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RULES AND REGULATIONS

Relating to PhD Degree Programs



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

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DIRECTORATE OF ADVANCED STUDIES AND RESEARCH

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

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

Duration and requirements of the Course/Semester

1. Semester duration and requirement of degree program:

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

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

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

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

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

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

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

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

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

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

64 **2. Semester breakup**

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

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

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

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

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

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

82 **4. Required course work:**

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

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

87 The breakup of course work is as follows:

88 **Minimum course work breakup for PhD Degree program at CUVAS, Bahawalpur**

Category	Courses	Credit hours
Major	Major department courses	09
Major compulsory	Seminar I and Seminar II	1+1=2
	Major Sub total	11
Minor	Minor department courses	03
Minor compulsory course	Experimental Design 3(3-0)	03
Minor compulsory course	Advanced Biochemical Techniques 3(1-2)	03
	Minor Sub Total	09
	Total	20
Research	Research & Thesis	24
	Total	44

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REGULATIONS

91 Admission to the program:

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

94 1. Admission Requirements:

95 For admission into the PhD minimum CGPA 3.0 (out of 4.0 in the Semester System) or
96 First Division (in Annual System) in M.Phil./MS/ Equivalent is required from a recognized
97 institute.

98 Qualification

99 i) Prior to admission into a PhD program, the student shall have been awarded
100 MS/MPhil or equivalent degree OR

101 ii) Students pursuing MS/MPhil studies and interested in continuing to PhD may be
102 granted **provisional admission** upon satisfaction with the Admission Committee
103 regarding Statement of Purpose and students' commitment to the PhD program,
104 provided that confirmation of the admission shall be subject to the fulfilment of the
105 following conditions within a period of one year from the date of provisional
106 admission:

107 A) Award of MS/MPhil degree

108 B) Clearance of the admission test

109 Intradisciplinary qualifications

110 Intradisciplinary admissions may only be allowed, if:

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

119 **CGPA**

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

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

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

136

137 **2. Subject Test:**

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

144 holders will be allowed to get admission as per required number of seats in particular
145 discipline.

146

147 **The university will:**

148 i) Conduct the subject test, with the passing score of 60%. University Committee
149 consisting of at least 3 PhD faculty members approved by Dean/Director in the
150 subject area will conduct the test OR

151 ii) **Accept a test equivalent to GRE/HAT General, conducted by testing bodies**
152 **accredited by HEC, with a passing score of 60%.**

153

154 **Statement of Purpose**

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

- 161 i) Title of the potential research proposal
162 ii) Clear articulation of the current understanding of the intended field and ideas for
163 potential research
164 iii) Explanation of the intended impact of the proposed research

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

167

168 **Interview judgement criterion for admission in PhD program**

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

4	Aptitude for research, personality & Conduct	30			
Total		100			

169

170 **3. Selection Committees for admission:**

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

172 (i) Dean/Director

173 (ii) Chairman of the Department

174 (iii) Directorate of Advanced Studies & Research (DASR) nominee

175 (iv) Senior most teacher of the Department.

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

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

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

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

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

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

196 **6. Admission approval:**

197 **6.1.** The admission to the course may be made by the DASR on the recommendations of the
198 Selection Committee to be approved by the Vice-Chancellor.

199 6.2. The Selection Committee shall consider the applications for admission to different
200 courses and interview the candidates and formulate their recommendations for placing
201 before the DASR.

202 6.3. The DASR may refuse admission of a student to the course without assigning any
203 reason.

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

210 6.4. The admission to a degree program shall be notified by the DASR on the basis of merit
211 list prepared and checked by the Chairman of the respective department. Lists of
212 selected candidates would be displayed by the respective departments and if needed
213 subsequent lists would be displayed till the last seat is filled up.

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

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

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

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

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

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

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

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

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

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

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

251 **10.** When a candidate has been enrolled for his/her first semester, the DASR shall, on the
252 recommendation of the Dean/Director made in consultation with the Chairman of the
253 Department concerned, constitute for the candidate a Supervisory Committee which shall
254 normally consist of two specialists from the major field of study and one from the minor
255 field of study. Provided that if an outstanding specialist in a related field of study, is
256 available outside the University, he/she may be appointed as a co-supervisor/additional
257 member in Supervisory Committee. However, one of the teacher members from the major
258 field of study will be designated as Chairman and will act as Major Supervisor.

