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No. 137 /Reg(Acad-II)/25-1/GDPR/2025

Dated: 07 / 08 /2025

**NOTIFICATION**

It is notified for the information of all concerned that the Syndicate in its 454<sup>th</sup> meeting held on 15.07.2025, has approved the "University of Peshawar Graduate Degree Programs Regulations 2023" which shall come into force with immediate effect.

Deputy Registrar (Academics)

No. 6021 – 6080 /25-1/Acad-II, of even date  
Copy forwarded for information to:

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2. The Heads of Teaching Departments/Institutes/Centres/Academy
3. The Principals of Constituent Colleges
4. The Treasurer
5. The Director Advanced Studies
6. The Director Admissions
7. The Deputy Registrar (Establishment)
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12. The PS to Registrar

Deputy Registrar (Academics)



**UNIVERSITY OF PESHAWAR**  
**Khyber Pakhtunkhwa**

# **GRADUATE DEGREE PROGRAMS REGULATIONS 2023**

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**UNIVERSITY OF PESHAWAR**  
**Khyber Pakhtunkhwa**

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# UNIVERSITY OF PESHAWAR GRADUATE DEGREE PROGRAMS REGULATIONS 2023

In exercise of the powers conferred upon it under Section 25(2)(g) read with 29(2) of the Khyber Pakhtunkhwa Universities Act 2012 (Amended till date), the Syndicate of the University of Peshawar framed the following University of Peshawar Graduate Degree Programs Regulations 2023.

## I. Short Title, Commencement, and Applicability

- 1.1. These Regulations shall be called the “University of Peshawar Graduate Degree Programs Regulations 2023”.
- 1.2. These Regulations shall come into force with effect from the academic session Fall 2023.
- 1.3. These Regulations shall be applicable to all graduate degree programs offered by the University of Peshawar, and the Centers.

## 2. Definitions

In these regulations, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them:

- 2.1. “Act” means the Khyber Pakhtunkhwa Universities Act, 2012 (Amended till date);
- 2.2. “Admission Test” means test conducted by National Testing Services (NTS)/ Education Testing Council (ETC)/Educational Testing Service (ETS) or the University for the admission to the Graduate Degree Programs;
- 2.3. “Board” means Advanced Studies and Research Board (ASRB), constituted under Section 7 of the University of Peshawar ‘Constitution, Functions and Powers of Authorities of the University Statutes, 2016’;
- 2.4. “Centre” means Centre(s) of Excellence, Area Study Centre, Pakistan Study Centre, and Shaikh Zayed Islamic Centre.
- 2.5. “Convener of the Board” means the Vice-Chancellor;
- 2.6. “DAS” means Directorate of Advanced Studies;
- 2.7. “Dean” means Dean of a Faculty of the University;
- 2.8. “Statutes” means University of Peshawar Statutes - 2016;
- 2.9. “Department” means a constituent Teaching Department/College/Institute/ Centre/Academy of the University;





- 2.10. “Faculty” means an administrative and academic unit of the University consisting of one or more than one teaching departments;
- 2.11. “GEP-2023” means Graduate Education Policy 2023, notified by the HEC;
- 2.12. “GSA” means “Graduate Scholars Advisor of the concerned teaching Department /Centre/Institute/Center as constituted under Section 39 of these regulations;
- 2.13. “GSC” means Graduate Studies Committee constituted under these regulations and provided in Section 37 of these regulations;
- 2.14. “Registrar” means the Registrar of the University;
- 2.15. “Secretary” means Secretary of the Board appointed by the Vice-Chancellor;
- 2.16. “ASRB Sub-committee” means Advanced Studies and Research Board Sub-committee(s) constituted by the Board for each faculty(ies) or as it deems appropriate;
- 2.17. “Head of Department (HoD)” means the Chairperson/Director/Principal of a Teaching Department and Centre;
- 2.18. “HEC” means Higher Education Commission, Islamabad;
- 2.19. “MS Course-based” means a graduate degree program without Thesis;
- 2.20. “MS/MPhil/LLM Research-based” means a graduate degree program with thesis;
- 2.21. “Scholar” means a student of the graduate degree program;
- 2.22. “AGRC” means Academic Grievance Redressal Committee;
- 2.23. “University” means the University of Peshawar; and
- 2.24. “Vice-Chancellor” means the Vice-Chancellor of the University.

All other expressions and terms used in these rules shall have the same meanings as assigned to them under the Act and Statutes.

# **Part-I**

## **MS, MPhil and LLM**

### **3. Criteria for Launching of the Program**

- 3.1. There shall be at least two relevant full time PhD faculty members in the Department.
- 3.2. To launch a new graduate program, the department shall observe HEC Graduate Education Policy 2023 guidelines as provided in Annexure-I.

### **4. Eligibility of the Candidate on the basis of Basic Academic Qualification**

- 4.1. Sixteen years of schooling or 4 years education (minimum 120 credit hours) after HSSC/F.A./F.Sc/Grade 12 or Equivalent.
- 4.2. At least 50% passing score in GRE/GAT/HAT General/Equivalent test or University own test.

### **5. Eligibility of the Candidate on the basis of Intradisciplinary<sup>1</sup> Qualification**

- 5.1. Intra-disciplinary admission may be granted to an applicant only, if:
  - (i) The candidate has a strong interest in pursuing an MS/MPhil/LLM degree in a different discipline.
  - (ii) The candidate 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 6 as per the National Qualification Framework 2015.
  - (iii) The GSC is satisfied that the applicant's knowledge of primary area (level 6) has sufficiently prepared the candidate to undertake the course of studies of the MS/MPhil/LLM (or, in the opinion of the GSC, the preparation can be deemed satisfactory by taking a few additional relevant courses after starting the program). The eligibility criteria for the Intra-disciplinary admission shall be determined by the GSC of the concerned department.

### **6. Coursework/Credit Hours Requirements for Award of MS/MPhil/LLM Degrees**

- 6.1. The University shall require:

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



- (i) Completion of 30 credit hours of coursework in the case of a Course-based degree, or
- (ii) Completion of 24 credit hours of coursework along with a minimum of 06 credit hours for thesis.

## 7. Degree Completion Timeline

- 7.1. The University shall not award MS (course-based) degree before the completion of 1.5 years or three (03) regular semesters or after completion of four (04) years or eight (08) semesters while the minimum duration for research-based degree program is 02 years (04 Semesters) and maximum 04 years (08 Semesters).
- 7.2. In case a scholar is unable to secure the degree within the prescribed timeframe and claims for extension in duration, the Board may extend the duration of the degree, in the event of *force majeure* (i.e., delay on account of circumstances beyond the control of the scholar). The Board in such case shall clearly assess the duration of extension requested with the duration of the genuineness of *force majeure* with proper record so that the provision (*force majeure*) is neither exploited unduly by the scholar nor the Board. The scholar in his request for extension shall clearly mention the duration of extension he requires and the nature of *force majeure* as well as the authenticity of the extension claimed. The University may also take corrective measures in case the delay is caused by process or administrative reasons (see Section 2.3(ii) of GEP-2023).
- 7.3. The completion date of MS/MPhil/LLM degree shall be reckoned with the date of notification of the award of the degree.
- 7.4. The maximum duration shall be determined from the date of scholar enrollment until the date of the completion notification of the MS/MPhil/LLM degree.

## 8. Admissions Procedure

- 8.1. Office of the Director Admissions shall seek consent of HoDs, through a letter or email, interested to offer admissions in MS, MPhil or LLM programs.
- 8.2. The HoDs in response shall communicate their willingness for admissions within the prescribed deadline. The interested HoDs shall communicate to the Office of the Director Admissions the number of admissions they propose, in conformity with HEC policy regarding the supervisor-to-student ratio, HEC's NOC for the program, and any other requirement specified by HEC or the University. Failure by any office/officer to comply with may be subjected to the



- initiation of disciplinary proceedings.
- 8.3. The Director Admissions shall, upon satisfaction that all requirements have been fulfilled, advertise the permissible number of seats in at least two daily newspapers (preferably one in English daily and one in Urdu daily) to ensure wide publicity. Additionally, the Office shall utilize University website and all available social media platforms to maximize outreach.
  - 8.4. The Office of the Director Admissions may require interested applicants to submit their applications on a prescribed form, either available in its office or downloadable from the University's website <http://www.uop.edu.pk/admissions/?q=Overview>, in hard or soft (online) form. The Director Admissions shall maintain a complete list of all applications received and shall forward the applications to the concerned HoDs for consideration of the Graduate Studies Committee (GSC) for scrutiny, admission etc.
  - 8.5. The GSC shall scrutinize the applications and conduct a Test (if required) and interview to determine the merit of the applicants. The GSC's decision regarding admissions shall normally be considered final. However, if an applicant feels aggrieved by the GSC's decision, he may submit an appeal with proper justification, before commencement of classes, to the Director Admissions. The Director Admissions may resolve the matter either himself, depending upon the nature of grievance, or refer it to the Academic Grievance Redressal Committee (AGRC) (see Section 49 of these regulations) for decision at the earliest.
  - 8.6. Merit shall be determined on the basis of the following criteria:
    - (i) 50% weightage shall be given to the marks obtained in the last qualifying examination.
    - (ii) 40% weightage shall be given to the entry test.
    - (iii) 10% weightage shall be given to the performance in the interview.
  - 8.7. Passing marks of interview shall be 50% and all members of GSC including its convener shall have equal marks.
  - 8.8. The names along with relevant documents as required for admission, of the provisionally admitted candidates shall be forwarded by the HoD to the Directorate of Admissions preferably in the first month but not later than the end of first semester for approval. The Directorate of Admissions shall approve the provisional admissions, subject to the completion of requirements, of the scholars recommended by the concerned GSC (see Academic Workplan at Annexure-II).



- 8.9. The Directorate of Admissions shall maintain a register of provisionally admitted scholars and assign a registration number to each scholar at the time of provisional admission in his respective Department. The assignment of registration numbers for each department shall start after the registration number assigned to the last scholar of the previous batch (e.g. if 10 students were admitted in the first batch in any department and assigned registration numbers 01 to 10, then the registration for the second batch will commence from 11 onwards). This procedure aims to maintain an accurate record of the total number of MS/MPhil/LLM scholars in each department and in the University as a whole.
- 8.10. The Director Admissions shall forward the files of all provisionally admitted scholars, including all required documents as specified by the University, to the Directorate of Advanced Studies for further processing.
- (i) The provisional admission of a scholar(s) shall be confirmed by the Director Advanced Studies on recommendations of the concerned HoD.

