

# ZIAUDDIN UNIVERSITY

## POLICIES

<b>Policy Title</b>	Postgraduate Policy
<b>Policy Number</b>	To be assigned by the Registrar's Office
<b>Date of Original Approval</b>	December 19, 2020
<b>Approved By</b>	Academic Council (294 <sup>th</sup> Meeting of the Academic Council)
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<b>Prepared By</b>	Postgraduate Program Review Committee: a. Prof. Dr. Fahad Azim b. Prof. Dr. Talat Mirza c. Prof. Dr. Shamim Mushtaq d. Prof. Dr. Muhammad Asif e. Dr. Adeel Arsalan f. Dr. Shaikh Muhammad Munaf Rashid g. Dr. Zulfiqar Umrani
<b>Revision No.</b>	4

### **PURPOSE:**

To define policies and procedures for all Postgraduate programs of the university

### **SCOPE:**

Applicable to all Masters, M. Phil, and PhD programs of the university

### **BASIC REQUIREMENTS:**

(Documents and other necessities)

HEC Semester System Guidelines

Violation of rules in the Award of PhD Degrees

HEC policy on PhD degree Programs

Any other regulator(s) guidelines

### **RESPONSIBILITIES:**

Deans, Directors Postgraduate programs, Executive Director Research FHS, Principals, Chairpersons, HODs, Controller of Examination concerned, Registrar office and faculty.

# ZIAUDDIN UNIVERSITY

## POST GRADUATE POLICY 2021

Policy / Rules regarding the General Scheme of Studies Postgraduate program of the University.

1. **Short Title.** These Regulations may be called the Ziauddin University Postgraduate **Policy / Rules 2021**, repealing such regulations framed by the University authorities (if any).
2. **Commencement.** These Regulations shall be deemed to have come into force with effect 2021-2022- **on all admitted and existing postgraduate Batches.**
  - i. "University" means the Ziauddin University.
  - ii. "Academic Year" means the Academic Year of the University.
  - iii. "Spring / Fall Semester" means a period of 18-20 weeks out of an academic year for Teaching, evaluation/ guidance of the students of the University.
  - iv. "Summer Semester" means a period of 08 weeks out of an academic year for teaching & evaluation and /or guidance of the students of the University.
  - v. Pro chancellor "Vice-Chancellor", "Dean", "Principal / Chairperson" "Teacher" and "Controller of Examinations" means Pro chancellor, Vice-Chancellor, the Dean of Faculty, the Principal / Chairperson of College / Department "Teacher" and "Controller of Examinations" of the University.
  - vi. "College /Departmental wise Committee" means each College/ Department /Institute will have a Departmental Committee consisting of three senior most teachers of the College / Institute including Principal/Chairperson/HOD/ Director/Executive Director Research FHS and the controller of examinations.
  - vii. "Credit Hours (C.H.)" has been defined in section 6.
  - viii. "Quality Point (Q. P.), Grade Point Average (G. P. A.), and "Cumulative Grade Point Average (C.G. P.A.) has been defined in section 17.
  - ix. **The policy will be applicable to all existing postgraduate students who have not reached to next coming milestone.**

### 3. Program Duration

**Table 1: PhD Program Duration**

Degree program	
Credit Hours	48 [18 Credit Hours (Course work) + 30 Credit Hours (Dissertation)]
Semester Duration	Minimum of 16 weeks of teaching for regular semester excluding examinations duration
Coursework Duration	Minimum 1 year, two regular semesters Maximum 2 years, four regular semesters
Comprehensive Examination	Maximum 2 year Failure to which lead to termination of candidature from the program
Degree Duration	Minimum 3 years (including course work duration and Research Dissertation)
	Maximum 8 years (including one-year extension with approval of Dean of faculty, Vice Chancellor and Director Postgraduate)
Summer Session	For deficiency/failure, repetition of courses up to 6 credit hours (08 Weeks duration)
Course Load during regular semesters for Regular Full -Time Students	09-12 Credit Hours

**Table 2: MS / M Phil Program Duration**

Degree program	
Credit Hours	Minimum 30[ (24 Credit Hours course work + 6 Credit Hours dissertation) or (30 credit hours coursework)]. Maximum 42
Semester Duration	Minimum of 16 weeks of teaching for regular semester excluding examinations duration
Coursework Duration	Minimum 1.5-year, two regular semesters Maximum 4 years, four regular semesters
Degree Duration	Minimum 1.5 years (including course work duration a Research Dissertation)
	Maximum 4 years (including one-year extension with approval of Postgraduate Director, Dean of faculty and Vice Chancellor)
Summer Session	For deficiency/failure, repetition of courses up to 6 credit hours (08 Weeks duration)
Course Load during regular semesters for Regular Full -Time Students	09-12 Credit Hours

#### **4. CRITERIA FOR LAUNCHING A POSTGRADUATE PROGRAM IN A FACULTY**

##### **4.1 Masters / M. Phil program**

- i. There should be at least 2 relevant fulltime PhD Faculty members (preferably HEC approved supervisors) in the department that want to launch M. Phil/MS/ MBA programs.
- ii. HEC NOC should be obtained prior to launching of Masters / M. Phil program.
- iii. The program shall be approved through relevant statutory bodies of the university prior to seeking approval for HEC NOC. The program approval document must contain program mission, scope, educational objective, program outcomes, Program structure (core and elective subjects), curriculum and degree title.