259 **Explanation:** Allotment of supervisor should be done within 8 weeks after the
260 commencement of the first semester. In case, a post-graduate student is allowed by the
261 DASR duly recommended by the Chairman and Dean/Director concerned to conduct
262 his/her complete thesis research in other institution/laboratory, the name of the helping
263 scientist (PhD) would be placed at serial No. 2 on the Supervisory Committee and will be
264 designated as co-supervisor. Moreover, Supervisory Committee may be revised in case of

265 transfer/any special circumstances/retirements of any member of Supervisory Committee
266 in consultation with the Chairman of the concerned Department through Dean and
267 subsequent approval from DASR.

268 10.1. A supervisor can supervise maximum a total of 12 M.Phil. /PhD students at a time
269 with no more than 5 of these being PhD students as per approved HEC criteria.

270 **11.** Following faculty members may act as supervisors:

271 (i) The Professor emeritus may act as supervisor/member of supervisory committee of
272 postgraduate students if he/she is stationed at CUVAS.

273 (ii) Foreign Faculty members, HEC National Professors/HEC eminent scientists may act as
274 supervisor/member of the supervisory committee provided that they are appointed for
275 three years at CUVAS.

276 (iii) Retired teachers of CUVAS may continue as supervisor/member of the supervisory
277 committee to their previous postgraduate students if they had supervised the students upto
278 the approval of the synopsis. However, on re-employment of three years they may be
279 given supervision of a new student.

280 (iv) Adhoc/contract teachers may act as supervisor/member of the supervisory committee
281 only where there is shortage of regular faculty members. Faculty on Tenure Track System
282 (TTS) at CUVAS.will be considered as regular faculty for the subject purpose.

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

289 12.1. A student may be permitted to revise his/her GS-01 form within 30 days from the
290 commencement of classes. After this period he/she may be allowed to revise GS-
291 01 form up to 38th day from the commencement of classes on the payment of
292 prescribed GS-01 revision fee.

293 12.2. The students of first semester may be allowed to revise his/her GS-01 form within
294 40 days of the last date of enrollment.

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

298

299 **Course of Study:**

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

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

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

306 3.1. Ordinarily a whole-time student shall not be enrolled for more than 12 and less than
307 9 credits in a semester except the last semester. The summer sessions shall only be
308 offered for the deficiency/failed/repetition courses. However, in summer session a
309 student can enrol upto maximum of nine (09) credits.

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

312 3.2. A part-time student may take 2 courses or one seminar or both in each semester.

313 3.3. Each student will have to deliver 2 seminars in two different semesters. Out of two
314 seminars, one should relate to the subject of his/her research (Synopsis defence) at
315 University level.

316 3.4. The Board of Studies may count towards the requirements of the course, credits
317 earned by a student at another recognized institution, subject to maximum of 75
318 percent of the minimum credits requirements laid down in these regulations provided
319 that

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

322 (ii) The courses for which credit is claimed have not been used for any other
323 degree.

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

326 3.5. A course can be repeated three times at the most. The Controller of Examinations
327 office will mention corresponding repetitions in the result notification and the student
328 shall mention repetition status in the GS-01 form.

329 3.6. Students would submit their course work program (GS-02) to the office of DASR
330 during 2nd semester.

331 3.7. Students would submit their research titles, approved through the respective
332 Departmental Board of Studies, during 3rd semester for subsequent approval from the

333 DASR, whereas, Synopsis (GS-5) may be submitted at the end of third semester
334 through the same route.

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

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

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

341

342

EXAMINATIONS

343 1. Tests and Examinations:

344 1.1. There shall be two Examinations for each course during each semester. These
345 Examinations shall be termed as mid-term and final term examination. In addition to
346 these Examinations the teacher shall give home assignments and writing review article,
347 etc. The determination of the form of these Examinations will be left to the teacher who
348 will be solely responsible for the conduct of Examination as well as evaluation in
349 his/her course. The grade given in the course by the teacher shall be final.

350 1.2. Only those students, who have attended not less than 75 percent of the lectures and
351 practical separately in each course, shall be eligible for admission to such
352 Examinations.

353 1.3. A teacher shall report to the Dean/Director concerned through the Chairman/HOD of
354 the Department concerned, the names of students who are absent from the
355 lectures/practical continuously for seven times to enable him strike off such students.

