

THE WOMEN UNIVERSITY MULTAN

(OFFICE OF THE REGISTRAR)
ACADEMICS BRANCH-III (DPC & BASR)

ACAD-III/DPC/BASR/ WUM/276/D
Dated: 20 - 11 -2023

All Chairpersons/Teacher Incharge,
The Women University
Multan

Subject: Revised Doctoral Program Committee (DPC) Rules According To New HEC Graduate Policy

FOR WUM

The following are the rules and regulations according to the new HEC Graduate Policy 2023 as approved by BASR in its 26th meeting dated 31-10-23, forwarded by Director Academics, WUM.

1. Supervisory Committee Performa:

There is a requirement of the supervisory committee according to HEC. (The supervisory committee Performa for The Women University Multan is attached as Annex I). The concerned supervisor will select the supervisory committee members relevant with the field of specialization according to the title of M.Phil and PhD thesis. The supervisory committee will conduct the research meeting and finalizing the synopsis and thesis without any mistake.

The supervisory process along with the composition and constituency of a Supervisory Committee, for each doctoral researcher, to supervise the doctoral research according to new HEC Graduate Policy-2023 is also attached here with as (Annex-II ,pg# 13 clause no 4.2.3)

2. Doctoral Program Committee (DPC) Coordinator Job Description:

For smooth running of completion and evaluation of synopsis and lists of National and International (foreign) experts. The DPC coordinator has been appointed from every department. The following are their job descriptions:

- 1) They will work in coordination with the Heads of Departments and supervisory committee for ensuring the completion of corrected version of synopsis and internal and external foreign examiner lists.
- 2) They will check the final lists of National and International (foreign) experts for placing in DPC Doctoral Program Committee after DDPC Departmental Doctoral Program Committee meeting.
- 3) They will ensure that no grammatical and other formatting mistakes will be there in MPhil and PhD synopsis.
- 4) All the synopsis will be signed by concerned supervisor, DPC coordinator and Head of Department/chairperson before placing it in the Doctoral Program Committee.

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3. Criteria for List of National and International Reviewers/Evaluators/Experts Criteria:

1. The National and International Evaluators/Experts for MPhil the (Assistant and Associate Professors can be included along with Professors).
2. The National and International Evaluators/Experts for PhD the (Associate Professor and Professors must be included). For complete information the HEC guideline is attached here from (pg#7 to pg#8 clause no 3.9 attached as Annex-III).

4. Updated Checklist regarding the submission of M.Phil & Ph.D Synopsis:

The new updated checklists for the submission of M.Phil & Ph.D Synopsis according to new HEC Graduate Policy-2023. (Already sent to all departments attached as Annex-IV)


(SAIRA NASIR)

Assistant Registrar (Acad-III)

For Registrar

Distribution:

- All Chairpersons, WUM
- All DPC Coordinators, WUM
- Controller of Examinations, WUM
- The Director, Quality Enhancement Cell (QEC), WUM
- The Director Academics, WUM
- PS to Vice Chancellor
- PS to Registrar

THE WOMEN UNIVERSITY MULTAN

(OFFICE OF THE REGISTRAR)
ACADEMICS BRANCH-III (DPC & BASR)

No.1-23/ ACAD-III/ BASR/Notifications / WUM/212/D

Dated: 15 - 11 - 2023

NOTIFICATION

The honorable Board of Advanced Studies and Research (BASR) in its 26th meeting held on 31-10-2023 under Agenda Item No.50 titled "TO CONSIDER THE REQUEST FOR APPROVAL OF DOCTORAL PROGRAM COMMITTEE (DPC) AGENDA FOR PLACING IN BASAR" unanimously approved the Agenda of Doctoral Program Committee (DPC) consisting of the following:

1. Approval of DPC Agenda Item forwarded by Director Academics: (copy attached as Annex-I)
 - Supervisory Committee Performa (Supervisory Committee Performa as proposed by Director Academics).
 - DPC Coordinator Job Description.
 - List of national & International Reviewers/Evaluators Criteria.
 - Updated Checklist according to new HEC Graduate Policy-2023.
2. HEC Graduate Education Policy (Rules & Regulation)-2023 for Doctoral Program Committee (DPC). (Copy attached as Annex-II)
3. Checklist regarding the submission of M.Phil & Ph.D Synopsis. (copy attached as Annex-III)

