



GRADUATE EDUCATION POLICY

2023



THE WOMEN UNIVERSITY, MULTAN

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THE WOMEN UNIVERSITY MULTAN, PAKISTAN

GRADUATE EDUCATION POLICY

INTRODUCTION

The Women University Multan introduced education policy to enhance the quality of graduate programs in Southern Punjab according to the Higher Education Commission (HEC). More or less, this policy is focused on program-level minimum criteria, such as qualification, entry test, CGPA, CH, coursework, publication, dissertation, supervisory load and criteria, and faculty requirements. Keeping in view of the worth of graduate education as a matter of concern, The Women University Multan has issued its graduate policy with the help of the academicians of university under convenorship of worthy Vice Chancellor. Present policy is introduced by adopting the revised Graduate Education Policy-2023 of HEC (GEP-2023).

GEP-2023 encompasses all the minimum standards and guidelines to impart Level 7 and 8 qualifications, with a special emphasis on governance of the doctoral research system in HEIs and quality assurance. Accordingly, the revised policy, while addressing the concerns of the stakeholders regarding admission and Credit Hours requirements, also embarks on various aspects of a quality dissertation along with research ethics, the roles and responsibilities of research supervisors and supervisees, and the conditions regulating their relationship and the handling of grievances.

Overall, the policy has three parts:

- Minimum Standards and Guidelines for Launching a Program and Awarding Degrees, Part-I
- Governance of Doctoral Research System, Part-II
- Quality Assurance, Part-III

PURPOSE

Doctor of Philosophy (or PhD) is the highest university degree, awarded in most disciplines. Those who qualify at this level are expected to serve highly consequential functions in the society, including in the fields of teaching and research. With in-depth training and immersion in a particular field of study, which includes making an original contribution to the area of study through the PhD dissertation, those holding PhD degrees are expected to have expertise in their area of study that they can utilize in teaching and further research, as well as in problem-solving and innovation to address important societal challenges. While other degree programs aim to teach students the things that we (the academic community) know, the purpose of a PhD program is to enable students to investigate what we do not know.

In view of the highly consequential functions served by PhD degree holders, one of the most important guiding principles of The Women University Graduate Education Policy is quality. Hence, the policy is intended to ensure that PhD programs are open only to individuals, who carry a passion for, and deep interest in, academics and research, and who have demonstrated that they can handle the academic rigor required to complete a PhD degree. The overall goal of this policy is that PhD graduates should possess expertise in their field of study, be able to conduct high-quality research, and have strong scholarly writing skills relevant to their field of study. Therefore, it may be preferable to not confer a PhD degree than to confer a PhD degree based on substandard academic and research work.

MANDATE

This policy has been made pursuant to the powers granted to the The Women University Multan under the The Women University Multan Act (2010), and is binding on all departments in the university, whether operating in morning, evening or weekend programs. Violations or failure to comply with this policy may lead to regulatory action being taken against non-compliers including, but not limited to, issuance of warnings, direction to stop further admissions, and suspension.

APPLICABILITY

- i. This policy shall be effective from fall 2023 (the “Effective Date”). Any additional requirements in this policy in comparison with the previously applicable policies on MS/MPhil/Equivalent & PhD Programs shall apply from the Effective Date and shall not be retroactively applicable.
- ii. To assess whether a graduating student is compliant with the policy, the university shall generally consider this policy applicable to the date of student enrollment in the graduate program.
- iii. Notwithstanding the foregoing, the university and currently enrolled students may take advantage of the revisions in the policy, even if the student has enrolled before the Effective Date, if the university has adopted or adapted the policy through its statutory bodies.

GUIDING PRINCIPLES

- i. **University Autonomy:** Within the ambit of their The Women University Multan Act (2010) and HEC’s policies
- ii. **Access:** All qualified individuals with equal opportunity.
- iii. **Relevance:** Local needs and national policies.
- iv. **Alignment:** The outcomes defined in National Qualification Framework and Graduate Education Policy.
- v. **Contextualizing:** Without compromising over the global standards.
- vi. **Academic Freedom:** Thoughts and conceiving ideas.
- vii. **Originality:** Thoughts leading to innovation by adhering to academic ethics.
- viii. **Academic Flexibility:** Conducting research activities without violating disciplinary guidelines.
- ix. **Collaboration, networking, and partnerships:** At the local, national, and international levels for the development and execution of graduate programs.
- x. **Quality:** Promoting high standards of academic and research excellence and student success

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. **'DASR'** means University Directorate of Advanced Studies & Research (DASR)
- v. **'BASR'** means the Board of Advance Studies and Research of The Women University Multan.
- vi. **'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.
- vii. **'DPC'** means the Doctoral Program Committee of The Women University, Multan.
- viii. **'University Academic Calendar'** means the University Academic Calendar of The Women University Multan issued before the commencement of classes each year.
- ix. **Academic Calendar:** A schedule of the whole academic year (including fall, spring and summer semesters, semester starting date, holidays during the semester, semester termination date, Mid-Term exam week, Final exam week, Result notification date etc.)
- x. **Accreditation Councils:** A council established either by the Act of Parliament or under clause 10(e) of the HEC ordinance 2002 to carry out accreditation of institutions including their departments, faculties, and disciplines by giving them appropriate ratings.
- xi. **Adjunct Faculty:** A contractual faculty member, temporary or part-time, hired outside their full-time profession such as researchers and scientists at any R&D or public/private sector organization, by educational institutions, typically colleges or universities, to teach specific courses or provide instructional support.
- xii. **Credits Hours:** A uniformly recognized measure of time and effort expended to acquire knowledge, skills, competencies, and recognition that a learner has successfully completed the prior course of learning, corresponding to the qualification at a given level. One credit hour is equal to one hour of student – teacher contact per week for the aforementioned purpose.
- xiii. **Graduate level:** As defined in the National Qualifications Framework, this is equivalent to level-7 and level-8 qualifications.
- xiv. **Guidelines for the Implementation of Uniform Semester System:** Policy guidelines issued by the Academic Division of HEC providing a uniform system to make Academic Year of Pakistani universities compatible with international standards.
- xv. **H Index:** Measured by Web of Science.
- xvi. **Intra-disciplinary Qualifications:** Refers to sub-disciplines occurring within one of the ten broad disciplines defined by UNESCO's International Standard Classification of Education (ISCED-F-2013).
- xvii. **Level 5 Degree Programs:** Defined and mentioned in the National Qualifications Framework, including Ordinary Bachelor, this includes associate degrees.
- xviii. **Level 6 Degree Programs:** As defined and mentioned in the National Qualifications Framework including Bachelor (Hons): BS, B.E., B Arch., BSc (Eng.), BSc (Agri), B.Tech (Hons), LLB, B.Com, MBBS, DVM, BDS, Pharm D etc.

- xix. **Level 7 Degree Programs:** As defined and mentioned in the National Qualifications Framework including MS, MPhil, MBA, MSc (Eng.), ME, M. Tech., LLM etc.
- xx. **Level 8 Degree Programs:** As defined and mentioned in the National Qualifications Framework, this includes PhD.

PART-I: LAUNCHING A PROGRAM AND AWARDING DEGREE

1. MINIMUM REQUIREMENTS TO LAUNCH GRADUATE PROGRAMS AT UNIVERSITIES

Organizational autonomy is crucial for developing self-reliance and resilience within an organization. In an academic context, it creates an environment conducive to research. This policy seeks to strike a balance between academic autonomy and regulatory requirements. The Graduate Education Policy provides a broad framework for achieving national goals through academic and research excellence, and universities are expected to program graduate degree awards within the guidelines set forth in this policy.

1.1 To launch a new graduate program, universities are required to ensure the following:

- a. The Act of the university allows the program to be offered.
- b. The rationale for launching the program is established. It delineates that the need, scope, and objectives of launching the degree program in terms of market demand and supply (both students and resources) have been assessed; societal problems expected to be resolved have been identified, and employability of graduates that the prospective program is expected to enhance has been determined, satisfactorily through all the statutory bodies keeping in view the national research agenda and sustainable development goals.
- c. The title of the program is defined in light of the “Criteria for Use of Titles/Nomenclature for the Degree” as listed in the National Qualification Framework(2015).
- d. The curriculum of the program is consistent with the guidelines issued by the HEC and international best practices.
- e. Admission policy with the following information:
 - i. An Academic Calendar as per HEC and University policy
 - ii. Procedures and processes to submit application for admission explaining the manual and electronic ways.
 - iii. Processes ensuring the dissemination of admission information to prospective students.
 - iv. The documentary requirements for admission
 - v. Merit determination criteria defined and explained.
 - vi. Minimum eligibility criteria for granting admission.
- f. The program completion requirements satisfy the HEC’s minimum criteria for awarding graduate degrees.
- g. The other requirements of HEC regarding the arrangement of relevant faculty (in terms of numbers, level, student-to-teacher ratio, student-to-supervisor ratio etc.), establishment of a library and laboratory have been met.
- h. The degree program has been approved for launch by all relevant statutory bodies of the university.
- i. If applicable, any necessary approvals are obtained by accreditation councils to launch the program.

- j. Policies to inculcate a research culture by incorporating a system of research supervision that has been approved by relevant statutory bodies and governed following the guidelines delineated in this policy.
- k. Policies to ensure academic research ethics have been developed, approved by the relevant statutory bodies and implemented as prescribed in this policy.
- l. Policies to address academic grievances of graduate students have been outlined, approved by the relevant statutory bodies and implemented through a grievance management system, as advised in this policy.
- m. If applicable, HEC's permission has been sought to launch a new graduate program.

2. MINIMUM REQUIREMENTS TO AWARD MS/ M.PHIL./ EQUIVALENT DEGREES (LEVEL 7)

2.1 Admission to MS/ M.Phil/ Equivalent Degree Programs

For admission in MS/M.Phil./Equivalent Degree Programs, the following eligibility criteria will be followed:

i. Basic Academic Qualification

Sixteen years of schooling or 4-year education (minimum 120 credit hours) after HSSC/ F.A/ F.Sc/ Grade 12 or Equivalent shall be required for admission in the M.Phil./ MS/ Equivalent program.

ii. Admission Test

- a. University will conduct a rigorous admission test as an eligibility condition for admission to MS/M.Phil./Equivalent programs, with a passing score of 50%. OR
- b. University will accept the GRE/HAT General/Equivalent tests, with a passing score of 50%.

iii. Intra-disciplinary¹ Qualifications

The intra-disciplinary admission in MS/M.Phil. or equivalent program will be allowed, subject to:

- a. The applicant has a strong interest in pursuing an MS/M.Phil./equivalent degree in a different discipline.
- b. The applicant has passed GRE-Subject/equivalent test² with minimum 50% marks in the discipline of admission and has taken 6-9 CH of deficiency courses of level 6.
- c. The Departmental Admission Committee is satisfied that the applicant's knowledge of primary area (level 6) has sufficiently prepared her to undertake the course of studies of the MS/MPhil/equivalent program (or, in the opinion of the Departmental Admission Committee, the preparation can be deemed satisfactory by taking a few additional courses after starting the program).

¹. Interdisciplinary refers to sub-disciplines occurring within one of the ten broad disciplines defined by UNESCO's International Standard Classification of Education (ISCED-F-2013).

². In case the GRE-Subject test for a specific field/discipline is not available/conducted in Pakistan.

2.2 Coursework Requirement for Award of MS/M.Phil./Equivalent Degrees)

For award of M.Phil./MS/equivalent degree, candidates shall:

- a. Either need to complete 30 credit hours of course work or
- b. Complete 24 credit hours of coursework along with a minimum of six (6) credit hours for research work/thesis.
- c. In case a degree is offered with research work, university shall follow rules as approved for defense and evaluation (thesis submission rules same as for PhD except that minimum page limit of thesis must be 70-100 for sciences and 100-300 for languages and social sciences.

2.3 Degree Completion Timeline³

- a. The MS/M.Phil. degree shall be awarded by the university not before the completion of 1.5 years or three (03) regular semesters and not after completion of four (04) years or eight (08) regular semesters, exceptions are mentioned at clause 2.3 (b).
- b. In case a student is unable to secure an MS/M.Phil. within the prescribed time frame and claims for an extension in duration, the university may constitute an appropriate authority and determine the causes of delay. In the event of force majeure (i.e., delay on account of circumstances beyond the control of the student), the university may grant an extension in the period of award of MS/M.Phil. degree in accordance with the duration limiting factor(s) and shall also take corrective measures in case the delay is caused by process or administrative reasons.

2.4 Credits Transfer, Evaluation and Grading

- a. The credit transfer of coursework from this university to another university/DAI/HEI as well as to evaluate students' academic performance (both formative and summative) and award of grades, HEC's Policy Guidelines, issued from time to time, for implementation of the Uniform Semester Examination System in Higher Education Institutes of Pakistan shall be referred.
- b. The transfer of research work is permissible, if the host university accepts the research conducted at the parent university prior to the credit transfer.

2.5 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 coursework
- c. does not meet 75% attendance criteria in theory and practical separately.
- d. is found guilty of misconduct.

³. The students enrolled before the enactment of this policy shall also be dealt following the procedure outlined in this document.

The aggrieved scholar may file an appeal against the cancellation of M.Phil. admission to the concerned Dean/equivalent authority as designated by competent authority within 15 days. The Dean will give 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.

2.6 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			

2.7 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 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 not dropped 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 at the end of the 4th semester, may be allowed to improve up to two courses (varying 2-6 credits) in which she had obtained the lowest grades, to improve the CGPA to obtain the minimum of 2.50 failing which she shall not be awarded the degree and removed from the rolls of the Department/ Centre / Institute /College.
- xv. 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.
- xvi. Only those students who scored CGPA ≥ 2.5 shall be awarded MS/ MPhil Degree
(The criteria for awarding MS/MPhil Degree is enclosed at **APPENDIX-I**)

2.8 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 coursework.
- 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.

2.9 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 / M.Phil. 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/M.Phil. 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/M.Phil. scholars per supervisor (or as the case maybe)
 - 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

2.10 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/M.Phil.'s research work under the guidance of the supervisor. The checklist regarding the submission of M.Phil and Ph.D. synopsis is enclosed at **APPENDIX-II**.
- 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

2.11 MS/M.Phil. Thesis Submission and Examinations

- i. The research work shall start after the successful completion of coursework.
- 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/M.Phil. 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 4thsemester.
- v. The candidate shall be eligible to submit her MS/M.Phil. 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 least 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 coursework.
- 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 (with submission of fee of that semester as per university rule).
- 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/M.Phil. 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 M.Phil.

- 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.
- xxii. Candidate must follow the instructions and guideline for thesis submission as given for MS/M.Phil. and minimum pages for thesis submission must be 70-100 for sciences and 100-150.

2.12 Plagiarism Test

The Plagiarism Test must be conducted on the MS/M.Phil.'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.

3. MINIMUM REQUIREMENTS FOR AWARD OF DOCTORAL DEGREE (LEVEL 8)

3.1.1 Qualification⁴

- a. Prior to admission into a Ph.D. program, the student shall have been awarded MS/M.Phil. or equivalent degree as described in this policy OR
- b. Students pursuing MS/M.Phil. studies and interested in continuing to PhD will be granted provisional admission subject to:
 - a. The satisfactory report of Departmental Admission Committee regarding Statement of Purpose.
 - b. Award of MS/M.Phil. degree with research/thesis within a period of one year from the date of provisional admission.
 - c. Clearance of Admission test.

3.1.2 Intra-disciplinary⁵ Qualifications

The intra-disciplinary admission in Ph.D. or equivalent program will be allowed, subject to:

- a. The applicant has a strong interest in pursuing a PhD in a different discipline.
- b. The applicant has passed GRE-Subject/ Equivalent Test⁶ with minimum 50% marks in the discipline of admission and has taken 6-9 CH of deficiency courses of level 7.
- c. The Departmental Admission Committee is satisfied that the applicant's knowledge of the primary area (level 7) has sufficiently prepared him or her to undertake the course of study of the doctoral program (or, in the opinion of the Departmental Admissions Committee, the preparation can be deemed satisfactory by taking a few additional courses after starting the program).