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

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

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

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

366

- 367 5. The examination of each enrolled course will be conducted as follows:
- 368 5.1. The mid-Semester Examination shall be held during 9th week of the Semester which
- 369 shall carry 30 percent of the total allocated marks for the course. This Examination shall
- 370 be held by the teacher concerned who shall determine the form of the Examination.
- 371 5.2. In addition, special home assignments and/or review papers etc. shall carry 10 percent
- 372 of the total marks allocated which shall be uniformly split over the whole semester. The
- 373 final Examination to be held at the end of the Semester shall carry 60 percent of the
- 374 total marks allocated.
- 375 5.3. For the purpose of evaluation, one credit will carry 20 marks e.g. a 4 credits course will
- 376 carry 80 marks. These marks will be divided in accordance with the credits assigned to
- 377 theory and practical for each course.
- 378 6. The following weightage shall be given to the examinations, home assignments and term
- 379 papers, etc.
- | | | | |
|-----|------|-----------------------------------|------|
| 380 | (i) | Sessional Work/Examination | |
| 381 | | - Mid-Semester Examination | 30% |
| 382 | | - Home assignments/quizzes | 10% |
| 383 | (ii) | Final Examination of the Semester | |
| 384 | | Covering the entire course | 60% |
| 385 | | Total: | 100% |
- 386 7. In order to qualify in the Examination of a semester, a student must pass theory and
- 387 practical separately.
- 388 8. The teacher shall upload result electronically within prescribed time schedule and will
- 389 submit marked answer sheets along with question paper and final award list to the
- 390 Controller of Examination who will retain the papers for three years.
- 391 9. On receipt of the award lists, the Controller of Examinations shall prepare a consolidated
- 392 award sheet and send it to the DASR, and Dean/Director and the Chairmen/HODs of the
- 393 Departments concerned.
- 394 10. A student, who has taken the final Examination of an approved course at the end of a
- 395 semester, shall not be permitted to delete the course.
- 396 11. A student who fails to make up the deficiency in his/her grade point average, in the number
- 397 of chances permitted, shall cease to be on the rolls.
- 398 12. Constitution and functions of examination as well as disciplinary/dispute Committees at
- 399 departmental level will be according to CUVAS regulations of under graduate programs.
- 400

401 **Grade Point Average:**

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

404 Maximum grade point average 4.00

405 Minimum grade point average for obtaining PhD Degree 3.00

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

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

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

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

416 **Explanation of above table:**

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

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

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

432

433

COMPREHENSIVE EXAMINATION

434

Comprehensive Examination-Written Part:

435

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

438

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

440

The responsibility in this regard rests collectively with the PhD student and the university. In
441 case of noncompliance, the registration shall be cancelled and **transcripts for completion of**
442 **coursework may be issued to the student.**

443

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

446

447

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

454

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

457

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

- 460 4. A student shall answer questions set by each member on a separate answer book which
461 shall be sent by the Controller of Examinations to the member concerned for evaluation.
462 5. Each member shall, within seven days after the receipt of the answer books, return them
463 duly marked to the Controller of Examinations along with the award list.
464 6. To pass the written Examination a student must secure not less than 65% in the set of
465 questions asked by each member separately.

466 6.1. If a student fails in two or more papers, he/she will be re-examined in all the papers
467 but only once in next examination. In case a student fails in one paper, he/she can
468 reappear only in the failed paper but only once in next examination. A student who
469 failed in one paper and applying to re-appear in written comprehensive examination
470 will pay 50% of approved fee (ASRB-3).

471 6.2. A student who has passed the comprehensive examination shall be deemed to have
472 become a candidate for admission to PhD degree.

- 473 7. At most, a candidate may be allowed twice to sit in written comprehensive exam.
474

475 **Comprehensive Examination-Oral Part:**

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

488 1.1. The Board for oral Examination shall consist of the examiners appointed vide clause 2
489 of Comprehensive Examination-written part, and in addition the Dean of the Faculty
490 and two senior teachers to be nominated by the Vice Chancellor.

491 1.2. The oral comprehensive Examination shall be of three hours duration.

- 492 2. The Chairman of the Board of Examiners shall be responsible for the conduct of the oral
493 Examination and shall determine the order in which each member of the Board shall put
494 questions to the student. The members shall be free to ask any number of questions.
- 495 3. At the conclusion of the oral Examination, each member shall separately grade the student
496 and the Chairman of the Board of Examiners shall decide the result of the candidate through
497 majority vote of the examiners. In case of equal votes the Chairman shall use his/her casting
498 vote to arrive at the final decision.
- 499 4. To pass the oral examination, a student must secure not less than B grade in the question
500 asked by each member, separately.
-

501

502 **Thesis Examination**

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

509 **Explanation:** A student shall be entitled to submit thesis for examination after he/she has
510 qualified the approved course work, qualified the comprehensive examination (written and
511 oral) and has also fulfilled the residential requirements. He/she is required to submit GS-
512 04 form. The thesis must be an original and scholarly contribution to the knowledge of the
513 candidate's chosen field of study.

