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RULES AND REGULATIONS

Relating to PhD Degree Programs



**CHOLISTAN UNIVERSITY OF VETERINARY
AND ANIMAL SCIENCES, BAHAWALPUR**

**DIRECTORATE OF ADVANCED STUDIES AND RESEARCH
CHOLISTAN UNIVERSITY OF VETERINARY AND ANIMAL
SCIENCES, BAHAWALPUR**

**RULES AND REGULATIONS FOR PhD DEGREE PROGRAM AT CUVAS,
BAHAWALPUR**

Duration and requirements of the Course/Semester

1. Semester duration and requirement of degree program:

1.1. The duration of the course for the Degree of Doctor of Philosophy, in full residence shall not be less than six semesters and more than sixteen (16) semesters for whole-time students. In case of employees of CUVAS, admitted as part time students, the duration shall not be less than eight (08) and more than sixteen (16) semesters.

i. 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**

ii. The **completion date** of PhD degree shall be reckoned with the date of notification of the award of PhD degree.

iii. The **maximum duration** shall be determined from the date of student enrolment until the date of the completion notification of the PhD degree.

iv. 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 (ASRB-4).

1.2. The employees of the government/other agencies nominated for the degree of Doctor of Philosophy at this University shall have to take leave to pursue studies as a regular student, failing which he/she shall not be admitted. Moreover, if an employee of the Govt./other agencies gets NOC from his/her department/ competent authority, he/she will get admission as part time student and pursue his/her studies in PhD degree program.

Explanation: Students admitted will be considered as part-time students, however, they will enroll up to three courses per semester and pay full fee as admissible under regular programs.

1.3. The supervisors of PhD students shall submit a report about each PhD student showing general progress particularly in research. Such report shall be submitted on prescribed form (GS-03) after each Semester to the Advanced Studies and Research Board (ASRB) through the Chairman of the Department/Dean/Director concerned.

Explanation: In case their progress is not satisfactory, they will be called during next Semester to justify for the delay. In case their explanation, in the opinion of the ASRB is not found satisfactory, appropriate orders including cancellation of admission shall be passed by the Board.

1.4. The medium of instruction and Examination shall be English.

2. Semester breakup

2.1. There will be 2 semesters (Fall and Spring) of 19 weeks each in an academic year. The commencement of the semesters shall be regulated by the Academic Council.

Explanation: Out of 19 weeks, 16 weeks shall be actual teaching time, the rest may be utilized for admission, enrolment, conduct of Examinations, preparation, declaration of results, etc.

2.2. (i) Summer session (8 to 10 weeks each year) shall be optional. Students who desire to take deficiency courses, failed courses and the courses in which they are allowed to improve grades (grade “C”) under the rules, may be enrolled during this session. It shall not count towards residential requirements. Moreover, the students improving Grade “C” in summer session will be required to take permission from the concerned Chairman and the Dean.

(ii) In Summer session, extensive classes will be arranged to compensate the normal study course of a regular semester and 75% attendance in theory and practical separately for each course, shall be observed.

3. The subjects/courses of study for PhD degree:

The subjects of study for the PhD may be amended from time to time through Board of studies, Faculty board of studies and Academic Council.

4. Course Codes:

4.1. The course codes for minor compulsory courses, Advanced Experimental Statistics and Advanced Biochemistry, will be STAT-751 and BIOC-751, respectively.

4.2. The course codes for seminar-I (1(1-0)) and seminar-II (1(1-0)) will be XXXX-798 and XXXX-799, respectively. The code for Research and Thesis will be XXXX-800.

5. Coursework and Residency Requirement:

The following requirements shall be fulfilled before the award of a PhD Degree:

a. The students shall complete the coursework of at least:

i. 24 credit hours that comprised of 18 credit hours as Major (with Compulsory Statistics) and 6 credit hours as Minor (with compulsory Biochemistry) if they are from the same discipline. The credit hours for research and thesis are 24 (ASRB-7).

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 be based on research, not only on credit hours.

The breakup of course work is as follows:

Minimum course work breakup for PhD degree program(s) (ASRB-7).

Category	Courses	Credit Hours
Major	Major department courses	12
Major Compulsory	Seminar I and Seminar II	1 + 1 = 2
	Advanced Biostatistics (3(1-2))	03
	Special Problem	01
Major Subtotal		18
Minor	Minor department courses	03
Minor Compulsory	Advanced Biochemistry (3(1-2))	03
Minor Subtotal		06
Total (Coursework)		24
Research	Research & Thesis	24
Grand Total		48

REGULATIONS

Admission to the program:

A candidate seeking admission to the Degree of Doctor of Philosophy in full and partial residence must fulfil the following requirements.

1. Admission Requirements:

Completion of MS/M.Phil. /Equivalent degree is required for admission in PhD with minimum 3.0 CGPA in semester system and 60% in annual System GRE/HAT Test Qualifying Score must be 60% Candidate must fulfil Departmental Eligibility Criteria Candidate must have valid Council Registration Certificate(s) where required Govt. Employee must have NOC and/or study leave (ASRB-7).