##### **4.2 PhD program**

- i. The Act/Charter of the university allows for the offering of the program;
- ii. There should be at least 3 relevant fulltime PhD Faculty members (preferably HEC approved supervisors) in the department that want to launch PhD programs.
- iii. HEC NOC should be obtained prior to launching of PhD program.
- iv. The program shall be approved through relevant statutory bodies of the university prior to seeking approval for HEC NOC. The program approval document must contain program mission, scope, educational objective, program outcomes, Program structure (core and elective subjects), curriculum and degree title.
- v. If applicable, any necessary approvals shall have been obtained by accreditation councils to launch the program.

#### **5. FALL/SPRING SEMESTER**

5.1 There will be two regular semesters (Fall, Spring) in an academic year. As under, (Further can be elaborated/ Bifurcated by the Concerned Faculty) but the semester duration will be the same.

i.	Teaching duration of Fall semester	16 Weeks
ii.	Conduct of Mid Semester Exam	01 Week
iii.	Preparation of final Fall Semester Exam	01 Week
iv.	Conduct of final Fall Semester Exam	02 Weeks
v.	Semester Break	01 Week
vi.	Teaching duration of Spring Semester	16 Weeks
vii.	Conduct of Mid Semester Exam	01 Weeks
viii.	Preparation of final Spring Semester Exam	01 Week
ix.	Conduct of final Spring Semester Exam	02 Weeks
x.	Semester Break	01 Week
xi.	Summer Break / Summer Semester	08 Weeks
xii.	Winter Break	02 Weeks

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**TOTAL**

**52 WEEKS**

## **6. SUMMER SEMESTERS**

- 6.1 Summer semester will be offered as an optional semester of 08 weeks duration. Students will be offered courses to remove deficiencies and can register up to 06 credit hours for the summer semester.
- 6.2 Moreover, a student who has either failed or has been stopped to take the examination due to a shortage of class attendance or wishes to improve his/her grade is allowed to register in the summer semester.
- 6.3 The contact hours per week during the Summer Semester will be doubled to ensure that the course is completely taught in a summer session with half of the duration as compared to a regular (Fall/Spring) semester.
- 6.4 All the qualifying rules for the Fall / Spring semester will be applicable to the summer semester.
- 6.5 There will be no supplementary/special examination after the adoption of the summer semester (for the batch with which it is going to be adopted).
- 6.6 The course in the summer semester will be offered with the minimum course registration of 03 students (where intake of students is small, minimum course registration should be 50 %, failure students)
- 6.7 In case of less number of students as per para no. 6.6, the student will be admitted in next year summer semester.

## **7. ACADEMIC CALENDAR**

- 7.1 The Registrar office will prepare the Academic Calendar in consultation with Deans and Postgraduate Directors /Principals / chairpersons.

The calendar will include the following information:

- a. Date of start of classes
- b. Conduct of mid-semester
- c. Date of suspension of classes
- d. Schedule of examination
- e. Examination preparation up to one week
- f. Conduct of final semester exam

The academic calendar will be prepared for the Fall semester and Spring and Summer semesters of each academic year.

- 7.2 In case a university is closed due to unusual circumstances, then makeup classes must be arranged converting weekends or holidays or evening classes to working days or evening classes to cover the lapsed period of the students.

## **8. Withdrawal of Courses from Fall / Spring Semester**

- 8.1 Students may be allowed to withdraw from a course during the first 6 weeks of the semester. In such a case the transcript shall record that the student enrolled in the course “and withdraw. Consequently, grade ‘W’ will be awarded to the student which shall have no impact on the calculation of the CGPA of the student.
- 8.2 A student withdrawing after the 6<sup>th</sup> week shall be automatically awarded "F" grade which shall count in the GPA and stay on the transcript.
- 8.3 This Course will be new Course and student will not claim in summer semester.
- 8.4 At the time of re-registration of withdrawal course, full course fees will be charged.

## **9. REPEATING COURSES / IMPROVEMENT OF CGPA**

- 9.1 If a student gets an 'F' grade, she/he will be required to repeat the course. However, the “F” grade obtained earlier will also be recorded on the transcript.
- 9.2 Postgraduate students may be allowed to repeat a course in which she/he has obtained grade “C” & below. In such a case both the previous and new grade obtained will be recorded on the transcript, however, only the better grade shall be used in the calculation of CGPA.
- 9.3 In the case of CGPA improvement, it would be recorded with (Imp) on the transcript.

## **10. ATTENDANCE**

- 10.1 Minimum 75 % attendance in a course is required to appear in the examination of that course. (Condonation in extra ordinary circumstances may be limited to 70%) by the Director Postgraduate and concerned Dean.
- 10.2 Attendance will be marked on CMS and eligibility will be generated accordingly from the CMS.

## 11. EXAMINATION

11.1 In each semester, students may be required to appear in quizzes, tests, mid-semester, final semester examinations, presentations (individual/group), group discussion, and submit projects/ assignments/ lab reports, studio work etc. These assessment marks (to be determined by the teacher concerned) will have different weightage contributing towards the overall assessment in percent marks.

This weightage may be determined on the basis of the following table:

**Table 3: Course Subject Marks Distribution**

Sr. No.	Description	Theory of Max. 100 Marks
		Marks Distribution
i.	Continuous Assessment	
	• Quizzes / Class Test(s)	10
	• Class/Clinical Assignments / Project Presentation	10
	• Mid Semester Exam	30
ii.	Final Semester Exam:	50
	<b>Total Marks</b>	<b>100</b>

## 12. Grade Equivalent

**Table 4: Grade and Grade Point**

Grade	Grade Point	%Equivalence	Remarks
A	4.00	85 and above	
A-	3.66	80 – 84	
B+	3.33	75 – 79	
B	3.00	71 – 74	
B-	2.66	68 – 70	
C+	2.33	64 – 67	
C	2.00	61 – 63	
C-	1.66	58 – 60	
D+	1.3	54 – 57	
D	1.0	50 – 53	
F	0.00	Below 50	
I (Incomplete)	0.0	-	Did not complete as mentioned 12.5 - 12.6 *
W (Withdrawal)	0.0	-	Withdrawal from the course till the 6 <sup>th</sup> week of semester after 6 <sup>th</sup> week student will be awarded F Grade
X (Exempted)	0.0	-	In case Migration from other institution or studied courses in exchange program **

- \* Mid semester marks will be intact and fee will not be charged.
- \*\* The Departmental/ College wise committee comprise on Chairman/ Director Postgraduate, 2 senior faculty members and controller of Examination may decide for equivalence of the subjects which he studied in previous institution and exemption.