- 514 2. The thesis must be an original and scholarly contribution to the knowledge of the
515 candidate's chosen field of study.
- 516 3. In the case of students admitted to the Course in partial residence, the research work shall
517 be undertaken in a laboratory or institute approved by DASR. The thesis shall be prepared
518 and presented in the manner laid down in the instructions issued by the ASRB. The
519 Plagiarism Test must be conducted on the Dissertation before its submission to the two
520 foreign experts as per approved HEC criteria.
- 521 4. The semi-final thesis shall be referred to the examiners for evaluation duly certified by the
522 Supervisory Committee that the contents and form of the thesis are satisfactory for
523 submissions. The Controller of Examination shall get the thesis evaluated within three

524 months after the date of submission/resubmission of thesis to his office. Any delay beyond
525 three months must be brought to the notice of the Vice Chancellor.

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

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

531 6. Two external examiners from technologically advanced countries shall be appointed by the
532 Vice Chancellor for evaluation of PhD thesis. The panel of examiners shall be
533 recommended by concerned Board of Studies of respective Department and be submitted
534 directly to the office of Controller of Examinations under the sealed cover as “Confidential”
535 information. The Controller of Examinations shall get the final approval of the Vice
536 Chancellor for such appointment before processing the thesis with these examiners.

537 The PhD dissertation must be evaluated by:

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

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

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

546

547 OR

548

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

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

- 558 7. Each External Examiner shall explicitly state in his report:
- 559 7.1. Whether or not the thesis is of sufficient merit to justify the award of PhD Degree to
- 560 the candidate.
- 561 7.2. Whether the candidate should be allowed to revise and re-submit his thesis. In the latter
- 562 case the guidelines on which the thesis should be revised must be clearly stated.
- 563 8. If the examiners approve the thesis, the candidate shall be recommended for the award of
- 564 the degree.
- 565 9. If both the examiners reject thesis, the candidate shall be declared to have failed. However,
- 566 the ASRB may allow a student to re-conduct his research and/or re-submit his thesis as
- 567 recommended by his Supervisory Committee. This facility would be available only once.
- 568 10. If one of the Examiners approves the thesis and other rejects it, a third examiner shall be
- 569 appointed for the evaluation. If the third examiner approves the thesis, the candidate shall
- 570 be recommended for the award of the degree, otherwise he shall be declared to have failed.
- 571 11. If one of the examiners approves the thesis and the other is of the view that it is not
- 572 acceptable in the form in which it has been presented but requires revision, the following
- 573 procedure shall be followed.
- 574 11.1. The Supervisory Committee of the candidate may either:
- 575 11.1.1. Write to the examiners concerned explaining why it is not possible to revise
- 576 the thesis and taking that it should be examined in its original form, or
- 577 11.1.2. If the views of the examiner were acceptable to the Committee, require the
- 578 candidate to revise and re-submit the thesis within a period not exceeding one
- 579 semester, for re-evaluation.
- 580 11.2. If the examiner approves the original thesis or the revised thesis, as the case may be
- 581 the candidate shall be recommended for the award of the degree.
- 582 11.3. In case of disagreement between the Supervisory Committee and the examiner, the
- 583 matter shall be referred to the ASRB which may suggest such action as it may consider
- 584 expedient.
- 585 12. If both the examiners express the opinion that the thesis as presented, is not acceptable, but
- 586 required revision the following procedure shall be adopted.
- 587 12.1. In case the lines, on which the examiners have suggested revision of the thesis are
- 588 substantially the same and are acceptable to the Supervisory Committee, they shall call
- 589 upon the candidate to revise the thesis on these lines and re-submit it within a period
- 590 not exceeding one semesters, for re-evaluation. The revised thesis shall then be sent to

591 the examiners and the procedure laid down in regulation 9, 10 and 11 of thesis
592 examination shall be followed.

593 **12.2.** In case the lines on which the examiners have suggested revision are not acceptable
594 to the Supervisory Committee, the matter shall be referred to the ASRB which may
595 suggest such action as it may consider expedient.

596 **12.3.** In case a candidate, who is required to revise and re-submit his thesis, does not do so
597 within the period allowed, he shall be declared to have failed.

598 **13.** If both the examiners approve the thesis, the candidate shall be allowed to defend his thesis
599 at University level. This presentation shall be evaluated in the presence of Examination
600 Committee comprising of Supervisory Committee and two External Examiners to be
601 appointed by the Vice Chancellor out of a panel of six experts in the relevant field from
602 within the country belonging to other research & development organizations/institutes or
603 be retired University Professors. If the Examination Committee approves the thesis, the
604 final submission would be allowed. A certificate to this effect be issued by the Examination
605 Committee.