*Provided that the recommendations of HoD shall be accompanied by a certificate ensuring that the candidate has successfully completed the required coursework as well as cleared the required dues and other requirements as needed for the purpose.*

## 9. Scheme of Studies

- 9.1. The scholar shall study coursework, in which he is registered, from the approved syllabus of the program.
- 9.2. In case of research-based degree, the scholar shall conduct research on the topic approved by the Board.
- 9.3. The scholar may not be allowed to submit his thesis after the end of seventh semester in case of maximum duration i.e., eight (08) semesters.
- 9.4. The scholar shall appear for viva voce for the purpose of defending his thesis.
- 9.5. There will be no thesis and viva-voce requirements for Course-based degree programs.

## 10. Coursework Requirements

- 10.1. **Research-Based Program:** A scholar admitted to MS/MPhil/LLM programs shall complete a minimum of 24 credit hours of coursework, with a minimum



CGPA of 3.0, in courses of 700 level.

- 10.2. Course-Based program:** A student admitted in a course-based program shall have to complete a minimum of 30 credit hours coursework with a minimum CGPA of 3.0, in the courses of 700 level.
- 10.3. If the CGPA falls below 3.0 upon completion of the coursework, a scholar may be allowed to improve it by either taking additional course(s) in lieu of those previously taken or by repeating the course(s) already studied, subject to meeting all necessary requirements. However, improvement is allowed only in courses where the grade point is less than 3.0.
- 10.4. The scholar shall attend at least 75% of the total contact hours of a course.

*Provided that the concerned Head of the Department may condone upto 05% of the attendance in real hardship cases for reasons to be recorded in writing.*

- 10.5. The course evaluation shall be as:
- (i) 30% for mid-term examination
  - (ii) 20% for assignment/presentation
  - (iii) 50% for final-term examination

The passing marks in a course will be 50% on aggregate basis of assignment, mid-term and final-term.

## II. Research Work Requirements

- 11.1. On successful completion of the required course work, the Research scholar shall submit a research proposal (as per University template available at: <http://www.uop.edu.pk/das/?q=Downloads>) in consultation with the supervisor and co-supervisor (if any), for the approval of the Board through the concerned GSC along with anti-plagiarism certificate from the Directorate of Quality Enhancement or any other office as designated by the University. Nonetheless, the University may devise any suitable mechanism for resolving the issue of plagiarism in subjects not covered by anti-plagiarism software.
- 11.2. The Research scholar shall write a thesis in the field of major subject.
- 11.3. A soft copy of the thesis both in MS-Word/LATEX and PDF formats via official e-mail by the concerned supervisor and a panel of examiners along with anti-plagiarism certificate shall be submitted to the HoD for onward processing





to the Directorate of Advanced Studies, through the concerned Dean, for the purpose of evaluation, preferably not after the end of seventh (7th) semester of admission of the concerned scholar to ensure that the due evaluation process is completed and the result is declared within the maximum allowed eight (08) semesters for the completion of MPhil degree.

*Provided that where a scholar fails to submit his thesis by the end of seventh (7th) semester, the scholar will submit a certificate duly signed by his supervisor accepting the responsibility for the late submission of thesis, and consequent non-completion of MS/MPhil/LLM degree, if the evaluation process followed by the notification for the award of degree could not be completed within the maximum allowed eight (08) semesters due to the delayed submission of thesis.*

- 11.4. The thesis shall be of six (06) credit hours and shall not be assigned any numerical grade.

## **12. Appointment of Examiners and Their Recommendations**

- 12.1. The GSC, in consultation with the supervisor, through respective Dean, shall send a panel of three examiners from within the country but outside the University, out of which one examiner shall be appointed by the Vice-Chancellor for thesis evaluation. Furthermore, the Director of Advanced Studies as well as the GSC shall ensure that the examiners hold: relevant qualification; are preferably recommended from universities; and are not from the same department/University.

### **12.1.1. Criteria for the examiner(s)**

- (i) The Panel of examiners should preferably comprise Professors and Associate Professors.
- (ii) In case evaluators/examiners at such senior levels are not available in the discipline, Assistant Professor and Lecturer with PhD degree will be acceptable.
- (iii) The evaluator/examiner should have no conflict of interest in personal, financial or professional stakes as provided in HEC Graduate Education Policy 2023.

### **12.1.2. Appointment of Examiners and Their Recommendations**

- (i) The Directorate of Advanced Studies shall send the thesis to the examiner



preferably in soft form (email etc.) or hard form, if required.

- (ii) The examiner/evaluator will be given thirty (30) days for submission of the evaluation report. If the examiner does not submit the report within thirty (30) days, he will be immediately reminded by the DAS through a formal email/letter to submit the report within the next fifteen (15) days. If the examiner again fails to submit the report within the given fifteen (15) days, he will be immediately issued a second/final reminder by the DAS to submit the report within the next seven (07) days. If the report is not received within the seven (07) days, the examinership of the concerned examiner will be immediately revoked for the thesis under consideration, and the DAS will communicate to the Supervisor for submission of a revised panel through the GSC and the Dean by replacing the name of the non-responsive examiner by another examiner while the remaining members of the panel will remain the same. The thesis will be sent to another examiner/evaluator approved by the Vice-Chancellor out of the revised panel of three examiners recommended by the GSC.

## **12.2. Recommendations of the Examiner**

12.2.1. The examiner shall either:

- (i) Recommend the thesis for the award of degree in the present form, OR
- (ii) Recommend the thesis for the award of degree with minor changes/revision, OR
- (iii) Recommend the thesis for the award of degree with major changes/revision.

*Provided that in case of major changes/revision the scholar may be allowed to improve and submit the thesis to the Directorate of Advanced Studies at the most within 3 months and there will be no need of Re-evaluation. However, the supervisor will submit in such case a certificate that the comments/changes/suggestions have been rectified and addressed by the scholar in the revised version of the thesis, OR*

- (iv) Recommend the thesis for resubmission/re-evaluation with major changes/ revisions:

*Provided that the scholar in such case may be allowed to improve/revise*



*the thesis as per comments/changes/suggestions of the examiner/evaluator within 3 months and the same examiner will be required to re-evaluate the thesis within 3 months of resubmission. In addition, the supervisor will submit a certificate that the comments/changes/suggestions have been rectified and addressed by the scholar in the revised version of the thesis.*

- (v) Reject the thesis with valid reasons.
- 12.3. After revision of the thesis, in light of the reviewer's comments/suggestions, the scholar must submit the itemized responses to the comments in tabulated form and the same shall be signed by him as well as by the concerned supervisor along with a correction certificate for the consideration/record or any further action of the Directorate of Advanced Studies.
- 12.4. Final corrected copy, as the case may be, shall be submitted by the department to DAS for approval of viva voce.
- 12.5. At the result declaration stage, a certificate shall be provided by both scholar and supervisor that the soft and hard copies of the thesis are the same.

### **13. Thesis Viva Voce**

The Research scholar shall pass a thesis viva voce examination. The examination shall be conducted by the approved examiner in accordance with Section 12.1 of these regulations in the presence of HoD, supervisor/co-supervisor (if any), or any other faculty member nominated by the supervisor. In case where either of the scholar, supervisor/co-supervisor or examiner cannot appear physically for the viva voce examination for a genuine reason, he may request the GSC to conduct the viva voce online. The GSC after due consideration of the request if considers it justified, may recommend to the Vice-Chancellor through the Dean and DAS to hold the viva voce online. The viva voce will be conducted online after the approval of the Vice-Chancellor.

Provided that if the viva voce examination is delayed for more than a month despite fulfilling all the requirements for its conduct, the concerned Dean, after recording the reasons for the delay in writing, will make such arrangements, in consultation with the DAS, to conduct the viva voce within a week.

### **14. Re-Viva Voce**

If the thesis is adjudged as adequate but the scholar fails in the viva voce, the scholar may be given a chance to reappear in the viva voce within a maximum period of three months.



In such case, the scholar shall pay an amount as determined by the University from time to time.

### **15. Thesis Submission Fee**

In addition to the normal or examination fee (charged for the purpose of evaluation of thesis by the examiner) or any other fee not expressly mentioned here, the scholar shall deposit thesis processing fee of Rs.100, or as notified by the University from time to time, in the designated University bank account, at the time of thesis submission. The fee will be applicable to all scholars who submit their theses after the notification of these regulations.

### **16. Thesis Format**

Format of the thesis shall be as per Annexure-III.

### **17. Adoption of HEC Policy**

Any changes notified by the HEC in Graduate Education Policy 2023, that are not in conflict with these regulations shall stand adopted mutatis mutandis, and shall be notified by the Registrar's office on the recommendation of the DAS. Nevertheless, if the changes are in conflict with these regulations, the DAS may refer the case to the Registrar's Office for placement before the relevant forums.

## **Part-II**

### **Doctor of Philosophy (PhD)**

#### **18. Criteria for Launching Ph D Program**

- 18.1. There shall be at least three relevant full-time PhD faculty members in the Department or as determined by HEC from time to time.
- 18.2. To launch a new graduate program, the department shall follow/observe the guidelines as provided in HEC Graduate Education Policy 2023 (Annexure-I).

#### **19. Eligibility Criteria for Admission**

- 19.1. Candidates possessing MS/MPhil/LLM (Research-based/minimum 18 years of education)/ equivalent degree with at least CGPA of 3.0 (out of 4 in semester system) or 1st Division (in annual system).
- 19.2. Candidates possessing MS Course-based (minimum 18 years of education)/ equivalent degree with at least CGPA of 3.0 (out of 4 in semester system) or 1st Division (in annual system), and having one published research article in HEC recognized journals (at least 'Y' category) as principal or corresponding author.<sup>2</sup>
- 19.3. If the CGPA/Percentage is not mentioned on the transcript, the candidate must produce equivalent weightage from the parent University.

