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RULES AND REGULATIONS

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4 Relating to PhD Degree Programs

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

10 **DIRECTORATE OF ADVANCED STUDIES AND RESEARCH**

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

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

24 **Duration and requirements of the Course/Semester**

25 **1. Semester duration and requirement of degree program:**

26 **1.1.** The duration of the course for the Degree of Doctor of Philosophy, in full residence
27 shall not be less than six semesters and more than sixteen (16) semesters for whole-
28 time students. In case of employees of CUVAS, admitted as part time students, the
29 duration shall not be less than eight (08) and more than sixteen (16) semesters.

30
31 i. The PhD degree shall be awarded by the university **not before the completion of three years**
32 **or six regular semesters and not after completion of eight years or 16 regular semesters,**
33 **save exceptions mentioned**

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

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

38 iv. In case a student is unable to secure a PhD degree within the prescribed timeframe and
39 claims for extension in duration, the university may constitute appropriate authority and
40 determine the causes for delay. In event of **force majeure i.e., delay on account of**
41 **circumstance beyond the control of student**, the university may grant an extension in the
42 period of award of PhD degree in accordance with the duration limiting factor(s) and shall also
43 take corrective measures in case the delay is caused due to process or administrative reasons
44 (ASRB-4).

45
46 **1.2.** The employees of the government/other agencies nominated for the degree of Doctor
47 of Philosophy at this University shall have to take leave to pursue studies as a regular
48 student, failing which he/she shall not be admitted. Moreover, if an employee of the
49 Govt./other agencies gets NOC from his/her department/ competent authority, he/she
50 will get admission as part time student and pursue his/her studies in PhD degree
51 program.

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

55 **1.3.** The supervisors of PhD students shall submit a report about each PhD student showing
56 general progress particularly in research. Such report shall be submitted on prescribed
57 form (GS-03) after each Semester to the Advanced Studies and Research Board
58 (ASRB) through the Chairman of the Department/Dean/Director concerned.

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

63 **1.4.** The medium of instruction and Examination shall be English.

64 **2. Semester breakup**

65 **2.1.** There will be 2 semesters (Fall and Spring) of 19 weeks each in an academic year. The
66 commencement of the semesters shall be regulated by the Academic Council.

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

70 **2.2.** (i) Summer session (8 to 10 weeks each year) shall be optional. Students who desire to
71 take deficiency courses, failed courses and the courses in which they are allowed to
72 improve grades (grade "C") under the rules, may be enrolled during this session. It shall
73 not count towards residential requirements. Moreover, the students improving Grade
74 "C" in summer session will be required to take permission from the concerned
75 Chairman and the Dean.

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

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

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

82 **4. Course Codes:**

83 4.1. The course codes for minor compulsory courses, Advanced Experimental Statistics and
84 Advanced Biochemistry, will be STAT-751 and BIOC-751, respectively.

85 4.2. The course codes for seminar-I (1(1-0)) and seminar-II (1(1-0)) will be XXXX-798
86 and XXXX-799, respectively. The code for Research and Thesis will be XXXX-800.

89 **5. Coursework and Residency Requirement:**

90 The following requirements shall be fulfilled before the award of a PhD Degree:
91 a. The students shall complete the coursework of at least:

92 i. 24 credit hours that comprised of 18 credit hours as Major (with Compulsory
93 Statistics) and 6 credit hours as Minor (with compulsory Biochemistry) if they are
94 from the same discipline. The credit hours for research and thesis are 24 (ASRB-7).
95 ii. The courses shall be offered through regular classes (i.e., classes taught on
96 campus by full-time faculty members of the university)
97 iii. The courses shall preferably be of 800 level.
98 iv. PhD degree should be based on research, not only on credit hours.
99

100 The breakup of course work is as follows:

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

102

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

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REGULATIONS

106 **Admission to the program:**

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

109

110 **1. Admission Requirements:**

111 Completion of MS/M.Phil. /Equivalent degree is required for admission in PhD with minimum
112 3.0 CGPA in semester system and 60% in annual System GRE/HAT Test Qualifying Score
113 must be 60% Candidate must fulfil Departmental Eligibility Criteria Candidate must have valid
114 Council Registration Certificate(s) where required Govt. Employee must have NOC and/or
115 study leave (ASRB-7).