3.1.3 CGPA

- a. For admission in PhD programs, a minimum CGPA of 3.0 (out of 4.0 in the semester system) or 60% (in the annual system) in the MS/ MPhil/ equivalent degree being considered for

⁴. The admitting university has the right to accept or reject a candidate based on an MS degree without research.

⁵. Intra-disciplinary refers to sub-disciplines that occur within one of the ten broad disciplines defined by UNESCO's International Standard Classification of Education (ISCED-F-2013)

⁶. In case the GRE-Subject test for a specific field/discipline is not available/conducted in Pakistan

admission, is required, whether such degree was obtained from Pakistani or foreign universities.

- b. If the CGPA/Percentage is not mentioned on the transcript, the candidate must produce equivalent weightage from the parent university.
- c. The Students having strong demonstrating interest in obtaining PhD Degree but their CGPA is below 3.00 or 60% marks in the most recent degree obtained may be admitted to a PhD Program after fulfilling the following requirements:
 - i. Shall study additional courses of 9 to 12 CH of level 07 taking a zero semester at the University and score minimum 3.00 out of 4.00 CGPA.
 - ii. The admission committee is satisfied that the applicant's knowledge of primary area (level 07) has sufficiently prepared her to undertake the course of studies of doctoral program
 - iii. These requirements shall be in addition to any other requirements set in this policy for admission to a PhD Program.

3.1.4 Admission Test

- a. University is required to:
 - i. Conduct the test equivalent to GRE/HAT General developed at the University, with the passing score of 60%. OR
 - ii. Accept a test equivalent to GRE/HAT General, conducted by testing bodies accredited by HEC, with a passing score of 60%.
- b. In addition to clause 3.1.4 (a) the university may conduct subject test for admission in PhD programs, if required

3.1.5 Statement of Purpose

As part of the application for admission to Ph.D. programs, applicants shall be required to submit a statement of purpose, which shall form an integral part of the application. The admissions committee shall use the information provided to ascertain the preparedness and interest of the candidate in pursuing doctoral studies, and whether the department has the requisite resources to train and supervise the doctoral candidate in the subspecialty in which the applicant is interested. A statement of purpose shall, at least, include the following:

- i. Title of the potential research proposal
- ii. Clear articulation of the current understanding of the intended field and ideas for potential research
- iii. Explanation of the intended impact of the proposed research
- iv. Students must submit the statement of purpose at the time of admission on a prescribed performa that will be approved/issued by Director Academics of the University.

Weightage of Academic Qualifications

Weightage of academic qualifications and test for admission shall be as follows:

Matric or Equiv.	FA/FSc or Equiv.	BA/BSc/ADP or Equiv.	BS/MA/MSc/ *BS (2-Y) or Equiv.	MS/M.Phil. or Equiv.	Test	Interview	Statement of Purpose
For MS/MPhil or Equivalent after ADP/BA/BSc & BS (2-Y) /MA/MSc test is mandatory with 50% passing Marks							
%age x 10	%age x 10	%age x 20	%age x 20	–	%age x 30	%age x 10	–
For MS/MPhil or Equivalent after BS test is mandatory with 50% passing Marks							
%age x 10	%age x 10	–	%age x 40	–	%age x 30	%age x 10	–
For PhD or Equivalent after ADP/BA/BSc & BS (2-Y)/MA/MSc test is mandatory with 60% passing Marks + Statement of Purpose							
%age x 5	%age x 5	%age x 10	%age x 10	%age x 30	%age x 30	%age x 5	%age x 5
For PhD or Equivalent after BS test is mandatory with 60% passing Marks + Statement of Purpose							
%age x 5	%age x 5	–	%age x 20	%age x 30	%age x 30	%age x 5	%age x 5

Course / Degree	Marks against CGPA (out of CGPA 4.0)					
	2.0	2.5	2.7	3.0	3.40	>= 3.7
All Classes	–	5	7	8	9	10
BS or 4 Yrs Equivalent		10	14	16	18	20
Course / Degree	Marks against %age (Annual System)					
	45-50%	51-59%	60 - 65%	66-74%	75-84%	>=85%
All Classes	5	6	7	8	9	10

Note: In addition to open merit quota seats, each department shall allocate the self support seats in each discipline as approved from time to time by the Vice Chancellor alongwith the fees notified from time to time.

3.1.6 Coursework and Residency Requirement

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

- a. The students shall complete the coursework of at least:
 - i. 18 credit hours if they are from the same discipline.
 - ii. The courses shall be offered through regular classes (i.e., classes taught on campus by full-time faculty members of the university)
 - iii. The courses shall preferably be of 800 level.
 - iv. PhD degree should base on research, not only on credit hours.

3.2 Program of Studies (Ph.D.)

- a. The maximum permissible period for the completion of Ph.D./ award of Ph.D. Degree shall be 3 to 8 years. The period shall be counted from the date of admission to the PhD Program.

- b. The minimum period of completion of Ph.D. 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 the student of the university and shall not generally be eligible for readmission.
- c. 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 Ph.D. researcher within one month after completing course work.
- d. A Ph.D. student shall be required to submit a synopsis within six months of completing course work and before commencing the research work.
- e. 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.
- f. It shall be mandatory that the scholars of Ph.D. programs must submit their reports concerning their research work 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 Supervisory Committee, Chairperson, and Dean)

- g. The candidate shall be eligible to submit her dissertation after completing at least three academic years from the date of admission as per HEC Graduate Education Policy 2023.
- h. 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 3+4=7 [*One year is required to complete the evaluation of the thesis as mentioned in clause 25.
- i. Extension for one year at a time regarding submission of PhD thesis shall be granted by the University Directorate of Advanced Studies & Research (DASR) or Board of Advanced Studies & 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 CoE Office through Department.
- j. A student who successfully completes coursework and passes the comprehensive examination but is unable to defend a PhD synopsis/research proposal or does not complete the required research for obtaining a PhD degree within the specified timeframe, may be granted a Graduate Level Diploma/Certificate/transcripts or another MS/MPhil upon completion of necessary requirements as per HEC policy, 2023 and the university rules and regulations. (HEC Graduate Education Policy Clause 3.14)

3.3 Cancellation of Ph.D. Registration

Ph.D. Registration shall be canceled by the Registrar on the recommendations of the Doctoral Program Committee (DPC) and DASR/BASR or as the case may be followed by the approval of the Vice Chancellor, if the scholar: -

- a. Earns two consecutive adverse progress reports from her supervisor.

- b. Fails to contact her supervisor or leaves the Program
- c. Does not complete the coursework
- d. Does not qualify for the Comprehensive Examination even in the second attempt
- e. Does not meet 75% attendance criteria in theory and practical separately.
- f. 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.

3.4 Grading System (Ph.D.)

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			

3.5 Semester Course Work (Ph.D.)

1. The University Academic Calendar shall be followed for the mid-term and final-term exam.
2. The Semester Rules of The Women University Multan shall be followed for the conduct of all examinations.
3. Candidate has to complete 18 credit hours of course work, qualify for the comprehensive examination, and research for 2-7 years.
4. A course may range from two credit hours to four credit hours.
5. 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.

6. 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.
7. In case a student can obtain 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.
8. 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).
9. At the end of the second semester, a student must obtain a minimum Cumulative Grade Point Average (CGPA) of 3.00 and must pass all the courses offered to her to be promoted to the third semester for research work; after qualifying for the comprehensive examination. If a student does not comply with any of the preceding two conditions, then she shall be removed from the rolls of the Department / Centre / Institute /College.
10. 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).
11. 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.
12. No student shall take any course unless she has cleared the pre-requisite for it as determined by the respective Department / Centre / Institute /College.
13. The teacher shall send the final award list to the Chairperson who shall forward it to the Controller of Examinations.
14. The Semester Rules, The Women University Multan and University Academic Calendar shall be followed for the examinations for each course during each semester.

(The criteria for awarding PhD Degree is enclosed at APPENDIX-III)

3.6 Comprehensive Examination

- a. Students admitted to PhD 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 coursework.
- b. The comprehensive examination shall cover all course work and shall consist of one composite

paper (50 - 70% objective; 30 - 50% subjective).

- c. 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.
- d. To pass the comprehensive examination, a student must secure 60% marks.
- e. 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.
- f. 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.

The required coursework, comprehensive exam, and defense of synopsis/research proposals should be completed within the first six semesters of the registration into a PhD program. The guidelines and checklist for submission of PhD Synopsis is enclosed at **APPENDIX-II & IV**. The responsibility in this regard rests collectively with the PhD student and the university. In case of noncompliance, the registration shall be cancelled and transcripts for completion of coursework may be issued to the student.

3.7 Doctoral Dissertation

Each Ph.D. 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:

3.7.1 Selection of Research Area

The research area of the Ph.D. researcher shall:

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

3.7.2 Quality in Reporting

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

- i. The document is well written.
- ii. The contents are balanced, well organized, appropriately styled; clearly structured, and

wellcohered; and

- iii. The document is free from grammatical and spelling errors and flawed terminology.
- iv. Minor shortcomings such as inaccurate use of acronyms and clumsy-looking sentence structure have been addressed.
- v. Quantitative research proposals must include a valid statistical design for data analysis.
- vi. Formatting shall be compatible with international standards.

3.7.3 Appointment of Supervisor

- a. The research supervisor shall be allocated to doctoral student from the date of admission as per checklist.
- b. Each student shall perform research work as partial fulfillment of the requirement of the degree under the supervision of her supervisor appointed for the purpose by the DASR/BASR on the recommendation of the Doctoral Program Committee (DPC).
- c. The supervisory workload of research supervisors should be determined as per faculty/discipline, the availability of teaching and research facilities, and the academic standing of supervisors. However, it is mandated that the maximum supervisory load shall not exceed five PhD students, simultaneously. Further, fresh PhDs can supervise MS/MPhil and co-supervise PhD students, while a PhD faculty member, after two years of obtaining a PhD degree, can supervise one PhD student in 3rd year, two PhD students in 4th year and maximum up to 5 PhD students from 5th year onward, subject to fulfillment of other conditions provided in this policy.

(HEC Graduate Education Policy 2023 clause 4.2.1(ix))

3.7.4 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:
 - a. “Does the research, as reported, illuminate the subjective meaning, actions and contexts of those being researched?”
 - b. “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?”
 - c. “Does the sample produce the type of knowledge necessary to understand the structures and processes within which the individuals or situations are located?”
 - d. “Is the description provided detailed enough to allow the researcher or reader to interpret the meaning and context of what is being researched?”
 - e. “How are the different sources of knowledge about the same issue compared and contrasted?”

f. “Are subjective perceptions and experiences treated as knowledge in their own right?”

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?

3.7.5 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.

3.7.6 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.

3.7.7 Submission of PhD Thesis

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

- 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:
- vii. 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	Approved Supervisor letter (during the period of supervision of PhD Scholar)		
8	Subject of specialization		
9	Contact		
	a)Address:		
	b) e-mail id:		
	c) Contact No.		

- viii. 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 thesis submission.

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	Transcript of 1 st and 2 nd Semester	
9	Copy of Comprehensive Examination Result	
10	Registration Letter from DASR/BASR	
11	Copy of Extension Case (if required)	
12	Copy of Thesis Submission Fee Voucher	
13	Fee Adjustment Letter from Treasurer (if required)	
14	Certificate of Approval	
15	Author's Declaration	
16	Supervisor's Declaration	
17	Affidavit (Plagiarism Undertaking)	
18	Annual Progress Report(s)	
19	Doctoral Seminar Reports	
20	Three copies of the Thesis in a loose binding	
21	Two CDs (soft copies of the thesis for plagiarism and for forwarding a soft copy to evaluators)	
22	Research Papers	
23	Plagiarism report from supervisor as per Anti Plagiarism Policy, 2023	

- ix. 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)		

3.8 External Evaluation of Ph.D. Dissertation

- a. The Departmental Doctoral Program Committee (DDPC) (with co-opted members) shall recommend to the University Directorate of Advanced Studies & Research (DASR) or Board of Advanced Studies & Research (BASR) through the 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.

- b. 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).
- c. The PhD dissertation must be evaluated by:
 - i. At least two external experts who shall be:
 - i. PhD faculty member from the world's 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.
 - ii.

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. (HEC Graduate Education Policy 2023 clause 3.9 (i))
- d. The following general guidelines shall, at least, be observed while selecting an 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.

- e. The two external foreign/national examiners shall be selected from a panel of at least ten experts from abroad, from technologically developed countries, as recommended by the

DASR/BASR. The Vice Chancellor shall select any two experts from the foreign examiner's panel.

- f. 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.
- g. 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 from language.
- h. 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.
- i. 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 third examiner, the case shall be processed further for the thesis defense.
- j. 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.
- k. 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.
- l. If the examiner suggests modification/ corrections /Revision and recommends the award of PhD degree, the candidate shall make changes within three months. The supervisor and Dean of the Faculty shall verify the modification/corrections/Revision in the revised version.
- m. 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.
- n. If all the Examiners judge the thesis as adequate, the Controller of Examinations, for acceptance, shall submit the final positive evaluation of the Dissertation to the DASR/BASR.
- o. If the thesis is judged as adequate by all the examiners and accepted by the DASR/BASR, the scholar shall be required to undergo a Viva- Voce Examination to be conducted by two External Examiner (local) and Supervisor/s.

3.9 Doctoral Dissertation Defense

- a. For the defense of PhD Dissertation two examiners from a national institute of higher learning to conduct the Viva Voce examination.
- b. 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 working at PhD level. This panel shall be recommended by the DASR/BASR. The Vice Chancellor shall select any two experts from the panel.

- c. The viva-voce examination shall be open to the public (public defense) however only the examiners appointed for this purpose shall do the evaluation.
- d. 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.
- e. 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.
- f. 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.

3.10 Plagiarism, Similarity Test and Open Defense

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.

- i. A similarity test⁷ in accordance with the Anti- Plagiarism Regulations, WUM, 2023 and HEC's Anti-Plagiarism Policy, 2023 must be conducted on the Ph.D./M.Phil. Dissertation before its submission to the external experts by the Controller of Examinations.
- ii. Under no circumstances shall a dissertation based on plagiarized research be acceptable.
- iii. It is the primary responsibility of both Ph.D. researchers and their supervisors to prevent plagiarism.
- iv. For Plagiarism COPE guidelines must be followed that are available at <https://publicationethics.org/guidance/Guidelines>
- v. If a PhD dissertation is found to be plagiarized, it will be handled in accordance with the Anti- Plagiarism Regulations, WUM, 2023 that are in consistent with Anti-Plagiarism Policy, 2023 issued by the Higher Education Commission, Pakistan. For detailed information, see Anti-plagiarism Regulations, WUM, 2023 available at The Women University Multan Website.
- vi. For submission of assignments, theses, and research papers, the 19% Similarity Index score for all disciplines is indicative of the possibility of plagiarism. In the case of theses/dissertations etc., the Ph.D./Supervisory Committee will function as an Expert Committee in this regard and certifies that the theses and research papers are non-Plagiarized as per Anti- Plagiarism Regulations, WUM, 2023.
- vii. The Similarity index should be considered very seriously in the section of findings/results and conclusion of the document. The similarity index for that section should not be more than 9%. The results, conclusion, and recommendations may be separated in a suitable

⁷. See relevant section of this policy for detailed guidelines on ethics of using similarity detection software and interpreting the similarity reports.

searchable format for uploading to Electronic Detection System (EDS) distinct from the remainder of the document.

