses (varying 2-6 credits) in which she had obtained the lowest grades. If a student fails to obtain a minimum CGPA of 2.50, she shall not be awarded the degree and removed from the rolls of the Department / Centre / Institute / College.
- xv. If a student desire to improve her CGPA, completes all the courses, and has not been required to repeat any course(s), semester, may be allowed to improve up to two courses (varying 2-6 credits) with "C" grade.
- xvi. The teacher shall send a copy of the activity record of the courses on prescribed Proforma to the DDPC (Departmental Doctoral Program Committee), Chairman / Director / Principal at the end of each semester.
- xvii. Only those students who scored CGPA ≥ 2.5 shall be awarded MS/ MPhil Degree (The criteria for awarding MS/MPhil Degree is enclosed at **Annex-II**)

9. Comprehensive Examination

- i. Students admitted to MPhil, the course shall take a comprehensive examination after completion of 24 credit hours and a minimum of CGPA 2.50. The concerned Department/Institute/ Centre/College shall hold the said examination. The Comprehensive Examination shall be held within one month after the completion of the course work.
- ii. The comprehensive examination shall cover all course work and shall consist of one composite paper (50 - 70% objective; 30 - 50% subjective).
- iii. Examiners (3-5 including Internals) for the comprehensive examination shall be appointed by the Vice Chancellor out of a panel of names recommended by the Chairperson of the concerned Department through proper channel. At least 2 examiners shall be from outside the University.

- iv. To pass the comprehensive examination, a student must secure 60% marks.
- v. A student, who fails the comprehensive examination, shall only be given a second chance to sit in the examination. The second comprehensive examination shall be held within one month of the first examination.
- vi. A student, who remains absent during the comprehensive examination, shall also be given only a second chance to sit in the examination, subject to a condition that her circumstances of not being able to attend the examination are well justified and accepted by the concerned Departmental Doctoral Program Committee (DDPC). On the recommendations of the concerned Departmental Doctoral Program Committee (DDPC) and the Dean, such a student may be allowed to reappear. The second comprehensive examination shall be held within one month of the first examination.
- vii. After the comprehensive examination, the result shall be immediately submitted to the office of Controller of Examinations.
- viii. The semester rules of The Women University Multan and University Academic Calendar shall be followed for the examinations for each course during each semester.

10. Appointment of Supervisor

- i. Each student shall perform research work as partial fulfillment of the requirement of the degree under the supervision of a supervisor appointed for the purpose.
- ii. The research topic and supervisor shall be finally approved by the Vice Chancellor on the recommendation of the Departmental Doctoral Program Committee (DDPC).
- iii. A faculty member may be appointed as MS / MPhil supervisor if she has MS/MPhil/ equivalent qualification (with/without thesis along with four years of relevant teaching/research/professional experience in an HEC-recognized university after getting an MS/MPhil or equivalent degree.
- iv. Where necessary and desirable, a supervisor-II may also be appointed.
- v. The student can request for change of supervisor and shall follow the following SOPs:
 - a) NOC from old (Existing) supervisor
 - b) Consent of new supervisor along with supervisor profile
 - c) Present limits for supervisor is as follows:
 - Maximum 07 MS/MPhil scholars per supervisor (or as the case may be)
 - Approval of the Vice Chancellor regarding change/allocation of Supervisor

- vi. In case of the death of a supervisor, Doctoral Program Committee (DPC) shall appoint the new supervisor

11. Research Proposal/Synopsis

- i. After securing a minimum of CGPA 2.5 and qualifying comprehensive examination in the course work of 24 credit hours, a student shall prepare a research proposal/synopsis for research work in the third semester.
- ii. The student shall prepare a research proposal/synopsis for MS/MPhil's research work under the guidance of the supervisor.
- iii. The list of assigned supervisors and title of research work shall be forwarded by the concerned department after the approval of the Doctoral Program Committee (DPC) to the office of Controller of Examinations

12. MS/MPhil Thesis Submission and Examinations

- i. The research work shall start after the successful completion of course work.
- ii. The research work of six credit hours shall be carried out in the third and fourth semesters.
- iii. The student shall write the MS/MPhil thesis following the guidelines/instruction of the concerned supervisor and chairperson.
- iv. Research work shall be completed and the thesis is submitted by the end of the 4th semester.
- v. The candidate shall be eligible to submit her MS / MPhil thesis after completing at least 1.5 academic years from the date of admission provided that the supervisor is satisfied with the quality of research.
- vi. The candidate shall submit three copies (loose binding) in the concerned department, duly certified by the supervisor that the contents and form of the thesis are satisfactory, for evaluation of the thesis in the format approved by the university.
- vii. The candidate shall be responsible for paying all the dues as per university rules admissible at that time.
- viii. The Vice Chancellor on the recommendations of the Doctoral Program Committee (DPC), to avoid any hardship in genuine cases, shall have the power to extend the date of submission of the thesis for six months at a time but extendable according to HEC rules. The candidate shall pay the prescribed fee for it according to the rules of The Women University Multan.

- ix. A Board of Examiners for the evaluation of the thesis shall be appointed by the Vice Chancellor out of the panel recommended by the Doctoral Program Committee (DPC).
- x. A Board of Examiner comprising the supervisor, the Chairperson/Director/Principal of the Department/Institute/Centre/College, one external examiner of the field from within the Country, to be appointed by the Vice Chancellor on the recommendations of the Doctoral Program Committee (DPC), shall evaluate the thesis and conduct an oral examination.
- xi. In case the Chairperson / Director/Principal of the Department/Institute / Centre / College is the supervisor of the candidate then the senior-most teacher of the concerned department shall be a member of the Board.
- xii. The research project/thesis shall be assessed based on the evaluation criteria.
- xiii. No degree shall be awarded unless all members of the Board of Examiners approve the thesis and the oral examination.
- xiv. If at last two members of the Board of Examiners find that the thesis is wholly inadequate. They may recommend that it be rejected without any further tests. However, the candidate may get a certificate for satisfactory completion of course work.
- xv. However, If the thesis, though inadequate, is of sufficient merit in the opinion of at least two examiners, the Board of Examiners may recommend to resubmit it in a revised form within six months.
- xvi. In case of non-approval of the oral examination by at least two members of the Board of Examiners, the candidate shall have one extra chance to pass the examination within six months from the date of declaration of the result; if she fails to satisfy the Board of Examiners even in the second chance, her case shall stand rejected.
- xvii. All the members of the Board of Examiners shall sign the thesis after the viva-voce examination and after having ensured that necessary corrections suggested/ pointed out by the Board of Examiners have been incorporated by the candidate.
- xviii. The Candidate shall submit six bound copies of the final version as approved after the viva-voce of the MS/MPhil thesis.
- xix. The chairperson/supervisor (s) shall get the thesis evaluated within six to eight weeks after the date of submission/resubmission of the thesis to the office of the Department. Any delay beyond six months is brought to the notice of the Vice Chancellor immediately.
- xx. The Chairperson/ Teacher In-charge /Director/Principal shall forward to the Controller of Examinations the names and particulars of successful candidates for award of the Degree of MPhil.

- xxi. On receipt of the names of successful candidates from the Chairperson/ Teacher Incharge/Director/ Principal, the Controller of Examinations shall issue a result notification.

13. Plagiarism Test

The Plagiarism Test must be conducted on the MS/MPhil's thesis before viva voce by the Director Quality Enhancement Cell (QEC) according to HEC rules and the concerned department shall also submit/forward the Plagiarism Report to the office of Controller of Examinations.