12.1. Fraction of marks obtained in a course shall be rounded up to whole number e.g., 60.3 shall be considered as 61 while 59.5 or more is to be considered as 60.

12.2. Cumulative Grade Point Average (CGPA) is an expression for the average performance of the student in the courses he/she has taken during any semester, thus GPA may be calculated for 1st semester, 2nd or any other semester.

12.3 CGPA shall be rounded to 2 decimal places, e.g. a GPA of 3.084285 shall be reported as 3.08, while a GPA of 3.065124 shall be reported as 3.07.

Subjects carrying more than 100 marks in Theory/ Practical will be awarded grades accordingly.

12.4 The results will be prepared on the basis of Grade Point Average (C. G.P.A)

12.5 A student shall be awarded incomplete grade represented by “I” in the following cases:

- a. In case a student is unable to appear in part or whole of the final term examination of semester on medical grounds or circumstances beyond the control of student to be determined by the Principles/Chairperson’s, provided that he/ she maintains the minimum attendance in the course.

12.6 All marks of the course will remain intact for the student in which s/he is award “I” grade except final semester examination. The student needs to appear only inf final semester examination of the course (in which I grade is assigned) whenever it is offered in future.

12.7 No additional fees will be charged when student is appeared in examination next time. Neither such course load will be counted towards maximum credit hours allowed to a student in a semester.

12.8 It will be department responsibility to provide the complete course result to examination when student appear in course having “I” grade.

### **13. EXCEPTIONAL CIRCUMSTANCES.**

There is no policy of make-up exams. However, if a student misses a mid-term exam due to any emergency, the student may apply for weightage transfer where his/her percentage of marks obtained in other components (classwork, project and final exam) will be transferred to mid-term. The application of weightage transfer will be subject to approval from the Postgraduate Director and Dean and will only be considered on case to case basis on following grounds such as:

- Hospitalization or death of Parent

- Hospitalization or death of Sibling
- Hospitalization or death of Spouse
- Hospitalization or death of Child/Children.

## **14. COMPUTATION OF SEMESTER GRADE POINT AVERAGE (GPA) AND CUMULATIVE GRADE POINT AVERAGE (CGPA)**

### 14.1 Quality Point (Q.P.)

For computation of the (G.P.A.) the quality point (Q.P) is first determined by the multiplying the value of the grade earned by the students with the Credit Hours of the that course, e.g. if a student obtain “A+” grade for a three-credit hours course then this quality point will be calculated as follows:

$$(Q.P.) = 4 \times 3 = 12$$

### 14.2 Grade Point Average (G.P.A)

Grade point Average is an expression for the average performance of a student in the course he/she has offered during a particular semester. This is calculated by adding the quality points of all the courses taken, divided by the total number of Credit hours offered: -

$$(G.P.A) = \frac{\text{Sum of Quality Points}}{\text{Sum of the Credit Hours}}$$

### 14.3 Cumulative Grade Point Average (C.G.P.A)

The Cumulative Grade Point Average (C.G.P.A) is the expression describing the performance of a student in all semesters is determined by the following way:

$$(C.G.P.A) = \frac{\text{Sum of Quality Points for all the courses appeared}}{\text{Sum of the Credit Hours for all the courses appeared}}$$

## **15. CGPA REQUIRED FOR THE COMPLETION OF POSTGRADUATE PROGRAM - MS/ M Phil /PhD**

- 15.1 For completion of PhD degree, the minimum qualifying CGPA is 3.00 (For - MS/ M Phil 2.50).
- 15.2 In case a student secures less than 3.00 CGPA (2.50 for MS/ M Phil) (minimum qualifying CGPA) at the end of final Semester, she/he may be allowed to get re-admission in one or more courses, in which his/her Grade is C or below, provided that she/he is not debarred under the CGPA Improvement and time duration specified for the program in section 3.

## **16. TRANSFER OF CREDIT HOURS FOR POSTGRADUATE**

- 16.1 Credits are transferred on course to course basis i.e. a person taking course A at University X is allowed to transfer his/her credits to University Y provided that course A is equivalent to course B taught at the Y University.
- 16.2 No credit hour of a course will be transferred if the grade is less than B for postgraduate.
- 16.3 Credit hours may only be transferred in programs with same degree title and only between HEC recognized programs and institutions. Students from program that does not possess HEC NOC for program initiation shall not be considered for transfer.
- 16.4 Credit Transfers should not be exceeding 50% of Total course work of degree program.

