

**UNIVERSITY OF SARGODHA**  
**MS/MSc(Hons)/MPhil & PhD Regulations – 2020**  
**(Post Graduate)**

**1. Preamble**

Notwithstanding anything contrary to the provisions of University of Sargodha Ordinance, 2002/Amendment Act 2004, the University shall offer MS/MSc(Hons)/MPhil and PhD level research programs in all those disciplines where appropriate. Provided that in accordance with the prescribed quality criteria for admission to MS/MSc(Hons)/MPhil and PhD Programs, rules and regulations mentioned hereinafter regarding admission, registration and examination for MS/MSc(Hons)/MPhil and PhD studies shall be applicable to each postgraduate level research program offered by the University.

**2. Short Title and Commencement**

- 2.1 The rules and regulations described hereunder shall be called “Revised Rules and Regulations for MS/MSc(Hons)/MPhil and PhD programs, University of Sargodha, 2020” and shall come into force from the academic session 2020–2021.
- 2.2 However, to regulate the admissions made from September 2020 (Admissions Fall-2020), the relevant regulations shall be applicable to the MS/MSc(Hons)/MPhil and PhD students registered with the University. Moreover, for guidance in all the existing programs, these revised rules and regulations can be consulted in those gray areas where existing MS/MSc(Hons)/MPhil and PhD regulations are silent.

**3. Definitions**

In these rules and regulations unless the subject or context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them, that is to say:

- 3.1 “Authority” means any of the Authorities of the University specified in the Ordinance;
- 3.2 “Board of Studies” means the board comprising of specified members for each subject or group of subjects taught in any Department/College/Institute/School;
- 3.3 “Controller of Examinations” means the Controller of Examinations of the University (abbreviated as CE in this dossier);
- 3.4 “Dean” means the Chairperson of the Board of Faculty;
- 3.5 “PhD Candidate” means a candidate of PhD program after the approval of his/her Synopsis;
- 3.6 “Prescribed” means prescribed by Statutes, Regulations or Rules;
- 3.7 “Research Board” means Advanced Studies and Research Board (AS & RB) of the University;
- 3.8 “Research Program” means MS/MSc(Hons)/MPhil, PhD and other research based programs of the University;
- 3.9 “Semester” means duration of eighteen weeks inclusive of examinations i.e.; sixteen weeks for teaching, one week for conduct of final term examinations and one week for preparation and submission of results;
- 3.10 “Syndicate” means the Syndicate of the University;
- 3.11 “University” means the University of Sargodha;
- 3.12 “Vice Chancellor” means the Vice Chancellor of the University.
- 3.13 “Postgraduate Program Committee” means each department will constitute a Postgraduate Program Committee comprising senior most (3-5) faculty members with Chairperson as its head. The Committee, approved by Vice Chancellor through the Dean concerned, will look after the MS/MSc(Hons)/MPhil and PhD program and take all necessary actions/steps to run the program smoothly.

#### **4. Introduction**

Following are the guidelines, procedures, rules and regulations to be administered by the Department/College/Institute/School where MS/MSc(Hons)/MPhil and PhD programs are in vogue.

- 4.1 A copy of printed Revised Rules and Regulations shall be made available in all the Departments/Colleges/Institutes/Schools as well as the University Library for guidance and electronic copy shall be downloadable from the website of University of Sargodha ([www.uos.edu.pk](http://www.uos.edu.pk)).
- 4.2 The rules and regulations inscribed here are subject to amendment/change and repletion by the Competent Authority on the recommendation/direction/guideline of bodies of University of Sargodha (AS & RB, Academic Council etc.).