CHAPTER -III
DOCTOR OF PHILOSOPHY (PhD)

14. Minimum Criteria for Admission in PhD Program

14.1. Admission Requirement

- i. For admission in PhD program minimum CGPA 3.0 (out of 4.0) in the semester system,) or First Division (in the Annual System) in MS / MPhil/LLM / MSc (Engineering)/MD/MS/MDS or equivalent degree is required.
- ii. Specific eligibility criteria of different departments shall be provided by the Department / Institute / College / Centre before the admission

14.2. Subject Test

- i. Higher Education Commission recommends to the Universities for the students admitted after May 30, 2014, that ;
 - a) Either enter into a private arrangement under the University Law with the NTS for conducting GAT General/Subject as an eligibility condition for admission to PhD Programs.

or
 - b) Engage another renowned testing service provider for the purpose.

or
 - c) Conduct the test of the equivalent level at the University.
- ii. The students admitted till May 30, 2014, have to follow the policy given below:

GAT Subject conducted by the National Testing Service (NTS) or ETS, USA in the area of specialization chosen at the PhD level must be cleared before admission for the PhD Program.

 - a) In the case of GAT Subject (<http://www.nts.org.pk/GAT/GATSubject.asp>), a minimum of 60% marks are required to pass the test.
 - b) In the case of, GRE Subject test, a 60% Percentile Score is valid for admission.
 - c) If the test is not available in the NTS Subject list, then a University Committee consisting of at least 3 PhD faculty members in the subject area shall prepare the test at par with the GRE subject test and the qualifying score for this shall be a 70% score.

(Note The minimum criteria for admission in PhD program shall be changed by the admission regulations as changed from time to time)

15. Procedure for Application and Admission to PhD Program

15.1. Application

- i. An applicant seeking admission to PhD programs shall apply on a prescribed form within the due date given in the advertisement for admission.
- ii. The application shall be submitted to the administrative office of the respective Department/ Institute/Centre/College in which the student wishes to pursue her studies.

15.2. Admission

- i. The Departmental Doctoral Program Committee (DDPC) - consisting of Chairperson, all Professors & Associate Professors, one senior most Assistant Professor/Lecturer, holding a PhD degree) shall scrutinize the applications received for eligibility. In departments where there is no Professor/Associate Professor, Departmental Doctoral Program Committee (DDPC) shall be constituted by the Vice Chancellor on the recommendations of the Dean of the Faculty/Chairperson of the concerned department.
- ii. Only those students who have qualified the subject test (international subject GRE, 60 percentile; NTS GAT General/Subject, 60% marks; Departmental test, 70% marks) shall be called for an interview regarding admission in PhD program.
- iii. All students must appear and qualify for the interview in addition to the subject test.
- iv. The selected candidates shall pay their dues (**See Annex- III**) within the stipulated time, failing which their admission shall be liable to be canceled.
- v. A student admitted and registered for the PhD The program shall be called PhD scholar.

16. Program of Studies (PhD)

- i. The maximum permissible period for the completion of PhD / award of PhD Degree shall be 3 to 8 years. The period shall be counted from the date of admission to the PhD Program.
- ii. The minimum period of completion of PhD Program shall be 3 years (one year 18 credit hours course work for PhD, comprehensive examination, synopsis, two years of research). After 8 years, the scholar shall cease to be a student of the university and shall not generally be eligible for readmission.
- iii. Course work of 18 credit hours preferably in the first year is required to be completed and followed by a comprehensive examination for granting candidacy as PhD researcher within one month after completing coursework.

- iv. A PhD student shall be required to submit a synopsis within six months of completing course work and before commencing the research work.
- v. Extension for six months/one semester regarding submission of synopsis shall be granted on full justification and recommendation of the supervisor, respective chairperson, and Dean.
- vi. The scholar shall appear before the Departmental Doctoral Program Committee (DDPC) for the defense of the synopsis in the presence of at least two external experts. The suggestions of all members shall be incorporated in the synopsis. After the successful defense and incorporation of all changes as suggested by the Departmental Doctoral Program Committee (DDPC), the final synopsis of PhD shall be submitted to the Board of Advance Studies and Research (BASR) routed through the Doctoral Program Committee (DPC) (Guidelines for submission of PhD synopsis are given in **Annex-IV**). The final approval of the synopsis shall be accorded by the Board of Advanced Studies and Research (BASR) after due consideration.
- vii. It shall be mandatory that the scholars of PhD programs must submit their reports concerning their research biannually in the first year and annually with the progression of the research till the completion of the degree.

(Note: The progress report must be duly signed by the concerned supervisor, Chairperson, and Dean)

- viii. The candidate shall be eligible to submit her dissertation after completing at least three academic years from the date of admission as per HEC rules.
- ix. Extension for a specific period after 4 years shall be granted on full justification, a progress report by the supervisor, and recommendation by the Departmental Doctoral Program Committee (DDPC) only to those students who maintain their student status and are not absconders. Finally, the extension if fully justified should be 4+3=7 [*One year is required to complete the evaluation of the thesis as mentioned in clause 25.
- x. Extension for one year at a time regarding submission of PhD thesis shall be granted by the Board of Advance Studies and Research (BASR) routed on full justification and recommendation of the supervisor, Departmental Doctoral Program Committee (DDPC), and Doctoral Program Committee (DPC). The scholars shall pay the prescribed fee for it according to the rules of The Women University Multan. During the extension period, the PhD scholar can submit her thesis any time to the Department.

17. Cancellation of PhD Registration

PhD Registration shall be canceled by the Registrar on the recommendations of the Doctoral Program Committee (DPC) or as the case may be followed by the approval of the Vice Chancellor, if the scholar: -

- d) Earns two consecutive adverse progress reports from her supervisor.
- e) Fails to contact her supervisor or leaves the Program
- f) Does not complete the course work
- g) Does not qualify for the Comprehensive Examination even in the second attempt
- h) does not meet 75% attendance criteria in theory and practical separately.
- i) Is found guilty of misconduct.

The aggrieved scholar may file an appeal against the cancellation of PhD registration to the Vice Chancellor within 30 days. The Vice Chancellor shall allow her to be heard in person. However, the decision of the Vice Chancellor shall be final and shall not be questioned in any court of law.

18. Grading System (PhD)

Equivalence in numerical grades, grade points, and letter grades shall be as follows:

Numeric Equivalence	Grade Point	Letter Grade	Numeric Equivalence	Grade Point	Letter Grade
85 & above	4.00	A	71	3.00	B
84	3.90	B	70	3.00	B
83	3.80	B	69	2.90	C
82	3.80	B	68	2.80	C
81	3.70	B	67	2.70	C
80	3.60	B	66	2.60	C
79	3.60	B	65	2.50	C
78	3.50	B	64 & below	0.00	F
77	3.40	B	Result Late	----	RL
76	3.40	B	Withdrawal		W
75	3.30	B	Repeat		R
74	3.20	B	Incomplete		I
73	3.20	B	Improve		Imp
72	3.10	B			

19. Rules for Promotion (PhD)

- i. The University Academic Calendar shall be followed for the mid-term and final-term exam.
- ii. The Semester Rules of The Women University Multan shall be followed for the conduct of all examinations.
- iii. Candidate has to complete 18 credit hours of course work, qualify for the comprehensive examination, and research for 2-7 years.
- iv. A course may range from two credit hours to four credit hours.
- v. A regular student shall normally be required to take the workload of nine to twelve credit hours each semester. Eighteen credit hours course work must be completed before appearing in the comprehensive examination, within two semesters at least.