Intradisciplinary qualifications

Intradisciplinary admissions may only be allowed, if:

- i) **The applicant has passed GRE-Subject/Equivalent Test with minimum 50% marks in the discipline of admission and has taken 6-9 CH of deficiency courses of level 7.**
- ii) The 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 admissions committee, the preparation can be deemed satisfactory by taking a few additional courses after starting the program).**

CGPA

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 admission, is required, whether such degree was obtained from Pakistani or foreign universities. If the CGPA/Percentage is not mentioned on the transcript, the candidate must produce equivalent weightage from the parent university. The students having strong demonstrated interest in obtaining PhD degree, but their **CGPA is below 3.00 but not less than 2.75 (out of 4.0 in the semester system) or 60% marks (in the annual system) in the most recent degree obtained,** may be admitted to a PhD program after fulfilling the following requirements:

- i) Shall study additional courses of 9-12 CH of level 7 taking a **zero semester** and score minimum 3.00 out of 4.00 GPA, and
- ii) The admission committee is satisfied that the applicant's knowledge of primary area (level 7) has sufficiently prepared him or her to undertake the course of studies of the doctoral program.

These requirements shall be in addition to any other requirements set in this policy for admission to a PhD program (ASRB-4).

2. Subject Test:

A subject test conducted by the National Testing Service (NTS) must be cleared prior to admission for the PhD program. If the Test is not available in NTS subject list, then a University Committee consisting of at least 3 PhD faculty members approved by Dean/Director in the subject area will conduct the test at par with NTS and qualifying score for this will be 70% as per HEC requirement. After qualification of subject test, the selection will be made through interview on following criteria. After interview, top score holders will be allowed to get admission as per required number of seats in particular discipline.

The university will:

- i) Conduct the subject test, with the passing score of 60%. University Committee consisting of at least 3 PhD faculty members approved by Dean/Director in the subject area will conduct the test OR
- ii) **Accept a test equivalent to GRE/HAT General, conducted by testing bodies accredited by HEC, with a passing score of 60%.**

Statement of Purpose

As part of the application for admission to PhD 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 subspeciality 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
- The prospective candidates shall demonstrate passion and enthusiasm for the area of research (ASRB-4).

Interview judgement criterion for admission in PhD program

Sr. #	Criteria	Maximum Marks assigned	CGPA Detail	Accelerated weightage	Marks
1	M.Phil. or equivalent CGPA 3 and above	50	3.0 & 3.1 to 4.0	20 for 3.00 CGPA and 3 per point	20,23,26,29,32, 35,38,41,44,47, 50
2	Publications (5 marks per publication)	10			
3	Professional Experience (2 marks per year)	10			
4	Aptitude for research, personality & Conduct	30			
Total		100			

3. Selection Committees for admission:

The Selection Committees for admission to PhD shall consist of the following:

- (i) Dean/Director
- (ii) Chairman of the Department
- (iii) Directorate of Advanced Studies & Research (DASR) nominee
- (iv) Senior most teacher of the Department.

4. Candidates may be admitted at the beginning of the semester, if a candidate fails to enroll, then he/she will not be admitted.

5. (i) A teacher/researcher of this University (permanent, temporary, adhoc or on contract basis) will be considered for admission as part time student; will be allowed to enroll maximum of two courses and one seminar in a semester and with the payment of prescribed university dues (as approved by the Finance & Planning Committee). In case, he/she intends to take maximum credit hours allowed to a full time student then he/she will have to take leave from the University and pay full University dues.

(ii) The administrative staff of this University (permanent, temporary, adhoc or on contract basis) will be considered for admission as part time student only under Evening program; will be allowed to enroll maximum of two courses per semester with the payment of prescribed university dues (as approved by the Finance and Planning Committee). In case, he/she intends to take maximum credit hours allowed to a full time student, or intends to

take courses under morning program then he/she will have to take leave from the University and will pay full university dues.

(iii) The admission to a degree program shall be approved by the DASR.

(iv) Lists of selected candidates would be displayed by the concerned department and if needed subsequent lists would be displayed till the last seat is filled up.

Explanation: The last list would be displayed keeping in view that 75% attendance in lectures would not suffer.

6. Admission approval:

6.1. The admission to the course may be made by the DASR on the recommendations of the Selection Committee to be approved by the Vice-Chancellor.

6.2. The Selection Committee shall consider the applications for admission to different courses and interview the candidates and formulate their recommendations for placing before the DASR.

6.3. The DASR may refuse admission of a student to the course without assigning any reason.

Explanation: All those students who were penalized with minor penalty in preceding institute would be on probation up to two semesters. If they commit any misconduct during probation period, their admission may stand cancelled. Whereas, all those students who were penalized with major penalty in the preceding institute/program, their admission will be cancelled. After the lapse of two years, those students cases may be considered for admission to PhD course on the recommendations of the DASR.

6.4. The admission to a degree program shall be notified by the DASR on the basis of merit list prepared and checked by the Chairman of the respective department. Lists of selected candidates would be displayed by the respective departments and if needed subsequent lists would be displayed till the last seat is filled up.

Explanation: The last list would be displayed keeping in view that 75% attendance in lectures would not suffer.