116

117 **Intradisciplinary qualifications**

118 Intradisciplinary admissions may only be allowed, if:

- 119 i) **The applicant has passed GRE-Subject/Equivalent Test with minimum 50%
120 marks in the discipline of admission and has taken 6-9 CH of deficiency courses
121 of level 7.**
- 122 ii) The admission committee is satisfied that the applicant's knowledge of the primary
123 area (level 7) has sufficiently prepared him or her to undertake the course of study
124 of the doctoral program (or, **in the opinion of the admissions committee, the
125 preparation can be deemed satisfactory by taking a few additional courses
126 after starting the program**).

127 **CGPA**

128 For admission in PhD programs, a minimum CGPA of 3.0 (out of 4.0 in the semester system)
129 or 60% (in the annual system) in the MS/MPhil/equivalent degree being considered for
130 admission, is required, whether such degree was obtained from Pakistani or foreign
131 universities. If the CGPA/Percentage is not mentioned on the transcript, the candidate must
132 produce equivalent weightage from the parent university. The students having strong
133 demonstrated interest in obtaining PhD degree, but their **CGPA is below 3.00 but not less
134 than 2.75 (out of 4.0 in the semester system) or 60% marks (in the annual system) in the
135 most recent degree obtained**, may be admitted to a PhD program after fulfilling the following
136 requirements:

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

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

144

145 **2. Subject Test:**

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

154

155 **The university will:**

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

161

162 **Statement of Purpose**

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

169 i) Title of the potential research proposal
170 ii) Clear articulation of the current understanding of the intended field and ideas for
171 potential research
172 iii) Explanation of the intended impact of the proposed research

173 The prospective candidates shall demonstrate passion and enthusiasm for the area of
174 research (ASRB-4).

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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			

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181 3. Selection Committees for admission:

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

- 183 (i) Dean/Director
- 184 (ii) Chairman of the Department
- 185 (iii) Directorate of Advanced Studies & Research (DASR) nominee
- 186 (iv) Senior most teacher of the Department.
- 187 4. Candidates may be admitted at the beginning of the semester, if a candidate fails to enroll, then he/she will not be admitted.
- 188 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.
- 189 (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

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

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

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

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

207 **6. Admission approval:**

208 6.1. The admission to the course may be made by the DASR on the recommendations of the
209 Selection Committee to be approved by the Vice-Chancellor.

210 6.2. The Selection Committee shall consider the applications for admission to different
211 courses and interview the candidates and formulate their recommendations for placing
212 before the DASR.

213 6.3. The DASR may refuse admission of a student to the course without assigning any
214 reason.

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

221 6.4. The admission to a degree program shall be notified by the DASR on the basis of merit
222 list prepared and checked by the Chairman of the respective department. Lists of
223 selected candidates would be displayed by the respective departments and if needed
224 subsequent lists would be displayed till the last seat is filled up.

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

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

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

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

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

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

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

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

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

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

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

262 10. When a candidate has been enrolled for his/her first semester, the DASR shall, on the
263 recommendation of the Dean/Director made in consultation with the Chairman of the
264 Department concerned, constitute for the candidate a Supervisory Committee which shall
265 normally consist of two specialists from the major field of study and one from the minor
266 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.

300 12.1. A student may be permitted to revise his/her GS-01 form within 30 days from the
301 commencement of classes. After this period he/she may be allowed to revise GS-
302 01 form up to 38th day from the commencement of classes on the payment of
303 prescribed GS-01 revision fee.