- viii. If the report has a minimum similarity index $\leq 19\%$, then the benefit of the doubt may be given to the author but, in case, any single source has a similarity index $\geq 5\%$ then it needs to be checked as a basis of potential plagiarism; due to its drawing upon the author(s) own work(s), these may be considered acceptable and not be used to penalize the author(s), provided it does not result in a duplicate publication.
- i. An open defense of the dissertation is required after positive evaluation of the dissertation by committee members. In general, the following minimum principles and guidelines shall be ensured:
 - ii. Public Announcement: On the university website and other forums of communication, so that anyone interested can participate.
 - iii. Public Access: Within or outside the university such as community/town halls or important public venues.
 - iv. Neutral Chair: To ensure that defense was conducted fairly and in accordance with the rules and regulations.
 - v. Review Committee: To evaluate the dissertation and defense.
 - vi. Presentation: of the dissertation by the PhD researcher
 - vii. Question and Answer Session: To provide a basis for defense evaluation.
 - viii. Objective Evaluation: based on the quality of the research and the researcher's ability to defend.
 - ix. Final Decision: expressed in the following terms:
 - Pass or
 - Pass with minor amendments or
 - Deferred for resubmission and re-defense or.
 - x. Fail (in exceptional circumstances and for the reasons to be recorded by the defense committee)

3.11 Research Publication

For award of PhD degree, a PhD researcher shall be required to publish⁸ research articles meeting the following criteria:

- a. At least:
 - i. One research article in W category⁹ journal or two research articles in X category journals, for Science disciplines
 - ii. One research article in X category journal or two research articles in Y category journals, for Social Science disciplines
- b. The PhD researcher shall be the first author of these publications.

⁸. A research article appearing online with valid DOI on website of an HEC's recognized research journal shall be considered published w.e.f. the date it appeared online with DOI.

⁹. As categorized in HJRS at the time of acceptance of the research article

- c. The research article shall be relevant to the PhD research work of the PhD researcher.
- d. The article shall be published after approval of the research synopsis.
- e. The article shall be published in a relevant research journal.

3.12 Degree Completion Timeline

- a. The PhD degree shall be awarded by the university not before the completion of three years or six regular semesters and not after completion of eight years or 16 regular semesters, save exceptions mentioned at clause 3.13(d).
- b. The completion date of PhD degree shall be reckoned with the date of notification of the award of PhD degree.
- c. The maximum duration shall be determined from the date of student enrollment until the date of the completion notification of the PhD degree.
- d. In case a student is unable to secure a PhD degree within the prescribed timeframe and claims for extension in duration, the university may constitute appropriate authority and determine the causes for delay. In event of force majeure i.e., delay on account of circumstance beyond the control of student, the university may grant an extension in the period of award of PhD degree in accordance with the duration limiting factor(s) and shall also take corrective measures in case the delay is caused due to process or administrative reasons. (HEC Graduate Education Policy 2023 clause 3.12)

- **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.

- **Conduct of PhD Program**

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

- **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 Graduate Education Policy 2023.

- **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-VI**).

3.13 Credits Transfer, Evaluation and Grading

- a. HEC's Policy Guidelines for the Implementation of Uniform Semester System shall also be applicable to Level-8 programs for credit transfer of coursework from one university to another, students' assessment, awards of grades, etc.

The transfer of research work is permissible, if the host university accepts the research conducted at the parent university prior to the credit transfer.

3.14 Award of Post Graduate Diploma/ Certificate

A student who successfully completes coursework and passes the comprehensive examination but is unable to defend a PhD synopsis/research proposal or does not complete the required research for obtaining a PhD degree within the specified timeframe, may be granted a Graduate Level Diploma/Certificate/transcripts or another MS/MPhil upon completion of necessary requirements as per HEC policies and the university rules and regulations.

PART-II: GOVERERNING THE SYSTEMS OF DOCTORAL RESEARCH

4. GOVERNING THE RESEARCH SUPERVISION

4.1 Principles and Purposes

An Approved PhD Supervisor at The Women University Multan is a faculty member who has met the criteria and standards set forth by the HEC in Graduate Education Policy HEC 2023 for guiding doctoral candidates/ Ph. D students through their research and thesis/dissertation work.

4.2 Supervision of Doctoral Dissertation

4.2.1 General Conditions to Supervise Doctoral Research¹⁰

The following general guidelines shall, at least, be observed while allocating a PhD supervisor. At the time of supervisor allocation, the supervisors:

- i. Shall be a PhD degree holder complying with the criteria and standards provided in this policy.
- ii. Must be relevant to the field of research in which the student intends to conduct research.
- iii. Should have NO CONFLICT OF INTEREST in personal, financial, or professional stakes.
- iv. Should have the time and availability to supervise PhD dissertation and give clear and constructive feedback.
- v. Should be capable of conducting themselves in a professional and respectful manner throughout the supervision process.
- vi. Should be capable of maintaining confidentiality and protecting the intellectual property of the dissertation.
- vii. Should, primarily, be a regular/adjunct faculty member of the supervisee's University/HEI/DAI

In addition to the aforementioned guidelines:

- viii. The research supervisor shall be allocated to a doctoral student from the date of enrollment.
- ix. The supervisory workload of research supervisors should be determined as per faculty/discipline, availability of teaching and research facilities, and the academic standing of supervisors. However, it is mandated that the maximum supervisory load shall not exceed five PhD students, simultaneously. Further, fresh PhDs can supervise MS/MPhil and co-supervise PhD students, while a PhD faculty member, after two years of obtaining a PhD degree, can supervise one PhD student in 3rd year, two PhD students in 4th year and maximum up to 5 PhD students from 5th year onward, subject to fulfillment of other conditions provided in this policy.
- x. The university shall allocate supervision/research space to the doctoral students.
- xi. PhD research work completed under supervision is a shared property of supervisor and supervisee. All publications resulting from such research shall reflect the authorship of both parties and shall be subject to mutual consent.
- xii. The guidelines for PhD supervision should be followed in letter and spirit, as prescribed in the policy (WUM Graduate Education Policy 2023 and GEP-2023 of HEC).

¹⁰. The "General Conditions to Supervise Doctoral Research" along with the "Criteria to be a PhD Supervisor" are applicable on fresh PhDs intending to supervise PhD research and effective from the date of enactment of this policy. The entire previously approved supervisor shall remain approved until the date mentioned on their award letter.

4.2.2 Criteria to Be a PhD Supervisor

To be a PhD research supervisor, an individual shall meet the following requirements:

i. General Requirements:

- a. A PhD degree from an HEC recognized national/international university/degree awarding institute (DAI).
- b. The research supervisor shall be given opportunities to attend and qualify course(s) on MS/MPhil/PhD Supervision which should also have contents on research ethics, publications, patents, etc. Such courses may include certified self- paced MOOCS, or a course designed/offered by National Academy of Higher Education (NAHE) or by a university in the following manner:
 - i. Basic level course: to supervise students of MS/MPhil/equivalent degrees.
 - ii. Advance level course: to supervise PhD researchers.
- c. A regular/adjunct faculty member or researcher at a The Women University Multan. However, in the case of a non-faculty PhD supervisor, who otherwise meets the criteria of being a PhD supervisor, shall be taken as an adjunct faculty member, for a period not less than the minimum time required to complete the student's PhD research, prior to assigning a PhD supervision. Such a person shall also provide an NOC from the parent organization.

Appointment Process:

Faculty members will apply for PhD supervisor and the approval will be granted after completion of following process;

- a. Complete application along with all documents mentioned in checklist (**APPENDIX-VI**) will be submitted to the office of Chairperson/Director of department concerned/Teacher Incharge.
- b. The Chairperson/Director of department concerned/Teacher Incharge will place the case in Departmental Doctoral Program Committee (DDPC) for scrutiny and recommendations.
- c. After scrutiny and recommendations of DDPC, the Chairperson/Director/Teacher Incharge of concerned department will forward the cases of PhD approved supervisor to DPC and DASR/BASR for recommendations.
- d. On the recommendations of DASR/BASR, the Vice Chancellor will accord the approval of PhD approved supervisor.

Review and Renewal of Approval:

- The approval of PhD supervisors will be of three years and subject to periodic review to ensure ongoing compliance with the University's standards and expectations.
- Approval as a PhD supervisor may be revoked or suspended in cases of misconduct, academic negligence.

ii. Publication Requirements:

In addition to fulfilling the General Requirements, a PhD supervisor must publish research articles in the HEC's recognized research journals and the category specified in the HJRS for the publication year. These conditions are different for different disciplines and aim to ensure that the

potential PhD supervisor is an active researcher:

A. Specific Requirements for Science and Technology:

For indigenous and foreign PhDs:

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

B. Specific Requirements for Social Science, Arts and Humanities and Business Education:

For indigenous and foreign PhDs:

- i. Within the last 3 years after PhD: at least one research publication in W category journal.
OR
- ii. 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. (HEC Graduate Education Policy 2023 clause 4.2.2(ii))

(The Checklist to apply for PhD Approved Supervisor is enclosed at **APPENDIX-VI**)

4.2.3 Supervisory Process

- a. In accordance with GEP-2023 of HEC, the university recommends the following composition to constitute a Supervisory Committee, for each doctoral researcher, to supervise the doctoral research:

- i. Supervisor Convener
- ii. Co-supervisor (if any) Member
- iii. Expert(s) from the field of research Member

(HEC Graduate Education Policy 2023 clause 4.2.3 (ii))

- b. Due to valid reason, a candidate for PhD degree may request for change of supervisor and shall follow the following SOPs:

- i. NOC from old (Existing) supervisor
- ii. Consent of new supervisor along with supervisor profile
- iii. Present limits for supervisor is as follows:

- a. Maximum 05 PhD (as per HEC) per supervisor.

- iv. Visiting faculty member is not allowed to supervise any PhD student.

- v. Approval of the University Directorate of Advanced Studies & Research (DASR) or Board

of Advanced 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)

- c. 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.
- d. In the case of the death of a supervisor, the University Directorate of Advanced Studies & Research (DASR) or Board of Advanced Studies & Research (BASR) shall appoint the new supervisor.

4.2.4 Supervisory Committee Performa for MS/M.Phil. & PhD

With reference to the most recent HEC Graduate Policy 2023, a Performa has been devised. The concerned supervisor will select the supervisory committee members relevant to the field of specialization according to title of MPhil and PhD thesis. The role of the supervisory committee is to conduct the research meeting and finalizing the synopsis and thesis without any mistakes.

The record will be maintained by Supervisor that can be required anytime by the DPC committee.

(The Supervisory Committee Performa is enclosed at **APPENDIX-VII**)

4.3 Criteria to Award ‘Approved Ph.D. Supervisor’ Letter

Definition of Approved PhD Supervisor:

An Approved PhD Supervisor at The Women University Multan is a faculty member who has met the criteria and standards set forth by the HEC in Graduate Education Policy HEC 2023 for guiding doctoral candidates/ Ph. D students through their research and thesis/dissertation work.

The Committee consists of following respective members will decide to award “Approved Ph.D supervisor letter:

- | | |
|--|-----------|
| a. Worthy Vice Chancellor | Convener |
| b. Dean of the Faculty/Most Senior Professor (Concerned) | Member |
| c. Director/Additional Director of Academics | Member |
| d. Director QEC | Member |
| e. Director ORIC | Member |
| f. Chairperson (Concerned) | Secretary |

4.4 University Directorate of Advanced Studies and Research (DASR) or Board of Advanced Studies and Research (BASR)

- i. The head of the DASR/BASR shall not be less than a Dean or equivalent position.
- ii. It should serve as the secretariat of the advanced studies and research. Such a board/body shall be responsible for the quality of all the graduate degree programs being offered by the university, as well as the research that shall be conducted under these programs.
- iii. The DASR/BASR 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.

- iv. The DASR/BASR shall monitor and ensure that the thesis/dissertation is progressing in accordance with the time prescribed in the booklet. It includes, but is not limited to, the timely approval of the research synopsis, evaluation of the research thesis/dissertation in accordance with the HEC guidelines as well as its submission, and finally the conduct of open defense.

4.5 Teaching Assistantships and Research Assistantships

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

- i. Teaching assistantship provides an opportunity for PhD students to assist professors in preparing teaching and research materials for groups of students enrolled in their classes.
- ii. Research assistantships are paid fellowship stipends for outstanding research scholars for assisting a professor, who pays the research assistant out of the research grant she has received. The stipend varies based on the level of effort and budget available to the Principal Investigator.
- iii. Universities may have named scholarships to promote quality research by philanthropic donors based on priority themes and topics on the national research agenda.

4.5.1 Terms of Reference:

Wherever required, teaching/research assistantship will be provided based on:

- i. Qualifications including PhD students of WUM or from some other HEI/DAI or people with minimum qualification of M.Phil.
- ii. The job assignments may include teaching courses, research work, or any other academic task concerning semester or examination duties.
- iii. Fresh candidates will be eligible to apply for these positions, experience may however could provide added benefit to the candidates
- iv. The allocated allowance for the said positions may range from 60k to 70k with respect to qualification and experience of the selected candidate.
- v. The minimum period of contract will be 1 year that may be extended up to the satisfaction of concerned authorities.
- vi. The preference shall be given to the students/alumni of WUM or the women of region of South Punjab.
- vii. The timings of regular faculty members will be applicable to the teaching/research assistants.

5. PRACTICING THE ACADEMIC RESEARCH ETHICS

5.1 Guidelines on Ethics of Using Similarity Detection Software (for Administrators)¹¹

- i. The departments need to apprise students/faculty members about the WUM Anti-Plagiarism

¹¹. HEC guidelines on using Turnitin

Regulations, 2023, HEC Anti-Plagiarism Policy, 2023 and Turnitin service.

- ii. Administrators need to create accounts of all faculty members of their respective university/institution.
- iii. The Administrators shall maintain their privacy and shall not disclose any report to anyone except the concerned person or to the concerned authorities, if required.
- iv. If the instructor/scholar is involved in the screening of papers and theses of other authors, then the administrator shall report to the university authorities with evidence.

5.2 Guidelines on Ethics of Using Similarity Detection Software (for Ph.D. supervisor)

- i. Research Ethics Committee (REC) guidelines shall be followed for publication and theses.
- ii. Instructors are required to create classes and enroll students in them.
- iii. Students/scholars should be informed that their work would be checked through antiplagiarism services; therefore, they must follow proper documentation style in writing reports/papers/theses.
- iv. References/bibliographies and tables of contents must be removed from the submitted documents. If these are included, the similarity index of the document will increase.
- v. Instructors may allow students to view reports. The instructor shall maintain privacy and will not disclose any report to anyone except the concerned person and to the concerned authorities, if required.
- vi. If a scholar/student is involved in checking papers and theses of any other person, the instructor shall report to university authorities about that with valid proof.
- vii. Originality/similarity reports generated by Turnitin provide clues in the form of text matches as well as proverbs, universal truths, phrases, etc. Scholars/students must ensure that the documents they are submitting are in proper documentation style (i.e., IEEE, Chicago, MLA, APA, etc.) and are free of plagiarism
- viii. It is advised that similarities at a greater level should be taken care of in the light of the HEC Anti Plagiarism Policy, 2023 and WUM Anti-Plagiarism Regulations, 2023.

(the WUM Anti-plagiarism Regulations, 2023 are enclosed at **APPENDIX-VIII**)

5.3 Guidelines on Interpreting Originality Report

- i. The similarity index of the originality report showing matches of submitted work with internet content does not mean that the document is plagiarized.
- ii. The similarity index is based on the percentage of matched text out of the total number of words in a document.
- iii. Instructor/faculty members must verify each similarity index to identify potential clue to plagiarism.
- iv. If similarities in the document are significant, then the scholar/student may be guided, accordingly, or a case may be reported based on the evidence.
- v. The similarities in the document may contain matches with the author's previous work; they may be ignored if it is the same work.

- vi. Bibliography and quoted material may be excluded after verification. It is important to note that too much quoted material is not desired as per the policy.
- vii. Common phrases and proper nouns also appear as similarities in the report; therefore, every instructor or faculty member should ignore the matches returned from them.
- viii. The originality report will show similarities from three major sources: the Internet, periodicals, and student repositories. Similarities returned from the student repository may be ignored if they are the author's own work. Similarities from the student repository help in detecting collusions in the documents.
- ix. The graphs, tables, formulae, and other pictorial materials are not matched through the service; therefore, they will only offer similarities with text.
- x. Instructor/faculty members supervising students/scholars can provide verdicts of plagiarism after interpreting reports.