#### **20. Admission Test**

- 20.1. The University may conduct the test equivalent to GRE/HAT General developed at the University, with the passing score of 60%; or
- 20.2. Accept a test equivalent to GRE/HAT/GAT General, conducted by testing bodies accredited by HEC, with a passing score of 60%.
- 20.3. The applicant shall submit a statement of Purpose along with the application form. It shall be an integral part of the application. The admission 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:

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<sup>2</sup> The scholars admitted before the notification of these regulations will be required to publish the paper before the submission of thesis.



- (i) Title of the potential research proposal
- (ii) Clear articulation of the current understanding of the intended field and ideas for potential research
- (iii) Explanation of the intended impact of the proposed research
- (iv) The prospective candidates shall demonstrate passion and enthusiasm for the area of research.

## 21. Eligibility of the Candidate on the basis of Intradisciplinary<sup>3</sup> Qualification

Intradisciplinary admissions may only be allowed, if:

- 21.1. The applicant has a strong interest in pursuing a PhD in a different discipline.
- 21.2. 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.
- 21.3. The GSC 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 GSC, the preparation can be deemed satisfactory by taking a few additional courses after starting the program).

## 22. Degree Completion Timeline

- 22.1. The minimum duration of PhD is 3 years (06 semesters), and maximum duration shall not exceed 8 years (16 Semesters).
- 22.2. In case a scholar is unable to secure the degree within the prescribed timeframe and claims for extension in duration, the Board may extend the duration of the degree, in the event of *force majeure* (i.e., delay on account of circumstances beyond the control of the scholar). The Board in such case shall clearly assess the duration of extension requested with the duration of the genuineness of *force majeure* with proper record so that the provision of *force majeure* is neither exploited unduly by the scholar nor by the Board. The scholar in his request for extension shall clearly mention the duration of extension he requires, the nature of *force majeure* and the authenticity of the extension claimed. The University may also take corrective measures in case the delay is caused by process or administrative reasons (see Section 2.3(ii) of GEP-2023).
- 22.3. The completion date of PhD degree shall be reckoned with the date of notification

<sup>3</sup> Intradisciplinary refers to sub-disciplines occurring within one of the ten broad disciplines defined by UNESCO's International Standard Classification of Education (ISCED-F-2013).





of the award of PhD degree.

- 22.4. The maximum duration shall be determined from the date of student enrollment until the date of the notification of the award of the PhD degree.

### **23. Admission Procedure**

- 23.1. Office of the Director Admissions shall seek consent of HoDs, through a letter or email, interested to offer admissions in PhD programs.
- 23.2. The HoDs in response shall communicate their willingness for admissions within the prescribed deadline. The interested HoDs shall communicate to the Office of the Director Admissions the number of admissions they propose, in conformity with HEC policy regarding the supervisor-to-student ratio, HEC's NOC for the program, and any other requirements specified by HEC or the University. Failure by any office/officer to comply with may be subjected to the initiation of disciplinary proceedings.
- 23.3. The Director Admissions shall, upon satisfaction that all requirements have been fulfilled, advertise the permissible number of seats in at least two daily newspapers (preferably one in English daily and one in Urdu daily) to ensure wide publicity. Additionally, the Office shall utilize all available social media platforms to maximize outreach.
- 23.4. The Office of the Director Admissions may require interested applicants to submit their applications on a prescribed form, either available in its office or downloadable from the University's website <http://www.uop.edu.pk/admissions/?q=Overview>, in hard or soft (online) form. The Director Admissions shall maintain a complete list of all applications received and shall forward the applications to the concerned HoDs for consideration of the Graduate Studies Committee (GSC) for scrutiny, admission etc.
- 23.5. The GSC shall scrutinize the applications and conduct a Test (if required) and interview to determine the merit of the applicants. The GSC's decision regarding admissions shall normally be considered final. However, if an applicant feels aggrieved by the GSC's decision, he may submit an appeal with proper justification, before commencement of classes, to the Director Admissions. The Director Admissions may resolve the matter either himself, depending upon its nature, or refer it to the Academic Grievance Redressal Committee (AGRC) (see Section 49 of these regulations) at the earliest.
- 23.6. Merit shall be determined on the basis of the following criteria:



- (i) 50% weightage shall be given to the marks obtained in the last qualifying examination.
  - (ii) 40% weightage shall be given to the entry test.
  - (iii) 10% weightage shall be given to the performance in the interview.
- 23.7. Passing marks of interview shall be 50% and all members of GSC including its convener shall have equal marks.
- 23.8. The names along with relevant documents as required for admission, of the provisionally admitted candidates shall be forwarded by the HoD to the Directorate of Admissions preferably in the first month but not later than the end of first semester for approval. The Directorate of Admissions shall approve the provisional admissions of the scholars recommended by the concerned GSC, subject to the completion of requirements.
- 23.9. The Directorate of Admissions shall maintain a register of provisionally admitted scholars and assign a registration number to each scholar at the time of provisional admission in his respective Department. Assignment of registration numbers for each department shall start after the registration number assigned to the last scholar of the previous batch (e.g. if 10 students were admitted in the first batch in any department and assigned registration numbers 01 to 10, then the registration for the second batch will commence from 11 onwards). This procedure aims to maintain an accurate record of the total number of PhD scholars in each department and in the University as a whole.
- 23.10. The Director Admissions shall forward the files of all provisionally admitted PhD scholars, including all required documents as specified by the University, to the Directorate of Advanced Studies for further processing (see Academic Workplan at Annexure-IV).
- (i) The PhD scholar shall qualify the comprehensive examination after completion of course work and before confirmation of admission.
  - (ii) The provisional admission of a PhD scholar shall be confirmed by the Director Advanced Studies on recommendations of the concerned HoD after the completion of codal formalities.

*Provided that the recommendations of HoD shall be accompanied by a certificate ensuring that the candidate has successfully completed the required coursework, qualified comprehensive examination, cleared the required dues and completed other requirements as needed for the purpose.*



## 24. Scheme of Studies

- 24.1. The scholar shall study coursework (level 800 & above), in which he is registered, from the approved syllabus of the program.
- 24.2. The scholar shall pass Comprehensive Examination by securing at least 50% marks after completion of the required coursework.
- 24.3. Thesis on a topic approved by the Board.
- 24.4. Publication of a research article from the thesis in HEC recognized journal as first author as per Section 27.4 of these regulations.
- 24.5. PhD thesis Public Defence.

## 25. Coursework Requirements

- 25.1. A scholar admitted in the program shall complete a minimum of 18 credit hours coursework with a minimum CGPA of 3.0, in courses of level 800 & above.

*Provided that where a student fails a course, he may either take the failed course, or another course in lieu of the failed course, in the next semester onwards.*

*Provided further that the student shall be required to successfully complete the course work requirements in a maximum of six (06) semesters failing which his name shall be struck off the rolls of the University.*

- 25.2. The course evaluation shall be as:
  - (i) 30% for mid-term examination
  - (ii) 20% for assignment/presentation
  - (iii) 50% for final-term examination.

The passing marks in a course will be 50% on aggregate basis of assignment, mid-term and final-term.

- 25.3. In case the CGPA falls below 3.0 at the end of the coursework, a scholar may be allowed to improve the CGPA by taking course(s) in lieu of the already taken course or by repeating the course(s) already studied after completing the requirements. However, improvement may be allowed only in those courses in which the obtained GPA is less than 3.0.



*Provided that the improvement shall be allowed in subsequent two consecutive semesters.*

*Provided further that the total duration of the degree shall not exceed sixteen semesters.*

The scholar shall attend at least 75% of the total contact hours of a course.

*Provided that the concerned Head of the Department may condone upto 05% of the attendance in real hardship cases for reasons to be recorded in writing.*

## **26. Comprehensive Examination**

- 26.1. On completion of the coursework, a PhD scholar shall pass the comprehensive examination, conducted by the concerned GSC, with at least 50% marks, in the courses already studied in PhD coursework prior to submission of the research proposal.
- 26.2. The GSC shall arrange the comprehensive examinations as provided in Academic Work Plan for PhD program (see Annexure-IV)
- 26.3. The Comprehensive Examination should be based on recapitulation of the conceptual knowledge of the discipline to which the student is admitted.
- 26.4. The GSC shall collect at least four questions each from the teachers of all courses studied by the student at the doctoral level. The GSC shall then prepare a composite question paper by choosing two questions from each course amongst the questions submitted by the teachers. The student shall be required to attempt one question of each course. All questions will carry equal marks, and the passing marks will be at least 50% on an aggregate basis, expressed in terms of pass/fail and shall not be graded. The duration/time of the examination will be determined by the GSC.
- 26.5. There shall be two chances for qualifying the comprehensive examination.
- 26.6. In case of failing the comprehensive examination, a scholar admitted may get only a course completion certificate containing details of the courses studied with grades from office of the concerned department and countersigned by the Controller of Examinations, subject to fee clearance of the studied semesters.



## 27. Research Work Requirements

- 27.1. On successful completion of the required course work, and passing of comprehensive examination the Research scholar shall submit a research proposal (as per University template <http://www.uop.edu.pk/das/?q=Downloads>) in consultation with the supervisor and co-supervisor (if any), for the approval of the Board through the concerned GSC along with anti-plagiarism certificate from the Directorate of Quality Enhancement or any other office as designated by the University. Nonetheless, the University may devise any suitable mechanism for resolving the issue of plagiarism in subjects not covered by anti-plagiarism software.
- 27.2. The scholar shall write thesis in the field of major subject. Furthermore, the research area of the scholar shall;
- (i) Correspond to the community needs at regional and local levels and comply with the priority national research agenda.
  - (ii) Reflect the basic and applied research.
  - (iii) Signify emerging areas of research that coincide preferably with sustainable development goals (SDGs)
- 27.3. A soft copy of the thesis in soft form on MS-Word/LATEX and PDF formats via official e-mail by the concerned supervisor and a panel of examiners along with anti-plagiarism certificate shall be submitted to the HoD for onward processing to the Directorate of Advanced Studies, through the concerned Dean, for the purpose of evaluation.
- 27.4. For the award of degree, the scholar shall be required to publish at least:
- (i) One research article in 'W' category journal or two research articles in 'X' category journals, for Science disciplines.
  - (ii) One research article in 'X' category journal or two research articles in 'Y' category journals, for Social Science, and Arts & Humanities.
  - (iii) The PhD scholar shall be the first author of these publications.
  - (iv) The research article shall be relevant to the PhD research work of the PhD scholar.
  - (v) The article shall be published after approval of the research proposal.
  - (vi) The article shall be published in a relevant research journal. Relevancy shall be determined by the office of DAS, or any other office, or committee as constituted by the Vice-Chancellor from time to time.
- 27.5. The scholar shall provide a certificate endorsed by supervisor along with



- published research article, stating that the article is published from PhD thesis.
- 27.6. The thesis shall be of nine (09) credit hours and shall not be assigned any numerical grade.