- vi. At the end of the first semester, a student must obtain a minimum Grade Point Average (GPA) of 3.00 to be promoted to the second semester. To qualify for a course, GP 2.50 is required.
- vii. In case a student can obtain a GPA of 2.70 or more but less than 3.00 she shall be promoted to the Second Semester on probation. Only one probation; shall be allowed during the completion of the PhD program. The candidate, who fails to secure a 2.70 GPA in the First Semester, shall stand automatically dropped from the rolls.
- viii. A student who had earned an 'F' grade in a course in the first semester may be allowed to take one additional special course in the second semester with the permission of the DDPC (Departmental Doctoral Program Committee) of the Department / Centre / Institute / College if she meets criteria prescribed in point vii of rules for promotion (PhD).
- ix. At the end of the second semester, a student must obtain a minimum Cumulative Grade Point Average (CGPA) of 3.00 and must also pass all the courses offered to her to be promoted to the third semester for research work; after qualifying for the comprehensive examination. If any of the preceding two conditions are not complied with by a student then she shall be removed from the rolls of the Department / Centre / Institute / College.
- x. A student who had earned an 'F' grade in a course in the second semester may be allowed to take one additional special course in the proceeding semester with the permission of the DDPC (Departmental Doctoral Program Committee) of the Department / Centre / Institute / College if she meets criteria prescribed in point ix of rules for promotion (PhD).
- xi. However, if a student, who completes all the courses and has not been required to repeat any course(s), obtains a CGPA of less than 3.00 but not less than 2.70 at the end of the 2nd semester, may be allowed to improve one course (varying 2-4 credits) in which she had obtained the lowest grades in the next semester, to improve the CGPA to obtain the minimum of 3.00 failing which she shall not be awarded degree (or allowed to continue research work) and removed from the rolls of the Department / Centre / Institute / College.
- xii. No student shall take any course unless she has cleared the pre-requisite for it as determined by the respective Department / Centre / Institute / College.
- xiii. The student shall submit a copy of the progress report on prescribed proforma to the DPC (Doctoral Program Committee) through the proper channel at the end of each semester.
- xiv. The teacher shall send the final award list to the Chairperson who shall forward it to the Controller of Examinations.
(The criteria for awarding PhD Degree is enclosed at **Annex-V**)

20. Comprehensive Examination

- i. Students admitted to PhD, the course shall take a comprehensive examination after successful completion of 18 credit hours. The concerned Department/Institute/ Centre/College shall hold the said examination. The comprehensive examination shall be held within one month after the completion of the course work.
- ii. The comprehensive examination shall cover all course work and shall consist of one composite paper (50 - 70% objective; 50 - 30% subjective).
- iii. Examiners (3-5 including Internals) for the comprehensive examination shall be appointed by the Vice Chancellor out of a panel of names recommended by the chairperson of the concerned department through proper channel. At least 2 examiners shall be from outside the university.
- iv. To pass the comprehensive examination, a student must secure 60% marks.
- v. A student, who fails the comprehensive examination, shall only be given a second chance to sit in the examination. The second comprehensive examination shall be held within one month of the first examination.
- vi. A student, who remains absent during the comprehensive examination, shall also be given only a second chance to sit in the examination, subject to a condition that her circumstances of not being able to attend the examination are well justified and accepted by the concerned Departmental Doctoral Program Committee (DDPC). On the recommendations of the concerned Departmental Doctoral Program Committee (DDPC), such a student may be allowed to reappear. The second comprehensive examination shall be held within one month of the first examination.
- vii. The Semester Rules The Women University Multan and University Academic Calendar shall be followed for the examinations for each course during each semester.

21. Appointment of Supervisor

- i. Each student shall perform research work as partial fulfillment of the requirement of the degree under the supervision of a person appointed for the purpose by the Board of Advance Studies and Research (BASR) on the recommendation of the Doctoral Program Committee (DPC).
- ii. Only HEC Approved supervisors shall be required to supervise the PhD theses. However, HEC non-approved supervisors, currently assigned the PhD theses may continue supervising the students. But no thesis shall be assigned to HEC non-approved supervisors after June 30, 2019.

- iii. Where necessary and desirable, a supervisor-II may also be appointed.
- iv. A student shall select a topic of research which shall be recommended by the Departmental Doctoral Program Committee (DDPC) concerned, to the Board of Advance Studies and Research (BASR) for approval in the third semester.
- v. Due to valid reason, a candidate for PhD degree may request for change of supervisor and shall follow the following SOPs:
 - a) NOC from old (Existing) supervisor
 - b) Consent of new supervisor along with supervisor profile
 - c) Present limits for supervisor is as follows:
 - a. Maximum 05 PhD (as per HEC) per supervisor.
 - d) Visiting faculty member is not allowed to supervise any PhD student.
 - e) Approval of the Board of Advance Studies & Research (BASR) regarding change/allocation of supervisor

(Note: Here the student may continue her work on a previous research proposal with a new supervisor and old registration)
- vi. In case, the previous supervisor does not give its consent, the student shall have to get herself registered afresh, with different synopsis/research proposals prepared in consultation with the new proposed supervisor(s) as per the rule of the university to complete her PhD degree.
- vii. In the case of the death of a supervisor, the Board of Advance Studies and Research (BASR) shall appoint the new supervisor.

22. Research Proposal/ Synopsis

- i. After securing a minimum of CGPA 3.0 in the course work of 18 credit hours / comprehensive examination, a student shall prepare a synopsis for PhD research work within the next 6 months and before commencing the research work.
- ii. The student shall prepare a synopsis for PhD research work following the "Guidelines for submission of PhD synopsis" given in **Annex-IV**.
- iii. The scholar shall appear before the Departmental Doctoral Program Committee (DDPC) for the defense of synopsis in the presence of at least two external experts. The suggestions of all members shall be incorporated in the synopsis. After the successful defense and incorporation of all changes as suggested by the Departmental Doctoral Program Committee (DDPC), the final synopsis of PhD shall be submitted to the Board of

Advance Studies and Research (BASR) routed through Doctoral Program Committee. The final approval of the synopsis shall be accorded by the Board of Advanced Studies and Research (BASR) after due consideration.

- iv. The final approval of the synopsis shall be accorded by the Board of Advanced Studies and Research (BASR) after due consideration.
- v. The Departmental Doctoral Program Committee (DDPC) through Doctoral Program Committee (DPC), after evaluation, shall forward the synopsis within three months to the Board of Advanced Studies and Research (BASR) for final review.

23. Submission of PhD Thesis

The thesis submitted by the candidate for PhD degree must comply with the following conditions: - (guidelines for the thesis format given in **Annex-VI**)

- 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 Faculties of Arts and Social Sciences (except Department of French or other modern languages where thesis be written in French language or respective language), Faculty of Economics, Commerce and Management Sciences, Life Sciences, and Sciences, the thesis must be written in English and the presentation must be satisfactory for publication. In Faculties of Religion and Languages, each Department shall decide about the Language (English/Urdu/any other) in which the dissertation is to be written. However in the case of Urdu / any other language, an abstract in English shall be included.
- iv. Any part of the thesis that has been published before submission of the thesis must be appended at the end of the thesis.
- v. The candidate shall pay the prescribed fee for the examination at the time of submission of the thesis.
- vi. The candidate shall at the time of thesis submission supply the following documents:

- a) The following documents are required to be submitted by the Department Concerned to the office of Controller of Examinations supervisor detail.

S/No	Result and/or Documents Required	√	Dated
1	Name		
2	Designation		
3	BPS or TTS		
4	Detail of University/Institute Employed during the period of supervision of PhD Scholar		
5	Detail of University/Institute Currently employed (if currently employed at other institution)		
6	CNIC No.		
7	HEC Approved Supervisor (during the period of supervision of PhD Scholar)		
8	Subject of specialization		
9	Contact		
	a) Address:		
	b) e-mail id:		
	c) Contact No.		

- b) The following documents are required to be submitted by the Department concerned through the supervisor to the office of Controller of Examinations at the time of plagiarism.