5.4 Research Ethics Committee (REC)

5.4.1 Introduction

The Women University Multan is aimed to promote high-quality research that is beneficial to the community. WUM seeks to promote and facilitate ethical research practices via raising awareness of ethical issues, particularly those related to research, through debate and by formulating codes, guidelines, and procedures which are necessary to ensure that high standards. Independent review by RECs is one approach to ensure research is meaningful, valid, respectful and safe. The main purpose of the REC is to conduct rigorous ethics review of research proposals to ensure that the welfare and other interests of participants, researchers and animals used in research are properly protected and that the research will be conducted in accordance with the required ethical norms and standards.

(The notification of Research Ethics Committee is enclosed at **APPENDIX-IX**)

5.4.2 Focus/Purpose

Its primary focus is to consider general ethical issues concerning activities of research undertaken by University staff and students or other individuals working with the University.

5.4.3 Policy Statement

This policy applies to all research involving

- Social Sciences
- Animal, Biosafety and Environmental Research
- Human and Clinical Trials Research

Human participants are defined as human beings, human tissue and bodily fluids, and human data and records (for example medical, genetic, financial, personnel, criminal or administrative records and test results including scholastic achievements). Human data includes photographs and videos of individuals.

This policy applies to all university employees engaged in research, students of the university, and other individuals who are undertaking research using university premises or facilities and/or in the university's name.

Research Ethics Committee will consider and approve, where appropriate, applications for Ethical Consideration by the University staff and students or other individuals working with the University.

5.4.4 Research Ethics Principles

The University Research Ethics Policy is based upon widely accepted principles and practices governing research participants. The key elements are:

- i. No harmful effect is to be allowed in any kind of research intervention on human, animal and public property.
- ii. No risk or damage to physical, mental, emotional, financial or any other form is to be permitted in any kind of research undertaking.
- iii. No research undertaking is permitted causing loss of public property, damage to the environment and involving any hazardous activity for people and animals.
- iv. Researchers should conduct thorough assessments to evaluate the potential environmental impact of their research activities. This includes identifying potential risks to ecosystems, habitats, and species, as well as considering the long-term consequences of their research.
- v. Researchers must obtain informed consent from research participants before involving them in the study. This includes providing clear and understandable information about the purpose of the research, the procedures involved, potential risks and benefits, and the voluntary nature of participation. Participants should have the opportunity to ask questions and make an informed decision about whether to participate.
- vi. Integrity and honesty with humans, animals, public property and institutional research must be observed on priority.
- vii. Impartiality and nonbiased approach must be observed in the case of ethnicity, religious values, gender and specific groups of people and society.
- viii. No element of force is to be allowed to coerce persons to take part in research.
- ix. Consent of participation and understanding of research activity is mandatory.
- x. Ensuring the security of data is a fundamental aspect of research ethics, particularly in the context of sensitive or confidential information. Researchers have a responsibility to protect the privacy and confidentiality of research data to safeguard the rights and interests of research participants and other stakeholders. Transparency in declaring funding sources.
- xi. Acknowledgment of assistance.
- xii. Appropriate publication and dissemination of research results.
- xiii. Researchers should consider the importance of data sharing and transparency in their field when determining the retention period for research data.
- xiv. Independence and impartiality of researchers

5.4.5 Responsibilities of Research Ethics Committee

Following are key responsibilities of the WUM Research ethics committee:

- i. Review research applications and data request forms
- ii. Ensure that research should be done according to guiding principles
- iii. Ensure the completeness of application documents for ethical review.
- iv. Distribute protocols to all ethics committee members and/or external reviewers, as applicable
- v. Facilitate and attend regular meetings on research ethics related issues in consultation with the Conveyer of the WUM ethics committee.
- vi. Communicate decisions of the WUM ethics committee to the PI
- vii. Archive all research project-related protocols, correspondence, decisions and minutes of the meetings
- viii. To take final decision presence of at least three members is mandatory

5.4.6 Mechanism for Research Ethics Approval

- i. **Preparation of Research Protocol:** Before seeking ethics approval, researchers should develop a detailed research protocol outlining the aims, methods, participants, potential risks, and benefits of the study. This protocol serves as the basis for the ethics review.
- ii. **Submission to Ethics Committee:** Researchers should submit their research protocol, along with any necessary documents such as informed consent forms and recruitment materials, to this committee.
- iii. **Ethics Review Process:** The ethics committee conducts a thorough review of the research protocol to ensure that it meets ethical standards and regulations. This review will involve the assessment the risks and benefits of the research, evaluating the informed consent process, and considering any potential conflicts of interest. The meeting will held quarterly or meeting can be called depending upon the o of application received to the ethics committee.
- iv. **Revision and Resubmission:** The ethics committee may request revisions to the research protocol before granting approval. Researchers must address any concerns raised by the committee and resubmit the revised protocol for further review.
- v. **Approval:** Once the research protocol has been reviewed and approved by the ethics committee, researchers receive formal approval to conduct the study.

5.5 Institutional Biosafety Committee

The proposed constitution (approved by Syndicate in its 40th Meeting held on 13-12-2023 under Current Work Item No. 1a) of Institutional Biosafety Committee is as under:

Vice Chancellor WUM	Convener
Registrar	Member
Director ORIC	Member

Subject Expert	Member
Social Scientist	Member
Representative of Civil Society Related to the Subject	Member
Chairperson Ethical Review Committee	Member
Biosafety Officer	Secretary/ Member

(The notification of Institutional Biosafety Committee is enclosed at **APPENDIX-X**)

5.5.1 Terms of Reference

The entire project involving recombinant DNA/synthetic nucleic acid molecules, pathogenic microorganisms and other biohazardous materials at the Women University Multan will require IBC approval.

Responsibilities

- i. Review University projects conducted by Faculty, Staff, Students and/or Visiting Scientists to ensure that all work with biohazardous agents and materials is conducted in accordance with applicable legislation, guidelines and recognized codes and standards of practice in ways that best facilitate safe and secure conduct of relevant research, teaching or service activities at WUM.
- ii. Review risk assessments and other necessary documentation that is submitted along with project applications to the IBC for review and approval.
- iii. Assist in the activities of the National Biosafety Committee (NBC) and the Technical Advisory Committee (TAC).
- iv. Ensure the availability of revised/new (if any) and relevant Biosafety and biosecurity information to laboratories.
- v. Review reported incidents/accidents and exposures and make recommendations for corrections.
- vi. Stop any activity the Committee considers to be non-compliant or unsafe use of biohazards, and instruct the PI/Incharge to withhold access to research funds until the problem is rectified.
- vii. It is required that significant research-related incidents be reported immediately to the Institutional Bio-Safety Committee via the Directorate of Research. Such incidents include research-related accidents and illnesses as well as inadvertent release or improper disposal of biohazardous or recombinant DNA materials.
- viii. All the researchers, transferring any transgenic material from outside the university should inform and take approval from IBC (part of project application) before using them at any campus of WUM.
- ix. Make sure that all the transiently infected plants or animal (with virus/bacteria/fungi or any pathogenic species) are properly disposable (part of project application).

5.6 Appointment of Doctoral Program Committee (DPC) Coordinator

For smooth processing of synopsis and list of National and International experts, The DPC coordinator shall be appointed from every department. The following are their job descriptions:

- i. They will work with coordination of Heads of Departments and Supervisory Committee for ensuring the receiving of corrected version of synopsis and external examiner lists.
- ii. They will check the final lists for placing in DPC after DDPC meeting.
- iii. They will ensure that no grammatical and other format mistakes will be there in MPhil and PhD synopsis.
- iv. All the synopsis will be signed by concerned supervisor, DPC coordinator and Head of Department before placing the agenda in Doctoral Committee.

5.7 List of National International Reviewers/ Evaluators Criteria:

- i. For MPhil, the Assistant and Associate Professors can be included along with Professors as National or International. Reviewer/evaluator.
- ii. For PhD Associate Professor and Professors must be included only as National or International. Reviewer/evaluator

6. MANAGING THE GRIEVANCES OF GRADUATE STUDENTS

6.1 Principles and Purposes

A Grievances Committee has been established, so that all grievances/complaints of graduate students/prospective students and stakeholders are addressed in a fair, equitable, and timely manner, by adhering to the following principles:

- a. Provide timely responses to grievances from students, potential students, or stakeholders.
- b. The aim is to develop a culture in which grievances are viewed as opportunities for improvement.
- c. Ensure that students or potential students are free to complain without fear of discrimination.
- d. Ensure that staff are aware of grievance processes and are appropriately trained to ensure that the processes are consistently applied.
- e. Requires respectful behavior among all parties when handling grievances.
- f. Ensure that the principles of natural justice are applied.
- g. To ensure that grievances are resolved to the satisfaction of all parties.

6.2 Grievance Management System

- i. WUM shall develop/adopt/adapt a grievance management policy through their statutory bodies, covering:
 - a. Aims of policy and nature of grievances. In general, all grievances of an academic nature include, but are not limited to, issues related to student progress, assessment, curriculum, and awards during study.
 - b. Values to inculcate a culture in which grievances are viewed as an opportunity for improvement. In general, such values may include, but are not limited to, valuing diversity, inclusiveness, equality, confidentiality, and showing respect for all parties involved. Therefore, a culture of reporting through appropriate forums should be

encouraged.

- c. Roles and responsibilities of the principal authorities responsible for addressing academic grievances/complaints: The committee shall be responsible for addressing the grievances of graduate students/prospective students and stakeholders in line with the grievance management policy of WUM in line with GEP-2023 of HEC.
- d. Complainant's rights, roles, and responsibilities: Procedures/processes and timelines for easily accessing grievance settlement procedure/system, lodging grievances/complaints, timely response thereto, and settlement thereof, up to the satisfaction of all parties must be ensured.
- e. Rules ensuring that the complainants shall have a fair opportunity to formally present their case and each party to a grievance may be accompanied and assisted by a support person (such as a family member, friend, counsellor, or other professional support person other than a legal representative) at any relevant meeting must be ensured.
- f. Methods and rules ensuring that complainants and respondents shall not be victimized and/or discriminated against at any time.
- g. Procedures of maintaining records and confidentiality.
- h. Guidance to give hearing to the parties involved, taking notes, reasoning for decisions to be written, and actions taken.
- i. Process elaborating how and when to launch an appeal in case the decision does not support the complainer or the accused.
- j. Process to implement the decision and/or required corrective and preventive actions in case the decision supports the complaint.
- ii. The structure of the Students Grievances Redressal Committee shall be constituted that will be hierarchal, starting from the lowest authority such as Head/Chair of the Department, then Dean/Director of the faculty/institute, constituted to hear grievances in case the grievance/complaint is not settled at each level. However, the intent of the system should be to resolve grievances/complaints at the lowest level with minimal impact.
- iii. To make the system more effective and efficient, the university shall develop a parallel, informal system to preempt grievances/complaints by allocating counselors to the students and mentors to employees. Counselors and mentors should be competent to use consultative and teaching approaches to raise awareness and prevent issues.
- iv. Further, to create awareness about the grievance management system and inculcate its values, the university shall conduct seminars and training for students, faculty, and non-academic staff.
- v. The system/policy shall be reviewed after an appropriate time to be decided by the Students Grievances Redressal Committee constituted to hear the grievances.
- vi. The grievances committee will be constituted as following;

Vice chancellor

Convener

Director ORIC

Member

Director/Additional Director Academics	Members
Chairperson of Concerned Department	Member
External (concerned field) nominated by Vice Chancellor	Member
Assistant Registrar (Academics)	Secretary

PART-III: QUALITY ASSURANCE

7. QUALITY ASSURANCE

In preceding sections, the minimum standards/guidelines for launch of new programs at the graduate level have been prescribed in accordance with HEC. In this section, it requires departments/institutes/centres to provide evidence of compliance with these standards/guidelines to obtain approval from the HEC before starting the graduate programs. The purpose of this policy is that only those departments/institutes/centres should start graduate programs that have the necessary faculty and infrastructure resources to impart education at the highest level in the discipline. The concerned faculty should be aware of the fact that Quality Enhancement Cell (QEC) of WUM, Quality Assurance Agency of HEC shall validate the implementation of these standards/guidelines prescribed in Part-I and Part-II through its QA Framework:

7.1 Minimum Requirement for Academic HR

7.1.1 Faculty and Supervisory Requirement

- a. At least two (2) full time faculty members holding PhD degrees in the relevant field shall be available/appointed to the department to launch an MS/MPhil/Equivalent program that may be increased up to three (3) if a PhD program is also to be launched in the same discipline and department.
- b. The minimum appointment tenure for full-time faculty members must not be less than the duration of the intended degree program.
- c. The teacher-to-student ratio shall be 1:12, where a supervisor can supervise a total of twelve (12) MS/MPhil/PhD students at a time with no more than five (5) of these students being PhD students. Graduate teaching and supervision load shall be adjusted, accordingly

7.1.2 Determining Relevance of Faculty with Subject/Degree program

Terms of Reference (TORs) of the Relevancy Assessment Committee RAC:

1. Wherever required, the subject and supervisory relevance of faculty members shall be determined based on:
 - i. Qualifications including bachelor, master, and doctoral degrees.
 - ii. The research includes thesis/dissertation and published articles.
 - iii. Experience consisting of teaching and administrative domains.
2. To ascertain the relevance of the faculty in the related discipline to the program and supervision of theses, the University shall scrutinize relevancy of subjects of faculty members through RAC.
3. The RAC shall submit a report with detailed reasons and rationale for the assessment decision.
4. The Report shall be effective with the approval of relevant statutory bodies.

The Committee consists of following respective members:

Dean of the Faculty/Most Senior Professor (Concerned)	Member
---	--------

Director QEC	Member
Director/Additional Director of Academics	Member
Two External Subject Experts not less than a Professor/ Associate Professor Level	Member
One Program Team/ Assessment team member Nominated by the Vice Chancellor	Member
Assistant Registrar (Academics)	Secretary

7.2 NOC Requirements for Launching Graduate Programs

The process and timeline for requesting NOCs to launch graduate programs shall be as follows:

- a. The departments intending to launch a new graduate program shall submit a prescribed dossier, duly signed by the Dean, Registrar, Director Quality Enhancement cell, and the Vice Chancellor, who shall certify the correctness of the information provided and shall ensure that all required documents are attached to the application dossier.
- b. Departments shall apply for the NOC, before launching any new graduate programs, and no admissions shall be advertised unless the NOC has been obtained from the HEC.
- c. Departments requesting NOCs to launch graduate programs in the fall semester shall apply no later than March 10th of the same year.
- d. Departments requesting NOCs to launch a graduate program in the spring semester, shall apply no later than 10th September of the last year.
- e. The HEC may, at its discretion, require an external review or zero visit in connection with the launch of graduate programs in any discipline at University.

7.3 Continuing Compliance with the HEC's Policies

If the application for launching a graduate program is successful, the concerned department shall be granted an NOC to start the program. Upon receiving NOC from the HEC, the department may launch the program subject to the following conditions:

- a. The department shall ensure that it will continue to comply with the requirements set in this policy during the entire period in which it offers the graduate program.
- b. If an ongoing program fails to meet any of the requirements set in this policy, the department shall immediately stop further admissions to the program and notify the university and HEC, including providing information on remedial actions being taken.