## **28. Thesis Submission Fee**

In addition to the normal or examination fee (charged for the purpose of evaluation of thesis by the examiner) or any other fee not expressly mentioned here, the scholar shall deposit thesis processing fee of Rs.200, or as notified by the University from time to time, in the designated University bank account, at the time of thesis submission. The fee will be applicable to all scholars who submit their theses after the notification of these regulations.

## **29. Appointment of thesis Evaluation Committee**

- 29.1. The PhD dissertation must be evaluated by an evaluation committee comprising:

### **A. External Expert**

- (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, 15 for Social Sciences, or 8 for Arts & Humanities as determined by Web of Science, OR
- (b) At least one external expert qualifying any one of the conditions mentioned at 29.1(a)(i) or 29.1(a)(ii) above, if the PhD candidate publishes thesis research article in a peer-reviewed journal that is classified by the HEC in category 'W' for Sciences and 'X' or above for Social Sciences.

AND

### **B. Examiner for PhD Defence Purpose**

- (i) One (01) examiner outside the University from within the country to evaluate the PhD thesis who shall be the examiner in the PhD Defence.

### **29.2. Criteria for the Appointment of Examiner for PhD Defence:**

- (i) The Panel should preferably comprise Professors and Associate





Professors.

- (ii) In case evaluators/examiners at such senior levels are not available in the discipline, Assistant Professors and Lecturers with PhD degrees, having supervised at least one PhD will be acceptable.
- (iii) The evaluator/examiner should have no conflict of interest in personal, financial or professional stakes as provided in HEC Graduate Education Policy-2023.

### **30. Appointment of Examiners and their Recommendations**

- 30.1. The GSC, in consultation with the Supervisor, through respective Dean, shall send a panel comprising five experts as per Section 29.1(A) and three experts as per Section 29.1.(B) to DAS for further approval of the Vice-Chancellor.
- 30.2. The Directorate of Advanced Studies shall send the thesis to the examiner preferably in soft form (email etc.) or hard form if required.
- 30.3. The examiner shall either:
  - (i) Recommend the thesis for the award of degree in the present form, OR
  - (ii) Recommend the thesis for the award of degree with minor changes/revision, OR
  - (iii) Recommend the thesis for the award of degree with major changes/revision.

*Provided that in case of major changes/revision the scholar may be allowed to improve and submit the thesis to the Directorate of Advanced Studies at the most within 6 months and there will be no need of Re-evaluation. However, the supervisor will submit in such case a certificate that the comments/changes/suggestions have been rectified and addressed by the scholar in the revised version of the thesis, OR*

- (iv) Recommend the thesis for resubmission/re-evaluation with major changes/revisions:

*Provided that in such case the scholar may be allowed to improve/revise the thesis as per comments/changes/suggestions of the examiner/evaluator within 6 months and the same examiner will be required to re-evaluate the thesis within 3 months of resubmission. In addition, the supervisor*



*will submit a certificate that the comments/changes/suggestions have been rectified and addressed by the scholar in the revised version of the thesis.*

*Provided further that in case where an examiner/evaluator suggests major changes and refuses to evaluate the same thesis after revisions/corrections, as recommended by him, the office of DAS shall send the corrected/revised copy of thesis for evaluation to another examiner/evaluator.*

- (v) Reject the thesis with valid reasons.
- 30.4. The examiner/evaluator will be given thirty (30) days for submission of the evaluation report. If the examiner does not submit the report within thirty (30) days, he will be immediately reminded by the DAS through a formal email/letter to submit the report within the next fifteen (15) days. If the examiner again fails to submit the report within the given fifteen (15) days, he will be immediately issued a second/final reminder by the DAS to submit the report within the next seven (07) days. If the report is not received within the seven (07) days, the examinership of the concerned examiner will be immediately revoked for the thesis under consideration, and the DAS will communicate to the Supervisor for submission of a revised panel through the GSC and the Dean by replacing the name of the non-responsive examiner by another examiner while the remaining members of the panel will remain the same. The thesis will be sent to another examiner/evaluator approved by the Vice-Chancellor out of the revised panel of examiners recommended by the GSC.
- 30.5. After revision of the thesis, in light of the reviewer's comments/suggestions, the scholar must submit the itemized responses to the comments in tabulated form and the same shall be signed by him as well as by the concerned supervisor along with a correction certificate for the consideration/record or any further action of the Directorate of Advanced Studies.
- 30.6. Final corrected copy, as the case may be, shall be submitted by the department to DAS for approval of Public Defence.
- 30.7. At the result declaration stage, a certificate shall be provided by both scholar and supervisor that the soft and hard copies of the thesis are the same.

### **31. Public Defence**

- 31.1. The scholar shall pass the thesis public Defence (see procedure for public



Defence at Annexure-V). The public Defence shall be conducted fairly by the approved examination committee. In public Defence the scholar shall make proper presentation of his work and defend the same to the satisfaction of examination committee.

31.2. The examination committee shall comprise the following:

(i) Evaluator/External Examiner:	(As per 29(B)(i) of these regulations
(ii) External Examiner:	(from relevant field of the university
(iii) Internal Examiner:	(supervisor/co-supervisor)

*Provided that the Vice-Chancellor may appoint, in genuine cases, any other faculty member in the absence of supervisor/co-supervisor, on supervisor's request, to be the part of examination committee.*

31.3. On the request of the supervisor and HoD concerned, the date of public Defence of PhD candidate shall be notified by the controller of examinations following the approval from the DAS. The Defence of thesis shall be open for all interested persons and shall be widely publicized for maximum participation.

## 32. Final Decision in the Public Defence

The examination committee may make any of the following decisions concerning the PhD dissertation:

- (i) Pass OR
- (ii) Pass with minor amendments OR
- (iii) Deferred for re-submission/re-Defence OR
- (iv) Fail (in exceptional circumstances and for the reason to be recorded by the examination committee)

## 33. Final Decision in the Public Defence

If the dissertation is adjudged as adequate but the scholar fails in the public Defence, the scholar may be given a chance to reappear in the public Defence within a period not exceeding three months. In such case, the scholar shall pay an amount as determined by the University from time to time. The scholar may be given any further chance in case of fail and shall be required to pay double amount of the amount paid during the first reappear and the amount shall continue increasing the same way with each further failure.

## Part-III

# General Regulations

### 34. Supervisor and Supervision

- (i) In consultation with scholar, a PhD teacher in the relevant field from the concerned department shall be appointed as supervisor preferably in the first semester.
- (ii) In case of PhD supervision, the faculty member shall fulfill HEC criteria as provided at Annexure-VI of these regulations.
- (iii) The GSC shall forward the name of the supervisor, if he agrees to such supervision, through the Dean, for approval of the Board.
- (iv) No teacher, who qualifies supervision criteria, shall refuse to supervise scholars. In such case his name shall be reported by the HoD through Dean to the Vice-Chancellor for necessary action.
- (v) A co-supervisor may be appointed from the relevant field of specialization who may be either from the same department, or any other academic department in or outside the University, within the Country or abroad. Furthermore, the University may allow, in genuine cases, a co-supervisor on the recommendations of GSC from relevant reputed research industries. In all cases the co-supervisor must be holding PhD degree, appreciable research supervision experience and good publications record in peer reviewed international journals available in HEC recognized lists.

*Provided that the Vice-Chancellor on the recommendation of the GSC may appoint a non-PhD expert as a co-supervisor in case of clinical/ industrial research.*

*Provided that the proposed co-supervisor must have appreciable publications record in high impact factor journals.*

*Provided further that he must also have commendable experience and skills in the concerned field exhibited through industries' product.*



- (vi) A supervisor and co-supervisor can supervise twelve (12) MPhil/MS/LLM/PhD scholars at a time, with no more than five (5) of these scholars being enrolled in PhD program.
- (vii) In case the supervisor leaves the University permanently and is unable or not interested to supervise the student, the co-supervisor shall act as supervisor or the student may be provided with an alternate supervisor on his request after following the procedure as laid down under Section 34(iii).

*Provided that a supervisor who leaves the University permanently may opt to act as co-supervisor of the student if he and the scholar both agree.*

- (viii) The scholar may request for the change of supervisor, with proper justification, only once in the entire degree program.
- (ix) In case of retirement of the supervisor from the University Service, he can continue supervision. Nonetheless, a teacher after retirement in no case be allowed to supervise a new scholar in the capacity of supervisor.
- (x) A supervisor shall perform the following functions:
  - a) To recommend and plan courses of studies for the scholar in consultation with the GSC. In case of any disagreement the decision of GSC shall be final. In all cases the decision must give proper considerations to the available resources and University policy, if any.
  - b) To guide scholar in finalization of research topic/proposal and place it (proposal) in consultation with the scholar before the GSC for consideration and decision.
  - c) To supervise and review progress of the scholar on regular basis and apprise the supervisory committee and any other office as required accordingly.

### **35. Supervisory Committee and supervisory process**

There shall be a supervisory committee to be constituted by the relevant supervisor for each doctoral research scholar to assess, check and monitor the research progress of each scholar and recommend/decide further line of action for the timely completion of research



work. The supervisory committee shall consist of:

(i)	Supervisor	Convener
(ii)	Co-supervisor (if any)	Member
(iii)	One Ph D faculty member from the same department	Member
(iv)	One PhD faculty member from any other relevant department in the University	Member

The proceedings, recommendations/decisions of the supervisory committee shall be shared with the GSC for further guidance/actions as required. The committee may also recommend cancellation of a scholar admission to DAS through GSC and office of Dean with proper justification and record.