304 12.2. The students of first semester may be allowed to revise his/her GS-01 form within
305 40 days of the last date of enrollment.

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

310 **Course of Study:**

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

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

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

317 3.1. Ordinarily a whole-time student shall not be enrolled for more than 12 and less than
318 9 credits in a semester except the last semester. The summer sessions shall only be
319 offered for the deficiency/failed/repetition courses. However, in summer session a
320 student can enrol upto maximum of nine (09) credits.

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

323 3.2. A part-time student may take 2 courses or one seminar or both in each semester.

324 3.3. Each student will have to deliver 2 seminars in two different semesters. Out of two
325 seminars, one should relate to the subject of his/her research (Synopsis defence) at
326 University level.

327 3.4. The Board of Studies may count towards the requirements of the course, credits
328 earned by a student at another recognized institution, subject to maximum of 75
329 percent of the minimum credits requirements laid down in these regulations provided
330 that

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

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

338 **Explanation:**

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

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

345 3.5. A course can be repeated three times at the most. The Controller of Examinations
346 office will mention corresponding repetitions in the result notification and the student
347 shall mention repetition status in the GS-01 form.

348 3.6. Students would submit their course work program (GS-02) to the office of DASR
349 during 2nd semester.

350 3.7. Students would submit their research titles, approved through the respective
351 Departmental Board of Studies, during 3rd semester for subsequent approval from the
352 DASR, whereas, Synopsis (GS-5) may be submitted at the end of third semester
353 through the same route.

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

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

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

361 **EXAMINATIONS**

362 **1. Tests and Examinations:**

363 1.1. There shall be two Examinations for each course during each semester. These
364 Examinations shall be termed as mid-term and final term examination. In addition to
365 these Examinations the teacher shall give home assignments and writing review article,
366 etc. The determination of the form of these Examinations will be left to the teacher who

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

369 1.2. Only those students, who have attended not less than 75 percent of the lectures and
370 practical separately in each course, shall be eligible for admission to such
371 Examinations.

372 1.3. A teacher shall report to the Dean/Director concerned through the Chairman/HOD of
373 the Department concerned, the names of students who are absent from the
374 lectures/practical continuously for seven times to enable him strike off such students.

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

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

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

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

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

386 5.1. The mid-Semester Examination shall be held during 9th week of the Semester which
387 shall carry 30 percent of the total allocated marks for the course. This Examination shall
388 be held by the teacher concerned who shall determine the form of the Examination.

389 5.2. In addition, special home assignments and/or review papers etc. shall carry 10 percent
390 of the total marks allocated which shall be uniformly split over the whole semester. The
391 final Examination to be held at the end of the Semester shall carry 60 percent of the
392 total marks allocated.

393 5.3. For the purpose of evaluation, one credit will carry 20 marks e.g. a 4 credits course will
394 carry 80 marks. These marks will be divided in accordance with the credits assigned to
395 theory and practical for each course.

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

398 (i) Sessional Work/Examination

399 - 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.

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).

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

435 **Explanation of above table:**

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

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

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

451 **COMPREHENSIVE EXAMINATION**

452 **Comprehensive Examination-Written Part:**

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

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

458 The responsibility in this regard rests collectively with the PhD student and the university. In

460 case of noncompliance, the registration shall be cancelled and **transcripts for completion of**
461 **coursework may be issued to the student.**

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

465

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

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

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

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

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

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

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

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

490 6.1. If a student fails in two or more papers, he/she will be re-examined in all the papers
491 but only once in next examination. In case a student fails in one paper, he/she can
492 reappear only in the failed paper but only once in next examination. A student who

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

495 6.2. A student who has passed the comprehensive examination shall be deemed to have
496 become a candidate for admission to PhD degree.

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

499 **Comprehensive Examination-Oral Part:**

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

512 1.1. The Board for oral Examination shall consist of the examiners appointed vide clause 2
513 of Comprehensive Examination-written part, and in addition the Dean of the Faculty
514 and two senior teachers to be nominated by the Vice Chancellor.