7.4 Cancellation of NOC and/or Demotion to the Lower Category

If a graduate program fails to meet the requirements set in this policy in accordance with GEP-23 of HEC, the university may:

- a. Stop all activities of the program for six months to compensate for the deficiencies.
- b. Further intake may be stopped if deficiencies are not fulfilled within six (6) months of the date of the review report.
- c. In case the major deficiencies are not fulfilled even one year after the date of review report, the faculty should be aware of the fact that HEC may take the following actions:
 - i. The university may be demoted to lower categories (if applicable), and
 - ii. NOC of the deficient graduate program may be cancelled; and/or
 - iii. Further, NOC for the under-consideration program may be banned for at least two years.

iv. In case a program is stopped, or NOC is cancelled, the students who are at an advanced stage i.e., have passed Comprehensive Examinations and their research synopses have been notified by the DASR/BASR, may be allowed to continue with their research if research supervisors are available. However, those who are yet to pass a comprehensive exam may stop or be allowed to quit or shift to another university at the risk and cost of the parent university.

d. The officers responsible for the cancellation of the NOC shall be subject to dealing under the retributive action policy.

• **Retributive Actions for Violation of Rules**

The following retributive actions shall also be applicable in case the rules and regulations mentioned in the Graduate regulations, WUM, 2023 and GEP Policy, HEC, 2023 are violated:

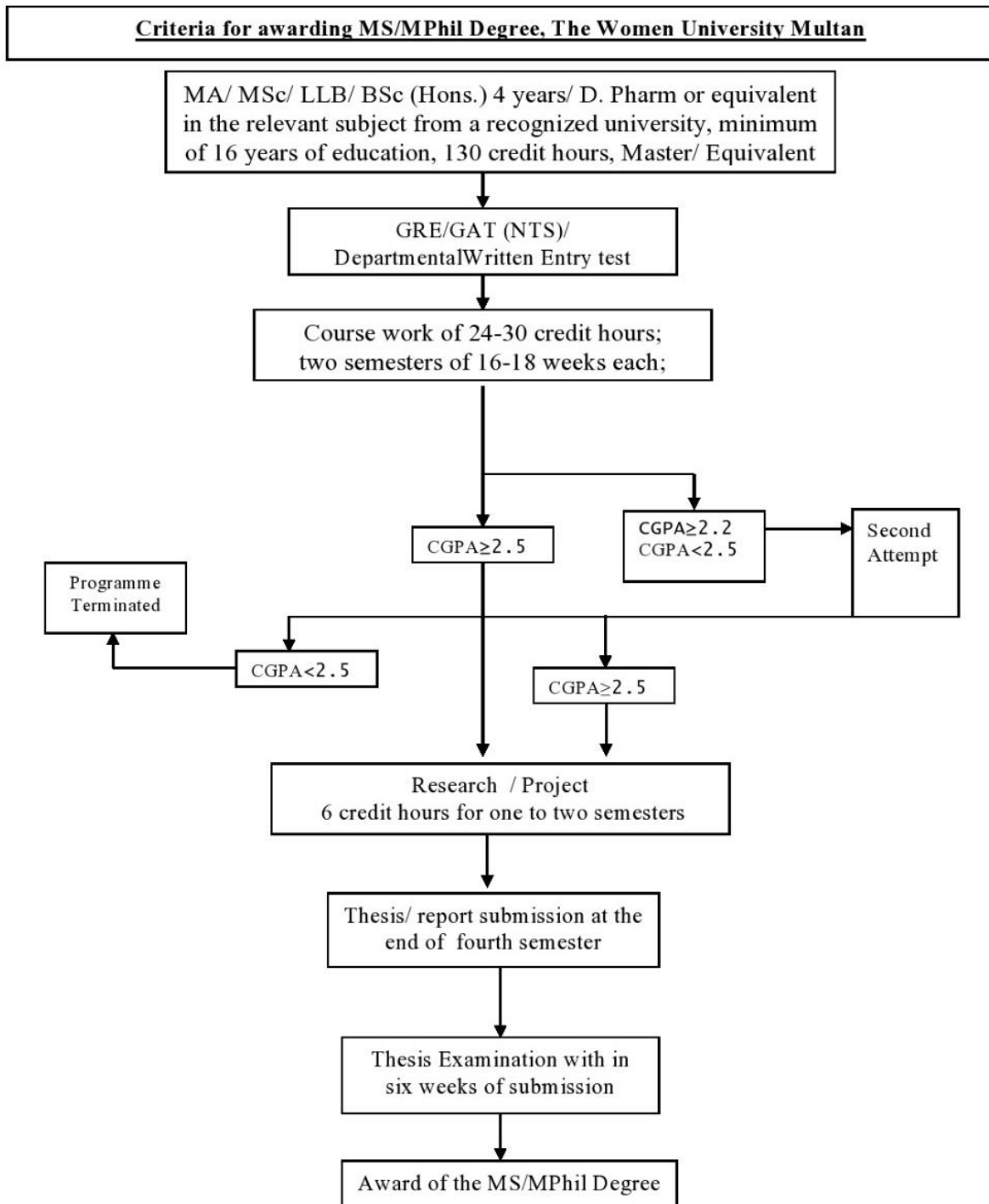
Sr.#	Quality Parameter	Nature of Violation	Proposed Action(s) if Existing Policy is Violated
i	Admission Criteria	Violation of Admission criteria	Admission be cancelled.
ii	Illegal Admission	Admission of students without NOC from HEC	University to return three times the amount received from students. Disciplinary action against responsible staff.
iii	Course Work	Degree awarded without fulfilling the minimum credit hours requirement	The degree shall be considered equivalent to the MS/ MPhil/ Equivalent degree. Disciplinary action against department chair and relevant staff.
iv	Comprehensive Examination	Failure to pass comprehensive examination within the prescribed number of attempts.	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.	Disciplinary action against the Department Chair.
vi	Maximum number of Supervisee	A supervisor, supervising PhD students beyond the maximum number specified by the HEC.	The supervisor shall be banned from supervising new PhD researchers for a maximum of five (5) years. Disciplinary action against the Department Chair.
vii	External evaluation of PhD dissertation	The external evaluation of a thesis is not in accordance with the prescribed criteria of HEC. Unjustified delay in sending dissertation for external evaluation.	One additional paper shall be published by the student from her dissertation before degree attestation. Disciplinary action against department chair and officer(s) responsible for sending

			dissertations for external evaluation. Officers(s) responsible for sending dissertations for external evaluation shall be warned.
viii	Relevance	The dissertation has no relevancy to the Title and Scope of the degree.	Supervisor shall be banned from supervising new PhD researchers for a maximum of five years. Disciplinary action against Department Chair.
ix	Research publication	No research papers were published but a degree was awarded. Papers published but not in HEC's recognized journal. Papers published but not in the required category of journals. Paper published after the award of a PhD degree. Degree awarded based on a paper published before the approval of the PhD research synopsis. Degree awarded based on a paper that has no relevance to the dissertation.	Paper to be published in the required category of the HEC recognized journal of the HEC recognized journal before attestation of degree. Supervisor be banned from supervising the new PhD researchers for maximum 05 years. Disciplinary action against the Department Chair and the relevant staff of the Controller of Examinations.
x	Plagiarism	Degree awarded, and major of minor plagiarism found in the thesis at any stage in the future.	The PhD researcher/degree holder and his supervisor will be penalized as per the provisions of the Anti-Plagiarism Policy of the HEC.
xi	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.	Supervisor be banned from supervising the new PhD researchers for a maximum of 05 years. Disciplinary action against the Department Chair and Controller of Examinations.
xii	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.	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.

- **Requirements for Entering PhD Country Directory (PCD)**

For inclusion in PCD, graduates and universities/HEIs/DAIs are required to submit an online application following the prescribed procedure.

APPENDICES



CHECK LIST REGARDING THE SUBMISSION OF M.PHIL. & PH.D SYNOPSIS

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).

1. 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.

2. 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. 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:

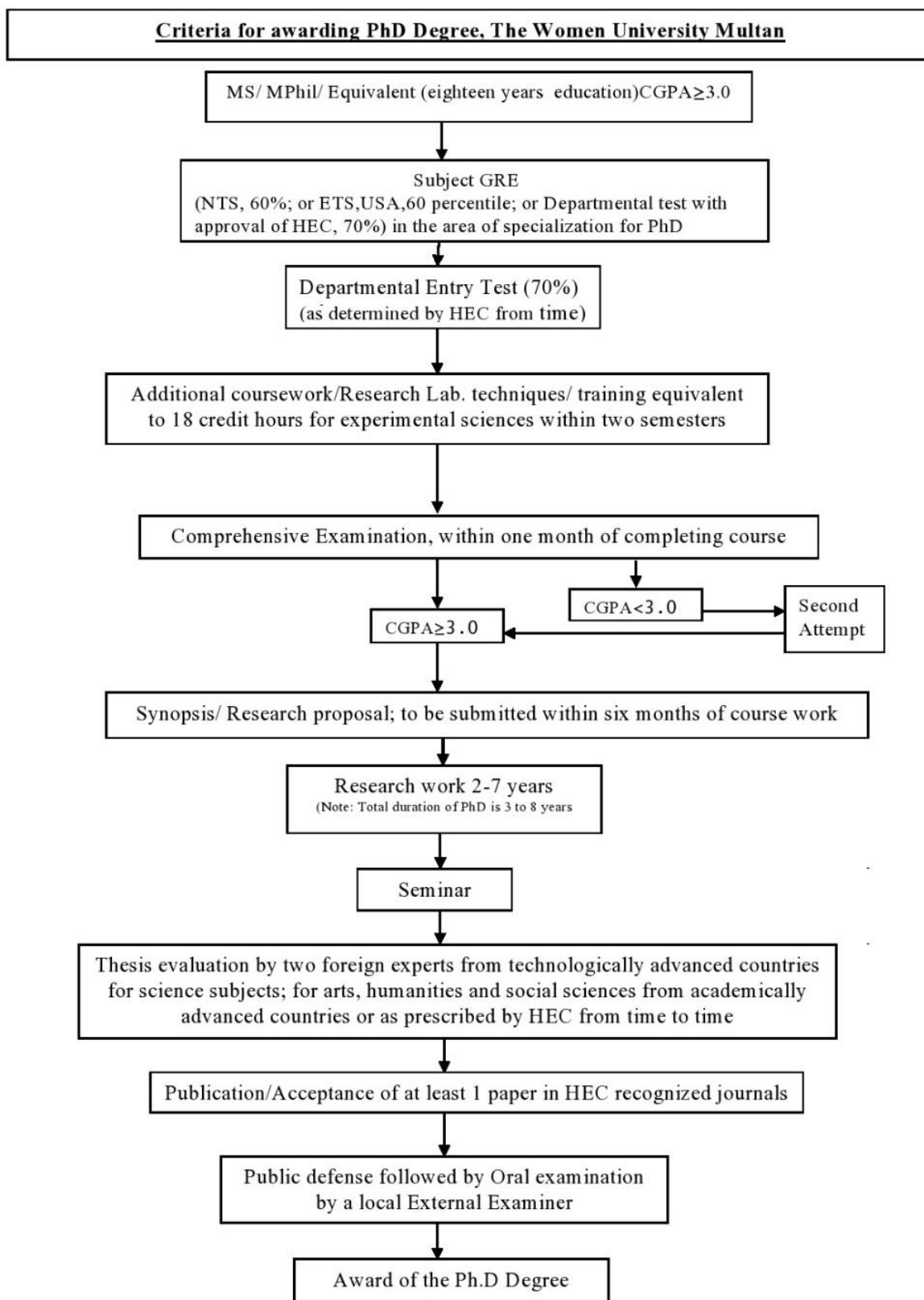
- PhD faculty member from the world top 500 universities ranked by the Times Higher Education or QS World Ranking in the year corresponding to dissertation evaluation year OR
- Pakistan-based Distinguished National Professors, Meritorious Professors from many national university; or professors from top 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.



Guidelines for Submission of PhD Synopsis

a.	Title	The title should be brief but informative and must be prepared according to the Sample Format. Appendix III-A-I Appendix III-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: Why this study is significant? Why does it now?
		What implications your findings may have? Who will benefit from it? • What will contribute to the existing body of knowledge? (1 para to the 1-page max.)
g.	Research Objectives or Questions or Hypothesis (whichever is desired for the particular project)	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. (1-page max.)

h.	Research Design and Methodology	Qualitative or Quantitative or Mixed Method; Research methodology (Experimental, Quasi-experimental, Non experimental, Survey, Fieldwork, etc.), Population and Sample strategy, Data collection instrument (Questionnaire, Interview guide/schedule, Observation record sheet, etc.), and Data analysis procedures. (2 to 4 pages preferably)
i.	Definition of Terms	Operational definitions of all the major concepts to be employed in the study.
j.	Limitations and Delimitations of the Study	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)
k.	Work Plan	The tentative sequence of the work plan.
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 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.

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

2. Proposal for PhD thesis (size 14)

3. Submitted by (size 14) Student Name (size14) Roll number: (size14)

4. Supervisor/s (size14)

5. _____ (size14)

6. _____ (size14)



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

8. University of the Punjab (size 16) January 2017 (size 14)

عنوان مقالہ (نوری نستعلیق، 22)

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

تجمع کنندہ (16)

طالب علم کا نام (16)

رونمبر (16)

دورانیہ (16)

نگران مقالہ (16)

(16) _____

(16) _____

(16) _____



شعبہ کا نام (16)

جامعہ (18)

ستمبر ۲۰۱۷ء (16)

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 DASR/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 DASR/BASR]

The Ph.D. synopsis has been received for evaluation

Chairperson (DASR/BASR) _____ Date: _____

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:

- 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 100-150 pages for sciences and 100-300 pages for arts and languages and social sciences. 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% (<=19%) will be required according to HEC guidelines

7) COPIES:

3 copies before dissertation and 6 copies after dissertation to department.

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 the 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 the 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 Ph.D 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 her 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 _____ Examination Committee:

Signature: _____

a) External Examiner1: Name
(Designation & Office Address)

Signature: _____

b) External Examiner2: Name
(Designation & Office Address)

Signature: _____

c) Internal Examiner: Name
(Designation & Office Address)

Signature: _____

Chairperson: Name
(Office Address)

Signature: _____

Dean: Name
(Office Address)

Signature: _____

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 the discipline _____
_____ (Name of Subject/Program) _____ as per detail given here under:

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:

1) Name: _____ University: _____
Address: _____

2) 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:

Signed By

Controller of Examinations



HIGHER EDUCATION COMMISSION

Sector H-8, Islamabad (Pakistan) Exchange: (051) 90400000
Tele: (051) 90802750 | Fax: (051) 90802753
Email: ismaeel@hec.gov.pk | URL: www.hec.gov.pk


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)

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

Annexure-1 to letter no. 1-4(MS/PhD)/BAD/HEC/2018/86/293
Dated: December 03, 2018

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:

Musmail

Annexure-I to letter no. L-4(M)/PhD/QAD/HEC/2018/86/203
Dated: December 03, 2018

- 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.