## **17. FORMAT OF FINAL TRANSCRIPT**

The final transcript for the award of the degree includes following information:

### **Front Side:**

- Name of Student
- Father's Name
- Surname/Last Name
- Date of Birth
- Roll No.
- Enrolment No
- Name of the Programme
- Date of Admission into Degree Program
- Semester Wise Break-up
- Subjects Name along with Credit Hours
- Type of Enrolment – Full Time
- Picture of the Applicant be Printed on Transcript
- Date of Completion of Degree Requirements
- Mode of Study – Regular
- Medium of Instruction- English
- Online Result Verification Key/ID (Front Side at the End of the Transcript)
- GPA/CGPA (at the End of the front side of Transcript)
- Dissertation Title as approved by BASR

### **Back Side:**

- Basic Admission Requirement of the Programme
- Previous Degree held by the Student along with Institution Name
- Credit Hours Exempted/Transferred if any/applicable.

- CNIC No. for Pakistani and Passport No. for Foreign Students
- Grading System must be mentioned on Back Side of the Transcript
- Charter Date of the University/DAI may be mentioned
- Name of College be mentioned along with HEC Permission Date
- Signature of Issuing Officer(s) (Front and Back Side at the end of the Transcript)
- The transcript must have the water-mark seal on it.
- Table 4 is use for the equivalence of CGPA to percentage.
- Date and Reference No. of HEC NOC for program initiation.

## **18. FREEZING OF SEMESTER**

- 18.1 If a student freezes a semester(s), she/he will resume his/her studies from the same stage where she/he left (froze). No freezing during the semester will be allowed. The maximum duration of the degree program shall remain the same.
- 18.2 Freezing of semester will be allowed after successful completion of 1st Semester.
- 18.3 The duration of Freezing is one year; a candidate who gets a semester freeze can get readmission next year with the upcoming session.
- 18.4 Semester fees will be charged after joining /attempting the semester.

## **19. INDISCIPLINE IN EXAMINATIONS**

- 19.1 Any candidate found guilty of following matters; his/her case will be submitted to the Unfair Means Cases Committee constituted by the University. This committee will be constituted of Postgraduate Director, Dean Faculty and Controller of Examinations or Nominee.
- i Removes a leaf from his/her answer book, the answer book shall be canceled.
  - ii Submits forged or fake documents in connection with the examination.
  - iii Commits impersonation in the examination.
  - iv Copies from any paper book or notes.
  - v Mutilates the Answer Book.
  - vi Possesses any kind of material, which may be helpful to his/her in the examination.
  - vii Does anything that is immoral or illegal in connection with the examination and which may be helpful to him/her in the examination.
  - viii Refuses to obey the invigilation staff or refuses to follow the instructions issued by the University in connection with the examination.

- ix misbehaves or creates any kind of disturbance in or around the examination Hall/center
  - x Uses abusive or obscene language on the answer script.
  - xi Possesses any kind of weapon in or around the examination center.
  - xii Possesses any kind of electronic device which may be helpful in the examination
- His/her case shall result in penalties keeping in view the nature and intensity of offense.

- (i) Cancellation of paper\*.
- (ii) Suspension from programme for one semester.
- (iii) Heavy and Light Fine in light of Sindh Govt. Ordinance 1999.
- (iv) Expulsion forever from the University.
- (v) Any other.

\* Unfair Means Cases Committee will decide that the student will have to appear in the summer semester/with the regular semester for the canceled paper.

19.2 Plagiarism cases will at least be dealt as per HEC plagiarism policy.

## **20. APPEAL AGAINST THE DECISION OF THE UNFAIR MEANS CASES COMMITTEE**

If a student is not satisfied with the decision of the Unfair Means Cases Committee, she/he can submit his/her appeal within a week after the decision of the Committee to the Vice-Chancellor. No appeal shall lie against the decision of the vice-chancellor.

## **21. PERMISSION OF WRITER FOR SPECIAL STUDENTS**

- 21.1 A visually impaired student may be allowed to attempt the Mid/Final Examinations of the University on Braille/ Computer/any other means of facilitation.
- 21.2 In case a student is physically handicapped/visually impaired, she/he may apply to the controller of examination through Principal/ Postgraduate Director of the respective College/department (with medical certificate as proof of her/his disability) for permission to engage a writer in Tests/ Examinations of the University one week before the start of Tests/ Examinations.
- 21.3 The controller examination will allow helper to the disable student (She/He cannot write). The qualification of a helper will be at least one step lower than that of the student.
- 21.4 The controller of examinations (if necessary, keeping in view the condition of the student) will decide and allow the student extra time up to 45 minutes solve the question paper.

## **22. DAMAGED/LOST ANSWER SCRIPT**

In an exceptional case where an answer script is damaged, lost or destroyed due to unavoidable circumstances, then the student may be awarded with average marking to the student in that subject/course during coursework.

## **23. STUDENT GRIEVENCE**

- 23.1 All HEIs should have a 03-member Committee constituted of 02 senior faculty members, relevant head of the department and dean headed by Controller of Examinations to redress the grievances of the students about any course instructor or grades or for any other issue.
- 23.2 In respect of grade, a student must submit the grievance application if any, in writing to the Head of the Department within (07) seven working days of the receipt of the grade. The Head of Department/ Director Postgraduate shall forward the grievance application to the Committee. It will be mandatory for the Committee to hear both sides (student and the instructor) and will give its final decision within (05) five working days or before the start of registration for the new semester, whichever comes earlier. The decision of the Committee will be deemed final and will be binding on all parties.
- 23.3 A Departmental Committee headed by the Chairperson/ Senior Faculty Members will be constituted to check randomly a few answer papers of the final semester examination for uniformity of scoring & covering of the course content.
- 23.4 The committee will address the student grievance to redress it accordingly.