7. A candidate admitted to the course may discontinue his/her studies on account of circumstances beyond his /her control provided that he/she has not submitted his/her thesis, enroll himself/herself for each semester and before appearing in the final Examination, with the permission of the Vice-Chancellor obtained through the DASR on the recommendation of the Dean/Director. Provided further that a candidate shall not be allowed to discontinue studies during first two semesters.

Explanation: Candidates so permitted to discontinue will be allowed to resume their studies by the Dean/Director and will be notified by the DASR.

8. (i) The prescribed form (GS-01) complete in all respect and accompanied by proof of fee(as approved by the Finance and Planning Committee) paid (bank receipt) shall be presented to the office of the Chairman/Director concerned on the day(s) notified for enrollment.

Explanation: The concerned Department/Institute will hand over the GS-01 forms (four copies) to the office of the DASR through Dean of the Faculty on next day of enrollment. The Office of DASR after thorough scrutiny will send the GS-01 forms to the Controller of Examinations and Chairman concerned before commencement of mid examinations.

(ii) The DASR under special circumstances and on payment of late fee prescribed for this purpose, may permit a student to enrol within ten days after the commencement of the classes.

(iii) The Vice Chancellor may allow a student to enroll till the last day of the 4th week after the commencement of classes under special circumstances, in individual cases and reasons to be recorded, with double late fee prescribed for this purpose.

Explanation: After 4th week the Vice Chancellor may also decide the request (s) of the student (s) on case to case basis with fine (in addition to double late fee). However, such students would be themselves responsible for consequences (if any) of late enrollment.

(iv) Enrollment in absentia is not allowed. Student is required to be present in person with a proof of identification (University Identity Card or Computerized National Identity Card etc.) for enrollment.

(v) Enrollment will only be considered complete when GS-01 form is submitted to the office of DASR. Only depositing of fee will not serve the purpose.

9. If a student fails to enroll in any semester without permission of the competent authority, he/she shall cease to be on the rolls of the University and in case he/she desire readmission, he/she shall have to apply for the same. The DASR may readmit such a candidate subject to payment of Rs.2000/- as readmission fee and Rs.20,000/- as per semester(s) gap fee and the period of gap semester(s) will also be counted towards his/her residential period. The DASR may refuse admission if the reasons presented are not convincing.

10. When a candidate has been enrolled for his/her first semester, the DASR shall, on the recommendation of the Dean/Director made in consultation with the Chairman of the Department concerned, constitute for the candidate a Supervisory Committee which shall normally consist of two specialists from the major field of study and one from the minor field of study. Provided that if an outstanding specialist in a related field of study, is

available outside the University, he/she may be appointed as a co-supervisor/additional member in Supervisory Committee. However, one of the teacher members from the major field of study will be designated as Chairman and will act as Major Supervisor.

Explanation: Allotment of supervisor should be done within 8 weeks after the commencement of the first semester. In case, a post-graduate student is allowed by the DASR duly recommended by the Chairman and Dean/Director concerned to conduct his/her complete thesis research in other institution/laboratory, the name of the helping scientist (PhD) would be placed at serial No. 2 on the Supervisory Committee and will be designated as co-supervisor. Moreover, Supervisory Committee may be revised in case of transfer/any special circumstances/retirements of any member of Supervisory Committee in consultation with the Chairman of the concerned Department through Dean and subsequent approval from DASR.

10.1. A supervisor can supervise maximum a total of 12 M.Phil. /PhD students at a time with no more than 5 of these being PhD students as per approved HEC criteria.

11. Following faculty members may act as supervisors:

- (i) The Professor emeritus may act as supervisor/member of supervisory committee of postgraduate students if he/she is stationed at CUVAS.
- (ii) Foreign Faculty members, HEC National Professors/HEC eminent scientists may act as supervisor/member of the supervisory committee provided that they are appointed for three years at CUVAS.
- (iii) Retired teachers of CUVAS may continue as supervisor/member of the supervisory committee to their previous postgraduate students if they had supervised the students upto the approval of the synopsis. However, on re-employment of three years they may be given supervision of a new student.
- (iv) Adhoc/contract teachers may act as supervisor/member of the supervisory committee only where there is shortage of regular faculty members. Faculty on Tenure Track System (TTS) at CUVAS will be considered as regular faculty for the subject purpose.

12. A student who is enrolled for a course shall not be allowed, to add a new course or substitute a course for another after the expiry of twenty days from the commencement of the semester, but he/she may be permitted on the recommendation of his/her major Supervisor/Chairman of the Department and the teacher concerned, to drop a course within thirty days. In case a student gives up a course without such permission or intimation, he/she shall be deemed to have failed in that course.

12.1. A student may be permitted to revise his/her GS-01 form within 30 days from the commencement of classes. After this period he/she may be allowed to revise GS-01 form up to 38th day from the commencement of classes on the payment of prescribed GS-01 revision fee.

12.2. The students of first semester may be allowed to revise his/her GS-01 form within 40 days of the last date of enrollment.

13. When a course for which a student is enrolled, cannot be held according to the program announced, he/ she may take up an alternate course, but this must be done not later than 20 days after the date of enrolment.