(SAIRA NASIR)

Assistant Registrar (Acad-III)
For Registrar

Distribution:

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**THE WOMEN UNIVERSITY MULTAN
SUPERVISORY COMMITTEE PERFORMA**



Student's Name: _____
Regn No: _____

Department: _____

Area of Research: _____

COMMITTEE MEMBERS

Research Supervisor

Name: _____ Email: _____

Dept: _____ Signature _____

Co-Supervisor (if appointed)

Name: _____ NiL _____ Email: _____

Dept/Organization: _____ Signature _____

Contribution of Co-supervisor: _____

Committee Members

1. Name : _____ Email: _____

Dept _____ Signature _____

2. Name : _____ Email: _____

Dept: _____ Signature _____

3. Name : _____ Email: _____

Organization (External) if appointed external member: _____

Signature _____

Date of formulation of Supervisory Committee: _____

Dated: _____

Student's Signature

APPROVED

Dated: _____

Head of the Department

COUNTERSIGNED

Dated: _____

Director Academics/ Registrar/ VC

Distribution:

- 1 copy each to Dir Acad. and Controller Office. QEC and Supervisor. Co-Supervisor (if appointed), in student's dossier at the Concerned/Collaborating University, sponsoring agency (if any), the student and each member of SC.

Within the last 5 years after PhD: at least five research publications in X and Y category journal.

C. Specific Requirements for Regional and National Languages:

For indigenous and foreign PhDs:

- i. Within the last 3 years after PhD: at least one research publication in X category journal. OR
- ii. Within the last 5 years after PhD: at least five research publications in X or Y category journal.

4.2.3. Supervisory Process

To guide the supervisory process of doctoral dissertation towards the desired goals, the universities/DAIs/HEIs shall: i) devise a supervision manual and ensure its implementation, and ii) Constitute a Supervisory Committee for each individual doctoral student.

- i. The research supervision manual shall elaborate the following areas to guide the supervisory process:
 - a. Description of roles of supervisor & supervisee
 - b. Prescription of supervision timespan
 - c. Guidance about preparation for best supervision
 - d. Guidance to discuss questions and problems with constructive comments by observing the elements of mutual respect.
 - e. Guidance on setting reasonable amount of work and receiving constructive feedback.
 - f. Directions for supervision as per the social norms
 - g. Provision of tentative timetable and schedule of meetings
 - h. Provision of proformas/registers showing meetings and research records etc.
 - i. Provision of grievances policy

Performer of supervisor and.
ii. HEC recommends the following composition to constitute a Supervisory Committee, for each doctoral researcher, to supervise the doctoral research:

- a. Supervisor¹⁵ Convener
- b. Co-supervisor (if any) Member
- c. Expert(s) from the field of research Member

4.3 University Directorate of Advance Studies and Research or Equivalent Department

- i. The head of the Directorate of Advance Studies and Research (DASR) or equivalent department shall not be less than a Dean or equivalent position.
- ii. The Directorate shall serve as the secretariate of the Board of Advance Studies/Equivalent Body. Such a board/body shall be responsible for the quality of all the graduate degree programs being offered by the university/DAI/HEI, as well as the research that shall be conducted under these programs.
- iii. The DASR/Equivalent Department shall prepare a graduate Studies Prospectus, describing the complete process for award of a graduate degree and ensuring that the booklet shall be available for guidance of all graduate students.

¹⁵ "Supervisor" means the research supervisor of the PhD researcher.

- g. "How does the research move from a description of the data through quotation or examples to an analysis and interpretation of the meaning and significance of it?"

B. Guidelines ensuring the quality of Quantitative Research: A PhD dissertation with Quantitative Research methods should satisfy, at least, the following questions⁹

- a. Reliability – are the results repeatable?
- b. Validity – does it measure what it says?
- c. Internal validity – do the research results indicate what they appear to be?
- d. External validity – can the results be generalized to other settings (ecological validity) and to other populations (population validity)?
- e. Replicability – are the results of the study reproducible?