## **24. CREDIT HOURS FOR POSTGRADUATE DEGREES**

- 24.1 A credit hour means teaching/earning a theory course for one hour each week throughout the semester.
- 24.2 One credit hour in laboratory or practical work/project would require lab contact of three hours per week throughout the semester.
- 24.3 The credit hours are denoted by two digits within brackets with a hyphen/plus in between. The first digit represents the theory part while the second (right side) digit represents the practical.
- 24.4 Thus 3(3+0)/3(3-0) means three credit hours of theory, while 4(3+1)/4(3-1) means a total of four credit hours, of which three are of theory while one credit hour is for laboratory/studio work/field work/practical work supervised and graded by the faculty, and 4(1+3)/4(1-3) means a total of four credit hours, of which one is of theory while three credit hours are for laboratory/studio work/field work/practical work as per requirement of discipline.
- 24.5 For MS / M Phil degree, the student shall complete minimum 30 credit hours (24 credit hours coursework + 6 credit hours dissertation or 30 credit hours coursework) as prescribed by the university of which the majority shall be fulfilled through regular classes (i.e. classes that are

taught on campus by fulltime faculty members of the university). It can go maximum up to 42 credit hours with permission of university statutory bodies.

- 24.6 For PhD degree, the student shall complete 48 credit hours (18 credit hours coursework + 30 credit hours dissertation) as prescribed by the university of which the majority shall be fulfilled through regular classes (i.e. classes that are taught on campus by fulltime faculty members of the university).

## **25. ADMISSION CRITERIA - MS/ M Phil /PhD**

### **25.1 Masters / M. Phil program**

- i. 16 Years / 17 years of education in the relevant discipline, Minimum CGPA 2.00/4.00 or 60% marks from HEC recognized institute (preferably the undergraduate degree should be HEC attested or having HEC Equivalence certificate in case of foreign university education).
- ii. Passed (a) Graduate Record Examination (GRE) test or equivalent administered by Education Testing service, or (b) A Graduate Admission Test (GAT) administered by HEC authorized Testing Council, or (c) As per HEC guidelines, an equivalent test developed by the university for admissions to graduate programs.
- iii. An interview with faculty/Departmental Admission committee (that should be notified through Registrar office).

### **25.2 PhD program**

- i. At least 18 years of education in the relevant discipline, Minimum CGPA 3.0/4.00 or 60% marks from HEC recognized institute (preferably the undergraduate and postgraduate degrees should be HEC attested or having HEC Equivalence certificate in case of foreign university education).
- ii. Passed (a) Graduate Record Examination (GRE) subject test with 60% or equivalent administered by Education Testing service, or (b) A Graduate Admission Test (GAT) with 60% marks administered by HEC authorized Testing Council, or (c) As per HEC guidelines, an equivalent test developed by the university or by another university for admissions to graduate programs with 70% marks.
- iii. An interview with faculty/Departmental Admission committee (that should be notified through Registrar office).

- 25.3 In case of any other scale of marking in pre-requisite transcript /degree for MS / M Phil / PhD programs, HEC conversion formula should be consumed to determine the equivalent CGPA.

- 25.4 If more than one marking scales are mentioned on pre-requisite degree / transcript for MS / M Phil / PhD programs, CGPA will be considered for admission eligibility of candidate in the specific program.



## 26. COMPREHENSIVE EXAMINATION (WRITTEN) -PhD

- 26.1 After the declaration of the result/completion of all the requirements for the course work, PG office shall write student to fulfill the administrative requirements for the written comprehensive exam within three weeks' time. It may include fee clearance, exam request form submission, proposed date within the allowed duration of six months from the date of declaration of the result of the last course taken by the candidate.
- 26.2 Candidate may be asked to submit a tentative synopsis of the research work/selected specific research area before the written exam. Two relevant courses to that synopsis may be chosen from the candidate's transcript either by Faculty / Departmental Research Committee (RC or equivalent) or the candidate by self.
- 26.3 Written exam shall be scenario based that includes a complex problem to be solved by using the knowledge area(s) of interest identified by candidate either by synopsis or the opted courses.
- 26.4 Three Experts (internal/external or both) from the relevant area may set the question paper with mutual consultation and assess the paper individually. The qualitative assessment shall be done based on the approach presented to solve the given problem. The outcomes may be Pass, Pass with condition (to appear and pass the oral examination), Failure with retake and Failure.

**Pass:** All or majority of experts are satisfied

**Failure with retake:** None of the experts are satisfied at all. Candidate should follow the whole process as defined for written comprehensive exam and reappear. . If the student fails to pass the comprehensive test, he or she shall be allowed one more attempt to take the test. In case of further failure, the student may complete the remaining formalities to get MS / M Phil degree of same domain.

**Failure:** None of the experts are satisfied at all in the second attempt. It leads to termination from the Ph.D. program. The transcript may be issued for the taken courses after due clearance.

- 26.5 The Director PG shall communicate the RC decision to the candidate and the Supervisor and Co-supervisor (s).

## 27. COMPREHENSIVE EXAMINATION (ORAL) -PhD

- 27.1 The focal person is Director-PG for all the relevant communications between student and RC. RC shall fix a date and examiner panel for the said exam. The date must be communicated to the student and the expert panel at least two weeks before the program.
- 27.2 The Panel shall be composed of at least two RC members preferably with the relevant expertise. Qualitative assessment of the panel shall result in Pass, Retake or Failure.