Course of Study:

1. The Course code of all PhD courses will commence from 751 preceded by the first four alphabets of the name of the Department (e.g. XXXX-751). Laboratory courses, if any, will carry, separate numbers.

2. No student will take any advance course unless he/she has cleared the pre-requisite for it as determined by the Department.

3. The number of courses taken in a semester will be as follows:

3.1. Ordinarily a whole-time student shall not be enrolled for more than 12 and less than 9 credits in a semester except the last semester. The summer sessions shall only be offered for the deficiency/failed/repetition courses. However, in summer session a student can enrol upto maximum of nine (09) credits.

Explanation: Students who enroll undergraduate deficiency courses may take credit hours like undergraduate students.

3.2. A part-time student may take 2 courses or one seminar or both in each semester.

3.3. Each student will have to deliver 2 seminars in two different semesters. Out of two seminars, one should relate to the subject of his/her research (Synopsis defence) at University level.

3.4. The Board of Studies may count towards the requirements of the course, credits earned by a student at another recognized institution, subject to maximum of 75 percent of the minimum credits requirements laid down in these regulations provided that

(i) The courses for which credit is claimed were identical with or similar to the courses included in the program approved for him.

- (ii) The courses for which credit is claimed have not been used for any other degree. The credit transfer of research work is permissible provided that the host university and parent university are agreed upon while considering the Intellectual Rights policies of both parent and host universities/DAI/HEI.

Explanation:

The consent of the Supervisor of the parent University is also mandatory for the transfer of the research. If the research is being carried out under a research project, then the consent of the PI/Group Leader/Project Leader is also mandatory (ASRB-7).

The similarity of such courses will be determined by the Board of Studies of the respective department for subsequent approval from the DASR.

3.5. A course can be repeated three times at the most. The Controller of Examinations office will mention corresponding repetitions in the result notification and the student shall mention repetition status in the GS-01 form.

3.6. Students would submit their course work program (GS-02) to the office of DASR during 2nd semester.

3.7. Students would submit their research titles, approved through the respective Departmental Board of Studies, during 3rd semester for subsequent approval from the DASR, whereas, Synopsis (GS-5) may be submitted at the end of third semester through the same route.

4. No Semester course shall carry more than 4 credits.

5. Credits earned for a course shall lapse on the expiry of seven years for regular as well as part time students from the end of the Semester in which the course was qualified. The ASRB may, however, revalidate the lapsed courses for special reasons to be recorded.

Explanation: Deficiency courses once qualified will not lapse and shall not be called into question again and need not to be revalidated.

EXAMINATIONS

1. Tests and Examinations:

1.1. There shall be two Examinations for each course during each semester. These Examinations shall be termed as mid-term and final term examination. In addition to these Examinations the teacher shall give home assignments and writing review article, etc. The determination of the form of these Examinations will be left to the teacher who

will be solely responsible for the conduct of Examination as well as evaluation in his/her course. The grade given in the course by the teacher shall be final.

1.2. Only those students, who have attended not less than 75 percent of the lectures and practical separately in each course, shall be eligible for admission to such Examinations.

1.3. A teacher shall report to the Dean/Director concerned through the Chairman/HOD of the Department concerned, the names of students who are absent from the lectures/practical continuously for seven times to enable him strike off such students.

Explanation: The Dean/Director may re-admit such a candidate or refuse admission if the reasons advanced are not convincing.

2. The final Examination for Semester shall be held on a date and time and place to be notified by the teacher in advance.

3. To pass a deficiency course a student shall be required to obtain at least grade-B, whereas to pass compulsory minor course(s) a student is required to obtain at least "C" grade.

4. The scripts of each Examination shall be shown to the students concerned by the teacher, taken back immediately and then forwarded to the Controller of Examinations within five days, who shall preserve the scripts for two years. Any discrepancy observed may be reported to the ASRB through HOD.

5. The examination of each enrolled course will be conducted as follows:

5.1. The mid-Semester Examination shall be held during 9th week of the Semester which shall carry 30 percent of the total allocated marks for the course. This Examination shall be held by the teacher concerned who shall determine the form of the Examination.

5.2. In addition, special home assignments and/or review papers etc. shall carry 10 percent of the total marks allocated which shall be uniformly split over the whole semester. The final Examination to be held at the end of the Semester shall carry 60 percent of the total marks allocated.

5.3. For the purpose of evaluation, one credit will carry 20 marks e.g. a 4 credits course will carry 80 marks. These marks will be divided in accordance with the credits assigned to theory and practical for each course.

6. The following weightage shall be given to the examinations, home assignments and term papers, etc.

(i) Sessional Work/Examination

- Mid-Semester Examination

30%

401	- Home assignments/quizzes	10%
402	(ii) Final Examination of the Semester	
403	Covering the entire course	60%
404	Total:	100%

- 405 7. In order to qualify in the Examination of a semester, a student must pass theory and
406 practical separately.
- 407 8. The teacher shall upload result electronically within prescribed time schedule and will
408 submit marked answer sheets along with question paper and final award list to the
409 Controller of Examination who will retain the papers for three years.
- 410 9. On receipt of the award lists, the Controller of Examinations shall prepare a consolidated
411 award sheet and send it to the DASR, and Dean/Director and the Chairmen/HODs of the
412 Departments concerned.
- 413 10. A student, who has taken the final Examination of an approved course at the end of a
414 semester, shall not be permitted to delete the course.
- 415 11. A student who fails to make up the deficiency in his/her grade point average, in the number
416 of chances permitted, shall cease to be on the rolls.
- 417 12. Constitution and functions of examination as well as disciplinary/dispute Committees at
418 departmental level will be according to CUVAS regulations of under graduate programs.