S/No	Result and/or Documents Required	√	Dated
1	Passport Size Photograph		
2	Copy of Scholar's CNIC		
3	Mobile No. of Scholar:		
4	Landline No. of Scholar:		
5	e-mail ID of Scholar:		
6	Test Marks on Admission / GRE, GAT Subject		
7	Copy of Registration Letter/Card		
8	Copy of Comprehensive Examination Result		
9	Registration Letter from BASR		
10	Copy of Extension Case (if required)		
11	Copy of Thesis Submission Fee Voucher		
12	Fee Adjustment Letter from Treasurer (if required)		
13	Certificate of Approval		
14	Author's Declaration		
15	Supervisor's Declaration		
16	Affidavit (Plagiarism Undertaking)		
17	Six Month Progress Report(s)		
18	Doctoral Seminar Reports		
19	One copy of the Thesis in a loose binding		
20	Two CDs (soft copies of the thesis for plagiarism and for forwarding a soft copy to evaluators)		

- c) The following documents are required to be submitted by the Department Concerned through the supervisor to the office of Controller of Examinations after the plagiarism report at the earliest.

S/No	Result and/or Documents Required	√	Dated
1	Five (Six copies in case of Supervisor-II) copies of the Thesis in loose binding with supervisor and Director/Chairperson signature		
2	Research Papers		

- d) The following documents are required to be submitted by the Department Concerned to the office of Controller of Examinations before notification.

S/No	Result and/or Documents Required	√	Dated
1	Five copies of the Thesis in proper binding		
2	Three CDs (soft copies of thesis complete for forwarding to HEC and record)		

24. Appointment of Examiners

- i. The Departmental Doctoral Program Committee (DDPC) (with co-opted members) shall recommend to the Board of Advanced Studies and Research (BASR) through Doctoral Program Committee (DPC) to approve a panel of foreign and local examiners for evaluation of the thesis before submission or at the time of submission of the thesis.
- ii. The Chairperson with the consent of the Supervisor shall submit a copy of the Panel of Examiners for Ph.D. thesis evaluation to the Departmental Doctoral Program Committee (DDPC).
- iii. There shall be a total of five examiners (six in the case where Supervisor-II is appointed, the Supervisor II shall also act as an internal examiner, if available) one internal who shall be the supervisor, and two external examiners (foreign) for the evaluation of the dissertation and two examiners from a national institute of higher learning to conduct the Viva Voce examination.
- iv. The two external foreign examiners shall be selected from a panel of at least ten experts from abroad, from technologically developed countries, as recommended by the BASR. The Vice Chancellor shall select any two experts from the foreign examiner's panel.
- v. The two external national examiners for the Viva Voce examination shall be selected from a panel of at least ten experts from reputed national institutes involved in teaching and research at PhD level. This panel shall be recommended by the BASR. The Vice Chancellor shall select any two experts from the panel.

25. Evaluation and Defense of the PhD Dissertation

- i. The PhD Dissertation must be evaluated by at least two PhD experts from technologically /academically advanced foreign.
- ii. The Controller of Examinations shall get the thesis evaluated within 6 months after the date of submission/resubmission of the thesis to her office. Any delay beyond 6 months is brought to the notice of the Vice Chancellor immediately.

- iii. 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 or not the thesis is fit for publication both from content and language.
- iv. If two external examiners find that the thesis is wholly inadequate the candidate shall be asked for additional research work of a maximum of one year with subject to the total duration of the program that does not exceed.
- v. If one of the external examiners approves the thesis and the other rejects, it shall be sent to a fresh (3rd) examiner (appointed by the Vice Chancellor from an approved panel of examiners), for evaluation. If this new (3rd) examiner disapproves of the thesis, the candidate shall be declared to have failed. In case of approval of the thesis by the 3rd examiner, the case shall be processed further for the thesis defense.
- vi. If any of the examiners adjudges the thesis inadequate and suggests major modification/ corrections / Revision of the thesis, the candidate shall be required to re-submit a revised version of the thesis within one year. She shall be required to pay a fresh fee for the examination.
- vii. The same examiner who suggests a modification of the thesis, but not recommended the award of degree, shall evaluate the revised version of the thesis.
- viii. If the examiner suggests modification/ corrections /Revision and also recommends the award of PhD degree, the candidate shall make changes within three months. The modification/ corrections /Revision in the revised version shall be verified by the supervisor and Dean of the Faculty.
- ix. If any of the examiners find the thesis adequate but suggest minor modification/ corrections /Revision, this may be incorporated and certified by the thesis supervisor (Internal Examiner) and Dean of the relevant faculty.
- x. If the thesis is judged as adequate by all the Examiners, the final positive evaluation of the Dissertation shall be submitted to the Board of Advanced Studies and Research (BASR) by the Controller of Examinations, for acceptance.
- xi. If the thesis is judged as adequate by all the examiners and accepted by the Board of Advance Studies and Research (BASR), the scholar shall be required to undergo a Viva-Voce Examination to be conducted by two External Examiner (local) and Supervisor/s.
- xii. Two examiners for the viva voce examination should be appointed from within Pakistan from the approved panel.
- xiii. Examiners may have separate viva-voce examinations which shall be followed by Public Defense.

- xiv. The viva-voce examination shall be open to the public (public defense) however only the examiners appointed for this purpose shall 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 six months.
- xvi. If the scholar passes the Viva Voce Examination, the Syndicate on the recommendation of the Advanced Studies and Research Board / Vice Chancellor shall 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.
- xvii. In case the Chairperson / Head of a Department, Director of Institute is herself a candidate for PhD degree, the functions, and powers assigned to the Chairperson/Head of Department, Director of an Institute under the regulation for the award of PhD degree, shall be exercised by the Dean of Faculty concerned and she may, where necessary, act as the expert of a Board of studies concerned.

26. Research Paper

Publication of at least one research paper in an HEC approved “X” category journal is a requirement for the award of PhD degree (“Y” in case of Social Sciences only) according to HEC.

27. Plagiarism Test

The Controller of Examinations Office, The Women University Multan send the dissertation to QEC of The Women University Multan for the Plagiarism Test that must be conducted on the Dissertation before its submission to the two foreign experts, and its report must be signed by the Director of Quality Enhancement Cell (QEC) and returned to The Controller of Examinations Office. The plagiarism must be according to HEC rules.

28. Copy of PhD Dissertation to HEC

Two copies of the PhD dissertation (both hard and soft) must be submitted to HEC for record in PhD Country Directory and attestation of the PhD degree by the HEC in the future.

29. Conduct of PhD Program

There should be at least 3 relevant full-time PhD Faculty members in a department to launch a PhD Program.

30. Maximum Supervision of Scholars

A supervisor can supervise a total of 12 MS/MPhil/PhD students at a time with no more than 5 of these being PhD students as per HEC rules.

31. Violation of Rules in the Award of PhD Degrees

In case of violation of the above Rules, action(s) shall be taken according to policy notified by Higher Education Commission vide letter No. 1-4 (MS/PhD) / QAD / HEC / 2018 / 86 /293 dated December 03, 2018 (See Annexure-VII).