**Pass:** Majority of experts are satisfied

**Retake:** Few experts are satisfied

**Failure:** All of the experts are not satisfied.

27.3 Result must be announced within 5 working days of the date of conduct of the oral examination.

## **28. DESIGNATING A SUPERVISOR – MS/ M Phil /PhD**

- 28.1 After the successful completion of PhD Comprehensive examination either candidate will choose a supervisor who must be a full-time faculty member of ZU (essentially HEC approved supervisor) with relevant expertise to the research topic/submitted synopsis or Faculty / Departmental RC will allocate a supervisor (essentially HEC approved supervisor) keeping in consideration the cap put forward by the HEC on supervision of PhDs (maximum 5). Faculty / Departmental RC shall ensure that the selected supervisor should have relevance with scope and title of the research work.
- 28.2 After completion of MS / M Phil coursework the candidate (who has opted dissertation option) either will choose a supervisor who must be a full-time faculty member of ZU (essentially HEC approved supervisor) with relevant expertise to the research topic/submitted synopsis or Faculty / Departmental RC will allocate a supervisor (essentially HEC approved supervisor) keeping in consideration the cap put forward by the HEC on supervision of MS/ M Phil (maximum 7). Faculty / Departmental RC should ensure that the selected supervisor should have relevance with scope and title of the research work.
- 28.3 For the research work during PhD Program, only one co-supervisor other than main supervisor may be assigned to any PhD candidate. Additional Co- supervisors may be assigned subject to approval of Faculty / Departmental RC, which will be based on the due justification provided by the supervisor.
- 28.4 For the research work during MS/M Phil Program, one co-supervisor other than main supervisor may be assigned subject to approval of Faculty / Departmental RC, which will be based on the due justification provided by the supervisor.
- 28.5 Any contributing researchers and advisors, who are not assigned as supervisors or co-supervisors to the research work, but have contributed, can be accommodated in publications.
- 28.6 In either case candidate should request to Director PG for the allocation of Supervisor / Co-supervisor (s). This request will be forwarded to faculty Departmental RC by the respected Director PG for the final decision.
- 28.7 The RC shall be responsible to take corrective action and recommendations to BASR for change of Supervisor /Co-Supervisor (s) in following scenarios, if:
- i. Supervisors' commitment with more than 5 Ph.D students or 7 MS / M Phil students.
  - ii. Supervisor leaves the university job
  - iii. Supervisor disqualifies HEC criteria

iv. Supervisor / Co-supervisor conflict of interests in terms of publication(s) or other academic matters pertaining to postgraduate candidates.

28.8 The Director PG shall communicate the RC decision to the candidate and the Supervisor and Co-supervisor (s).

## **29. GUIDANCE AND EXAMINATION COMMITTEE (GEC) – MS/ M Phil /PhD**

29.1 A GEC will be formed right after the supervisor(s) assignment.

29.2 There must be at least four members (three members) GEC for PhD (MS / M Phil) including supervisor and co-supervisor(s) (if any).

29.3 It is suggested to have one external GEC member from reputed university/relevant industry/ R&D organization outside Ziauddin University if required.

29.4 The GEC shall be formed by the Director PG in consultation with assigned supervisor and Executive Director Research (for FHS only). The approval for the GEC formation must be taken from Dean of the faculty.

29.5 After approval of GEC, the composition of the committee can only be changed upon recommendation of supervisor and the approval of Director PG and Dean of the faculty.

29.6 The Director PG shall inform the candidate about GEC formation via official email/letter and invite for the submission of written proposal within 6 weeks after the formation of GEC.

29.7 In case of delay in submission of proposal within deadline, the Director PG shall write to the candidate and supervisor and give the two-week extension for submission of proposal.

29.8 In case of failure of submission of proposal within extended time, the Director PG will bring the case in faculty / Departmental RC committee for due course of action. The RC reserve the right to penalize candidate by putting penalty clause / disciplinary action that may lead to termination of student from postgraduate program.

## **30. PROPOSAL SUBMISSION AND PROPOSAL DEFENSE – MS/ M Phil /PhD**

30.1 A written proposal must be well structured with all the required ingredients like the title must be well elaborated and specific to the scope of work. Motivation, Problem identification, Problem definition, Literature Review, proposed methodology, measurable objectives and timeline.

30.2 Proposal with missing details shall not be accepted and candidate may be asked to resubmit the proposal either with the same or different title. Although in case of minor deficiencies, with the consent of respected GEC, the candidate may qualify for oral defense.

30.3 The candidate and supervisor will be intimated by Director PG for qualification for oral defense via official email.

- 30.4 For the oral defense, the date may be proposed by the supervisor (in consultation with the student) to Director PG.
- 30.5 The Director PG shall be responsible for the necessary arrangements and announcements regarding the oral defense. The candidate should ensure that all financial dues must be cleared before submission of proposal.
- 30.6 GEC members will assess the proceedings. The assessment will be quantitative as well as qualitative in terms of remarks. The outcomes may be Pass, Conditional Pass, Retake or Failure. Where applicable ERC approval will also be required for selection of proposal.

<b>Outcome</b>	<b>Qualitative Comments</b>	<b>Qualitative Score</b>	<b>Status/Action</b>
Pass	Satisfied	A	Proposal Approved
Conditional Pass	Needs improvement	B	Proposal approved but with a condition e.g., extra course in the perceived area of weakness etc.
Re-take	Major problem in the proposed methodology or feasibility issue	C	Proposal neither approved nor rejected till the re-exam. The revised presentation in compliance to the given observations is required for the re-exam.
Failure	Unsatisfactory/Weak problem definition /exhausted area of study/conventional solution with known results	F	Proposal rejected

- 30.7 Director PG shall communicate the GEC decision and ERC approval (where applicable) to the candidate and the supervisor by an official email within one week after the proposal defense.
- 30.8 Director PG shall submit the successful proposal (with synopsis) in BASR via faculty/departmental RC.
- 30.9 For Conditional Pass, the PhD candidate should fulfill the condition within 3 months (1 month for MS / M Phil) from the date of announcement of the result.
- 30.10 For a re-take, a new date will be proposed by the supervisor in consultation with the candidate to the PG office within 6 months (3 months for MS / M Phil) from the date of announcement of the result. Only one re-take is permissible.
- 30.11 First time failure leads to the resubmission of written proposal after 6 months (3 months for MS / M Phil) with all pre-defined procedures as that for first time submission. Second time failure leads to termination from the program.