419

420 **Grade Point Average:**

421 The maximum grade point average and minimum grade average for awarding PhD degree
422 at CUVAS, are given below.

423 Maximum grade point average 4.00

424 Minimum grade point average for obtaining PhD Degree 3.00

425 **(Equivalence between letter grading and numerical grading shall be as follows):**

Grade	Value	Marks	Remarks
A	4	80-100%	Excellent
B	3	65-79%	Good
C	2	50-64 %	Satisfactory/Pass
W	-	-	Withdrawal grade
F	0	Below 50%	Fail

426 (Fractions will be rounded to the nearest whole number such as 64.50 to 65.00).

Note: If a student enrolled in a semester has discontinued or unable to sit in the Final Examination due to illness duly certified by a Registered Medical Officer or under the circumstances beyond his/her control, to be determined in each case, on a written application by the student, may be allowed to discontinue which would be duly notified by the Dean/Director. He /She will be awarded “W” (Withdrawal) grade provided that he/she has attended the lectures by 75% or more. He /She may, however, enroll in the same semester with the permission of the Dean/Director. A student who has shortage of lectures by 75% cannot avail this facility and will be marked as incomplete grade “I”.

Explanation of above table:

The student should obtain Grade Point Average/Cumulative Grade Point Average (GPA/CGPA) of 3.00 for enrolment to the next semester. In case a student is able to obtain GPA/CGPA of 2.50, or more but less than 3.00, he will be promoted to the next semester, but only once, and he/she will be given a warning to improve his her GPA/CGPA and if he/she fails to obtain 3.00 in the next semester, his/her admission shall stand cancelled.

1. A student will be required to repeat the courses of the previous semesters in which he/she had failed, when such courses are offered, provided that his/her maximum workload, including the courses being repeated by him/her, will not exceed the normal workload.

2. A student, who obtains CGPA of 2.50 or more but less than 3.00, upon the completion of entire approved course work, may be allowed to repeat once the courses of the previous semesters in which he/she had obtained the lowest grades, in order to improve the CGPA so as to obtain the minimum of 3.00, failing which he/she shall cease to be on the rolls.

COMPREHENSIVE EXAMINATION

Comprehensive Examination-Written Part:

1. A PhD scholar will qualify comprehensive examination, within first two years as a regular student and within three years as a part-time student. Failure to qualify comprehensive examination within prescribed duration will render the admission cancelled.

The required coursework, comprehensive exam, and defense of synopsis/research proposals should be completed within the 1st **six semesters of the registration into a PhD program.**

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.**

In an event of **force majeure** i.e., noncompliance on account of circumstances beyond the control of student, the university will consider as mention in clause for Award of Post Graduate Diploma/Certificate (ASRB-4).

Explanation: The comprehensive examination may be arranged 3 times in a year. A student will have to apply for comprehensive examination to the office of the DASR on the prescribed form (GS-04) after the completion of course work. If a student does not apply within the specified period or does not appear in the examination, he/she will be deemed to have availed one chance and failed to qualify in the first attempt. The Controller of Examinations shall, with the approval of the Vice Chancellor, notify the date, time and venue of the Examination at least two weeks before the commencement of the Examination.

2. The Board of Examiners for written comprehensive Examination shall be appointed by the Vice Chancellor from amongst the teachers. The Vice Chancellor shall designate one of the members to act as Chairman of the Board.

3. The Vice Chancellor shall assign, to each member of the Board (hereinafter called member), a particular field or fields in which he/she has to set questions. The number of papers shall not exceed three (two in major and one in minor fields).

The comprehensive exam shall cover the courses studied, preferably at the graduate level, conducted as Comprehensive Written and Oral part.

The comprehensive written examination will be comprised of three papers (2 Papers from a major field of study and 01 from a minor field of study)) followed by an oral part if the written examination is successful (ASRB-7).

4. A student shall answer questions set by each member on a separate answer book which shall be sent by the Controller of Examinations to the member concerned for evaluation.

5. Each member shall, within seven days after the receipt of the answer books, return them duly marked to the Controller of Examinations along with the award list.

6. To pass the written Examination a student must secure not less than 65% in the set of questions asked by each member separately.

6.1. If a student fails in two or more papers, he/she will be re-examined in all the papers but only once in next examination. In case a student fails in one paper, he/she can reappear only in the failed paper but only once in next examination. A student who

failed in one paper and applying to re-appear in written comprehensive examination will pay 50% of approved fee (ASRB-3).

6.2. A student who has passed the comprehensive examination shall be deemed to have become a candidate for admission to PhD degree.