ANNEXURE-I

THE WOMEN UNIVERSITY MULTAN

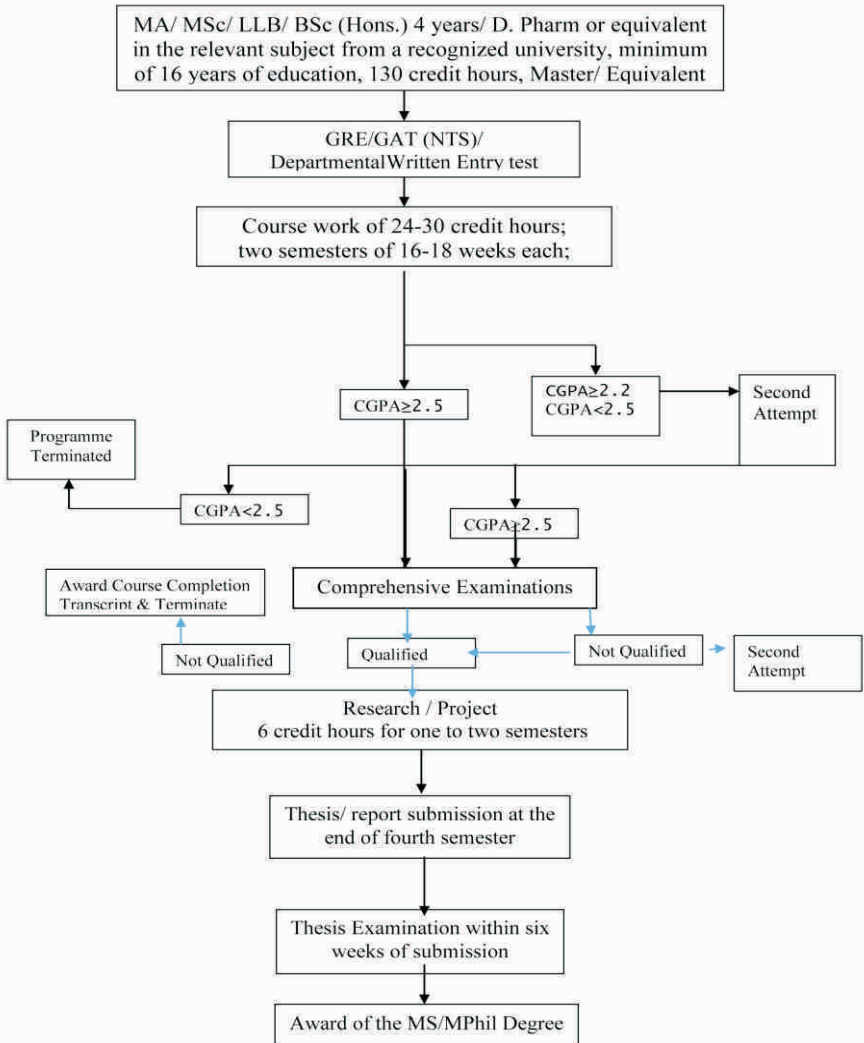
MS/M.PHIL. TUITION FEE AND OTHER CHARGES*.

Subject to change

- The details for fee structure are the same as mentioned in the admission regulations

ANNEXURE-II

Criteria for awarding MS/MPhil Degree, The Women University Multan



THE WOMEN UNIVERSITY MULTAN

Ph.D. TUITION FEE AND OTHER CHARGES*.

Subject to change

- The details for fee structure are the same as mentioned in the admission regulations

The Women University Multan
Guidelines for Submission of PhD Synopsis

a.	Title	The title should be brief but informative and must be prepared according to the Sample Format. Annexure IV-A-I Annexure IV-A-II
b.	Table of Contents	As per the relevant style manual.
c.	Abstract	100 to 200 words summary consisted of the topic/research problem, theoretical approach, research methodology, and significance of the study.
d.	Introduction / Background of the Study	The introduction should address the proposed research problems; studies that have already addressed any aspect of the proposed research area; deficiencies in those studies; the significance of the proposed study; and the aim of the proposed research. (2 to 4 pages preferably)
e.	Literature Review	Place your topic in the scholarly context by reviewing the most relevant scholarly studies by others in the same or/and related area. A brief review of the literature establishes your command of the area. It should end in a critique that illustrates the gaps in the research and not just summaries of books/articles. (3 to 5 pages)
f.	Significance of the Study	This section should answer the following questions: <ul style="list-style-type: none">• Why this study is significant?• Why do it now?

		<ul style="list-style-type: none"> • What implications your findings may have? • Who will benefit from it? • What will it contribute to the existing body of knowledge? <p>(1 para to the 1-page max.)</p>
g.	Research Objectives or Questions or Hypothesis (whichever is desired for the particular project)	<p>A clear statement of your main and subsidiary research questions/objectives. These should be in the form of explicit statements of what you want to explain or what explanatory factors you will look at.</p> <p>(1-page max.)</p>
h.	Research Design and Methodology	<p>Qualitative or Quantitative or Mixed Method; Research methodology (Experimental, Quasi-experimental, Nonexperimental, Survey, Fieldwork, etc.), Population and Sample strategy, Data collection instrument (Questionnaire, Interview guide/schedule, Observation record sheet, etc.), and Data analysis procedures.</p> <p>(2 to 4 pages preferably)</p>
i.	Definition of Terms	<p>Operational definitions of all the major concepts to be employed in the study.</p>
j.	Limitations and Delimitations of the Study	<p>Delimitations: How the study will be narrowed in scope and controlled by the researcher. Limitations: The factors that will affect the study and cannot be controlled by the researcher. (if applicable)</p>
k.	Work Plan	<p>The tentative sequence of the work plan.</p>
l.	List of Literature Cited / References	<ul style="list-style-type: none"> • Follow APA Style Manual (Social, Behavioral, Management Sciences, IT and Computer Sciences), • Turabian Style Manual based on Chicago Style Manual (Humanities, Arts and Oriental Learning) and

		<ul style="list-style-type: none">• Scientific Style and Format (Pure & Applied Sciences and Engineering)
--	--	---

IMPORTANT: FORMAT YOUR SYNOPSIS in New Times Roman Script, Size 12 with double line spacing according to the format of the relevant Style Manual. For Languages, other than English, use 14 for the manuscript and 16 for the title page.

Annexure IV-A-I

Title of Research Synopsis (Time New Roman, Size 18)

Proposal for PhD thesis (size 14)

Submitted by (size 14)

Student Name (size 14)

Roll number: (size 14)

Supervisor/s (size 14)

_____ (size 14)

_____ (size 14)



Name of Institute/Centre/College/Department (size 14)

The Women University Multan (size 16)

January 2017 (size 14)

Annexure IV-A-II

عنوان مقالہ (توری تعلق، 22)

مجوزہ خاکہ برائے مقالہ پی۔ ایچ۔ ڈی (16)

جمع کنندہ (16)

طالب علم کا نام (16)

رول نمبر (16)

دورانیہ (16)

نمبران مقالہ (16)

(16) _____

(16) _____

(16) _____



شعبہ کا نام (16)

نیا نمبر (18)

تہمت ۲۰۱۷ء (16)

Synopsis Submission Eligibility Certificate

<i>(To be filled by the PhD scholar)</i>	
Name of the scholar: _____	Roll number: _____
Parent department: _____	Date of enrolment in PhD: _____
Name of research Supervisor (s): _____	

Title of Ph.D. synopsis : _____	

Total course credits earned: _____	CGPA earned _____
Date of comprehensive exam _____	Signature of PhD Scholar _____
<i>(Recommended by Departmental Doctoral Program Committee)</i>	
Date of pre-submission open seminars: _____	
Date of DDPC meeting for approval of synopsis: _____	
Decision of DDPC _____	

<i>The research progress is acceptable / not acceptable for submission of the synopsis of PhD dissertation.</i>	

Name and signature of DDPC members: (Two members (External experts) should be from other institutes of the same specialty)

1.

2.

3.

4.

5.

Forwarding by the supervisor and CHAIRPERSON / HOD

The Ph.D. synopsis along with the recommendations of the Departmental Doctoral Program Committee is being forwarded to the BASR

Supervisor: _____ Date: _____

CHAIRPERSON/HOD _____ Date: _____

[Verification of records]

The records were verified and found to be in order

Assistant Registrar (Academic) _____ Date: _____

[Approved by Committee (BASR)]

The Ph.D. synopsis has been received for evaluation

Chairperson (BASR) _____ Date: _____

Annexure-IV(C)

DECLARATION BY THE SCHOLAR

I hereby declare that the synopsis titled “Title (14 bold)” to be submitted for the Degree of Doctor of Philosophy is my original work and the synopsis has not formed the basis for the award of any other degree, associate-ship or fellowship of similar other titles. It has not been submitted to any other University or Institution for the award of any degree.