## **31. PhD CANDIDACY**

- 31.1 PhD Candidacy will be established subject to fulfilment of following conditions.
- Fulfilment of all admission requirement including GAT examination.
  - Passing PhD coursework with required CGPA
  - Passing PhD qualifying examination
  - Formation of Guidance & Examination Committee (GEC)
  - Writing and successfully defending the research proposal
  - Approval from BASR
- 31.2 The student will be informed about his/her PhD candidacy via Registrar office through official letter.

## **32. REGISTRATION FOR DISSERTATION CREDITS - MS/ M Phil /PhD**

- 32.1 MS / M phil with coursework and dissertation students must register themselves for 6 Cr Hrs. research work
- 32.2 PhD students must register themselves for 30 Cr Hrs. research work by submitting a proforma in each semester.

## **33. PROGRESS EVALUATION - PhD**

- 33.1 For PhD students, there will be three progress evaluations before the final defense.
- 33.2 For the Pass candidate after the approval of research proposal, the first progress evaluation is due after 6 months after receiving the proposal defense decision.
- 33.3 The second and the third progress evaluation are due after every 6 months (minimum) or 8 months (maximum) of the successful previous evaluation.
- 33.4 The Supervisor should request from Director PG for the date of due evaluation (1, 2 or 3) based upon the respective checklist.

### **33.5 Checklist for 1<sup>st</sup> Progress Presentation:**

- a. Literature review; any new development relevant to the proposed methodology since the time of proposal defense
- b. Magnitude of the work done; status of targeted objectives (as per given time line at the time of proposal defense) must be completed. In case of partially achieved objectives, due justification must be provided by the candidate.
- c. Preliminary results; in terms of development and implementation of the proposed methodology /Test bed/ verification platform/protocol design
- d. Next target identification for the 2<sup>nd</sup> progressive

### 33.6 Checklist for 2<sup>nd</sup> Progress Presentation:

- a. Review Paper/ Preliminary results presented in peer-review national/international conference or HEC approved journals on discretion of respective GEC.
- b. Completion of milestones as committed in 1<sup>st</sup> progress evaluation
- c. Observation(s) received by the panel in the previous evaluation are incorporated
- d. Current status of results is satisfactory and in the direction of the goal set for the study
- e. Next target identification for the 3<sup>rd</sup> progressive

### 33.7 Checklist for 3<sup>rd</sup> Progress Evaluation:

- a. Publication requirement in at least HEC recognized X category journals (with impact factor) /(Y category for social sciences).
- b. Observation(s) received by the panel in the previous evaluation are incorporated
- c. Final results are obtained
- d. Analysis of results is sufficient to draw a conclusion
- e. Research outcomes/ preliminary conclusion is clearly defined
- f. First draft of the thesis is ready to present (optional)

33.8 The outcomes of the 1<sup>st</sup> progressive may be Satisfactory, partially satisfactory or Unsatisfactory based upon the qualitative assessment done by the GEC on a prescribed Performa. The results should demonstrate the following:

- i. Key parameters of the study
- ii. Effect of input on expected outputs
- iii. Validation of results by comparing either with experimental data & theoretical model or with reference to the published results
- iv. Highlighting deviations/improvements and their justifications

Outcome	Quantitative Score	Action
Satisfactory	80% or above	Through for the 2 <sup>nd</sup> progress evaluation
Partially Satisfactory	60% - 79%	Through for the 2 <sup>nd</sup> progress evaluation with the condition that point 3 given in the checklist for the aforementioned is compulsory to be fulfilled before the next evaluation
Unsatisfactory	Below 60%	1 <sup>st</sup> Attempt: Re-take the Progress evaluation within 3 months of the date of conduct of the 1 <sup>st</sup> evaluation
		2 <sup>nd</sup> Attempt: Candidate may choose among the two options; 1. Termination from the Ph.D degree program with a Post Graduate Diploma (PGD), 2. Repeat the procedure for the re-submission of the fresh Research Proposal

33.9 The outcomes of the 2<sup>nd</sup> progressive may be Satisfactory, partially satisfactory or Unsatisfactory based upon the qualitative assessment done by the GEC on a prescribed Performa.

Outcome	Quantitative Score	Action
Satisfactory	80% or above	Through for the 3rd progress evaluation
Partially Satisfactory	60% - 79%	Through for the 3rd progress evaluation with the condition that point 2 given in the checklist for the aforementioned is compulsory to be fulfilled before the next evaluation
Unsatisfactory	Below 60%	1st Attempt: Re-take the Progress evaluation within a month time from the date of conduct of the evaluation
		2nd Attempt: Termination from the Ph.D degree program with a Post Graduate Diploma (PGD) ) or complete the remaining formalities to get MS / M Phil degree of same domain.

33.10 The outcomes of the 3<sup>rd</sup> progressive may be Satisfactory, partially satisfactory or unsatisfactory based upon the qualitative assessment done by the GEC on a prescribed Performa.