#### **5. Pre-Requisite to launch a MS/MSc(Hons)/MPhil or a PhD Program**

- 5.1 Any Teaching Department/College/Institute/School of the University can launch MS/MSc(Hons)/MPhil and PhD programs provided it fulfills the criteria laid down by the HEC [the presence of at least two PhD/DPhil/DSc or equivalent faculty members in a pool of minimum six for a MS/MSc(Hons)/MPhil programs and three PhD/DPhil/DSc or equivalent faculty members in a pool of minimum six for a PhD program].
- 5.2 Before launching any research program the Department/College/Institute/ School shall obtain NOC from Higher Education Commission, Islamabad and ascertain the number of seats as per facilities and program details.
- 5.3 The admission to MS/MSc(Hons)/MPhil and PhD programs shall be advertised in the beginning of academic session.
- 5.4 A class of less than 10 students shall not be started for MS/MSc(Hons)/MPhil and for PhD program minimum class size will be 5.

#### **6. Eligibility Criteria**

##### **6.1 MS/MSc(Hons)/MPhil programs:**

- a) The candidates having second division ( $\geq 45\%$ ) in annual system or CGPA  $\geq 2.00$  out of 4.00 in MA/MSc/LLB/BS (4-Year)/B-Pharmacy/ PharmD/ MBBS/ BDS/ BE/ BSc Engineering etc. [16-year education with minimum 124 CHs] degree in semester system in the relevant subject or equivalent from HEC recognized institutions shall be eligible for admission in MS/MSc(Hons)/MPhil program.
- b) Those candidates shall be considered eligible who shall pass (minimum 50% marks) the entry test and an interview conducted by the Postgraduate Committee of the relevant Department/College/Institute/School of the university.
- c) The candidates who are employed in Federal/Provincial government or semi-government organizations shall produce NOC (No Objection Certificate) from their employer.

##### **6.2 PhD Program:**

- a) The candidates having CGPA  $\geq 3.00$  out of 4.00 in MS/MSc(Hons)/MPhil/LLM/MSc(Engineering)/MD/MDS degree etc. (18-year education with minimum 24 and 6 CHs for course and research work respectively) in the relevant subject or equivalent from HEC recognized institutions shall be eligible for admission.
- b) Those candidates shall only be considered eligible who shall pass (minimum 70% marks) the entry test and an interview conducted by the Postgraduate Program Committee of the relevant Department/College/ Institute/School of the university.
- c) The candidates who are employed in Federal/Provincial government or semi-government organizations shall produce NOC (No Objection Certificate) from their employer.

- 6.3 Only those candidates shall be granted admission to MS/MSc(Hons)/MPhil or PhD program who fulfill the criteria laid down by the HEC and specified by the concerned Teaching Department, which are subject to change time to time by the university bodies (AS & RB, Academic Council, Syndicate etc.).

## **7. Procedure for Application, Admission and Registration**

- 7.1 An applicant seeking admission to MS/MSc(Hons)/MPhil or PhD program shall apply (online) within due date given in the advertisement for admission.
- 7.2 Upon offer of admission the applicant shall submit all dues, original terminal DMC (for two semester only), an affidavit (enclosed in the prospectus) and copies of all previous degrees/certificates to the respective Department/ College/Institute/School in which the candidate wishes to pursue his/her studies.
- 7.3 The candidate shall be enrolled as per University rules and regulations to establish his/her bonafide status. In order to remain enrolled in the University, every candidate shall pay the prescribed fee and other charges on semester basis to the University, failing which their admission shall be liable to be cancelled.
- 7.4 Both MS/MSc(Hons)/MPhil and PhD programs emphasize full time course/ research work.
- 7.5 The list of admitted students shall be sent to the offices of the Treasurer, Controller of Examinations, Librarian and Director Academics for maintaining their personal files (registration returns, fee returns, examination record, library card and student identity card).
- 7.6 The merit of a candidate of MS/MSc(Hons)/MPhil or PhD Program shall be determined as follows:
- a) Academic Qualifications (Terminal Degree) → 70% contribution
  - b) Subject Based Entry Test → 30% contribution
  - c) Candidates must qualify the interview conducted by the Postgraduate Program Committee of a Department/College/Institute/School.
- 7.7 Qualification from institutions other than the University of Sargodha shall be equalized by the Equivalence Committee of the University/HEC.