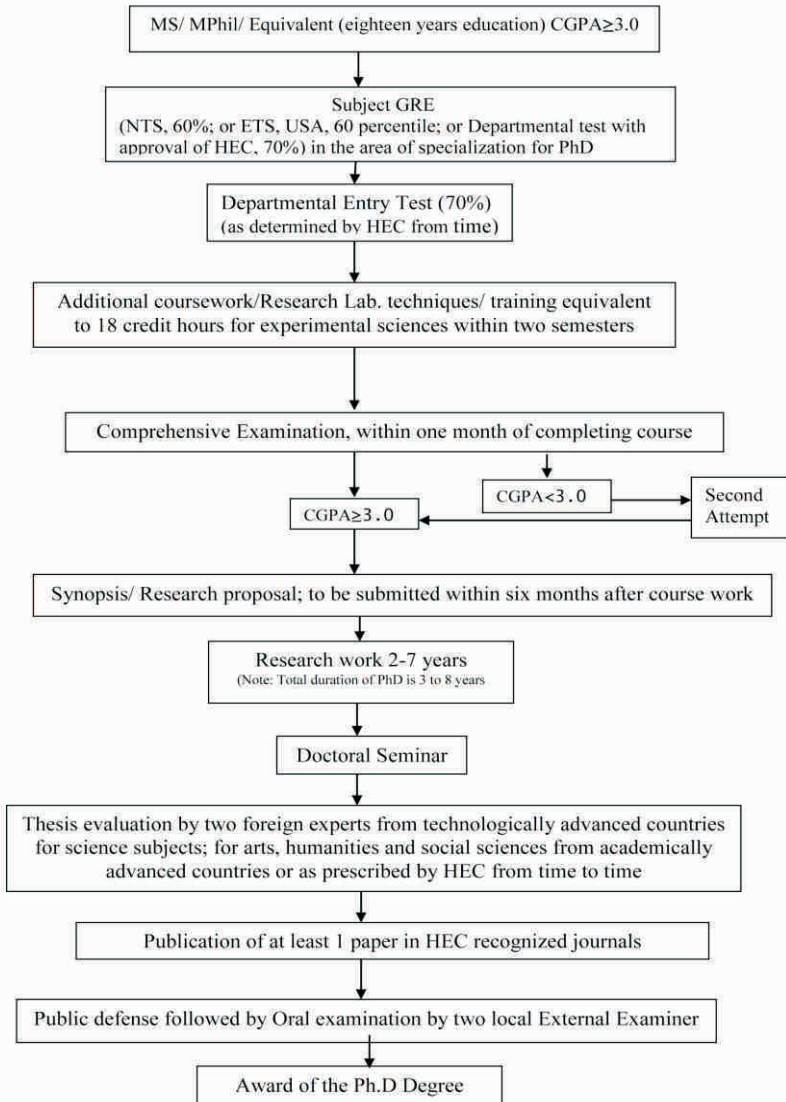
Name of the Scholar

Place:

Signature & Date:

ANNEXURE-V

Criteria for awarding PhD Degree, The Women University Multan



The Women University Multan

Guidelines for Thesis Format

1) PH. D. THESIS

All these presented in typescript for the degree of PhD should comply with the following specifications unless permission to do otherwise is obtained from the relevant authority/ body

2) SIZE OF PAPER:

A4 size is used, no restriction is placed on drawings and maps.

3) PAPER SPECIFICATION

Six Copies on good quality paper (minimum 80 gm) to be submitted.

4) FORMAT OF THESIS:

The typescript should appear on one side only, lines; at least one-and-a-half spaced.

Quotations, references, and photographic captions may be single-spaced.

I. Font size:

- a) Title Page **18-22**
- b) Chapter numbers and titles (**Times New Roman -16, Bold, Capital, Center**)
- c) Footnotes **10**

II. Other Headings (Times New Roman-14, Bold, Capital, Center)

III. Text (Times New Roman-12)

IV. Line spacing (1.5 lines). Footnotes should be single-spaced with Time New Roman-10

V. Section title and numbers (Times New Roman-14, Bold)

VI. Subsection title and numbers (Times New Roman-12, Bold)

- VII. Margins:
- | | |
|-----------------------------------|---|
| a) the left-hand side | At least 1¼ -1½ inches (3.17-3.81cm) |
| b) the top and bottom of the page | ¾ - 1 inch (2 -2.54cm) |
| c) the outer edge | ½ - 0.75 inches (1.27 - 1.90cm) |
- VIII. The best position for the page number is at **the top-center or top right ½**.

5) LAYOUT OF THESIS

Following is the preferable layout of the thesis

- i. Title Page
- ii. Abstract / Summary
- iii. Acknowledgments
- iv. Abbreviations not described in the text
- v. Contents
- vi. List of Tables (where applicable)
- vii. List of Figures (where applicable)
- viii. Introduction (including literature review) or
 - a) Introduction
 - b) Review of Literature(As separate chapters as per-requisite of the subject)
- ix. Materials and Methods
- x. Results
(May comprise of one chapter or a number of chapters depending upon the Subject matter/requirements)
- xi. Discussion (including Conclusion/s, Recommendation/s where applicable)
- xii. Reference / Bibliography / Literature Cited
- xiii. Appendices (where applicable)
- xiv. Any other information specific to the respective discipline

I. Title Page.

All these must contain a title page giving the title of the thesis, the monograph of the University, full author's name and roll number, full name of supervisor/s, 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.

II. **Abstract / Summary**

A summary of the entire study consisting of no more than one page.

III. **Acknowledgments**

A word of thanks to the people who provided support to the author in achieving such a milestone of book production.

IV. **Abbreviations not described in the text**

Special abbreviations, specifically used in the text, maybe arranged alphabetically with an explanation after the contents.

V. **Contents**

This must contain an elaborate list of contents for the convenience of readers indicating the page number of each title appearing, in sequence, as it appears in the text. These must be arranged in their numerical order indicating the text page.

VI. **List of Tables (where applicable)**

The list of tables used in the proposed book should be made.

VII. **List of Figures (where applicable)**

All figures should be listed in alphabetical order.

VIII. **Introduction** (including literature review) or

a) **Introduction**

Introducing the problem and spelling out the main objectives and hypothesis.

b) Review of Literature

As separate chapters as per-requisite of the subject

IX. Materials and Methods

X. Results

May comprise of one chapter or many chapters depending upon the Subject matter/requirements

XI. Discussion (including Conclusion/s, Recommendation/s where applicable)

XII. Reference / Bibliography / Literature Cited

All the references cited in the text and notes should appear in this section. These should be arranged in alphabetical order to the last name of the author.

XIII. Appendices (where applicable)

- Any other information specific to the respective discipline

XIV. 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 PhD should normally be between 40,000 – 120,000 words of text. Candidates wishing to greatly exceed these sizes should discuss the matter with their supervisors/DPC.

XV. Published work

Published work from the theses is included as an appendix (Reprints/proof/preprint.)

XVI. Binding

All final theses and published work presented for higher degrees must be bound in a permanent form or in a temporary (hard binding will be provided after the defense of the

thesis) form approved by the Advanced Studies and Research Board; where printed pamphlets or off-prints are submitted in support of a thesis, they must be bound in with the thesis or bound in such a manner as Binderies may advise. The front cover should give the title of the thesis, name of the candidate, and the name of the Institute/ Department/ Centre/ College through which submitted, in the same order from top to bottom. The lettering may be in boldface and properly spaced. Their sizes should be title 24 pt. name of the department/ institute/ center/ college 18 pt. The color of binding for different degrees in the Science subjects and Social Sciences is as follows:

	Science Subjects	Social Sciences/ Humanities/ Oriental Learnings
PhD	Dark Maroon/ Dark Gray	Light Maroon/ Light Gray/ Black
MPhil	Dark Green/ Black	Light Green/ Black

The spine of the thesis should show “Ph.D. thesis” on top across the width of the spine, the name of the candidate in the middle along the length of the spine, and the year of submission across the width at the bottom. Lettering on the spine should be in 18 pt. and maybe in boldface.