Outcome	Quantitative Score	Action
Satisfactory	80% or above	Through for the thesis submission and evaluation
Partially Satisfactory	60% - 79%	Through for the thesis submission and evaluation after complying all the observations and recommendations of the GEC. The supervisor will check the compliance.
Unsatisfactory	Below 60%	1st Attempt: Comply all the observations and recommendations of the GEC and submit within a month from the date of evaluation. DRC shall check the compliance (either by documented evidence or by hearing candidate) to approve the case for thesis submission and evaluation.
		2nd Attempt: Candidate may choose either termination from the Ph.D degree program with a Post Graduate Diploma (PGD) or complete the remaining formalities to get MS / M Phil degree of same domain.

#### **34. PUBLICATION POLICY - MS/ M Phil /PhD**

- 34.1 A PhD student must have at least 01 original research papers published before submission of final thesis, presented in atleast HEC recognized X category journals (with impact factor) /(Y category for social sciences) in the relevant area as specified by GEC and endorsed by faculty / departmental RC.
- 34.2 A MS / M. Phil student must have 01 research paper published/accepted for publication before submission of final thesis, preferably presented in peer-review national / international conference or preferably HEC approved journals.
- 34.3 Only those publications related to the research work will be counted in which the student name appears as 1st author and supervisor or co-supervisor as 2nd or 3rd author and Student affiliation is with Ziauddin University and the Email address submitted is of Ziauddin Official email domain i.e., at the time of this policy is @zu.edu.pk. Also, the Corresponding author in publication should be Supervisor/Co-supervisor.
- 34.4 Faculty / Departmental RC is the final authority on determining whether the research publication meets the prescribed standards and requirements.

### **35. THESIS SUBMISSION AND EVALUATION PROCEDURE - MS/ M Phil /PhD**

- 35.1 MS / M Phil candidate should submit the thesis in specified format to the office of Director PG with the proper approval of assigned supervisor(s) at least 6 months after successful proposal defense.
- 35.2 PhD Candidate should submit the thesis in specified format to the office of Director PG with the proper approval of assigned supervisor(s) not later than 3 months after successful 3<sup>rd</sup> Progress Evaluation.
- 35.3 Director PG shall send thesis for the Plagiarism check to the relevant department of the University within 3 working days. Plagiarism report should not be delayed more than 5 working days from the date of receiving by the department.
- 35.4 If the report is unsatisfactory then Director PG should communicate the result to the candidate and share the report with the supervisor. The candidate should resubmit the revised thesis draft within a month time for plagiarism check.
- 35.5 At least HEC plagiarism policy should be followed for plagiarism check.
- 35.6 For MS / M Phil candidates, in case of satisfactory report, Director PG should write to the supervisor to submit the pool of 6 national evaluators for thesis evaluation, not later than 10 working days of the request.
- 35.7 For PhD candidates, in case of satisfactory report, Director PG should write to the supervisor to submit the pool of 8 International evaluator (as per HEC criteria) and 8 national evaluators for the thesis evaluation and open defense respectively, not later than 10 working days of the request.
- 35.8 For PhD candidates, the Dean of the faculty shall finalize 6 evaluators from each pool or may add additional evaluators. The Director PG shall acquire the consent from the evaluators and send finalized list to BASR. In case of regret, the case may be redirected to the Dean for the re-nomination of the additional evaluator(s).
- 35.9 For MS candidates, the Dean of the faculty shall finalize 4 evaluators from pool or may add additional evaluators. The Director PG shall acquire the consent from the evaluators and send finalized list to BASR. In case of regret, the case may be redirected to the Dean for the re-nomination of the additional evaluator(s).
- 35.10 BASR will ensure that the PhD dissertation must be evaluated by at least two external experts from academically advanced countries (HEC maintained academically advanced countries list for evaluation of PhD Dissertation shall be followed).
- 35.11 The evaluation report received through BASR should be immediately sent to the GEC and the candidate.

- 35.12 In case of minor revisions, the supervisor may be requested to lead the correction and propose the date for the thesis defense in consultation with the candidate. Faculty / Departmental RC shall take decision in this regard.
- 35.13 In case of major revisions, GEC shall advise the Faculty / Departmental RC about the required time to address and remove the observations made by the experts and resubmission for re-evaluation by external expert(s).
- 35.14 The re-evaluation report received through BASR should be sent to the GEC and the candidate. In case of no revision, the supervisor may be requested to propose the date for the thesis defense in consultation with the candidate. Faculty / Departmental RC shall take decision in this regard.

### 36. OPEN DEFENSE - MS/ M Phil /PhD

- 36.1 Upon successful thesis evaluation, BASR selected national evaluator will be invited on specified date.
- 36.2 The examination panel shall include nominated external examiners and GEC members.
- 36.3 The outcome of the defense may be Successful, Conditionally Successful or Unsuccessful based upon the qualitative assessment done by the examination panel on a prescribed Performa.

Outcome	Action
Successful	No revisions required; degree should be awarded after necessary formalities
Conditionally Successful	Minor revisions suggested by external examiner; re-submit the final draft after compliance with the approval from the supervisor with in the given time by the examination panel. Degree should be awarded after necessary formalities
Unsuccessful	1 <sup>st</sup> Attempt: Lack of information or fails to provide enough data to establish the evidence for the drawn conclusion. <b>Re-take the oral defense</b> with complete resources and evidence.

### 37. HEC REPORTING REQUIREMENTS - PhD

- 37.1 The following documents shall be submitted to the HEC following the completion of PhD studies:
- A duly filled completion form shall be sent to the HEC from the Office of the Controller of Examinations of the university notifying the HEC that the PhD scholar has completed all the requirements for the award of the PhD degree
  - A copy of PhD Dissertation for including in PhD Country Directory and for attestation of the PhD degree by the HEC.
  - A duly filled Proforma for the PhD Country Directory, signed by the Principal Supervisor, Controller of Examination and the Vice Chancellor (or Rector).