515 1.2. The oral comprehensive Examination shall be of three hours duration.

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

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

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

526 **Thesis Examination**

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

533 **Explanation:** A student shall be entitled to submit thesis for examination after he/she has
534 qualified the approved course work, qualified the comprehensive examination (written and
535 oral) and has also fulfilled the residential requirements. He/she is required to submit GS-
536 04 form. The thesis must be an original and scholarly contribution to the knowledge of the
537 candidate's chosen field of study.

538 2. The thesis must be an original and scholarly contribution to the knowledge of the
539 candidate's chosen field of study.

540 3. In the case of students admitted to the Course in partial residence, the research work shall
541 be undertaken in a laboratory or institute approved by DASR. The thesis shall be prepared
542 and presented in the manner laid down in the instructions issued by the ASRB. The
543 Plagiarism Test must be conducted on the Dissertation before its submission to the two
544 foreign experts as per approved HEC criteria.

545 4. The semi-final thesis shall be referred to the examiners for evaluation duly certified by the
546 Supervisory Committee that the contents and form of the thesis are satisfactory for
547 submissions. The Controller of Examination shall get the thesis evaluated within three
548 months after the date of submission/resubmission of thesis to his office. Any delay beyond
549 three months must be brought to the notice of the Vice Chancellor.

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

553 5. The number of external examiners shall be two, whereas 3rd examiner will be only in special
554 circumstances as elaborated in clause 10th of Thesis Examination.

555 6. Two external examiners from technologically advanced countries shall be appointed by the
556 Vice Chancellor for evaluation of PhD thesis. The panel of examiners shall be
557 recommended by concerned Board of Studies of respective Department and be submitted
558 directly to the office of Controller of Examinations under the sealed cover as "Confidential"

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

561 The PhD dissertation must be evaluated by:

562 a) At least two external experts who shall be:

563 i) PhD faculty member from the **world top 500 universities ranked** by the Times
564 Higher Education or QS World Ranking in the year corresponding to dissertation
565 evaluation year OR

566 ii) **Pakistan-based** Distinguished National Professors, Meritorious Professors from
567 any national university; or professors from top universities ranked by HEC; or
568 professors from any Pakistani University having a minimum H-Index 30 for
569 sciences, as determined by Web of science.

570
571 OR
572

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

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

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

583 7.1. Whether or not the thesis is of sufficient merit to justify the award of PhD Degree to
584 the candidate.

585 7.2. Whether the candidate should be allowed to revise and re-submit his thesis. In the latter
586 case the guidelines on which the thesis should be revised must be clearly stated.

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

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

592 **10.** If one of the Examiners approves the thesis and other rejects it, a third examiner shall be
593 appointed for the evaluation. If the third examiner approves the thesis, the candidate shall
594 be recommended for the award of the degree, otherwise he shall be declared to have failed.

595 **11.** If one of the examiners approves the thesis and the other is of the view that it is not
596 acceptable in the form in which it has been presented but requires revision, the following
597 procedure shall be followed.

598 **11.1.** The Supervisory Committee of the candidate may either:

599 **11.1.1.** Write to the examiners concerned explaining why it is not possible to revise
600 the thesis and taking that it should be examined in its original form, or

601 **11.1.2.** If the views of the examiner were acceptable to the Committee, require the
602 candidate to revise and re-submit the thesis within a period not exceeding one
603 semester, for re-evaluation.

604 **11.2.** If the examiner approves the original thesis or the revised thesis, as the case may be
605 the candidate shall be recommended for the award of the degree.

606 **11.3.** In case of disagreement between the Supervisory Committee and the examiner, the
607 matter shall be referred to the ASRB which may suggest such action as it may consider
608 expedient.

609 **12.** If both the examiners express the opinion that the thesis as presented, is not acceptable, but
610 required revision the following procedure shall be adopted.