7. At most, a candidate may be allowed twice to sit in written comprehensive exam.

Comprehensive Examination-Oral Part:

1. The Controller of Examinations shall in consultation with the Chairman, Board of Examiners, notify the date, time and venue for the oral comprehensive Examination within three months of the date of the declaration of the result of the written comprehensive Examination. If a candidate fails to appear in oral comprehensive Examination within the prescribed time limit, the result of the written comprehensive Examination shall stand cancelled and he/she shall have to appear again in the written comprehensive Examination. However, if a candidate, in first attempt, fails in oral examination, he/she shall be allowed to reappear once again in the oral exam only. In such case, the student will pay 50% of the fee approved for comprehensive examination (ASRB-3). In case he/she fails the oral examination in the second attempt the result of the written comprehensive examination shall stand cancelled and he/she shall have to appear in the written comprehensive examination by availing the second and last attempt.

1.1. The Board for oral Examination shall consist of the examiners appointed vide clause 2 of Comprehensive Examination-written part, and in addition the Dean of the Faculty and two senior teachers to be nominated by the Vice Chancellor.

1.2. The oral comprehensive Examination shall be of three hours duration.

2. The Chairman of the Board of Examiners shall be responsible for the conduct of the oral Examination and shall determine the order in which each member of the Board shall put questions to the student. The members shall be free to ask any number of questions.

3. At the conclusion of the oral Examination, each member shall separately grade the student and the Chairman of the Board of Examiners shall decide the result of the candidate through majority vote of the examiners. In case of equal votes the Chairman shall use his/her casting vote to arrive at the final decision.

4. To pass the oral examination, a student must secure not less than B grade in the question asked by each member, separately.

Thesis Examination

1. A candidate who has passed both the written and oral parts of comprehensive examination shall be allowed to submit thesis. But before submission, PhD thesis will be placed in the office of the Director/Chairman of the concerned Institute/Department for one week prior to its submission for foreign evaluation. The Faculty and students will be invited through campus news to peruse the thesis for any suggestions/corrections. The suggestions received, if in order, will be incorporated through the supervisory committee.

Explanation: A student shall be entitled to submit thesis for examination after he/she has qualified the approved course work, qualified the comprehensive examination (written and oral) and has also fulfilled the residential requirements. He/she is required to submit GS-04 form. The thesis must be an original and scholarly contribution to the knowledge of the candidate's chosen field of study.

2. The thesis must be an original and scholarly contribution to the knowledge of the candidate's chosen field of study.
3. In the case of students admitted to the Course in partial residence, the research work shall be undertaken in a laboratory or institute approved by DASR. The thesis shall be prepared and presented in the manner laid down in the instructions issued by the ASRB. The Plagiarism Test must be conducted on the Dissertation before its submission to the two foreign experts as per approved HEC criteria.
4. The semi-final thesis shall be referred to the examiners for evaluation duly certified by the Supervisory Committee that the contents and form of the thesis are satisfactory for submissions. The Controller of Examination shall get the thesis evaluated within three months after the date of submission/resubmission of thesis to his office. Any delay beyond three months must be brought to the notice of the Vice Chancellor.

Explanation: The name of the foreign scientists under whom the student completed his/her foreign training program will not be included in the panel of examiners for PhD thesis evaluation.

5. The number of external examiners shall be two, whereas 3rd examiner will be only in special circumstances as elaborated in clause 10th of Thesis Examination.
6. Two external examiners from technologically advanced countries shall be appointed by the Vice Chancellor for evaluation of PhD thesis. The panel of examiners shall be recommended by concerned Board of Studies of respective Department and be submitted directly to the office of Controller of Examinations under the sealed cover as "Confidential"

information. The Controller of Examinations shall get the final approval of the Vice Chancellor for such appointment before processing the thesis with these examiners.

The PhD dissertation must be evaluated by:

a) At least two external experts who shall be:

i) PhD faculty member from the **world top 500 universities ranked** by the Times Higher Education or QS World Ranking in the year corresponding to dissertation evaluation year 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, as determined by Web of science.

OR

a) At **least one external expert** qualifying any one of the conditions mentioned above if the PhD candidate **publishes dissertation research in a peer-reviewed journal that is classified by the HEC in category W for Sciences**

External examiner(s) shall be appointed by the Vice Chancellor for evaluation of PhD thesis. The examiner(s) will/shall be recommended by concerned Board of Studies of respective Department and be submitted directly to the office of Controller of Examinations under the sealed cover as “Confidential” information. The Controller of Examinations shall get the final approval of the Vice Chancellor for such appointment before processing the thesis with these examiner(s) (ASRB-4).

7. Each External Examiner shall explicitly state in his report:

7.1. Whether or not the thesis is of sufficient merit to justify the award of PhD Degree to the candidate.

7.2. Whether the candidate should be allowed to revise and re-submit his thesis. In the latter case the guidelines on which the thesis should be revised must be clearly stated.

8. If the examiners approve the thesis, the candidate shall be recommended for the award of the degree.

9. If both the examiners reject thesis, the candidate shall be declared to have failed. However, the ASRB may allow a student to re-conduct his research and/or re-submit his thesis as recommended by his Supervisory Committee. This facility would be available only once.