6) PLAGIARISM:

All the work should be plagiarism-free. It is recommended that a similarity index less than equal to 19% ($\leq 19\%$) will be required according to HEC guidelines

7) COPIES:

As per required

Author's Declaration

I _____ hereby state that my PhD thesis titled

is my work and has not been submitted previously by me or anyone else for taking any degree from this University. _____ (Name of University)

Or anywhere else in the country/ world. At any time if my statement is found to be incorrect even after awarding the PhD degree, the University has the right to withdraw my PhD degree.

Name of Students:

Date:

Supervisor's Declaration

I hereby declare that, to the best of my knowledge:

The research was carried out and the dissertation was prepared under my direct supervision. The research was conducted following the degree regulations and house rules. The dissertation/thesis titled -----

----- represents the original research work of the candidate and has not been submitted previously by the (Name of PhD Scholar) or anyone else for taking any degree from this University (Name of University) or anywhere else in the country/ world. At any time if the statement is found to be incorrect even after awarding the PhD degree, the University has the right to withdraw the PhD degree of this Ph. D Scholar.

Supervisor's Signature: _____

Name: _____

Date: _____

Plagiarism Undertaking

I solemnly declare that research work presented in the thesis titled _____

Is solely my research work with no significant contribution from any other person. Small contribution/ help wherever taken has been duly acknowledged and that complete thesis has been written by me. I understand the zero-tolerance policy of the HEC and University _____

----- (Name of University) -----

Towards plagiarism. Therefore I as an author of the above-titled thesis is declared that no portion of my thesis has been plagiarized and any material used as the reference is properly referred/ cited.

I undertake that if I am found guilty of any formal plagiarism in the above-titled thesis even after awarding of PhD degree, the University reserves the rights to withdraw/ revoke my PhD degree and that HEC and the University have the right to publish my name on the HEC/ University Website on which names of students are placed who submitted plagiarized thesis.

Student/ Author Signature: _____

Name: _____

Certificate of Approval

This is to certify that the research work presented in this thesis, entitled _____

Was conducted by Ms. -----under the supervision of ----- No part of this thesis has been submitted anywhere else for any other degree. This thesis is submitted to the ---- (Name of Department of the University) --- in partial fulfillment of the requirements for the degree of Doctoral of Philosophy in Field of in partial fulfillment of the requirements for the degree of Doctor of Philosophy in Field of ---- (Subject Name) -----Department of ----- (Name of University) -----

Student Name _____

Signature: _____

Examination Committee:

a) External Examiner 1: Name

Signature: _____

(Designation & Office Address)

b) External Examiner 2: Name

Signature: _____

(Designation & Office Address)

c) Internal Examiner : Name

Signature: _____

(Designation & Office Address)

Chairperson: Name

Signature: _____

(Office Address)

Dean: Name

Signature: _____

(Office Address)

OFFICE OF THE CONTROLLER OF EXAMINATIONS

NOTIFICATION

No _____

Date: _____

It is notified for the information of all concerned the Mr. / Ms. _____ (Name of Students)

PhD Scholar of _____ (Name of Department) of _____ (Name of University)

has completed all the requirements for the award of PhD degree in discipline _____

_____ (Name of Subject/ Program) as per detail given hereunder:

PhD in _____			Cumulative Result			
Registration No.	Scholar's Name	Father's Name	Credit Hours			Cumulative Grade Point Average CGPA
			Course Work	Research Work	Total	

Research

Topic: _____

Local Supervisor-I Name: _____

Local Supervisor-II Name: _____

Foreign/ External Examiners:

a) Name: _____

University: _____

Address: _____

b) Name: _____

University: _____

Address: _____

Detail of Research Articles Published based on thesis research work: _____

Note: This result is a declaration as a notice only. Errors and omissions, if any, are subject to subsequent rectification.

CC:

- 1.
- 2.

Signed By
Controller of Examinations



HIGHER EDUCATION COMMISSION

Sector H-8, Islamabad (Pakistan) Exchange: (051) 90400000
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Muhammad Ismail

Consultant (Quality Assurance Division)

Ref. 1-4(MS/PhD)/QAD/HEC/2018/86/293
Date: December 03, 2018

Subject: **Violation of Rules in the Award of PhD Degrees**

1. It is apprized that HEC has prescribed the "Minimum Criteria for Admission in MS/MPhil and PhD or Equivalent Programs" (Annexure-I).
2. Despite of these guidelines, it has been observed that some universities are awarding PhD degrees in violation of HEC prescribed rules. This creates problem for degree holders at the time of degree verification. Therefore, a policy to stop the award of degrees in violation of rules has been approved by the HEC Competent Authority, attached as Annexure-II. All universities are hereby advised to adopt this policy and widely circulate among the concerned offices, PhD departments, faculty and students for information/ implementation.
3. Furthermore, it is to intimate that only HEC Approved Supervisors shall be required to supervise the PhD theses in future. However, HEC non-approved supervisors, currently assigned the PhD theses may continue supervising the students. But no thesis will be assigned to HEC non-approved supervisor after June 30, 2019.
4. This letter is also available at HEC website URL: www.hec.gov.pk/site/mphil-phd
5. This is issued with the approval of the Competent Authority.

With kind regards,

Muhammad Ismail
(Muhammad Ismail)

The Vice Chancellors

All Public & Private Universities of Pakistan

Copy for information to:

- ES to Chairman, HEC Islamabad
 - ES to Executive Director, HEC Islamabad
 - Advisor (HRD), HEC Islamabad
 - Advisor (QAA), HEC Islamabad
 - Director General (A&A), HEC Islamabad
 - Director General (SIU), HEC Islamabad
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Annexure-1 to *Letter no. 1-4(M.S/PhD)/BAD/HEC/2018/86/293*
Dated: December 03, 2018

Minimum Criteria for Admission in MS/MPhil and PhD or Equivalent Programs

This is for the information of all concerned that the degrees awarded by the Universities/Degree Awarding Institutions must meet the following minimum criteria for recognition by the HEC.

MS/M.Phil Programme:

1. Sixteen years of schooling or 4 year education (124 credit hours) after HSSC/F.A. /F.Sc/Grade 12 equivalent will be required for admission in the MPhil/MS.
2. Higher Education Commission recommends to the Universities for the students admitted after May 30, 2014 that;
 - ↳ Either enter into private arrangement under the University Law with the NTS for conducting GAT General/Subject as an eligibility condition for admission to MS/MPhil or equivalent programs
 - OR
 - ↳ Engage another renowned testing service provider for the purpose
 - OR
 - ↳ Conduct the test of the equivalent level at the University
3. The students admitted be till May 30, 2014 have to clear GAT-General (www.nts.org.pk/gat/gat.asp) conducted by the National Testing Service with a minimum 50% cumulative score for admission in MPhil/MS or equivalent.
4. For award of MPhil/MS/Equivalent degree, candidates will either need to complete 30 credit hours of course work or complete 24 credit hours of course work along with a minimum of 6 credit hours for research work/thesis.
5. There should be at least 2 relevant full time PhD Faculty members in a department to launch the MPhil/MS/MBA programs.

PhD Program:

Admission requirement:

1. For admission into the PhD minimum CGPA 3.0 (out of 4.0 in the Semester System) or First Division (in the Annual System) in MPhil/MS/Equivalent degree is required.