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

608 (i) Authors declaration

609 (ii) Plagiarism undertaking by the PhD scholar

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

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

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

623 Before a PhD student is awarded a degree, he/she shall be required to publish one research
624 article in W category journal or two research articles in X category journals. The name(s) of

625 only active member(s) of supervisory committee will be added in the publication. The name of
626 co-supervisor/helping scientist from aboard may be included in the research papers (ASRB-6).

627

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

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

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

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

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

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

639

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

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

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

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

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

655

656 Under no circumstances shall a dissertation based on plagiarized research be acceptable. It is
657 the primary responsibility of both PhD researchers and their supervisors to prevent plagiarism.
658 To avoid plagiarism, it is important to follow the provisions outlined in this document i.e.,

659 Governing Research Supervision and Research Ethics. For Plagiarism COPE guidelines must
660 be followed. **If a PhD dissertation is found to be plagiarized, it will be handled in**
661 **accordance with the Anti-Plagiarism Policy issued by the Higher Education Commission,**
662 **Pakistan, as updated from time to time.** A similarity test, in accordance with the HEC's Anti-
663 Plagiarism Policy, must be conducted on the dissertation before its submission to the external
664 experts by the student (ASRB-4).

665

666 **Examination Fee:**

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

669

670 **General:**

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

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

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

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

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

683 **Note:**

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

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

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

- 693 5. Teaching assistantship (without any remuneration) for at least one semester shall be
694 mandatory requirement for Ph.D. students to earn Ph.D. degree, which is extendable for
695 another semester. Teacher concerned from the respective department/institute shall submit
696 the completion report through the DASR to the Vice Chancellor. Afterwards, the student
697 will defend his/ her thesis. However, faculty member of CUVAS who got admission in
698 Ph.D. as part time student shall be exempted from teaching assistantship.
- 699 6. For minor and major changes in the GS-01 form the student will pay Rs.500/- and Rs.
700 1000/- respectively as GS-01 correction/revision fee, on the recommendation of the DASR.
701 However, it will be notified by the office of the DASR.

702 703 **GOVERNING THE RESEARCH SUPERVISION**

704 705 **General Conditions to Supervise Doctoral Research**

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

707 At the time of supervisor allocation, the supervisors:

- 708 i) Shall be a **PhD degree holder** complying with the criteria and standards set in HEC
709 latest policy
- 710 ii) Must be **relevant** to the field of research in which the student intends to conduct
711 research.
- 712 iii) Should have **NO CONFLICT OF INTEREST** in personal, financial, or professional
713 stakes.
- 714 iv) Should have the **time and availability** to supervise PhD dissertation and give clear
715 and constructive feedback.
- 716 v) Should be capable of conducting themselves in a **professional and respectful**
717 **manner** throughout the supervision process.
- 718 vi) Should be capable of maintaining confidentiality and protecting the **intellectual**
719 **property** of the dissertation.
- 720 vii) Should, primarily, be a **regular/adjunct faculty** member of the supervisee's
721 University

722 In addition to the aforementioned guidelines:

- 723 viii) The research supervisor shall be allocated to a doctoral student from the **date of**
724 **enrolment**.
- 725 ix) It is mandated that the maximum supervisory load shall **not exceed five PhD students**,
726 simultaneously. Further, fresh PhDs can supervise MS/MPhil and co-supervise PhD

727 students, while a PhD faculty member, after two years of obtaining a PhD degree, can
728 supervise one PhD student in 3rd year, two PhD students in 4th year and maximum up
729 to 5 PhD students from 5th year onward, subject to fulfilment of other conditions
730 provided in HEC latest policy.

731 x) The university shall allocate supervision/**research space** to the doctoral
732 students.

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

736 **Criteria to Be a PhD Supervisor**

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

738 **i) General Requirements:**

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

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

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

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

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

754 **ii. Publication Requirements:**

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

758 For indigenous and foreign PhDs:

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

760 OR

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

763

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

765 A student who successfully completes coursework and passes the comprehensive examination
766 but is unable to defend a PhD synopsis/research proposal or does not complete the required
767 research for obtaining a PhD degree within the specified timeframe, may be granted a Graduate
768 Level Diploma/Certificate/transcripts or another MS/MPhil upon completion of necessary
769 requirements as per HEC policies and the university rules and regulations (ASRB-4).