3.8.4 Appropriateness of the Methods to the Aims of the Study

To achieve the research objectives, the alignment of the research approach and methods is necessary. Therefore, a PhD dissertation, at least, shall:

- a. Reflect a fair proportion of latest knowledge of contemporary techniques and methods in relation to study objectives.
- b. Contain detailed and easily comprehensible discussions regarding the applied methods and techniques.
- c. Justify the use of methods and techniques to achieve study objectives.
- d. Show evaluation of obtained results in relation with study objectives.

And:

- e. The methods and techniques used should justify the results obtained.
- f. The obtained results should support the study objectives.

3.8.5 Relevance to the Policy and Practice

The research should have significantly answered questions related to policy and practice in that area, establishing its usefulness and usability. Accordingly, a PhD dissertation, at least, shall:

- a. Reflect judicious evaluation of study results in relation with policy related aims and goals undertaken while starting the research.
- b. Discuss the practical implications of the study results in association with the developing practices in that area.
- c. Establish usefulness of the study results for devising policy as stated in the beginning.
- d. Discuss how the resulting policy would be useful for the organization/society.

And:

- e. The study output should be significant enough to be published or patented.
- f. The assessment of the results performed by the author must not be superficial and lacking substance.

3.9 External Evaluation of PhD Dissertation

i. The PhD dissertation must be evaluated by:

- a. At least two external experts who shall be:

⁹ Popay, Rogers, and Williams (1998)

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 OR

ii. Pakistan-based Distinguished National Professors, Meritorious Professors from any national university; or professors from top universities ranked by HEC; or professors from any Pakistani University having a minimum H-Index 30 for Sciences, 15 for Social Sciences or 8 for Art & Humanities as determined by Web of Science.

OR

b. At least one external expert qualifying any one of the conditions mentioned at 'a' above if the PhD candidate publishes dissertation research in a peer-reviewed journal that is classified by the HEC in category W for Sciences and X or above for Social Sciences.

- ii. 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.

3.10 Plagiarism, Similarity Test and Open Defense

- a. Under no circumstances shall a dissertation based on plagiarized research be acceptable. It is the primary responsibility of both PhD researchers and their supervisors to prevent plagiarism. To avoid plagiarism, it is important to follow the provisions outlined in this document i.e., Governing Research Supervision and Research Ethics.
- b. For Plagiarism COPE guidelines must be followed.
- c. If a PhD dissertation is found to be plagiarized, it will be handled in accordance with the Anti-Plagiarism Policy issued by the Higher Education Commission, Pakistan, as updated from time to time.

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(OFFICE OF THE REGISTRAR)
ACADEMICS BRANCH-III (DPC & BASR)

No. 1-23/ ACAD-III/ BASR / WUM/ 116/ ID
Dated: - 04-10-2023

All Chairpersons/ Teacher's Incharge/ Director's
The Women University Multan

Subject: **CHECK LIST REGARDING THE SUBMISSION OF M.PHIL & PHD SYNOPSIS**

Please find enclosed herewith the check list regarding the submission of M.Phil & PhD Synopsis for all semesters 2023 onwards must be ensured by the PhD & M.Phil coordinators of the relevant departments & before the final submission of synopsis to the ACAD-III brach through DPC (Doctoral Program Committee).

Encl. as above.


(SAIRA NASIR)
Assistant Registrar/ (Acad-III)/
Secretary, DPC
Munir

Copy for Information:

- PS to Worthy Vice Chancellor
- PS to Registrar

It is to be submitted that the following check list regarding the submission of M.Phil & PhD Synopsis must be ensured by the PhD & M.Phil coordinators of relevant departments & before the final submission final of synopsis to the ACAD-III branch through DPC (Doctoral Program Committee).

3.8 Doctoral Dissertation

Each PhD researcher shall write a doctoral dissertation reflecting relevance, credibility, effectiveness, and legitimacy of the research. The dissertation must be an original and innovative contribution to knowledge that contributes to solving socioeconomic problems. To improve the quality of a doctoral dissertation, some regulations have been suggested in the following areas:

The following check list must be marked and checked by the departmental Research Supervisor.