Misra

Dated: December 03, 2018

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 18 credit hours course work	Degree will be considered equivalent to MS/MPhil/Equivalent degree Ref: 1-3/AD-QA/HEC/NQAC-20/2015/389 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

Misra

Dated: December 03, 2018

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		<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
		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"> • 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
		Unjustified delay in sending thesis for review by foreign experts from two technologically/academically advanced countries		<ul style="list-style-type: none"> • The Officer (s) responsible for sending the thesis to foreign experts be warned

Misra

8.	The thesis should be relevant to the "Title" and "Scope" of the degree	Thesis has no relevancy to the Title and Scope of the degree	<ul style="list-style-type: none"> • Supervisor be banned from supervising the new PhD scholars for 05 years • Disciplinary action against Department Chair
9.	One Research Paper to be published in HEC recognized journal before the award of degree	<p>No research paper published and degree awarded</p> <p>Paper published but not in HEC recognized journal</p> <p>Paper published but not in required category of Journal</p> <p>Paper Published after award of PhD degree</p>	<ul style="list-style-type: none"> • 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) • 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

M. Idnani

Checklist to apply for Ph.D. Approved Supervisor, The Women University Multan

Checklist:

Date of Submission: **D / M / Y**

To be filled by the concerned Faculty and Departmental Head/Chair/Dean:

Sr.#	GEP's Clause	Minimum Criteria to a PhD Supervisor	Evidence Required to Validate	Yes/ No
The evaluator must ensure that the faculty member, under consideration to be a PhD supervisor:				
1.		Holds PhD or equivalent terminal degree	PCD Number/Attested copy of PhD degree	
2.		Is relevant to the student's PhD research field	As determined by following principle and procedure given at clause 7.1.2 of GEP-2023	
3.		Does not have conflict of interest with student in personal, financial, or professional	Undertaking from the faculty member and judgement of evaluator	
4.		Have the time and availability to supervise PhD dissertation and give clear and constructed feedback.	Students' feedback survey and supervisory and teaching workload of undergraduate & graduate level.	
5.		Is capable of conducting themselves in a professional and respectful manner throughout the supervision process.	Professional judgement of the evaluator supported by students' feedback survey.	
6.		Is capable of maintaining confidentiality and protecting the intellectual property of the dissertation.	Professional judgement of the evaluator supported by students' feedback survey.	
7.		Is a regular/adjunct faculty member of the Women University Multan	Notification from the Registrar/HR Department	
8.		Does not have more than one PhD student in 3 rd year from obtaining PhD degree	To be calculated from the date of PhD notification	
9.		Does not have more than two PhD student in 4 th year from obtaining PhD degree	To be calculated from the date of PhD notification	
10.		Does not have more than five PhD student in 5 th year from obtaining PhD degree	To be calculated from the date of PhD notification	
11.		Holds a PhD degree from a recognized National/ International university/ degree awarding institute (DAI)	Copy of PhD degree attested by HEC	
12.		Has qualified courses containing content on research ethics, publications, patents, etc.	Certificate by the HEI/ NAHE or recognized MOOCs	
13.		Has qualified basic level courses to supervise students of MS/ MPhil/ equivalent degrees	Certificate by the HEI/ NAHE or recognized MOOCs	
14.		Has qualified advanced level courses to supervise students of doctoral level degrees.	Certificate by the HEI/ NAHE or recognized MOOCs	
15.		Is an active researcher.	Publishing in reputed journal and participating conferences/ research events regularly	
16.		Fulfills the specific publication requirements for science and technology.	Check and verify research publications	
17.		Has published at least one research publication in W category journal within three years after PhD. Or	Check and verify research publications	
18.		Has published at least five research publications in X category journal with last five years after PhD	Check and verify research publications	
19.		Fulfills the specific publication requirements for social science, arts and humanities and business.	Check and verify research publications	

Sr.#	GEP's Clause	Minimum Criteria to a PhD Supervisor	Evidence Required to Validate	Yes/ No
20.		Has published at least one research publication in W category journal within three years after PhD. Or	Check and verify research publications	
21.		Has published at least five research publications in X and Y category journal within last five years after PhD.	Check and verify research publications	
22.		Fulfills the specific publication requirements for regional and national languages i.e.	Check and verify research publications	
23.		Has published at least one research publication in X category journal within three years after PhD. Or	Check and verify research publications	
24.		Has published at least five research publications in X or Y category journal within last five years after PhD.	Check and verify research publications	

Chairperson/Dean
Vice Chancellor

Director Academics

Director QEC

Registrar

Anx A
Form PhD-A
DOCTORAL PROGRAM
OF STUDY

**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.



ANTI- PLAGIARISM REGULATIONS
THE WOMEN UNIVERSITY MULTAN
2023

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List of Abbreviations

- APA:** American Psychological Association
- CNIC:** Computerized National Identity Card
- COPE:** Committee on Publication Ethics
- CPD:** Centre for Professional Development
- DAI:** Degree Awarding Institution
- DOI:** Digital Object Identifier
- E&D:** Efficiency and Discipline
- EDS:** Electronic Detection System
- HEC:** Higher Education Commission
- HEI:** Higher Education Institution
- IPR:** Intellectual Property Rights
- MLA:** Modern Language Association
- NPSC:** National Plagiarism Standing Committee
- QEC:** Quality Enhancement Cell
- TOR** Term of Reference
- UAPSC:** University Anti-Plagiarism Standing Committee
- VC:** Vice Chancellor

Principles of the Regulations

These regulations are based on the following general principles.

- a. Awareness for Preventing Plagiarism: QEC/CPD and faculty members should arrange regular capacity-building activities, within each calendar year, to create awareness about avoiding plagiarism in its various forms.
- b. Following Research Ethics: Faculty, students, and staff should follow research ethics to avoid plagiarism in their academic and research contributions.
- c. Respecting Intellectual Contribution: Researchers/Scholars and Faculty members should acknowledge other researchers' intellectual work, as per the norms of their respective disciplines.
- d. Devising Process for Probing Plagiarism: Plagiarism is considered a serious matter, and there is a need to curb this menace through proper, detailed, and defined processes.

Definition of Plagiarism

The online Oxford Learner's Dictionary defines the term *Plagiarism* as follows:

"The practice of copying another person's ideas, words or work and pretending that they are your own."¹

The online Merriam-Webster dictionary's definition of *Plagiarism* is as follows:

"To steal and pass off (the ideas or words of another) as one's own: use (another's production) without crediting the source".²

¹<https://www.oxfordlearnersdictionaries.com/us/definition/english/plagiarism?q=plagiarism>

²<https://www.merriam-webster.com/dictionary/plagiarized>

Furthermore, the following acts fall within the scope and definition of plagiarism:

- a. To steal and present the ideas or words of others as one's own
- b. To use another person's production, without citing and crediting the source
- c. To commit literary theft
- d. To present as a new and original idea or product derived from an existing scholarly source.
- e. Turning in someone else's work as one's own
- f. Copying words or ideas from someone else without giving credit
- g. Failing to put a quote or quotation marks, when copying the exact language from a source
- h. Giving incorrect information about the source of a quotation
- i. Changing words but copying the sentence structure of a source without giving credit
- j. Copying a bulk of words or ideas from other references and including them in your work, whether you give credit or not.

The following activities are prevalent in today's technology-driven society. Despite their everyday use, they still count as academic cheating and plagiarism if done without permission from the original artists/creators.

- a. Copying media (especially images) from other websites to paste them into your work or websites.
- b. Making a video using footage from others' videos or copyrighted art and music as part of a soundtrack.

- c. Performing another person's copyrighted music (i.e., playing a cover) without permission.
 - d. Composing a piece of music which is heavily borrowed from another composition.
- Indeed, some media can create challenging situations to determine if the copyrights of a work are being violated. For example:
- a. A photograph or scan of a copyrighted image (using a picture of a book cover to represent that book on one's website)
 - b. Recording audio or video in which copyrighted music or video is playing in the background.
 - c. Re-creating a visual work in the same medium. (Shooting a photograph that uses the same composition and subject matter as someone else's photograph)
 - d. Re-creating a graphic work in a different medium (making a painting closely resembling another person's photo without permission).
 - e. Re-mixing or altering copyrighted images, videos, audio, or other artistic expressions.
 - f. Use of ChatGPT and similar machine-generated text.

For determining/avoiding unauthorized use of somebody else's copyrighted material, guidelines from the Committee on Publication Ethics (COPE) are available at

<https://publicationethics.org/guidance/Guidelines>

Common Types of Plagiarism

- a. **Students Collusion:** Working with other students on an assignment meant for individual assessment.
- b. **Word-for-Word Plagiarism:** Copying and pasting content without proper attribution/ reference.
- c. **Self-Plagiarism:** Reusing one's previously published or submitted work without proper attribution.
- d. **Mosaic Plagiarism:** Weaving phrases and text from several sources into one's work. Adjusting sentences without quotation marks or attribution.
- e. **Software-based Text Modification:** Taking content written by another person and running it through a software tool (text spinner, translation engine) to evade plagiarism detection.
- f. **Contract Cheating:** Engaging a third party (for a fee, for free or in-kind compensation) to complete an assignment and representing that as one's work, if proven.
- g. **Inadvertent Plagiarism:** Forgetting to properly cite or quote a source or unintentional paraphrasing or violation of stylistic norms.
- h. **Paraphrase Plagiarism:** Rephrasing a source's ideas without proper attribution.
- i. **Computer Code Plagiarism:** Copying or adapting source code without permission from, and attribution to, the original creator.
- j. **Data Plagiarism:** Falsifying or fabricating data or improperly appropriating someone else's work, putting a researcher, institution, or publisher's reputation in jeopardy.
- k. **Manual Text Modification:** Manipulating text to mislead the plagiarism detection software.
- l. **Source-based Plagiarism:** Providing inaccurate or incomplete information about sources that do

not exist.

Aims

Anti-plagiarism Regulations, 2023 seeks to create awareness about avoiding all kinds of plagiarism among the students, mentors/supervisors, researchers, faculty members, and staff of The Women University Multan and affiliated colleges. It addresses a central problem regarding academic dishonesty and the processes involved in probing any complaint of plagiarism.

Applicability

These regulations apply to students, employees, faculty members, researchers, and staff of The Women University Multan and affiliated colleges. These regulations apply to all degree programs at undergraduate and graduate levels. In this context,

A “Student” is a person who, on the date of the submission of her paper/work, is a registered student at The Women University and affiliated college, recognized by the Higher Education Commission (HEC).

A “Faculty Member/Researcher” includes a faculty member or equivalent at The Women University Multan, and affiliated colleges. A Faculty Member/Researcher may be working on a regular, contractual, visiting, ad hoc, or adjunct basis, or engaged online.

All such scholars/ supervisors/ students etc, who are researching in HEIs/DAIs and have placed their CVs or any other publication(s) on the institutional website, and are applying for any benefit, based on their published or presented works, which later prove to be plagiarized, will be liable to be punished, as per the prescribed rules.

Responsibilities of The Women University Multan and Departments/Principal of Affiliated Colleges

The chairpersons/ Directors/ Teacher Incharge/ Principal of affiliated colleges of all departments must effectively communicate these regulations to their students, faculty members, researchers, and staff. Author(s) are deemed individually and collectively responsible for the contents of their paper(s)/book i.e. published work of literature or scholarship (<https://www.britannica.com/topic/book-publication>) /book chapters, etc. Please see ‘*Sample Undertaking*’ in **Annexure-1**.

All above-said Departments and research organizations must provide orientation to young scholars, embarking on ethical research activities, in a bid to spread awareness among them regarding the recognized manuals, such as the MLA Style Sheet, APA User Manual, and other international scholarly norms of conducting, reporting, and sharing of research. Violations of Intellectual Property Rights (IPR), including Plagiarism, is a severe crime with legal ramifications. For details, please visit <https://publicationethics.org/guidance/Guidelines>.

Faculty members/supervisors are strongly encouraged to use their subject knowledge and familiarity with the skills/aptitude of students to confidently reinforce in them the highest ethical standards, in terms of discouraging any kind of plagiarism and academic cheating, through the existing detection and academic evaluation mechanisms at their disposal.

The Departments which do not follow the WUM Anti-Plagiarism Policy will be reported as non-compliant in the Quality Assurance criteria for future rankings and fundings.

Reporting/ Lodging a Plagiarism Complaint

A complaint regarding plagiarism may be lodged with the VC for further probe. In cases, where the accused person is the Vice-Chancellor/ Head of the Institution, the complaint should be forwarded to the National Plagiarism Standing Committee (NPSC), through Chairperson HEC/ Quality Assurance

Division of HEC, with a copy to the Appointing Authority i.e., Chancellor/President as well as the Provincial Higher Education Department/Commission. However, the findings/decision of the NPSC shall be shared with the Appointing Authority/HEIs for implementation/action. Alleged plagiarism can be reported to University or HEC Quality Assurance Division directly by email, post, fax or other means. In case of lodging a complaint in the form of a letter, copy may be sent to HEC. The following information is to be provided:

- a) A copy of his/her own Computerized National Identity Card (CNIC), if from Pakistan, or Passport, in the case of foreigners, or other legally valid proof of identity.
- b) Citation of the original paper or document or idea which was plagiarized, (paper title, author(s), publication title, month and year of publication if available and the journal, in which published, with details). If the original paper is unpublished (e.g., an institutional technical report, an on-line paper), the complainant is to provide as much information as possible to ensure authenticity of the claim.
- c) The citation of the alleged plagiarizing paper (paper title, author(s), publication title, month and year of publication if available and the journal with details in which published). If the paper is unpublished (e.g., an institutional technical report, an on-line paper), the complainant is to provide as much information as possible to ensure proper investigation.
- d) Original Journals or Certified Copies of both the allegedly plagiarized document and the original document e.g., papers or theses or electronic copy with DOI number, where applicable.
- e) Any other information that would help to efficiently resolve the claim.
- f) Name, designation, organization, address, e-mail address and telephone number of the complainant.
- g) In case there is a report of an examiner or reviewer that indicates a thesis/work is plagiarized, that report can become the basis of a plagiarism case/investigation. This also applies to a report by a concerned citizen.
- h) In case of failure, on the part of the The Women University Multan, to take up the case as per the procedure, within 90 days, HEC may forward the complaint to the Chancellor of the university for information.
- i) The VC of the organization may become the complainant if there is overwhelming evidence of plagiarism. However, anonymous complaints shall not be considered for any further action.

Investigating Plagiarism Complaints:

The Women University Multan will, initially, deal with complaints regarding plagiarism, according to the procedure, given below:

For investigation of plagiarism cases, the VC/ Head of the organization shall:

For investigation of Plagiarism cases;

- a. Consider an allegation of plagiarism by students, faculty, and others and constitute a Women University Multan “**University Anti-Plagiarism Standing Committee**” (UAPSC) with the following composition:
 - i. HEC Nominee - The Quality Assurance Division, HEC will nominate a faculty member, well-conversant with the HEC Anti-plagiarism policy.

- ii. Senior dean and two (02) senior professors from outside University/DAI
- iii. Three subject experts: one from the university/DAI, and two (02) from other universities to be nominated by the Academic Council and approved by Syndicate. The university should maintain a panel of experts, preferably from all major disciplines, duly approved by the Academic Council.
- iv. Director QEC as a member/secretary

The UAPSC Committee composition and TORs (Annexure-II)

- b. Senior faculty members (of the same or other universities) who have unblemished careers and integrity and who meet other parameters indicative of a commitment to research ethics and excellence. The quorum of the committee will be comprised of four (04) members. The seniority/rank of the University Anti-Plagiarism Standing Committee members should be equal to or greater than the accused, keeping in view the seniority/rank of the individual being investigated and the nature and gravity of the offense. The opinion of the subject experts should be given due weightage. However, the decision shall be based on principle, not on the majority. The senior member will chair the UAPSC.
- d. Provide a fair opportunity to the accused or author(s) under investigation to defend the originality of their concepts and research work. A similar opportunity will also be provided to the author(s) whose paper(s) is/are deemed to have been plagiarized and/or the complainant (if any), to testify to the veracity of the allegations in the plagiarism complaint.
- e. The university will facilitate the UAPSC to use all available means, including legal and E&D provisions, to investigate the plagiarism case.
- f. All members of the UAPSC are to sign confidentiality and conflict of interest statements. If a conflict of interest occurs, the member(s) are to recuse themselves. During the investigation, the committee members will not disclose any individual author's name, paper titles, referees, or any other personal or specific information concerning the plagiarism complaint under investigation, nor shall they reveal their names. The findings of the respective committee would be placed before Syndicate for Students/Faculty and Chancellor for VC, for review and necessary action. In case of a complaint against VC, the HEC can assist the Appointing Authority. This would apply to both VCs currently serving and those who are retired as VCs if the allegation corresponds to their tenure(s) as VC.
- g. The University Anti-Plagiarism Standing Committee will submit an investigation report to the Head of the institution within 60 days which will also be shared with the complainant. In case of disagreement, the complainant may file an appeal to the Syndicate within the next 30 days.
- h. The Registrar will notify the outcome/ decision to the complainant, accuser (s), and HEC.
- i. The "Plagiarism Standing Committee" will provide all foreseeable means to investigate the plagiarism claim.
- j. The members of the "Plagiarism Standing Committee" are to sign a confidentiality statement that during the investigation they will, under no circumstances, disclose any individual author's name, paper titles, referees, or any other personal or specific information concerning the plagiarism complaint under investigation, nor shall they reveal the names of the committee members.
- k. Opportunity will be provided to the author / authors under investigation to justify the originality of their concepts and research work. Similar opportunity will also be provided to the author

whose paper is deemed to have been Plagiarized and / or the complainant, to justify the complaint.