## **8 Migration/Transfer of Credits**

Under extraordinary circumstances, the Advanced Studies and Research Board (AS & RB) on the recommendation of the Board of Studies (BoS) concerned, may allow migration/transfer of credits of a student of MS/MSc(Hons)/MPhil or PhD program from another University/Degree Awarding Institutions (DAI) recognized by the HEC to a teaching Department of the University and vice versa:

- 8.1 The scholar will be required to provide a no objection certificate (NOC) from the University where (s)he had been registered before and the consent of the Chairperson/Principal/Director of the Department/College/Institute/School of this University. The equivalence of credits to be transferred shall be determined by the Department concerned through its BoS.
- 8.2 The research scholar shall pay the registration, tuition and examination fees on semester basis and fulfill all other requirements as per rules and regulations of the University.
- 8.3 No migration case shall be accepted which contravene above cited rules and Admission Regulations of the University.

## **9. Specific Conditions for MS/MSc(Hons)/MPhil and PhD Programs**

- 9.1 The MS/MSc(Hons)/MPhil program shall comprise 4 semesters and 30 CHs normally (minimum duration = 1½ year, maximum duration = 4 years). The period shall be counted from very first date of admission to the MS/MSc(Hons)/MPhil program.

- 9.2 If the scholar's degree does not complete in 2 years then one year (3<sup>rd</sup> year of study) extension shall be provided by the Chairperson/Principal/Director of the Department/College/Institute/School upon valid justification and recommendation of the research supervisor. Whereas, last year (4<sup>th</sup> year of study) extension shall be provided by the Dean of the concerned Faculty.
- 9.3 The PhD program shall comprise 6 semesters and 18 CHs normally (minimum duration = 3 years, maximum duration = 8 years). The period shall be counted from very first date of admission to the PhD program.
- 9.4 If the scholar's degree does not complete in 5 years then one year (6<sup>th</sup> year of study) extension shall be provided by the Chairperson/In-charge/Principal/ Director of the Department/College/Institute/School upon valid justification on the recommendation of the research supervisor. Whereas, last two years (7<sup>th</sup> and 8<sup>th</sup> year of study) extension shall be provided by the Dean of the concerned Faculty upon the recommendation of the research supervisor and Chairperson/In-charge/Principal/Director of the Department/College/Institute/ School.
- 9.5 For MS/MSc(Hons)/MPhil the candidate shall acquire CGPA  $\geq 2.70$  after completing course work of 24 CHs (annexure-I). The degree shall be awarded to a candidate who shall acquire CGPA  $\geq 2.70$ . One page project abstract, signed by the scholar, supervisor(s), Chairperson/ In-charge/Principal/Director of the Department/ College/Institute/ School and Dean of the Faculty and name of the research supervisor(s) and list of three local examiners shall be communicated by the Chairperson/In-charge/ Principal/ Director of the Department/ College/ Institute/School with 150 to 200 words project abstract through BoS to AS&RB for approval. Approved copies of the synopsis shall be sent to the offices of the Chairperson/ In-charge/Principal/ Director of the Department/ College/ Institute/ School and Controller of Examinations for record.
- 9.6 The doctoral candidate shall acquire CGPA  $\geq 3.00$  after completing course work of 18 CHs which shall follow a comprehensive examination to pass ( $\geq 50\%$  marks)/ qualify (annexure-I). The title of research and synopsis shall be recommended by BoS of the Department/ College/Institute/School and scholar shall defend his/her research synopsis in a public defense organized by the Dean of the Faculty on behalf of AS & RB and shall notify a report, which shall be produced (alongwith recommended synopsis) to AS & RB for approval of title, synopsis and research supervisor(s). Approved copies of the synopsis on required format (annexure-II & III) shall be sent to the supervisor(s) and offices of Chairperson/ In-charge/Principal/ Director of the Department/College/Institute/School and CE for record.
- 9.7 The MS/MSc(Hons)/MPhil thesis shall be evaluated by an external examiner. The plagiarism check must be conducted by ORIC office before submission of thesis to office of Controller of Examinations for external evaluation. The copy of the thesis forwarded through office of the Director ORIC after plagiarism check will be forwarded to the external examiner for evaluation. The Controller of Examinations shall send the thesis to external examiner after approval of examiner by Vice Chancellor from the list of examiners approved by AS&RB and panel provided by the Chairperson/ In-Charge/ Principal/ Director. The Chairperson/In-Charge/ Principal / Director of the Department/ College/Institute/ School concerned shall arrange and chair the viva voce examination of the scholar in the presence of supervisor and external examiner on a convenient date upon receipt of positive comments by external examiner to the office of Controller of Examinations and will forward the result of viva voce examination to the Controller of Examinations for notification.
- 9.8 Every research scholar (MS/MSc(Hons)/MPhil and PhD) shall submit a report to his/her research supervisor(s) on a prescribed proforma showing six month progress