3.8.1 Selection of Research Area

The research area of the PhD researcher shall:

- Correspond to the community needs at regional and local levels and comply with the priority national research agenda.
- Reflect the basic and pure research.
- Signify emerging areas of research that coincide preferably with sustainable development goals (SDGs)

3.8.2 Quality in Reporting

The quality of presentation and reporting in dissertation shall reflect the following characteristics:

- The document is well written.
- The contents are balanced, well organized, appropriately styled; clearly structured, and well cohered; and
- The document is free from grammatical and spelling errors and flawed terminology.
- Minor shortcomings such as inaccurate use of acronyms and clumsy looking sentence structure have been addressed.
- Quantitative research proposals must include a valid statistical design for data analysis.
- Formatting shall be compatible with international standards.

3.8.3 Methodological Quality

To produce PhD researchers capable of conducting research independently, ensuring the technical soundness of their PhD dissertations is integral. The following guidelines shall be useful in making the PhD research methodologically sound:

- A. **Guidelines ensuring the quality of Qualitative Research:** A PhD research dissertation, based on the Qualitative Research methods should satisfy, at least, the following questions⁸:

- "Does the research, as reported, illuminate the subjective meaning, actions and contexts of those being researched?"
- "Is there evidence of the adaption and responsiveness of the research design to the circumstances and issues of real-life social settings met during the course of the study?"
- "Does the sample produce the type of knowledge necessary to understand the structures and processes within which the individuals or situations are located?"
- "Is the description provided detailed enough to allow the researcher or reader to interpret the meaning and context of what is being researched?"
- "How are the different sources of knowledge about the same issue compared and contrasted?"
- "Are subjective perceptions and experiences treated as knowledge in their own right?"

In addition to clause 3.4(a), the university may conduct subject test for admission in PhD programs, if required.

B. Guidelines ensuring the quality of Quantitative Research: A PhD dissertation with Quantitative Research methods should satisfy, at least, the following questions⁹

- Reliability – are the results repeatable?
- Validity – does it measure what it says?
- Internal validity – do the research results indicate what they appear to be?
- External validity – can the results be generalized to other settings (ecological validity) and to other populations (population validity)?
- Replicability – are the results of the study reproducible?

Appropriateness of the Methods to the Aims of the Study

To achieve the research objectives, the alignment of the research approach and methods is necessary. Therefore, a PhD dissertation, at least, shall:

- Reflect a fair proportion of latest knowledge of contemporary techniques and methods in relation to study objectives.
- Contain detailed and easily comprehensible discussions regarding the applied methods and techniques.
- Justify the use of methods and techniques to achieve study objectives.

- Show evaluation of obtained results in relation with study objectives.
And:
- The methods and techniques used should justify the results obtained.
- The obtained results should support the study objectives.

Relevance to the Policy and Practice

The research should have significantly answered questions related to policy and practice in that area, establishing its usefulness and usability. Accordingly, a PhD dissertation, at least, shall:

- Reflect judicious evaluation of study results in relation with policy related aims and goals undertaken while starting the research.
- Discuss the practical implications of the study results in association with the developing practices in that area.
- Establish usefulness of the study results for devising policy as stated in the beginning.
- Discuss how the resulting policy would be useful for the organization/society.
And:
- The study output should be significant enough to be published or patented.
- The assessment of the results performed by the author must not be superficial and lacking substance.

3.9 External Evaluation of PhD Dissertation

The PhD dissertation must be evaluated by:

At least two external experts who shall be:

- 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 OR
- Pakistan-based Distinguished National Professors, Meritorious Professors from any national university; or professors from top universities ranked by HEC; or professors from any Pakistani University having a minimum H-Index 30 for Sciences, 15 for Social Sciences or 8 for Art & Humanities as determined by Web of Science.

OR

- At least one external expert qualifying any one of the conditions mentioned at 'a' above if the PhD candidate publishes dissertation research in a peer-reviewed journal

that is classified by the HEC in category W for Sciences and X or above for Social Sciences.

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

- Relevance of Expertise: in the same or related fields as in the dissertation.
- No Conflict of Interest: in personal, financial, or professional stakes in a particular decision or outcome.
- Objectivity: capable of making unbiased evaluations.
- Diversity: in terms of geography, culture, professional backgrounds etc.
- Reputation: must be good in the field, with a track record of fair and thorough evaluations.
- Availability: should have the time and availability to review the dissertation.
- Professionalism: capable of conducting themselves in a professional and respectful manner throughout the evaluation and defense process (if applicable).
- Communication: capable of providing clear and constructive feedback on the dissertation.
- Confidentiality: capable of maintaining confidentiality and protecting the intellectual property of the dissertation.
- Compatibility: well-versed with the research methodology, approach, and theories used in the dissertation.