10. If one of the Examiners approves the thesis and other rejects it, a third examiner shall be appointed for the evaluation. If the third examiner approves the thesis, the candidate shall be recommended for the award of the degree, otherwise he shall be declared to have failed.
11. If one of the examiners approves the thesis and the other is of the view that it is not acceptable in the form in which it has been presented but requires revision, the following procedure shall be followed.
- 11.1. The Supervisory Committee of the candidate may either:
- 11.1.1. Write to the examiners concerned explaining why it is not possible to revise the thesis and taking that it should be examined in its original form, or
- 11.1.2. If the views of the examiner were acceptable to the Committee, require the candidate to revise and re-submit the thesis within a period not exceeding one semester, for re-evaluation.
- 11.2. If the examiner approves the original thesis or the revised thesis, as the case may be the candidate shall be recommended for the award of the degree.
- 11.3. In case of disagreement between the Supervisory Committee and the examiner, the matter shall be referred to the ASRB which may suggest such action as it may consider expedient.
12. If both the examiners express the opinion that the thesis as presented, is not acceptable, but required revision the following procedure shall be adopted.
- 12.1. In case the lines, on which the examiners have suggested revision of the thesis are substantially the same and are acceptable to the Supervisory Committee, they shall call upon the candidate to revise the thesis on these lines and re-submit it within a period not exceeding one semester, for re-evaluation. The revised thesis shall then be sent to the examiners and the procedure laid down in regulation 9, 10 and 11 of thesis examination shall be followed.
- 12.2. In case the lines on which the examiners have suggested revision are not acceptable to the Supervisory Committee, the matter shall be referred to the ASRB which may suggest such action as it may consider expedient.
- 12.3. In case a candidate, who is required to revise and re-submit his thesis, does not do so within the period allowed, he shall be declared to have failed.
13. If both the examiners approve the thesis, the candidate shall be allowed to defend his thesis at University level. This presentation shall be evaluated in the presence of Examination Committee comprising of Supervisory Committee and two External Examiners to be appointed by the Vice Chancellor out of a panel of six experts in the relevant field from

within the country belonging to other research & development organizations/institutes or be retired University Professors. If the Examination Committee approves the thesis, the final submission would be allowed. A certificate to this effect be issued by the Examination Committee.

Explanation: The declarations to be submitted by a PhD scholar at the time of submission of thesis are as under:

(i) Authors declaration

(ii) Plagiarism undertaking by the PhD scholar

(iii) Certificate of approval of PhD thesis by Examination Committee. The specimen of undertaking to be submitted by the scholar are GS-06, G-07 and G-08 forms.

Note: The thesis defense will be conducted within four months from the date of dispatch of second report of thesis evaluation from the office of the Controller of Examinations. Under unavoidable circumstances the thesis defense may be conducted through video conference arrangement if a supervisor/member is abroad. However, the Vice Chancellor may allow extension for thesis defense up to six months within permissible residential period, in hardship cases.

14. Before a PhD student is awarded a degree, he shall be required to publish an article based on his original research, through his Supervisor in HEC approved W category journal. The name(s) of only active member(s) of supervisory committee will be added in the publication. The name of co-supervisor/helping scientist from abroad may be included in the research papers.

Before a PhD student is awarded a degree, he/she shall be required to publish one research article in W category journal or two research articles in X category journals. The name(s) of only active member(s) of supervisory committee will be added in the publication. The name of co-supervisor/helping scientist from abroad may be included in the research papers (ASRB-6).

Explanation: The expenditure (if any) to be incurred on research articles accepted for publication in W category journals will be borne by the university.

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

i) **At least one research article in W category journal or two research articles in X category journals category journals**

ii) The PhD researcher shall be the first author of these publications.

iii) The research article shall be relevant to the PhD research work of the PhD researcher.

The article shall be published after approval of the research synopsis. The article shall be published in a relevant research journal (ASRB-4).

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

Explanation: Final approved three copies of hardbound PhD Thesis along with two CDs, one each for HEC and University Library, will be submitted by the student.

16. If the thesis, submitted by a candidate for final evaluation, is proved to be copied/plagiarized, it will be liable to be rejected. The admission of such a candidate shall be cancelled and he will not be readmitted to PhD under any circumstances.

Note: Before foreign evaluation, the thesis will be checked for plagiarism by QEC and report shall be submitted to the Controller of Examinations. The Similarity Index/plagiarism should be according to the guidelines of HEC.

17. If the thesis of a candidate is proved to be plagiarized after its evaluation and declaration of result, previous result of the candidate will be cancelled, and he will be declared to have failed in thesis examination. Such a candidate shall not be readmitted to PhD under any circumstances.

Under no circumstances shall a dissertation based on plagiarized research be acceptable. It is the primary responsibility of both PhD researchers and their supervisors to prevent plagiarism. To avoid plagiarism, it is important to follow the provisions outlined in this document i.e., Governing Research Supervision and Research Ethics. For Plagiarism COPE guidelines must be followed. **If a PhD dissertation is found to be plagiarized, it will be handled in accordance with the Anti-Plagiarism Policy issued by the Higher Education Commission, Pakistan, as updated from time to time.** A similarity test, in accordance with the HEC's Anti-Plagiarism Policy, must be conducted on the dissertation before its submission to the external experts by the student (ASRB-4).