by the end of June and December in every year (annexure-IV). The research supervisor(s) shall endorse the report with his/her comments, which shall be finally signed by the Chairperson/In-charge/Principal/Director of the Department/College/Institute/School and shall be saved in student's file. A copy of such report shall be communicated to the Director Academics.

- 9.9 The maximum number of MS/MSc(Hons)/MPhil and PhD students working under a full time faculty member (Regular/TTS/Contractual/IPFP) of University of Sargodha shall be as per HEC criteria.
- 9.10 Minimum 75% attendance (out of total delivered lectures by the teacher in the course) in each course shall be compulsory to appear in a final term examination of a MS/MSc(Hons)/MPhil and a PhD program. The Chairperson/In-charge/Principal/Director of a Department/College/Institute/ School can waive off 5% shortage and Dean of a Faculty can further waive off 5% shortage as well for genuine cases (medical ground/factors beyond human reach).
- 9.11 In genuine conditions (medical ground/factors beyond human reach) leave may be availed by the student for maximum 2-4 weeks after recommendation of the Chairperson/In-charge/Principal/Director of a Department/College/ Institute/School and approval by the Dean of the Faculty but the leave shall not be counted as attendance. The period of leave shall be counted as absence from the lecture with no fine/struck off from roll calls.
- 9.12 In genuine condition if leave for more than 4 weeks are required than the student shall forward a request to the Chairperson/In-charge/Principal/Director of a Department/ College/Institute/School to freeze the semester who shall further notify the decision to Dean of the faculty and Director Academics. However, very first semester of MS/MSc(Hons)/MPhil and PhD program shall not be freeze.

## **10. Cancellation of PhD Registration**

MS/MSc(Hons)/MPhil or PhD registration shall be cancelled by the Registrar on the recommendation of the supervisor/co-supervisor(s) and Chairperson/Principal/ Director of the Department/College/Institute/School followed by the approval of the Vice Chancellor, if the scholar:

- 10.1 Earns two consecutive adverse six monthly progress reports from his/her supervisor.
- 10.2 Fails to contact his/her supervisor or leaves the program over a month without prior permission.
- 10.3 Does not complete the course work.
- 10.4 Does not qualify the comprehensive examination even in the second attempt.
- 10.5 Is found guilty of misconduct.
- 10.6 The aggrieved scholar may file an appeal against cancellation of PhD registration to the AS & RB within a period of 30 days. The AS & RB will give him/her opportunity to be heard in person. However, the decision of the AS & RB shall be final.