Subject Test:

2. Higher Education Commission recommends to the Universities for the students admitted after May 30, 2014 that;
 - ↳ Either enter into private arrangement under the University Law with the NTS for conducting GAT General/Subject as an eligibility condition for admission to PhD programs
 - OR
 - ↳ Engage another renowned testing service provider for the purpose
 - OR
 - ↳ Conduct the test of the equivalent level at the University
3. The students admitted till May 30, 2014 have to follow the policy given below;
GAT subject conducted by the National Testing Service (NTS) or ETS, USA in the area of specialization chosen at the PhD level must be cleared prior to admission for the PhD Program.
 - a. In the case of GAT Subject (<http://www.nts.org.pk/GAT/GATSubject.asp>) minimum of 60% marks are required to pass the test.
 - b. In the case GRE subject test, the minimum score will be acceptable as follows:

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Annexure-I to letter no. 1-4(M)/PhD/GAD/HEC/2018/86/2018
Dated: December 03, 2018

- I. 45% Percentile Score: Valid for Admissions until December 31, 2010
 - II. 50% Percentile Score: Valid for Admissions until December 31, 2011.
 - III. 60% Percentile Score: Valid for Admissions after December 31, 2011.
- c. If the Test is not available in NTS subject list, then a University Committee consisting of at least 3 PhD faculty members in the subject area will prepare the Test at par with GRE Subject Test and qualifying score for this will be 70% score.
- d. Students admitted in PhD Programs after August 25, 2010 have to submit the requisite GAT Subject or GRE Subject Score within a period of one year that is by October 31, 2011.

Course Work:

4. Course work of 18 credit hours preferably in the first year is required to be completed and followed by a comprehensive examination for granting candidacy as PhD researcher.

Foreign Expert Evaluation:

5. The PhD Dissertation must be evaluated by at least two PhD experts from technologically /academically advanced foreign countries in addition to local Committee members.

Open Defense:

6. An open defense of Dissertation is essential part of PhD Program after positive evaluation of Dissertation.

Research Paper:

7. Publication of at least one research paper based on the PhD research in an HEC approved "W or X" category journal is a requirement for the award of Ph.D. degree ("Y" in case of Social Sciences only).

Plagiarism Test:

8. The Plagiarism Test must be conducted on the Dissertation before its submission to the two foreign experts, as described above.

Copy of PhD Dissertation to HEC:

9. A copy of PhD Dissertation (both hard and soft) must be submitted to HEC for placing/including in PhD Country Directory and for attestation of the PhD degree by the HEC in future.

Conduct of PhD Program:

10. There should be at least 3 relevant full time PhD Faculty members in a department to launch a PhD program.

Maximum Supervision of Scholars:

11. A supervisor can supervise a total of 12 MS/MPhil /PhD students at a time with no more than 5 of these being PhD students.

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Violations of Rules in the Award of PhD Degrees

S#	Quality Parameter	Nature of Violation	Existing Decision/Policy	Proposed Action(s) if Existing Policy is violated
1.	Admission Criteria	Violation of admission criteria	CGPA (3.0/4.0) or first division in MS/MPhil/Equivalent and Entry Test	<ul style="list-style-type: none"> • Admission be cancelled • University to return three times the amount received from the student • Disciplinary action against responsible staff
2.	Illegal Admission	Admission of students without NOC from HEC		
3.	Course Work	Degree awarded without minimum of 8 credit hours course work	Degree will be considered equivalent to MS/MPhil/Equivalent degree. Ref: 1-3/AD-QA/HEC/NOAC-20/2015/289 dated 08.07.2015	<ul style="list-style-type: none"> • Degree will be considered equivalent to MS/MPhil/Equivalent degree • Supervisor will be banned from supervising the new PhD scholars for 05 years • Disciplinary action against Department Chair
4.	Comprehensive Examination to be passed by the scholar within 02 years	Failure to clear Comprehensive Examination within first 02 years		<ul style="list-style-type: none"> • Termination of candidature/registration of the student

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5.	Supervision of thesis by an HEC approved supervisor from the University where registered	Supervision of thesis by a non-HEC approved supervisor of the university after June 30, 2019	<ul style="list-style-type: none"> Supervisor must be from the same university. PhD faculty member from another university can be a co-supervisor, if required 	<ul style="list-style-type: none"> Disciplinary action against Department Chair
6.	Maximum number of students to be supervised by one supervisor	Supervision of more than 12 MS/MPhil/Equivalent and PhD students in total or 5 PhD students (The mix of MS/MPhil and PhD students should be such that the number of PhD candidates does not exceed 5)	DD-QA/HEC/NQAC/2015/125 dated February 27, 2015	<ul style="list-style-type: none"> Supervisor be banned from supervising the new PhD scholars for 05 years Disciplinary action against Department Chair
7.	Review of Thesis from Technologically/Academically Advanced Country	Thesis reviewed from one technologically/Academically advanced country only	Thesis reviewed from more than one countries which are not included in the category of technologically/Academically advanced countries	<ul style="list-style-type: none"> Unjustified delay in sending thesis for review by foreign experts from two technologically/Academically advanced countries
		<ul style="list-style-type: none"> One paper be published by the student from his/her thesis research before degree attestation Supervisor be banned from supervising the new PhD scholars for 05 years Disciplinary action against Department Chair 		<ul style="list-style-type: none"> Two papers to be published by the student on the basis of thesis research before degree attestation Supervisor be banned from supervising the new PhD scholars for 05 years Disciplinary action against Department Chair The Officer (s) responsible for sending the thesis to foreign experts be warned

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<p>8.</p> <p>The thesis should be relevant to the "Title" and "Scope" of the degree</p>	<p>Thesis has no relevancy to the Title and Scope of the degree</p>	<p>• Supervisor be banned from supervising the new PhD scholars for 05 years • Disciplinary action against Department Chair</p>
<p>9.</p> <p>One Research Paper to be published in HEC recognized journal before the award of degree</p>	<p>No research paper published and degree awarded</p>	<p>• For Sciences disciplines W and X categories + ISI Master List Journals are acceptable • For Social Sciences disciplines W, X, and Y categories + ISI Master List Journals are acceptable Note: (Z category Journals for local regional languages only e.g. Punjabi, Pushto, Sindhi, Balochi, Brahvi, Saraiki & Persian)</p>
	<p>Paper published but not in HEC recognized journal</p>	<p>• Paper to be published in the required category of the HEC recognized journal before attestation of degree • Supervisor be banned from supervising the new PhD scholars for 05 years • Disciplinary action against Department Chair</p>
	<p>Paper published but not in required category of journal</p>	
	<p>Paper Published after award of PhD degree</p>	

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	Degree awarded on the basis of the paper published before synopsis approval		
	Degree awarded on the basis of the paper that has no relevancy with thesis		
10. Plagiarism	Degree awarded and major or minor plagiarism found in the thesis at any stage in future	Plagiarism Policy, Claus II B (vii), 1-22 (NOAC) QAD/2017/HEC/07-364 dated March 24, 2017	<ul style="list-style-type: none"> Scholar and his supervisor will be penalized as per the provisions of plagiarism policy
11. PHD Duration	Degree awarded after more than 8 years or less than 3 years. Effective for students admitted after March 18, 2016	Ref: 1-3/AD-QA/HEC/NOA/Q(21)/2016/53 dated March 18, 2016	<ul style="list-style-type: none"> Degree will not be accepted/attested Supervisor be banned from supervising the new PhD scholar for 05 years Disciplinary action against Department Chair
12. Degree Issued in Violation of University's Own Rule/Law	Degree issued in violation of University's PhD policy/ rules in addition to HEC guidelines.		<ul style="list-style-type: none"> Supervisor be banned from supervising the new PhD scholars for 05 years Disciplinary action against Department Chair and Controller of Examination

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