Role of the University Anti-Plagiarism Standing Committee

The Plagiarism Standing Committee shall then conduct the investigation. Depending on the details of the claim, the investigation may include, but may not be limited to, any or all of the following steps:

- Manual and / or automated tests for content similarity.
- Determination of the extent and quantum of significant material plagiarized.
- Soliciting comments to the claim, from the Editor-in-Chief (of a journal) or Program Chair (of conference proceedings) and referees of either or both papers.
- Consultation with legal counsel.
- Consult/contact witnesses and record statements there-of if so required.
- Consult/contact present and/or past employers of the authors.
- Hard copies/ manually generated content can be scanned and converted to a searchable content.
- Determine the magnitude and quantum of significant material plagiarized.
- The “Plagiarism Standing Committee” will submit its report with clear cut findings and recommendations to the Vice Chancellor within a specified period not exceeding sixty days. The Vice-Chancellor will have the discretion to implement the recommendations after approval through the statutory process and take punitive action against the offender as per penalties prescribed under these Regulations or to forward the report to HEC or his / her parent organization for further action if outside their purview/jurisdiction. Contact relevant witnesses to gather and record statements when necessary.
- If needed, interview the present and/or past employers/supervisors/collaborators or any other persons of interest related to the author(s).
- Consult with the legal counsel of the concerned University on all related matters throughout the inquiry process.
- Take any other necessary step(s), if deems fit to take.

Submission of Findings by UAPSC

The UAPSC will submit its findings and recommendations to the Vice- Chancellor/ Head of the Organization within sixty (60) days. It should also be communicated to the publisher where applicable. Decisions made by the committee and approved by the Syndicate are to be implemented as soon as possible. Appeal against the decision of UAPSC will be made before the Syndicate within thirty (30) days of UAPSC decision.

Penalties for Plagiarism

Plagiarism is an unacceptable intellectual offense. As such, the penalties for plagiarism should be commensurate with the severity and recurrence of the offense as well as based on the impact of the academic standing of the offender. This entails a proportional increase in punitive action with minimum punishment for a first-time offense by a student/scholar who copies a homework assignment to a maximum punishment for a teacher/researcher/faculty member who publishes plagiarized material.

Grounds to determine the Penalty

When an act of plagiarism is found to have occurred, the "Plagiarism Standing Committee" in its recommendations, **DEPENDING UPON THE SERIOUSNESS OF THE PROVEN OFFENCE**, will advise the Competent Authority of The Women University Multan, to take any one or a combination of the following disciplinary action(s) against the teacher, researcher and/or faculty member found guilty of the offence:

A. Grounds for Major Penalty:

If the act of plagiarism is determined to be:

- a. Deliberate
- b. Constitutes much of the publication.
- c. Is a duplicate publication claimed for credit more than once by the author(s).
- d. Is between 35% and 50% in the similarity index and/ or over 30% in the findings.
- e. Is simply a translation of another work.
- f. The result of collusion or falsification.
- g. Is a work of junk science (presenting untested and unproved theories, as scientific facts are known as junk science).
- h. Is material in which reference to the original material is not given.

Major Penalty:

- a. Removal from service from the current institution/university as a faculty/non-faculty employee.
- b. Dismissal from the services as faculty/ non-faculty employee
- c. The awards/grants/benefits received based on plagiarized content shall be withdrawn, including promotion. The awards/grants/benefits received based on plagiarized content shall be withdrawn, including promotion.
- d. Expulsion from the HEI (in the case of students).
- e. Suspension of studies for two (02) semesters (in the case of students).
- f. The offender may be barred from joining any institution of Higher Education in Pakistan for one year (in the case of the student)
- g. HEC or University/DAI may debar the offender from sponsorship of research funding, travel grant, scholarship, fellowship, or any other funded program for two (02) years.
- h. In the case of a published work, University should inform the publisher about the findings and request them to withdraw the plagiarized work forthwith.

- i. The offender may be stopped for supervision of new students (MPhil & Ph.D. students) for two (02) years. However, the students who are already in supervision will continue as supervisees of the offender(s).
- j. A notice may be circulated among all academic institutions and research organizations.

B. Grounds for Moderate Penalty:

If plagiarism is determined to be:

- a. Deliberate.
- b. Spread over a substantial part of the paper.
- c. Is between 25% and 35% in the similarity index (exclusive of tables, figures, and references) and/or 20-30% in the findings.
- d. The results of collusion or falsification.
- e. Is a work of junk science (presenting untested and unproved theories, as scientific facts are known as junk science).

Moderate Penalty:

- a. The offender may fail the course (in the case of the student).
- b. The offender may be stopped from increments/promotions/new appointments for two (02) years.
- c. The offender may be stopped for supervision of new students (both MPhil & Ph.D. students) for one (01) year. However, the students who are already in supervision will continue as supervisees of the offender.
- d. The offender shall not be eligible to seek and avail the funding for any national/ international projects/grants and will not be eligible to become part of any joint project for one (01) year.

C. Grounds for Minor Penalty:

If the plagiarism is determined to be:

- a. Unintentional; however, neither claimed for benefit nor mentioned in the CV.
- b. Concentrated on one part of the paper.
- c. Not more than 20 to 25% similarity index overall and/ or 10% in the findings.
- d. Does not materially affect the results.
- e. Due to an error or omission or lapse of judgment.

Minor Penalty:

In case a few paragraphs have been copied from an external source without giving reference of that work, then minor penalties need to be prescribed for a specified period involving any one or more of the following: (a) warning, (b) freezing of all research grants, (c) the promotions/annual increments of the offender may be stopped, for a specified period and (d) HEC or the Women University Multan may debar the offender from sponsorship of research funding, travel grant, supervision of Ph.D. students, scholarship, fellowship or any other funded program for a period as deemed appropriate by the "Plagiarism Standing Committee".

Illustration/Examples:

1. In this scenario, a paper has over 25% Similarity Index (SI) and 15% of that is in the findings because the author did not properly rephrase the paper and was derived from an existing theoretical model. The author accepts the error while the findings are credible. The Women University Multan, in this case, may award a minor penalty.
2. In this scenario, a paper is found to have been deliberately copied in part and is clearly the result of collusion among several authors. However, the findings are not necessarily inaccurate, and the SI is around 35% overall and 15% in the findings. In this case, a moderate penalty can be imposed.
3. In this scenario, the author(s) have published modified versions of the same paper in multiple journals and claimed credit for them. There is clear evidence of collusion and intent to defraud academia. This is a case that merits a severe penalty.

Note: *It is worth noting that The Women University Multan may impose one or more than one penalty in all cases i.e., minor, moderate, and major penalties. Of course, it needs to be emphasized that these guidelines are meant to be employed with due caution and reason on the part of the The Women University Multan, keeping in view the particularities of a given case.*

If a paper is published in a supervisor-student relationship, then the student (s) will be the first author. This condition applies when a student is enrolled in a degree program and the supervisor is advising him/her in research work i.e., thesis or dissertation.

Co-author(s)/Declarations

- a. The primary responsibility for plagiarism in a publication lies with the Principal Authors (Corresponding Author/First Author). Any co-author(s) may be deemed partly responsible for plagiarism if The Women University Multan investigation reveals that they were aware of the wrong doing and chose to benefit from it, with their consent for publication duly taken. If the published work is part of a thesis of student and the co-author is not a supervisor, then justifications will be required in the form of no conflict of interest in publication.
- b. All authors/co-authors of a publication must sign a declaration that the material presented is not plagiarized (Sample attached as **Annexure-1**) and must exercise caution and diligence in associating themselves with any research work.

Additional Actions Required

In addition to the above punishments/considerations, the following additional actions must be taken, if the offence of plagiarism is established:

- a. If the plagiarized publication is accessible on the webpage, its access will be retracted.
- b. The publication itself will be kept in the database for future research or legal purposes.
- c. The author(s) will be asked to write a formal letter of apology to the authors of the original publication that was plagiarized.
- d. If the publication is submitted but not published, the draft publication will be rejected. However, a written warning shall be served to the author/ co-authors.

National Plagiarism Standing Committee

The HEC will establish a National Plagiarism Standing Committee (NPSC) to probe complaints against VC /Head of Institution.

If a plagiarism complaint is not addressed by the university despite multiple attempts by the complainant, the complainant has the option to forward that complaint to HEC NPSC through the Chairperson, HEC, or the Head of the Quality Assurance Division. However, to have his/her complaint considered, the complainant shall be required to produce evidence that he/ she has submitted the complaint to the Vice Chancellor of the concerned university at least three (03) times.

Once the complaint is forwarded to HEC, the matter will be taken up with the university to place the complaint before the UAPSC. The University will be liable to submit a report to HEC within sixty (60) days. In case of non-compliance by the university, HEC NPSC will take up the matter for resolution and the Vice Chancellor will receive a formal '*Note of Displeasure*' consequently.

Membership of the National Plagiarism Standing Committee (NPSC) shall be for an initial period of two (02) years, extendable for another term(s). If a member does not show up consecutively for three (03) meetings without any strong justification, membership may be replaced. The NPSC will comprise of:

- a. Chair of the Committee- The Executive Director, HEC will Chair the Committee.
- b. Eminent Educationist/ Professors of known integrity to be nominated by the Chairperson, HEC.
- c. Four (04) subject experts to be proposed by the Quality Assurance Division in consultation with Academics and Research & Innovation Division from the broad disciplines viz. (medical, engineering, agriculture, and social sciences) of the study. The Executive Director of HEC will approve the experts from the jointly suggested list.
- d. Director General/Head of the Quality Assurance Division.
- e. The Quality Assurance Division shall provide the Secretariat Support to NPSC. The Chairperson HEC will approve the recommendations of NPSC.
- f. The Convener of the NPSC may co-opt additional members if needed. The quorum of the committee will be two-thirds of the members including at least one (01) subject expert

Appeal

HEC NPSC will be responsible to process the appeal in the following scenarios:

- a. All plagiarism complaints against students, faculty members, and researchers shall be lodged at the The Women University Multan where the accused is employed. The University Anti-Plagiarism Standing Committee shall investigate and conclude the matter. The first appeal against the UAPSC decision shall be lodged in the university through Syndicate within 30 days of the notification of the UAPSC decision. However, the complainant/accuser may lodge the second appeal to NPSC through Chairperson, HEC/ Head of Quality Assurance Division of HEC within six (06) months of the first complaint.
- b. The plagiarism complaint of the VC/ Head of the organization is investigated by the NPSC as an initial complaint, and if the complainant or accused is dissatisfied with the NPSC recommendations then an appeal against the NPSC recommendations may be filed to the Chairperson HEC. However, in this scenario, NPSC subject experts will be different in entertaining the appeal.

A. The process of appeal for NPSC is given below:

- a. Appeals filed by the complainant/accused in plagiarism case(s) should be submitted before the Chairperson HEC/ Head of the Quality Assurance Division in writing through application in hard form or email or fax.
- b. The National Plagiarism Standing Committee (NPSC) shall review the appeal and co-opt the subject expert (s) accordingly (if required).
- c. The complainant and accused shall be given the opportunity to justify or provide evidence before the appeal committee in their defense.
- d. The NPSC shall review complaint(s) in the light of evidence/ justification produced by the accused.
- e. The Law Officer shall provide an opinion about the legal aspects of the Appeal.
- f. The Minutes of the Meeting shall be recorded by the Secretary of the Committee/ by his supporting staff and approved by the Chairperson with the consent of the members.
- g. Final decision made by the Committee shall be conveyed to the appellant, Institution as well as to the Appointing Authority (if the complaint is against the Vice Chancellor/Head of the organization) through a letter after the approval of the HEC's competent authority.

B. The process of appeal for the University Anti-Plagiarism Standing Committee (UAPSC) is given below:

- a. Appeals filed by the complainant/accused in plagiarism case(s) should be submitted before the Syndicate in writing through application in hard form or email.
- b. The UAPSC shall review the appeal and co-opt the subject expert (s) accordingly (if required).
- c. The complainant and accused shall be given the opportunity to justify or provide evidence before the appeal committee in their defense.
- d. The UAPSC shall review complaint(s) in the light of evidence/ justification produced by the accused.
- e. UAPSC may also seek legal opinion through University Law Officer.
- f. The Minutes of the Meeting shall be recorded by the Secretary of the Committee/ by his/ her supporting staff and approved by the Chairperson with the consent of the members.
- g. The final decision made by the Committee shall be conveyed to the appellant, Head of the Institution/ Vice Chancellor as well as to the Syndicate. A copy of the decision shall also be forwarded to the Head of the Quality Assurance Division. In case of dissatisfaction, the accused may file an appeal to the Chairperson HEC/ Head of the Quality Assurance Division.

Spurious/Malicious Accusations of Plagiarism

If the case of plagiarism is not proven, and it is suspected that a spurious allegation was lodged, the Vice-Chancellor/ Appointing Authority may initiate disciplinary proceedings under The Woemn University Multan's Statutes and E&D/Student University Disciplinary rules against the accuser. Defamation Laws may also be applicable, in case of loss of reputation. If the accuser is from another organization, the Head of the Organization will be informed about the false allegation(s) with the request to proceed with disciplinary action against the accused. The name(s) of the false accuser(s) be subject to

blacklisting as specified on the HEC website for a fixed period. Further, false accusers will not be eligible for the award of any grant/benefit from HEC. At each step of the process, HEC ought to be kept informed by the concerned organization.

Sample Undertaking



HIGHER EDUCATION COMMISSION OF PAKISTAN
(Monograph & Textbook Writing Scheme)
Monograph/Textbook Proposal Submission Undertaking

Corresponding Author(s) name: _____

Corresponding Author(s) Address: _____

Title of Work: _____

The Higher Education Commission (Publisher) and the Monograph/Textbook Proposal Author (Authors if a multi-author Work) agree on the following:

1. The Monograph/Book will contain the original work of the author(s).
2. It will not violate the copyright or intellectual property rights of any person or entity.
3. It will not contain previously published material in whole or in part for which permission from the concerned parties has not been secured.
4. The author(s) recognize that if any material submitted for consideration to the HEC is found to be plagiarized, the HEC may bar the author(s) from participating in all HEC programs, and a public notice to this effect may be issued in print as well as electronic media. The HEC reserves the right to recover all amounts spent on evaluation/publication etc. and may take any other action deemed necessary to serve as deterrence against plagiarism.
5. The author(s) shall indemnify and hold the publisher harmless against loss or expenses arising from breach of any such warranties.
6. In consideration of the HEC's agreement to publish the work, the author(s) hereby grants HEC a nonexclusive, royalty-free license to print, publish, reproduce, or distribute the work throughout the world by all means of expression, including electronic format. The author(s) further grants HEC the right to use the author's name in association with the work in published form and promotional materials.
7. The copyrights are duly reserved by the Higher Education Commission of Pakistan.

All authors are requested to sign this form. If not signed by all authors, the corresponding author acknowledges that s/he is signing on behalf of all the authors and with their authorization. Faxed signatures and multiple forms are acceptable provided the corresponding author collates all the material and submits it in one batch.

Author Signature: _____ Name: _____ Date: _____

Author Signature: _____ Name: _____ Date: _____

Publisher Signature: _____ Name: _____ Date: _____

Similar Schemes could be developed for authors or theses etc.