### 36. Ethical Consideration

The scholar enrolled in MS/MPhil/LLM/PhD program shall be required to give due attention to the ethical considerations required in research. If the proposed research raises ethical issues, the scholar, prior to undertaking research work, shall be required to seek formal ethical clearance from the University Research Ethics Board (<http://www.uop.edu.pk/search/?q=research+ethics>) through GSC. In addition, the scholar shall be required to strictly conform to the guidelines pertaining to the originality of the work/theses as provided under Section 5 of Part-II: 'Governing the systems of doctoral research', in GEP-2023.

### 37. Graduate Studies Committee (GSC)

There shall be a Graduate Studies Committee (GSC) for a period of two years to be appointed by the Vice-Chancellor.

(i)	The HoD	Convener
(ii)	Two senior most teachers of the concerned teaching department.	Members
(iii)	Two members, to be nominated by the Dean in consultation with HoD.	Members
(iv)	If a member does not attend three consecutive meetings without the consent of the convener, the convener may recommend his replacement in consultation with the Dean through DAS for approval of the Vice-Chancellor.	





### 38. Functions of GSC

- 38.1. To supervise and conduct the admission process including scrutiny of applications received from the office of Director Admissions.
- 38.2. To manage and facilitate the smooth functioning of the Graduate programs by undertaking any such activity required, and not expressly assigned to it in these rules.
- 38.3. To conduct and supervise the Institutional Assessment Test, Interview and comprehensive examination;
- 38.4. To evaluate and recommend MS/MPhil/LLM & PhD research proposal/synopsis of the scholar to the Board for approval in hard or soft form after duly signed by GSC.

*Provided that in case of MS/MPhil/LLM the GSC shall submit proposal to the relevant Sub-committee (refers to ASRB Sub-committee as provided in Section 55 of these regulations) for evaluation which shall further place it along with its evaluation/recommendations before the Board for approval/decision. While in case of PhD the GSC shall submit proposal after due evaluation to the Board for approval. The GSC if does not recommend a proposal even after two times considerations in the GSC, shall refer it along with the reasons/recommendations to the Board (in case of PhD) or Sub-committee (in case of MS/MPhil/LLM) for advice/decision/approval. The decision of the Board/Sub-committee shall be final and will be referred to GSC for compliance.*

*Provided further that the scholar may appeal to the Academic Grievance Redressal Committee (as provided in Section 49 of these Regulations).*

- 38.5. To forward course completion of the scholar to DAS for approval.
- 38.6. To forward provisional admissions of the scholar to DAS for confirmation.
- 38.7. To forward names of supervisor and co-supervisor (if any) to DAS for approval.
- 38.8. To forward cancellation of admissions of scholars to DAS for consideration/ approval, if any.
- 38.9. To forward list of examiners, as recommended by the concerned supervisor for the evaluation of the thesis to DAS for the approval of the Vice-Chancellor. GSC may change the overall proposed panel or an examiner(s) therein if either the examiner(s) is/are not relevant or there exists any other reason, in its opinion,



that compromises transparent evaluation. In such case GSC must record the reasons of change(s) in panel.

- 38.10. To consider and process the recommendations of supervisory committee concerning a scholar's progress/performance. The GSC may also take such advisory or corrective steps which it considers essential for the timely completion of the degree programs in individual case or in collective cases. In such case the GSC shall record the reason(s) with each step taken (See Annexures-VII and VIII)

### **39. Graduate Scholars Advisor (GSA)**

- (i) There shall be a Graduate Scholars Advisor, who shall be a faculty member of the concerned teaching department preferably a PhD and appointed by the concerned Dean on the recommendation of the HoD.
- (ii) The GSA shall be responsible to:
  - a) Make all arrangements for GSC meetings, such as, preparation of agenda items and recording the minutes;
  - b) Arrange the timetable for courses, date sheets for examinations and comprehensive tests;
  - c) To provide guidance on graduate policy, regulations and rules to the scholars from time to time; and to;
  - d) Act as secretary of the GSC.

### **40. Admission, Tuition Fee**

- (i) Fee shall be deposited by the scholar for each semester as per prescribed rates as defined by the University and changes approved from time to time.
- (ii) In case of extension in the study period normal semester fee will be paid by the scholar.
- (iii) Foreign nationals shall be required to pay tuition fee, etc., as prescribed by the HEC /University foreign scholars' admission policy. Such candidates shall have to forward their cases of admission as per prescribed rules/ procedure.
- (iv) The scholars shall clear all dues before the completion of each semester and the HoDs shall not allow them to take any exam or attend classes unless they deposit the required fee.



- (v) The date of commencement of classes in the advertisement shall be considered the date of admission for all the scholars if not being restrained by any rule/law. Any delay in the process shall be borne by the HoD of the respective department.

#### **41. Grades and Academic Standing**

The grading system for the graduate program courses for MS/MPhil/LLM (700 & above) and PhD (800 & above) shall be done on a scale of 1-4 (see grading at Annexure-IX).

#### **42. Credits and Audits**

- (i) Unless otherwise noted, a credit shall represent a study in an approved course carried out for one theory hour or two laboratory hours per week per semester.
- (ii) A scholar who desires to attend a course without taking examination in that course shall be called an Auditor and shall be shown as such in the transcript. An auditor must secure the consent of the concerned teacher offering the course, in or outside the department, on the recommendations of the supervisor before he is registered as an auditor. He shall pay the regular fees, but no credit shall be granted for the course and shall not take exam.

#### **43. Course Change and Credits**

A scholar may request the Head of the department that his status in a course be changed to that of an auditor, as provided in Section 42(ii) of these regulations, or that he may be permitted to withdraw from a course, not later than the end of the fourth week of the semester. If the request is accepted, the scholar's record shall be marked as Auditor or as Withdrawn against that course. A scholar who fails to complete a course without having his status so changed to Auditor or Withdrawn shall receive, at the teacher's discretion, either a grade of I (Incomplete) or F (Fail).

#### **44. Study Leave and No Objection Certificate**

Obtaining leave for higher studies and NOC from employer shall be the sole responsibility of the scholar. If he fails to provide NOC from the employer, his admission shall be deemed to be cancelled. Provided further that any concealment of facts regarding his status of employment would make him liable to cancellation of admission.



#### 45. Freezing of semester(s)

- (i) Semester freezing will be granted by the relevant Dean on the recommendations of the concerned HoD in response to a request made by the student with reasonable justification.
- (ii) An MS/MPhil/LLM scholar can freeze up to one semester at the maximum during the course work of a relevant program of studies.
- (iii) A PhD scholar can freeze up to two semesters at the maximum during the course work of a relevant program of studies.
- (iv) No freezing during the semester is allowed, i.e. whenever semester freezing is granted on the request of the scholar it would be effective from the beginning of the respective semester, thus all the attendance, quizzes, assignments, mid-term etc. taken so far in the semester by the student would be deemed as not have taken place in respect of the concerned student.
- (v) If a scholar is not enrolled in any course in a semester, he will not be considered a regular student of University in that period. The scholar may then enroll in these courses in a subsequent semester; however, he will have to meet pre-requisites of any course taken. In addition, it is understood that the University is not required to offer all courses in each semester.
- (vi) Freezing of first semester is not allowed. However, in special hardship circumstances freezing of first semester can be considered. Such hardship circumstances may include:
  - Iddat
  - Maternity leave
  - Any other reason with justified rationale

**Note:** Freezing of Semester will only be allowed after successful completion of 1st Semester as prerequisite, except under Section 'vi'.

#### 46. Cancellation of Admission

- (i) If a scholar does not fulfill the requirements as prescribed, his admission shall be cancelled.
- (ii) The admission of a scholar may be cancelled if the academic progress or conduct is found unsatisfactory at any stage on the recommendation of the supervisory committee. The supervisory committee in such case



must submit proper reason(s)/record through GSC to the office of DAS.

- (iii) The admission of the scholar may also be cancelled if he is found involved in subversive activities, blasphemy or harassment or in any such activity that jeopardizes the good order of the University or tarnish the image of the country.
- (iv) The scholar shall be required to properly observe the rules and regulations of the University.

#### **47. Transfer of Credit Hours**

The transfer of credit hours will be allowed by meeting the following criteria:

- (i) The grade in the total studied courses must be “B” or higher. A course below “B” grade shall not be transferred.
- (ii) A student must have a proper admission in the graduate program of the University and should earn minimum of 50% of total credit hours in the concerned department.
- (iii) Credit hours transfer shall only be acceptable into this University after taking fresh enrollment subject to furnishing an NOC from the University where the scholar was enrolled previously.
- (iv) Credit transfer from the University of Peshawar to some other University shall be allowed after the completion of the required formalities.
- (v) Acceptance of courses and their relevancy shall be determined by the GSC of the respective teaching department. Consideration of the transfer by the University shall be based on at least 75% percent courses being relevant to the subject concerned. The GSC may; however, require such students to attend course(s) depending upon the expertise/exposure of the scholar concerned in the department.

#### **48. Exemption/Transfer of Course work in case of Re-Admission into MPhil/MS/LLM/PhD Program**

- (i) Case of fresh admission after time-barred or cancellation, all the previously studied courses (coursework) (studied within five years) will be transferred totally while 50% will be transferred, if the courses are studied before five years. In such cases, courses transferred (coursework) must be recommended by GSC and approved by the Board. Nonetheless, in cases where the courses studied by the scholar are dissimilar to the



existing courses in total or in part, the GSC will decide the number of additional course(s) for a scholar to be studied.

- (ii) The Scholar seeking fresh admission after time-barred or cancellation shall pay fee for a period of 2 years for MS/MPhil/LLM and 3 years for PhD, or till the submission of the thesis, whichever is later. DAS will process thesis for evaluation after the completion of all formalities.

#### 49. Academic Grievance Redressal Committee (AGRC)

A. There shall be an Academic Grievance Redressal Committee to be appointed by the Vice-Chancellor to address an applicant/scholar grievance related to the degree program he aspires to enroll in or is already enrolled in.