611 **12.1.** In case the lines, on which the examiners have suggested revision of the thesis are
612 substantially the same and are acceptable to the Supervisory Committee, they shall call
613 upon the candidate to revise the thesis on these lines and re-submit it within a period
614 not exceeding one semester, for re-evaluation. The revised thesis shall then be sent to
615 the examiners and the procedure laid down in regulation 9, 10 and 11 of thesis
616 examination shall be followed.

617 **12.2.** In case the lines on which the examiners have suggested revision are not acceptable
618 to the Supervisory Committee, the matter shall be referred to the ASRB which may
619 suggest such action as it may consider expedient.

620 **12.3.** In case a candidate, who is required to revise and re-submit his thesis, does not do so
621 within the period allowed, he shall be declared to have failed.

622 **13.** If both the examiners approve the thesis, the candidate shall be allowed to defend his thesis
623 at University level. This presentation shall be evaluated in the presence of Examination
624 Committee comprising of Supervisory Committee and two External Examiners to be
625 appointed by the Vice Chancellor out of a panel of six experts in the relevant field from

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

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

- 632 (i) Authors declaration
- 633 (ii) Plagiarism undertaking by the PhD scholar
- 634 (iii) Certificate of approval of PhD thesis by Examination Committee. The specimen of
635 undertaking to be submitted by the scholar are GS-06, G-07 and G-08 forms.

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

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

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

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

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

- 656 i) **At least one research article in W category journal or two research articles in
657 X category journals category journals**
- 658 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:

691 University Examination fees shall be charged at the time of enrolment for each semester.
692 However, thesis evaluation fee will be charged at the time of submission of thesis.
693

694 **General:**

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

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

700 2. There should be at least three relevant full time Ph.D. Faculty members to launch the PhD
701 program.

702 3. A candidate who has fulfilled all the requirements prescribed for the course shall be
703 awarded the Degree of Doctor of Philosophy.

704 4. While defending synopsis/thesis by a PhD student in the absence of co-supervisor/member,
705 the Chairman of the Department/ Director of the Institute in which student is enrolled will
706 sign on the behalf of supervisor or member.

707 **Note:**

708 (i) In case the Chairman of Supervisory Committee is also a Chairman of Teaching
709 Department or Director of Institute and is on leave (within country) he must attend
710 the Ph.D. synopsis/thesis defence and a date in this regard shall be fixed with his
711 consultation.

712 (ii) For minor change(s) in the title of synopsis/thesis a letter from the supervisory
713 committee of the student will serve the purpose. However, the change(s) in the
714 synopsis/thesis etc. will be notified by the office of the DASR.

715 (iii) In case of major change(s), the student will have to defend it again at University level,
716 evaluated by the Supervisory Committee.

717 5. Teaching assistantship (without any remuneration) for at least one semester shall be
718 mandatory requirement for Ph.D. students to earn Ph.D. degree, which is extendable for
719 another semester. Teacher concerned from the respective department/institute shall submit
720 the completion report through the DASR to the Vice Chancellor. Afterwards, the student
721 will defend his/ her thesis. However, faculty member of CUVAS who got admission in
722 Ph.D. as part time student shall be exempted from teaching assistantship.

723 6. For minor and major changes in the GS-01 form the student will pay Rs.500/- and Rs.
724 1000/- respectively as GS-01 correction/revision fee, on the recommendation of the DASR.
725 However, it will be notified by the office of the DASR.