Constitution of UAPSC with Following composition and TORs

As per HEC Antiplagiarism Policy, 2023

Name	Designation	
Nominated by Worthy Vice Chancellor	Senior Most Faculty Member, WUM	Convener
	Senior Dean from Outside University	Member
	Senior Professor WUM	Member
	Senior Professor Outside University	Member
	Subject Expert From WUM	Member
	Subject Expert Outside University	Member
	Subject Expert Outside University	Member
Nominated by HEC	Faculty member HEC Nominee	Member
Dr. Atia Iqbal	Director QEC	Secretary

Role of the University Anti-Plagiarism Standing Committee

The Plagiarism Standing Committee shall then conduct the investigation. Depending on the details of the claim, the investigation may include, but may not be limited to, any or all of the following steps:

- Manual and / or automated tests for content similarity.
- Determination of the extent and quantum of significant material plagiarized.
- Soliciting comments to the claim, from the Editor-in-Chief (of a journal) or Program Chair (of conference proceedings) and referees of either or both papers.
- Consultation with legal counsel.
- Consult/contact witnesses and record statements there-of if so required.
- Consult/contact present and/or past employers of the authors.

- Hard copies/ manually generated content can be scanned and converted to a searchable content.
- Determine the magnitude and quantum of significant material plagiarized.

TORs

1. The quorum of the committee will be comprised of four (04) members.
2. The Committee will follow the HEC guidelines / Anti-Plagiarism Policy, 2023 as in vogue or amended from time to time.
3. The seniority/rank of the University Anti-Plagiarism Standing Committee members should be equal to or greater than the accused, keeping in view the seniority/rank of the individual being investigated and the nature and gravity of the offense.
4. The opinion of the subject experts should be given due weightage. However, the decision shall be based on principle, not on the majority. The senior member will chair the UAPSC.
5. Provide a fair opportunity to the accused or author(s) under investigation to defend the originality of their concepts and research work.
6. A similar opportunity will also be provided to the author(s) whose paper(s) is/are deemed to have been plagiarized and/or the complainant (if any), to testify to the veracity of the allegations in the plagiarism complaint.
7. The university will facilitate the UAPSC to use all available means, including legal and E&D provisions, to investigate the plagiarism case.
8. All members of the UAPSC are to sign confidentiality and conflict of interest statements. If a conflict of interest occurs, the member(s) are to recuse themselves.
9. During the investigation, the committee members will not disclose any individual author's name, paper titles, referees, or any other personal or specific information concerning the plagiarism complaint under investigation, nor shall they reveal their names.
10. The findings of the respective committee would be placed before Syndicate for Students/Faculty and Chancellor for VC, for review and necessary action.
11. In case of a complaint against VC, the HEC can assist the Appointing Authority.
12. This would apply to both VCs currently serving and those who are retired as VCs if the allegation corresponds to their tenure(s) as VC.
13. The "Plagiarism Standing Committee" will provide all foreseeable means to investigate the plagiarism claim.
14. The members of the "Plagiarism Standing Committee" are to sign a confidentiality statement that during the investigation they will, under no circumstances, disclose any individual author's name, paper titles, referees, or any other personal or specific information concerning the plagiarism complaint under investigation, nor shall they reveal the names of

the committee members.

15. Opportunity will be provided to the author / authors under investigation to justify the originality of their concepts and research work. Similar opportunity will also be provided to the author whose paper is deemed to have been Plagiarized and / or the complainant, to justify the complaint.
16. Contact relevant witnesses to gather and record statements when necessary.
17. If needed, interview the present and/or past employers/supervisors/collaborators or any other persons of interest related to the author(s).
18. Consult with the legal counsel of the concerned University on all related matters throughout the inquiry process.
19. Take any other necessary step(s), if deems fit to take.
20. The Registrar will notify the outcome/ decision to the complainant, accuser (s), and HEC.
21. The UAPSC will submit its findings and recommendations to the Vice- Chancellor/ Head of the Organization within sixty (60) days. It should also be communicated to the publisher where applicable. Decisions made by the committee and approved by the Syndicate are to be implemented as soon as possible. Appeal against the decision of UAPSC will be made before the Syndicate within thirty (30) days of UAPSC decision.
22. The Vice Chancellor will have the discretion to implement the recommendations after approval through the statutory process and take punitive action against the offender as per penalties prescribed under HEC plagiarism policy or to forward the report to HEC for further action if outside his purview/jurisdiction.
23. The committee shall convene its meeting only in case of a complaint/report received in a possible plagiarism incidence.
24. The committee may convene and admit cases on the recommendation of Director ORIC, Director QEC, Registrar and Rector of the University.

How to Interpret Originality Report (Guidelines)

Similarity index of the originality report is showing matches of submitted work with internet content. It is not verdict that document with high similarity index is plagiarized.

1. Similarity index is based on percentage of matched text out of total number of words in the document.
2. Instructor/Faculty member has to verify each and every similarity index for potential clue of plagiarism.
3. If similarities in the document are significant then scholar/student may be guided accordingly or case may be reported on the basis of that evidence.
4. The similarities in the document may contain matches with author's previous work; it may be ignored if it is the same work.
5. Bibliography and quoted material may be excluded after verifying. It is important to note that too much quoted material is not desired as per policy.
6. Common phrases and proper nouns also appear as similarities in the report, therefore every instructor/faculty member should ignore matches returned from them.
7. Originality report will show similarities from three major sources: internet, periodicals and student repository. Similarities returned from student repository may be ignored if it is author's own same work. Similarities from Student repository helps in detecting collusion in the documents.
8. The graphs, tables, formulae and other pictorial material is not matched through the service therefore, it will only offer similarities with only text.
9. The instructor / faculty members upervising students/scholars can give verdict of plagiarism after interpreting report. The report will be used as evidence of the report.

Guidelines on 'Ethics of Using Turnitin' for Instructors

1. Instructors are required to create classes and enroll students in these classes.
2. Students/Scholars should be informed that their work will be checked through anti-plagiarism service, therefore, they must follow proper documenting style in writing report/paper/thesis.
3. References/bibliography and table of contents must be removed from document which is submitted. If these are included then similarity index of the document will be increased.
4. Instructor may allow students to view their reports.
5. Instructor will maintain the privacy and will not disclose any report to anyone except the concerned person and to the concerned authorities, if required.
6. If Scholar/Student is involved in checking of papers and of theses of any other person, then Instructor shall report to University authorities about that with valid proof.
7. Originality/Similarity reports generated by the Turnitin provide clues in form of text matches. Proverbs, Universal Truths, phrases etc.
8. Scholars/Students must make sure that document they are submitting is in proper documenting style (i.e. IEEE, Chicago, MLA, APA etc.) and is free of plagiarism.
9. If the report has similarity index $\leq 19\%$, then benefit of doubt may be given to the author but, in case, any single source has similarity index $\geq 5\%$ without citation then it needs to be revised.
10. If similarities of a report are from author's own (previous) work then these may be ignored only if the material has been cited by the author.
11. As documents which are checked through this service are not yet published and no benefit is acquired, therefore, no punishment or penalty is recommended. It is advised that similarities at greater level may be taken care of in the light of the HEC plagiarism policy.

Standard Operating Procedures for Plagiarism Cases

1. Cases received at HEC will be forwarded to QA Division.
2. DD (QA) will check that complaint is not anonymous and will verify the identity of the complainant.
3. HEC will run an initial plagiarism test to verify if the complaint is genuine, in which case the following steps will be pursued.
4. In a case if overwhelming evidence of plagiarism is found, even anonymous complaints will be considered to deal as per plagiarism policy with approval of the competent authority.
5. The case will be forwarded by HEC to the concerned University/Institution within one week for further investigation through the Plagiarism Standing Committee constituted by the University/Institution. The University will provide interim response/acknowledgement within 4 weeks.
6. Every letter regarding plagiarism cases will be copied to PS to Vice Chancellor, so that issue of Plagiarism may be taken up at the highest level.
7. In case the plagiarism complaint is against VC/Head of Institution, then investigation will be initiated by the HEC under intimation to the Chancellor office. The report will be submitted to the Chancellor office within 90 days for appropriate action.
8. Plagiarism Standing Committee will submit investigation report to the Head of the Institution within 90 days after receiving the case from HEC.
9. Plagiarism Policy is applicable to all employees whether they are regular or contractual employee of the University/Degree Awarding Institution.
10. In case of no response/acknowledgment from the University within 4 weeks, first reminder for update on the case will be sent by DD-QA (the dealing officer of the QAD) during the fifth week after sending the case to respective institution.
11. Head of the Institution/Registrar will notify the final outcome/decision to the HEC as per plagiarism policy.
12. After notification of the decision the alleged person has right to appeal against the decision of the Institution within 30 days.
13. Head of the institution has to finalize decision on the appeal to complete all formalities under E&D rules within 60 days after receiving the appeal and decision is required to be notified.
14. The Universities which are not following HEC Plagiarism Policy will get reflection of noncompliance of QA criteria in future rankings and funds as well.

In Case of Delay at the University End After Receiving the Case:

15. In case of failure at University end to conclude the case in 90 days, Letter from ED to VC requesting finalizing of case in 4 weeks.
16. In case of expiry of two weeks after final reminder, Chancellor of the University will be informed.
17. In case of no response, even after 4 weeks, the case will be placed on agenda of HEC Plagiarism Committee.
18. HEC Plagiarism Standing Committee may co-opt expert/s from outside the HEC as member of the Committee as and when required.
19. HEC Plagiarism Standing Committee can award all those punishments mentioned in the Plagiarism Policy, keeping in view the level of Plagiarism committed.
20. The decisions made by the HEC PSC and Independent Expert committees are required to be followed with the respective University within one month; in case of non-compliance again two week time will be given through reminder for compliance.

Check List for the University PSC

1.	The University PSC decision is forwarded to HEC PSC along with all relevant evidence.	Yes	No
2.	Whether the complainant was given the opportunity to justify/clarify his claim?	Yes	No
3.	Whether the accused was/were given opportunity/hearing to defend his/her/their case?	Yes	No
4.	Whether the opinion of the expert was sought and recorded?	Yes	No
5.	Whether the personal file of the accused was checked for taking any benefit on the basis of the alleged paper?	Yes	No
6.	Whether the Committee has found plagiarism in the reported paper/thesis etc?	Yes	No
7.	Whether any action has already been taken by the University on the recommendation of the University's PSC.	Yes	No

Member: _____

Member: _____

Name: _____

Name: _____

Member: _____

HEC Nominee: _____

Name: _____

Name: _____

Secretary of PSC: _____

Subject Expert: _____

Name: _____

Name: _____

Chairman of PSC: _____ Name: _____

References

1. [APA Resources - What is Plagiarism? \(nova.edu\)](#) visited on December 13, 2021
2. [What is Plagiarism? - Plagiarism.org](#) visited on December 13, 2021
3. [Turnitin - The Plagiarism Spectrum](#) visited on December 13, 2021
4. HEC Anti-Plagiarism Policy Version 2.0 on August, 202



The Women University Multan

(ESTABLISHMENT BRANCH-II)

EST-II/WUM/22- 707 /D

Dated: 27/05/2022

NOTIFICATION

The Academic Council of the Women University Multan in its 13th meeting held on 17-06-2021 under Supplementary Agenda Item No. 01 duly notified vide Notification No. ACAD-I/WUM/21-336/D dated 13-09-2021, the Vice-Chancellor has been pleased to nominate following four (04) members for *Research Ethics Committee*.

Sr. No.	Details	Status in Committee
01	Dr. Adeela Saeed (Associate Professor) Department Of Chemistry (Nominated by Vice Chancellor)	Convener
02	Dr. Uzma Niaz (Assistant Professor) Department of Sociology (Nominated by Vice Chancellor)	Member
03	Dr. Asma Bashir (Assistant Professor) Department of Applied Psychology (Nominated by Vice Chancellor)	Member
04	Dr. Raima Nazar (Assistant Professor) Department of Economics (Nominated by Vice Chancellor)	Member/Secretary

This supersedes the earlier Notification bearing No. EST-II/WUM/20-43/D dated 16-01-2020.

DR. QAMMAR RUBBAB
Registrar

Distribution:

1. All concerned
2. Assistant Registrar, ACAD-I (With request to place before the Syndicate for information, please)
3. PS to Vice-Chancellor
4. PS to Registrar
5. Notification File

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OFFICE OF THE REGISTRAR

Acad-I Branch

ACAD-I/WUM/24-⁴²/D
Dated: 02/09/2024

NOTIFICATION

Consequent upon the recommendations made by the Academic Council in its 21st meeting held on 27-11-2023 under Agenda Item No.13, titled "REQUEST TO RECONSTITUTE THE INSTITUTIONAL BIOSAFETY COMMITTEE CONSTITUTED VIDE NOTIFICATION NO. ACAD-I/WUM/23-112/D DATED 06-04-2023 ALONGWITH TERMS OF REFERENCES (TORS) AND RESPONSIBILITY" the Syndicate in its 40th Meeting held on 13-12-2023 under Current Work Item No. 1a, titled "REQUEST TO APPROVE THE RECOMMENDATIONS MADE BY THE ACADEMIC COUNCIL IN ITS 21ST MEETING HELD ON 27-11-2023" unanimously approved the reconstitution of following Institutional Biosafety Committee under Section 30 of The Women University Multan Act 2010 alongwith the below mentioned TORs & Responsibility:

Name of Member	Designation	Status in committee
Prof. Dr. Kalsoom Pracha	Vice Chancellor WUM	Convener
Prof. Dr. Mamona Yasmin	Registrar	Member
Dr. Kanwal Rehman	Director ORIC	Member
Dr. Tahira Younis (Subject Expert)	Associate Professor	Member
Dr. Sadaf Mehmood (Social Scientist)	Associate Professor	Member
Dr. Adeela Saeed	Chairperson Ethical Review Committee	Member
Invited Member	Representative of Civil Society Related to the Subject	Member
Any member can be co-opted by the Vice Chancellor depending upon the nature of the project & it can be one or more		
Dr. Atia Iqbal	BioSafety Officer	Secretary/ Member

TORS

The entire project involving recombinant DNA/synthetic nucleic acid molecules, pathogenic microorganisms and other biohazardous materials at the Women University Multan (WUM) will require IBC approval.

RESPONSIBILITIES

1. Review University projects conducted by Faculty, Staff, Students and/or Visiting Scientists to ensure that all work with biohazardous agents and materials is conducted in accordance with applicable legislation, guidelines and recognized



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- codes and standards of practice in ways that best facilitate safe and secure conduct of relevant research, teaching or service activities at WUM.
2. Review risk assessments and other necessary documentation that is submitted along with project applications to the IBC for review and approval.
 3. Assist in the activities of the National Biosafety Committee (NBC) and the Technical Advisory Committee (TAC).
 4. Ensure the availability of revised/new (if any) and relevant BioSafety and biosecurity information to laboratories.
 5. Review reported incidents/accidents and exposures and make recommendations for corrections.
 6. Stop any activity the Committee considers to be non-compliant or unsafe use of biohazards, and instruct the PI/Incharge to withhold access to research funds until the problem is rectified.
 7. It is required that significant research-related incidents be reported immediately to the Institutional Bio-Safety Committee via the Directorate of Research. Such incidents include research-related accidents and illnesses as well as inadvertent release or improper disposal of biohazardous or recombinant DNA materials.
 8. All the researchers, transferring any transgenic material from outside the university should inform and take approval from IBC (part of project application) before using them at any campus of WUM.
 9. Make sure that all the transiently infected plants or animal (with virus/bacteria/fungi or any pathogenic species) are properly disposable (part of project application).

Furthermore, the House approved the proposed format of Notification for the constitution of IBC.


REGISTRAR
02-01-24

CC:

- Prof. Dr. Kalsoom Pracha, Vice Chancellor WUM
- Prof. Dr. Mamona Yasmin, Registrar, WUM
- Dr. Kanwal Rehman, Director ORIC
- Dr. Tahira Younis, Chairperson Department of Biochemistry & Biotechnology
- Dr. Sadaf Mehmood, Chairperson Department of Sociology
- Dr. Adeela Saeed, Chairperson, Ethical Review Committee
- PS to Vice Chancellor
- PS to Registrar
- Notification file