##### B. Composition of AGRC

The AGRC committee shall comprise of:

(i)	A Dean or any Professor	Convener
(ii)	Three Faculty members	Members
(iii)	Chairperson of the concerned department, where needed	Member
(iv)	Director Admissions/Director Advanced Studies & Research	Member/ Secretary

*Provided that the term of members listed at Serial Nos. 49 (B)(i) and 49(B)(ii) shall be determined by the Vice-Chancellor from time to time. The decision of the AGRC shall be final.*

*Provided further that in matters falling after the confirmation of admissions, Director Advanced Studies and Research shall act as Member/Secretary while in matters falling before the confirmations, such as admissions, Director admissions shall act as Member/Secretary.*

*The quorum shall be three, and the decision shall be taken by majority. In case of a tie, the Convener shall have a casting vote.*

*Provided that if the concerned Dean is a member of the relevant GSC about which the complaint is being lodged, in that case the Vice-Chancellor shall appoint Dean*



*from another faculty to act as its convener.*

## **50. Functions of Academic Grievance Redressal Committee (AGRC)**

- (i) To redress the grievances of students/scholars relating to admissions or any other academic matters such as assessment & evaluation, conduct of comprehensive etc examination, award of grade, delay in processing of research proposal or thesis processing etc.
- (ii) To provide proper opportunity to stakeholders to express their grievances freely without any fear of being victimized.
- (iii) To ensure that there is no reprisal of any kind against any applicant, witness, or any other participant in the grievance redressal process.
- (iv) To protect the privacy and confidentiality of all parties during the inquiry, consistent with and subject to the policy guidelines.
- (v) To obtain the facts through relevant sources in a fair and objective manner and to work out a resolution of the issues involved with the parties named in the grievance application.
- (vi) To ensure disposal of grievance application within a maximum period of one month of the receipt of application.
- (vii) The AGRC shall submit its recommendation to the Vice-Chancellor for consideration/approval.

## **51. Result Declaration and Award**

- (i) If a scholar fulfills all the requirements, the Head of the department shall forward the case to DAS for the approval of the Vice-Chancellor for result declaration.
- (ii) At the result declaration stage, a certificate shall be provided by both the scholar and his/her supervisor that the soft and hard copies of the thesis/ dissertation are explicitly and implicitly the same.
- (iii) The date of result declaration notified by DAS for the award of the degree shall be deemed to be the date of the award of the degree subsequently notified by Controller of Examinations.

## **52. Directorate of Advanced Studies and Research**

- a. Director of Advanced Studies and Research shall be a professor.
- b. The Director of DAS shall serve as the secretary of the Board.
  - (i) Office of the DAS shall ensure timely processing of the cases as per



required regulations.

- (ii) DAS shall arrange meetings of the Board with the approval of Vice-Chancellor.
- (iii) DAS shall circulate the agenda and minutes to the members and concerned HoD, supervisor and scholar.
- (iv) DAS shall maintain the record of all the students.
- (v) DAS may perform any other function as prescribed by the regulations.

### 53. Advanced Studies and Research Board

53.1. There shall be an Advanced Studies and Research Board which shall consist of the following:

(i)	The Vice-Chancellor	Convener
(ii)	The Deans	Member
(iii)	Three University Teachers to be nominated by the Syndicate other than Deans based on their research contribution from different faculties;	Members
(iv)	Three nominees of the Academic Council from amongst its members based on their research contribution from different Faculties;	Members
(v)	Director Science and Technology, Govt. of Khyber Pakhtunkhwa or nominee not below the rank of deputy director;	Member
(vi)	Director Office of the Research, Innovation and Commercialization (ORIC);	
(vii)	Secretary of the Board shall be the Director of DAS.	

53.2. The term of office of members of the Advanced Studies and Research Board, other than ex-officio members, shall be three years.

53.3. The quorum for a meeting of the Advanced Studies and Research Board shall be two-third of the notified members

### 54. Functions of the Advanced Studies and Research Board

54.1. Advise the Authorities on all matters connected with the promotion of Advanced Studies and Research in the University;

54.2. Consider and report to the Authorities on the institution of research degrees in the University;





- 54.3. Propose Regulations regarding the award of research degrees;
- 54.4. To appoint supervisors for research students and to determine subject of their thesis;
- 54.5. Recommend panel of name of the examiners for evaluation of thesis and research examinations;
- 54.6. Approval of Research Proposal/Synopsis of MS/M.Phil/LLM or Equivalent and PhD thesis and dissertation;
- 54.7. To constitute ASRB Sub-committee(s) for each faculty(ies) or as it deems appropriate, to evaluate and recommend MS/MPhil/LLM or equivalent Research Proposal/Synopsis, of the research scholars of the concerned faculty, to the Board through Directorate of Advanced Studies for consideration/ approval;
- 54.8. To consider and decide any graduate program related item/matter, not expressly prescribed in these regulations, which in its (Board) opinion needs immediate attention/resolution.
- 54.9. To evaluate and recommend Research Proposal/Synopsis of Ph.D or equivalent degree program to the Board for approval.
- 54.10. To refer back any proposal to the concerned GSC, with proper instructions, in case of serious problems with its organization or novelty.
- 54.11. Research proposal shall be submitted in the format approved by the University of Peshawar and available at University website:  
<http://www.uop.edu.pk/das/?q=Downloads>.
- 54.12. The final approved copy of the research proposals shall be sent to DAS for its office Record.
- 54.13. The meeting of the ASRB shall meet preferably once in a month or whenever deemed appropriate by the convener.
- 54.14. Perform such other functions as may be prescribed by regulations.

*(See Annexure-X for University of Peshawar Procedure for Conducting Meetings of Advanced Studies and Research Board)*

## **55. ASRB Sub-committees for MS/MPhil and LLM or equivalent Degree Programs**

There shall be Advanced Studies and Research Board Sub-committee, consisting of the following:



### Composition of ASRB Sub-committee

(i)	Dean concerned	Convener
(ii)	One Professor of the concerned faculty to be appointed by the Vice-Chancellor <i>Provided that the Co-convener shall preside over the meeting in the absence of the convener.</i>	Co-Convener
(iii)	In addition to serial (i) to (ii), one PhD faculty member, preferably not holding membership of ASRB or GSC of the concerned department, from each department of the concerned faculty to be appointed by the Vice-Chancellor out of panel of two names from each department recommended by the Dean through DAS. <i>Provided that the faculty member proposed for the membership of the Sub-committee shall preferably not hold membership of more than one ASRB Sub-committee.</i>	
(iv)	The Dean may appoint maximum of two expert(s) from within or outside the faculty for a period of two years for technical expertise, if required. Nonetheless, such appointments shall not carry any financial liabilities on the Universities.	
(v)	Secretary of the Sub-committee to be appointed by the concerned Dean. Members in Section ii, iii, iv and v shall be appointed for a period of two (2) years.	

### 56. Functions of the ASRB Sub-committee

- 56.1. To evaluate and recommend Research Proposal/Synopsis of M.Phil./LLM/MS or equivalent degree program to the Board for approval;
- 56.2. To refer back any proposal to the concerned GSC, with proper instructions, in case of serious problems with its organization or novelty;

*Provided that the proposal can be referred back to GSC once. If any proposal is not even recommended by the Sub-committee to the Board for the second time, the GSC to which it is being referred back for corrections, shall, after the corrections are being made by the scholar on the advice of either Sub-committee or GSC, forward it to the Board for consideration/approval.*

- 56.3. Perform such other functions as assigned by the Board.
- 56.4. If majority of the Sub-committee members feel that the research proposal



has some shortcomings, the scholar may be directed to improve the research topic and proposal for re-submission through GSC within one month with a correction certificate from the concerned supervisor.

- 56.5. Research proposal shall be submitted in the format approved by the University of Peshawar and available at University website: <http://www.uop.edu.pk/das/?q=Downloads>.
- 56.6. The final approved copies of research proposals shall be sent to DAS for its office record along with the signed minutes of the sub-committee's meeting.
- 56.7. The meeting of the ASRB Sub-committee shall meet preferably once in a month or whenever deems appropriate by the Dean and the minutes shall be submitted to DAS within 15 days of the meeting.

*(See Annexure-XI, Procedure for Conducting Meetings of ASRB Sub-committee)*

## 57. Thesis/Dissertation Format

The details about the dissertation/thesis format are annexed at Annexure-III.

## 58. Removal of Difficulty

If any difficulty arises in giving effect to any of the provisions of these regulations, the following committee constituted by the Vice-Chancellor for a period of two years, may make such decisions, not inconsistent with the spirit of these regulations, as may appear to be necessary for the purpose of removing the difficulty, provided that such a decision is not ultra vires of the statutes and act.

### Composition of the Committee

(i)	Dean	Convener
(ii)	Two Professors	Members
(iii)	Three Associate Professors	Members
(iv)	Director Advanced Studies	Member/ Secretary

## 59. Repeal and Saving

The MS/MPhil/LLM/PhD Regulations 2022 and onwards are hereby repealed. All previous admissions, relating to MS/MPhil/LLM/PhD Degrees made prior to the promulgation of these Regulations, shall be governed under the Regulations 2022 and onwards.

## Launching a Program and Awarding Degree

### I. Minimum Requirements to Launch Graduate Programs at Universities

Organizational autonomy is crucial for developing self-reliance and resilience within an organization. In an academic context, it creates an environment conducive to research. The HEC recognizes the importance of universities' autonomy in accordance with their Charter/Act. However, regulatory constraints are also necessary to ensure that the objectives of the sector align with the national goals. This policy seeks to strike a balance between academic autonomy and regulatory requirements. The Graduate Education Policy provides a broad framework for achieving national goals through academic and research excellence, and universities are expected to program graduate degree awards within the guidelines set forth in this policy.

#### I.1. To launch a new graduate program, universities are required to ensure the following

- (i) The Act/Charter of the University allows the program to be offered.
- (ii) The rationale for launching the program is established. It delineates that the need, scope, and objectives of launching the degree program in terms of market demand and supply (both students and resources) have been assessed; societal problems expected to be resolved have been identified, and employability of graduates that the prospective program is expected to enhance has been determined, satisfactorily through all the statutory bodies keeping in view the national research agenda and sustainable development goals.
- (iii) The title of the program is defined in light of the "Criteria for Use of Titles/ Nomenclature for the Degree" as listed in the National Qualification Framework (2015).
- (iv) The curriculum of the program is consistent with the guidelines issued by the HEC and international best practices.
- (v) Admission policy with the following information:
  - (a) An Academic Calendar as per HEC and University policy
  - (b) Procedures and processes to submit application for admission explaining the manual and electronic ways.