727 GOVERNING THE RESEARCH SUPERVISION

729 General Conditions to Supervise Doctoral Research

730 The following general guidelines shall, at least, be observed while allocating a PhD supervisor.

731 At the time of supervisor allocation, the supervisors:

- 732 i) Shall be a **PhD degree holder** complying with the criteria and standards set in HEC
733 latest policy
- 734 ii) Must be **relevant** to the field of research in which the student intends to conduct
735 research.
- 736 iii) Should have **NO CONFLICT OF INTEREST** in personal, financial, or professional
737 stakes.
- 738 iv) Should have the **time and availability** to supervise PhD dissertation and give clear
739 and constructive feedback.
- 740 v) Should be capable of conducting themselves in a **professional and respectful**
741 **manner** throughout the supervision process.
- 742 vi) Should be capable of maintaining confidentiality and protecting the **intellectual**
743 **property** of the dissertation.
- 744 vii) Should, primarily, be a **regular/adjunct faculty** member of the supervisee's
745 University

746 In addition to the aforementioned guidelines:

- 747 viii) The research supervisor shall be allocated to a doctoral student from the **date of**
748 **enrolment**.
- 749 ix) It is mandated that the maximum supervisory load shall **not exceed five PhD students**,
750 simultaneously. Further, fresh PhDs can supervise MS/MPhil and co-supervise PhD
751 students, while a PhD faculty member, after two years of obtaining a PhD degree, can
752 supervise one PhD student in 3rd year, two PhD students in 4th year and maximum up
753 to 5 PhD students from 5th year onward, subject to fulfilment of other conditions
754 provided in HEC latest policy.
- 755 x) The university shall allocate supervision/**research space** to the doctoral
756 students.

757 xi) PhD research work completed under supervision is a shared property of supervisor
758 and supervisee. All **publications** resulting from such research shall reflect the
759 **authorship** of both parties and shall be subject to mutual consent.

760 **Criteria to Be a PhD Supervisor**

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

762 **i) General Requirements:**

763 a) A PhD degree from an HEC recognized national/international university/degree awarding
764 institute (DAI).

765 b) The research supervisor shall be given opportunities to **attend and qualify course(s) on**
766 **MS/MPhil/PhD Supervision** which should also have contents on research ethics, publications,
767 patents, etc. Such courses may include certified self-paced MOOCs, or a course
768 designed/offered by National Academy of Higher Education (NAHE) or by a university in the
769 following manner:

770 i. Basic level course: to supervise students of MS/MPhil/equivalent degrees.

771 ii. Advance level course: to supervise PhD researchers.

772 c) A regular/adjunct faculty member or researcher at a public or private university or DAI, or
773 position of researcher or scientist at any R&D or public/private sector organization. However,
774 in the case of a **non-faculty PhD supervisor**, who otherwise meets the criteria of being a PhD
775 supervisor, shall be taken as an **adjunct faculty member**, for a period not less than the
776 minimum time required to complete the student's PhD research, prior to assigning a PhD
777 supervision. Such a person shall also provide an **NOC** from the parent organization.

778 **ii. Publication Requirements:**

779 In addition to fulfilling the General Requirements, a PhD supervisor must publish **research**
780 **articles** in the HEC's recognized research journals and the category specified in the HJRS for
781 the publication year. Specific Requirements for Science and Technology are:

782 For indigenous and foreign PhDs:

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

784 OR

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

787

788 **Award of Post Graduate Diploma/Certificate**

789 A student who successfully completes coursework and passes the comprehensive
790 examination but is unable to defend a PhD synopsis/research proposal or does not complete

791 the required research for obtaining a PhD degree within the specified timeframe will be
792 granted a Graduate Level Diploma/Certificate/transcripts in accordance with the university
793 rules and regulations. In case of force majeure, the Vice Chancellor shall constitute a
794 committee to investigate the circumstances and submit its recommendation, which shall be
795 considered final. Office of the Controller of Examinations will be responsible to develop the
796 template of such Certificate to be approved from University Statutory Bodies (ASRB-7).

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

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

800 **1. Application and Fee**

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

803 **2. Availability**

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

814 **3. Extension in Exceptional Cases**

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

822 **4. Resumption of Studies**

823 • The student must rejoin in the next available semester of the subsequent academic
824 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.