Examination Fee:

University Examination fees shall be charged at the time of enrolment for each semester.
However, thesis evaluation fee will be charged at the time of submission of thesis.

General:

1. A faculty member can supervise a maximum 5 of PhD scholars and 7 MS/MPhil/MSc (Hons) students.

Explanation: In case there is no PhD scholar, a faculty member can supervise 12 MS/MPhil/MSc (Hons) students. Maximum number of PhD scholar will be 5 even if there is no MS/MPhil/MSc (Hons) students.

2. There should be at least three relevant full time Ph.D. Faculty members to launch the PhD program.
3. A candidate who has fulfilled all the requirements prescribed for the course shall be awarded the Degree of Doctor of Philosophy.
4. While defending synopsis/thesis by a PhD student in the absence of co-supervisor/member, the Chairman of the Department/ Director of the Institute in which student is enrolled will sign on the behalf of supervisor or member.

Note:

- (i) In case the Chairman of Supervisory Committee is also a Chairman of Teaching Department or Director of Institute and is on leave (within country) he must attend the Ph.D. synopsis/thesis defence and a date in this regard shall be fixed with his consultation.
 - (ii) For minor change(s) in the title of synopsis/thesis a letter from the supervisory committee of the student will serve the purpose. However, the change(s) in the synopsis/thesis etc. will be notified by the office of the DASR.
 - (iii) In case of major change(s), the student will have to defend it again at University level, evaluated by the Supervisory Committee.
5. Teaching assistantship (without any remuneration) for at least one semester shall be mandatory requirement for Ph.D. students to earn Ph.D. degree, which is extendable for another semester. Teacher concerned from the respective department/institute shall submit the completion report through the DASR to the Vice Chancellor. Afterwards, the student will defend his/ her thesis. However, faculty member of CUVAS who got admission in Ph.D. as part time student shall be exempted from teaching assistantship.

6. For minor and major changes in the GS-01 form the student will pay Rs.500/- and Rs. 1000/- respectively as GS-01 correction/revision fee, on the recommendation of the DASR. However, it will be notified by the office of the DASR.

GOVERNING THE RESEARCH SUPERVISION

General Conditions to Supervise Doctoral Research

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 set in HEC latest 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

In addition to the aforementioned guidelines:

- viii) The research supervisor shall be allocated to a doctoral student from the **date of enrolment**.
- ix) 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 fulfilment of other conditions provided in HEC latest 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.

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 public or private university or DAI, or position of researcher or scientist at any R&D or public/private sector organization. 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.

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. Specific Requirements for Science and Technology are:

For indigenous and foreign PhDs:

i. Within the **last 3 years after PhD**: at least one research publications in W category journal.

OR

ii. Within **last 5 years after PhD**: at least five research publications in X category journal (ASRB-4).

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 will be granted a Graduate Level Diploma/Certificate/transcripts in accordance with the university rules and regulations. In case of force majeure, the Vice Chancellor shall constitute a committee to investigate the circumstances and submit its recommendation, which shall be considered final. Office of the Controller of Examinations will be responsible to develop the template of such Certificate to be approved from University Statutory Bodies (ASRB-7).

Semester Freezing Policy (ASRB-7 & Academic Council):

A student may apply for a semester break after completion of coursework. The following rules apply:

1. Application and Fee

- The student must apply in advance and pay the prescribed semester freezing fee for each semester to be frozen.

2. Availability

- This option may be availed only once during a student's academic program and cannot be utilized final semester to avoid administrative complications.
- The application must be initiated by the student and forwarded by the Chairman to the Dean of the Faculty.
- Upon the Dean's recommendation, the case will be reviewed and endorsed by the Director of Advanced Studies.
- In the case of students enrolled in an Institute, the application will be forwarded by the Director of the Institute to the Director of Advanced Studies for further processing.
- Final approval shall be granted by the Vice Chancellor.
- A maximum break of two semesters is permitted under this policy.

3. Extension in Exceptional Cases

- In extreme hardship cases, the ASRB may allow an extension of up to **one additional semester**.
- This requires formal recommendations from the Director/Principal/Chairperson of the concerned Institute/Constituent College/Department and the Dean of the relevant faculty.
- The total duration of the break must not exceed three semesters, which corresponds with the maximum permitted break during the PhD program.

4. Resumption of Studies

- The student must rejoin in the next available semester of the subsequent academic session within 10 days of its commencement.

- 825 • A formal application for resumption must be submitted to the Director of Advanced
826 Studies, routed through the Chairman and the Dean/Director of the Institute. The
827 Director of Advanced Studies will issue the official notification of resumption.
828 • Failure to resume studies within this period may result in the student being considered
829 'Withdrawn', and this status will be formally notified by the Director of Advanced
830 Studies.

831 **5. Additional Guidelines**

- 832 • The maximum duration allowed for program completion will remain unchanged.
833 • The student will be exempted from paying any fees or dues during the approved break
834 period.
835 • All cases of semester break and resumption must be submitted to the Director Advanced
836 Studies for official notification.