- (c) Processes ensuring the dissemination of admission information to prospective students.
  - (d) The documentary requirements for admission
  - (e) Merit determination criteria defined and explained.
  - (f) Minimum eligibility criteria for granting admission.
- 
- (vi) The program completion requirements satisfy the HEC's minimum criteria for awarding graduate degrees.
  - (vii) The other requirements of HEC regarding the arrangement of relevant faculty (in terms of numbers, level, student-to-teacher ratio, student-to-supervisor ratio etc.), establishment of a library and laboratory have been met.
  - (viii) The degree program has been approved for launch by all relevant statutory bodies of the University/HEI/DAI.
  - (ix) If applicable, any necessary approvals are obtained by accreditation councils to launch the program.
  - (x) Policies to inculcate a research culture by incorporating a system of research supervision that has been approved by relevant statutory bodies and governed following the guidelines delineated in this policy.
  - (xi) Policies to ensure academic research ethics have been developed, approved by the relevant statutory bodies and implemented as prescribed in this policy.
  - (xii) Policies to address academic grievances of graduate students have been outlined, approved by the relevant statutory bodies and implemented through a grievance management system, as advised in this policy.
  - (xiii) If applicable, HEC's permission has been sought to launch a new graduate program.

## **7.2. NOC Requirements for Launching Graduate Programs**

### **7.2.1. Classification-based application of NOC requirement**

- (i) Effective from the enactment date of this policy, the top-ranked universities/DAIs/HEIs need NOT obtain the No Objection Certificate (NOC) from HEC, provided that these universities/DAIs have not violated the HEC's rules, regulations or policies in any material respect



in the last two years. The top-ranked universities/DAIs/HEIs, found violating the HEC's rules/regulations/policies, shall be included in the lower category and may be dealt with in accordance with the HEC's policy for violation of rules.

- (ii) All the universities/DAIs/HEIs enlisted in the categories below the top category must obtain NOC, prior to the launch of any graduate program, adhering to the following timelines:

**Graduate Programs Launched Prior to November 7, 2013:**

- (a) For any graduate program launched before November 7, 2013, universities shall be required to ensure compliance with this policy. HEC shall ensure compliance systematically by applying an approved quality assurance mechanism.

**Graduate Programs Launched After November 7, 2013:**

- (b) Any graduate program started after November 7, 2013, without getting an NOC from the HEC, shall not be recognized, and degrees awarded by such programs shall not be attested by the HEC.
- (i) The lower-category universities/DAIs/HEIs that have taken adequate and timely remedial measures to rectify the deficiencies/violations and have demonstrated an ability of sustainable compliance with the HEC's requirements may be included in the top category at the sole discretion of HEC.
- (ii) Similarly, the top category universities may also be demoted to lower category where such universities have been found violating HEC's requirements within the past two years. For this purpose, the under-observation universities/DAIs/HEIs must take adequate and timely remedial measures to rectify violations.
- (iii) The lowest category (Unclassified/Ineffective) universities shall not be allowed to launch more than two (2) PhD programs in a single year.
- (iv) The Higher Education Commission shall issue lists of universities that are categorized in the aforementioned terms.
- (v) The universities/DAIs/HEIs, which are found violating the HEC's rules/regulations/policies, shall be dealt with in accordance with the HEC's policy.



### **7.2.3. Process and timelines for obtaining an NOC to launch graduate programs**

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

- (i) Universities intending to launch a new graduate program shall submit a prescribed dossier, duly signed by the Dean, Registrar, Director Quality Enhancement, and head of the relevant University, who shall certify the correctness of the information provided and shall ensure that all required documents are attached to the application dossier.
- (ii) Universities shall apply for the NOC, before launching any new graduate programs, and no admissions shall be advertised unless the NOC has been obtained from the HEC.
- (iii) Universities requesting NOCs to launch graduate programs in the fall semester shall apply no later than March 31 of the same year.
- (iv) Universities requesting NOCs to launch a graduate program in the spring semester, shall apply no later than September 30 of the last year.
- (v) The HEC may, at its discretion, require an external review or zero visit in connection with the launch of graduate programs by a University.

### **7.2.3. Continuing compliance with the HEC's policies**

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

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

### **7.2.4. Cancellation of NOC and/or demotion to the lower category**

If a graduate program fails to meet the requirements set in this policy, HEC may:

- (a) Stop all activities of the program for six months to compensate for the deficiencies, save exceptions mentioned at clause 7.2.4(c. iv).



- (b) Further intake may be stopped if deficiencies are not fulfilled within six (6) months of the date of the review report.
- (c) In case the major deficiencies are not fulfilled even one year after the date of review report, HEC may take the following actions:
  - (i) The University may be demoted to lower categories (if applicable), and
  - (ii) NOC of the deficient graduate program may be cancelled; and/or
  - (iii) Further, NOC for the under-consideration program may be banned for at least two years.
  - (iv) In case a program is stopped, or NOC is cancelled, the students who are at an advanced stage i.e., have passed Comprehensive Examinations and their research synopses have been notified by the Directorate of Advance Studies (or equivalent department), may be allowed to continue with their research if research supervisors are available. However, those who are yet to pass a comprehensive exam may stop or be allowed to quit or shift to another University at the risk and cost of the parent University.
- (d) The officers responsible for the cancellation of the NOC shall be subject to dealing under the retributive action policy.

**Note:** The Section numbers in annexure-I are as per HEC Graduate Education Policy 2023.



## Academic Work Plan for MS/LLM/MPhil Program

Activity		Completion Date
1	Approval of provisional admission	Within the first semester subject to the completion of all requirements
2	Course work (24 credit hours) completion	2-3 semesters (completion of courses shall not be later than first three semesters)
3	Course work Approval	Approval of course works shall not be later than the fifteen (15) days of the completion of course work
4	Approval of supervisor	Preferably in the first semester but not later than the second semester
5	Approval of Research topic from (GSC, ASRB Sub-committee and ASRB)	Proposal to the ASRB Sub-committee shall not be submitted later than three (03) months of the approval of the course work.
6	Thesis submission	The scholar shall work on thesis at least for one semester after the approval of Research Proposal within the maximum allowed time i.e., four years, except in cases of <i>force majeure</i> .

**N.B.:** The Head of the Department/Centre, concerned teacher, student, supervisor, DAS, Controller of examination or any other office or officer involved in the aforementioned process shall ensure timely completion of the above given Work Plan. In case of any delay on the part of any officer/office mandated for the task(s) in these regulations or not expressly provided here shall be held responsible.

## **Thesis/Dissertation Format**

The MS/MPhil/LLM/PhD thesis/dissertation format shall be as follows:

- (a) A cover page having Title of thesis/dissertation, University Monogram, Scholar Name, Department/Centre and session of enrolment (e.g. Spring 2024).
- (b) A title page (inner page) having Title of thesis/dissertation, University Monogram, Name of the scholar & supervisor(s), session and Department/Centre.
- (c) Paper size shall be A4 double sided printing.
- (d) Font size for chapter names shall be in capital letters 14 (bold), headings shall be 12 bold and capital letters and subheadings shall be 12 bold sentence case.
- (e) Text Font size and type shall be 12 and Times New Roman (normal) with 1.5-line spacing.
- (f) MPhil thesis (4 copies) shall be hard bound in Navy Blue color, having Title of thesis/dissertation, University Monogram, Name of the scholar & supervisor(s), session and Department/Centre.
- (g) PhD dissertation (4 copies) shall be hard bound in Black color, having Title of thesis/dissertation, University Monogram, Name of the scholar & supervisor(s), session and Department/Centre.
- (h) The spine should have the name of the scholar, the year in which the thesis/dissertation was submitted and the name of the degree for which the thesis/dissertation was presented i.e. MPhil or PhD.
- (i) English shall be the medium of writing for the thesis/dissertation of all subjects, except languages in which the medium shall be either the language itself or English. However, the medium for Islamic Studies shall be Arabic/Pashto/Urdu and/or English.

## Academic Work Plan for PhD Program

Activity		Completion Date
1	Approval of provisional admission	Within the first semester subject to the completion of all requirements
2	Course work (18 credit hours) completion	2-3 semesters (completion of courses shall not be later than first three semesters)
3	Course work Approval	Approval of course works shall not be later than the fifteen (15) days of the completion of course work
4	Approval of supervisor	Preferably in the first semester but not later than the second semester
5	Comprehensive Exam	1. Comprehensive Exam shall be arranged within the two (02) months of approval of the course work 2. If required second comprehensive may be allowed after two months of the first exam but not later than three (03) months
6	Approval of Research topic from (GSC, ASRB)	Proposal to the ASRB shall not be submitted later than six (06) months of passing the comprehensive exam.
7	Thesis submission	The scholar shall work on thesis at least for one semester after the approval of Research Proposal within the maximum allowed time i.e., eight (08) years, except in cases of <i>force majeure</i> .

**N.B.:** The Head of the Department/Centre, concerned teacher, student, supervisor, DAS, Controller of examination or any other office or officer involved in the aforementioned process shall ensure timely completion of the above given Work Plan. In case of any delay on the part of any officer/office mandated for the task(s) in these regulations or not expressly provided here shall be held responsible.

## **Ph.D Defence**

- (i) Public Announcement: On the University website, print & electronic media
- (ii) Review Committee: To conduct the defence.
- (iii) Presentation: of the dissertation by the PhD research scholar
- (iv) Question and Answer Session: To provide a basis for defence evaluation.
- (v) Evaluation of the defence by the committee based on the quality of the research and the researcher scholar's ability to defend.
- (vi) Final Decision: expressed in the following terms:
  - Pass OR
  - Pass with minor amendments OR
  - Deferred for resubmission and re-defence OR.
  - Fail (in exceptional circumstances and for the reasons to be recorded by the defence committee)

## 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:
  - ☐ Basic level course: to supervise students of MS/MPhil/ equivalent degrees.
  - ☐ 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. These conditions are different for different disciplines and aim to ensure that the potential PhD supervisor is an active researcher:



**A. *Specific Requirements for Science and Technology***

For indigenous and foreign PhDs:

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

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

For indigenous and foreign PhDs:

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

**C. *Specific Requirements for Regional and National Languages***

For indigenous and foreign PhDs:

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

## **Procedure for Conducting GSC Meetings**

To ensure smooth conduct of GSC meeting, the following procedure will be followed:

The concerned Teaching Department/Centre shall hold GSC meeting preferably in each month of the year. An emergency meeting may be called by the HoD himself or may be called on the instructions of the Dean or Vice-Chancellor within 24 hours. In emergency meeting the agenda shall be placed on table.