Retributive Actions for violation of rules

In addition to the aforementioned, the following²² retributive actions shall also be applicable in case the rules and regulations mentioned in this policy are violated:

Sr.	Quality Parameter	Nature of Violation ²³	Proposed Action(s) if Existing Policy is Violated
i	Admission Criteria	Violation of admission criteria	i. Admission be cancelled. ii. University to return three times the amount received from students.
ii	Illegal Admission	Admission of students without NOC from HEC	iii. Disciplinary action against responsible staff.

iii	Course Work	Degree awarded without fulfilling the minimum credit hours requirement	<ul style="list-style-type: none"> i. The degree shall be considered equivalent to the MS/MPhil/Equivalent degree. ii. Disciplinary action against Department Chair and relevant staff.
iv	Comprehensive Examination	Failure to pass Comprehensive Examination within the prescribed number of attempts.	<ul style="list-style-type: none"> i. Termination of PhD candidature/registration of student.
v	Supervision of dissertation	Supervision of a PhD dissertation by a person who does not fulfil the minimum criteria for a PhD supervisor.	<ul style="list-style-type: none"> i. Disciplinary action against the Department Chair
vii	Maximum number of Supervisee	A supervisor, supervising PhD students beyond the maximum number specified by the HEC.	<ul style="list-style-type: none"> i. The supervisor shall be banned from supervising new PhD researchers for a maximum of five (5) years. ii. Disciplinary action against the Department Chair.
viii	External Evaluation of PhD dissertation	The external evaluation of a thesis is not in accordance with the prescribed criteria of HEC.	<ul style="list-style-type: none"> i. One additional paper shall be published by the student from his/her dissertation before degree attestation. ii. Disciplinary action against Department Chair and officer(s) responsible for sending dissertations for external evaluation.

²² Apart from the above-mentioned details, any other violation may also be dealt in accordance with its nature and significance through university's statutory process.

²³ These are the minimum examples and shall include all such other cases those shall be identified time to time.

		Unjustified delay in sending dissertation for external evaluation	<ul style="list-style-type: none"> i. Officer(s) responsible for sending dissertations for external evaluation shall be warned.
ix	Relevance	The dissertation has no relevancy to the Title and Scope of the degree	<ul style="list-style-type: none"> i. Supervisor shall be banned from supervising new PhD researchers for a maximum of five (5) years. ii. Disciplinary action against Department Chair.

x	Research Publication	<ul style="list-style-type: none"> i. No research papers were published but a degree was awarded. ii. Papers published but not in HEC's recognized journal. iii. Papers published but not in the required category of journals. iv. Paper published after the award of a PhD degree. v. Degree awarded based on a paper published before the approval of the PhD research synopsis. vi. Degree awarded based on a paper that has no relevance to the dissertation. 	<ul style="list-style-type: none"> i. Paper to be published in the required category of the HEC recognized journal before attestation of degree. ii. Supervisor be banned from supervising the new PhD researchers for maximum 05 years. iii. Disciplinary action against the Department Chair and the relevant staff of the Controller of Examinations.
xii	Plagiarism	Degree awarded, and major or minor plagiarism found in the thesis at any stage in the future.	i. The PhD researcher/degree holder and his supervisor will be penalized as per the provisions of the Anti-Plagiarism Policy of the HEC.
xiii	Degree Issued in Violation of University's Own Rules / Law	Degree issued in violation of the university's PhD Policy/rules in addition to HEC guidelines.	<ul style="list-style-type: none"> i. Supervisor be banned from supervising the new PhD researchers for a maximum of 05 years. ii. Disciplinary action against the Department Chair and the Controller of Examination.
xiv	Poor Governance System of the Doctoral Research	Absence of the systems elaborated in Part-II of this policy i.e., Governing the Systems of Doctoral Research	i. In addition to the actions mentioned in clause "Cancellation of NOC and/or demotion to the lower category", disciplinary actions shall be taken against the relevant officers/heads of the Directorate of
			Advanced Studies and Research/Equivalent Body, Quality Assurance/Equivalent Body, Controller of Examinations etc., if applicable.