- (i) The HoD shall collect scholars' proposals or other relevant cases from the concerned supervisor/faculty members through a letter in soft or hard form for placing before the GSC.
- (ii) The HoD shall communicate the time, date, venue and agenda to the members at least 03 days before the meeting in soft or hard form. Supplementary agenda, if any, may be communicated preferably 02 days before the meeting. The HoD may table new agenda item(s) for the consideration of the committee and may also allow table agenda if proposed by majority of the members present.
- (iii) Committee may consider any agenda item(s) in emergency through circulation among the members of the GSC.
- (iv) Meeting may be held 'Physically' or 'Online', and the decision as such shall be made by the HoD or by the Dean where needed.
- (v) HoD shall hold the meeting and present agenda item.
- (vi) The quorum for the meeting of the GSC shall be two third.
- (vii) All matters shall be decided by a simple majority of members by a voice-vote, show of hands for a "Yes" or "No" or unanimously.
- (viii) In case of a tie, the Chairperson/Convener shall have a casting vote in addition to his vote as member of the GSC.
- (ix) Proper minutes of the meeting shall be recorded by GSA.
- (x) All the decisions shall be recorded and confirmed on the spot and shall be circulated among the members for information, if needed.
- (xi) The agenda of the meeting, research proposals, attendance lists of scholars and the members of GSC, shall be annexed with the minutes for onward submission to Board in hard or soft form through the office of the concerned Dean.



- (xii) The GSC may allow in genuine cases online presentation/Defence of the research proposal by the scholar.



## **Responsibility of the Convener of the GSC**

- (i) Maintain proper record in hard and soft form of the agenda and minutes of the meetings.
- (ii) Forward the agenda along with the minutes within seven (7) days in soft or hard form to the office of the concerned Dean for onward placing before the Board or Sub-committee as the case may be.
- (iii) In case of an emergency meeting the minutes shall be submitted to the office of the concerned Dean within twenty four (24) hours of the meeting for onward processing.
- (iv) In case, the HoD fails to do so in the prescribed period, he/she shall explain and convey the reason(s) along with the minutes in writing to the office of the concerned Dean with the copy to PS to Vice-Chancellor.

## Grading Table

Marks %	Value	Grade	Remarks
85 & above	4.0	A	Excellent
84	3.9	B	Very Good
83	3.8		
82	3.7		
81	3.6		
80	3.5		
79	3.4		
78	3.4		
77	3.3		
76	3.3		
75	3.2		
74	3.2		
73	3.1		
72	3.0	C	Good
71	2.9		
70	2.8		
69	2.7		
68	2.6		
67	2.5		
66	2.5		
65	2.4		
64	2.4		
63	2.3		
62	2.2		
61	2.1		
60	2.0		

Marks %	Value	Grade	Remarks
59	1.9	D	Fair
58	1.8		
57	1.7		
56	1.6		
55	1.5		
54	1.4		
53	1.3		
52	1.2		
51	1.1		
50	1.0		
49 & below	0.0	F	Fail
I	-	I	Incomplete
	-	W	Withdrawal
P	-	P	Pass Non-Credit Course

Fractions of marks obtained in a course shall be counted as one mark, e.g. 49.4 or less shall be considered as 49 while 49.5 or more is to be considered as 50.

**Note:** In case numerical grades are not feasible (e.g. field work, thesis/dissertation) or not required, letter grade P (Pass) or F (Fail) shall instead be used, and not counted towards the CGPA.

## **Procedure for Conducting Advanced Studies and Research Board Meetings**

1. The University shall hold meeting preferably in the mid of each month. An emergency meeting may be called on the instructions of the Syndicate or Vice-Chancellor within 24 hours.
2. The office of DAS shall collect proposals (if required) from Department/Centre through Dean for the proposed meeting and prepare the agenda for the approval of the Vice-Chancellor.
3. After approval, the agenda shall be circulated amongst the members along with the time, date and venue for the meeting in hard or soft form preferably one week before the meeting. Supplementary agenda, if any, may be circulated amongst the members preferably two days before the meeting.
4. The agenda shall consist of:
  - (i) Research proposal/synopsis
  - (ii) Any other item
  - (iii) In emergency meetings, agenda will be placed on table.
5. A A copy of the letter of the meeting shall be sent to the office of the Registrar, Deputy/Assistant Registrar Academics, Controller of Examinations, Treasurer, Director QEC, Transport Officer, PS to Vice-Chancellor and office(s) of the Dean(s) for information and further necessary action as well as a copy to be retained by the concerned office for record.
6. Secretary of the Board shall present the cases with the approval of the convener.
7. Meeting may be held 'Physically' or 'Online', as determined by the convener.
8. The quorum for a meeting of the Board shall be two-third of the notified members.
9. The Board may allow in genuine cases online presentation of the research proposal by the scholar on the recommendations of Director Advanced studies and research.
10. Any additional agenda may be considered by the Board for consideration with



- the permission of the convener.
11. Presence of supervisor and supervisee (scholar) is mandatory for the presentation of research proposal. In case of any genuine reason the Board may allow any other faculty member of the concerned Department/Centre, as recommended by the supervisor, to attend and assist the Board in the evaluation of research proposal.
  12. The Board shall decide the proposal/synopsis as under:
    - (i) Recommended
    - (ii) Recommended with minor changes, in such case the scholar shall be required to make the required corrections along correction certificate duly signed by the scholar and supervisor in the proposal and submit the corrected version to DAS for necessary action and record.
    - (iii) Resubmission (resubmission may be required where major changes are required). In such case proposal shall be referred back to GSC to re-evaluate the proposal after the incorporation of major changes by the scholar and submit the research proposal/synopsis along correction certificate duly signed by the scholar and supervisor to DAS for necessary action and record.
    - (iv) Rejected (in such case the Board shall record the reason(s) of rejection).
  13. All matters shall be decided by simple majority of the members present which will be determined by the show of hands or under special circumstances by secret ballot.
  14. In case of a tie, the convener shall exercise casting vote in addition to his vote as member of the Board.
  15. The Board, if deems appropriate, may constitute a committee in regard to any agenda item(s)/proposal. In such case the committee shall be allowed to submit its final recommendations to the office of DAS within the prescribed time for any decision, as determined by the Board.
  16. The Secretary shall record the minutes which shall stand authenticated/confirmed on the spot. The confirmed minutes as a whole or the relevant portion/extract will be circulated among the members of Board and other relevant persons such as the concerned HoD, supervisor, co-supervisor (if any) and scholar and any



other relevant office within seven (07) days of the meeting for further action as required.

17. Two hard master copies as well as soft copies of the confirmed minutes shall be kept and maintained in the office of DAS and the same may be displayed on the University official website. Every page of the hard master copies shall be signed by secretary and countersigned by the convener.

## **Procedure for Conducting Advanced Studies and Research Board Sub-committee Meetings**

1. The convener shall hold the meeting preferably in the first week of each month. An emergency meeting may be called on the instructions of the Board, Dean or Vice-Chancellor within 24 hours.
2. The secretary shall collect proposals (if required) from Department/Centre through Dean for the proposed meeting and prepare the agenda for the approval of the convener.
3. After approval, the agenda shall be circulated amongst the members along with the time, date and venue for the meeting in hard or soft form preferably one week before the meeting. Supplementary agenda, if any, may be circulated amongst the members preferably two days before the meeting.
4. The agenda shall consist of:
  - (i) Research proposal/synopsis
  - (ii) Any other item
  - (iii) In emergency meetings, agenda will be placed on table.
5. A copy of the letter of the meeting shall be sent to the office of the Registrar, Deputy/Assistant Registrar Academics, Controller of Examinations, Treasurer, Director QEC, PS to Vice-Chancellor and office(s) of the Dean(s) for information and further necessary action as well as a copy to be retained by the concerned office for record.
6. Secretary of the Board shall present the cases with the approval of the convener.
7. Meeting may be held 'Physically' or 'Online', as determined by the convener.
8. The quorum for a meeting of the Board shall be two-third of the notified members.
9. The Board may allow in genuine cases online presentation of the research proposal by the scholar on the recommendations of Dean.
10. Any additional agenda may be considered by the Board for consideration with



the permission of the convener.

11. Presence of supervisor and supervisee (scholar) is mandatory for the presentation of research proposal. In case of any genuine reason ASRB Sub-committee may allow any other faculty member of the concerned Department/ Centre, as recommended by the supervisor, to attend and assist the ASRB Sub-committee in the evaluation of research proposal.
12. The ASRB Sub-committee shall decide the proposal/synopsis as under:
  - (i) Recommended
  - (ii) Recommended with minor changes, in such case the scholar shall be required to make the required corrections along correction certificate duly signed by the scholar and supervisor in the proposal and submit the corrected version to DAS for necessary action and record.
  - (iii) Resubmission (resubmission may be required where major changes are required). In such case proposal shall be referred back to GSC to re-evaluate the proposal after the incorporation of major changes by the scholar and submit the research proposal/synopsis along correction certificate duly signed by the scholar and supervisor to ASRB Sub-committee for necessary action and record
  - (iv) Rejected (in such case the ASRB Sub-committee shall record the reason(s) of rejection).
13. All matters shall be decided by simple majority of the members present which will be determined by the show of hands or under special circumstances by secret ballot.
14. In case of a tie, the convener shall exercise casting vote in addition to his vote as member of the ASRB Sub-committee.
15. The ASRB Sub-committee, if deems appropriate, may constitute a committee in regard to any agenda item(s)/proposal. In such case the committee shall be allowed to submit its final recommendations to ASRB Sub-committee or to the office of DAS or as determined by the ASRB Sub-committee within the prescribed time.
16. The Secretary shall record the minutes which shall stand authenticated/ confirmed on the spot and submitted to the DAS for necessary action within



seven (07) days of the meeting.

Two hard master copies as well as soft copies of the confirmed minutes shall be kept and maintained in the office of convener. Every page of the hard master copies shall be signed by secretary and countersigned by the convener.