## **11. Examination**

### **11.1 MS/MPhil Program**

- 11.1.1 A scholar shall register minimum 09 CHs workload (maximum 18 CHs) in each semester.
- 11.1.2 At the end of the first semester a scholar must obtain a minimum Grade Point Average (GPA) of 2.70 to be promoted to the second semester.
- 11.1.3 In case a scholar is able to obtain  $2.30 \leq \text{GPA} < 2.70$  in first semester, he/she will be promoted to the second semester on Probation. The scholar, who obtains  $\text{GPA} < 2.30$  in the first semester, shall be dropped from the semester.
- 11.1.4 The scholar shall have chance of readmission next year in first semester. The readmission cannot be granted if remaining time for completion of degree is

not sufficient keeping in view the maximum time limit of the program starting from the date of very first admission.

- 11.1.5 In case a scholar is not able to obtain  $CGPA \geq 2.70$  in second semester, (s)he will be dropped from the semester.
- 11.1.6 In case a scholar is dropped out in second semester, such scholar shall have chance of readmission to second semester offered next year again to complete his degree in maximum period (4 years) starting from the date of very first admission.
- 11.1.7 In 3<sup>rd</sup> and 4<sup>th</sup> semesters a scholar shall carry out research work under the supervision of his/her supervisor/co-supervisor.
- 11.1.8 A student, who obtains  $GP < 2.70$  in any course, may be allowed to repeat course(s) whenever offered before the submission of research thesis.
- 11.1.9 Only those students who scored  $CGPA \geq 2.70$  shall be awarded MS/MSc(Hons)/MPhil degree.
- 11.1.10 A student, who scored  $CGPA < 3.00$  after the completion of course work and wants to improve his/ her CGPA, may be allowed to repeat 2-3 courses as and when offered before the submission of thesis.

## 11.2 PhD Program

- 11.2.1 A scholar shall register minimum 9 CHs/semester workload (maximum 12 CHs) in first two semesters. A scholar shall complete 18 CHs course work by the end of second semester which shall follow a comprehensive examination to qualify.
- 11.2.2 At the end of the first semester a scholar must obtain a minimum Grade Point Average (GPA) of 3.00 to be promoted to the second semester.
- 11.2.3 In case a scholar is able to obtain  $2.50 \leq GPA < 3.00$  in first semester, (s)he will be promoted to the second semester on Probation. The scholar, who obtains  $GPA < 2.50$  in the first semester, shall be dropped out from the semester.
- 11.2.4 The scholar shall have chance of readmission next year in first semester. The readmission cannot be granted if remaining time for completion of degree is not sufficient keeping in view the maximum time limit of the program starting from the date of very first admission.
- 11.2.5 In case a scholar is not able to obtain  $CGPA \geq 3.00$  in second semester, (s)he will be dropped out from the semester.
- 11.2.6 In case a scholar is dropped out in second semester, such scholar shall have chance of readmission to second semester offered next year or in first semester. The readmission cannot be granted if remaining time for completion of degree is not sufficient keeping in view the maximum time limit of the program starting from the date of very first admission.
- 11.2.7 The scholar must obtain a minimum CGPA 3.00 at the end of course-work to qualify for comprehensive examination.

## 12. Grading System

- 12.1 The grading shall be done on a scale of 1 to 4.
- 12.2 Equivalence between Letter Grading and Numerical Grading shall be as follows:

**Grade Points Table**

<b>%age Marks</b>	<b>Grade Point</b>	<b>Letter Grade</b>	<b>%age Marks</b>	<b>Grade Point</b>	<b>Letter Grade</b>
80-100	4.00	A	57	2.43	C
79	3.94	B	56	2.36	C
78	3.87	B	55	2.30	C
77	3.80	B	54	2.24	C
76	3.74	B	53	2.18	C
75	3.67	B	52	2.12	C
74	3.60	B	51	2.06	C
73	3.54	B	50	2.00	C
72	3.47	B	49	1.90	D
71	3.40	B	48	1.80	D
70	3.34	B	47	1.70	D
69	3.27	B	46	1.60	D
68	3.20	B	45	1.50	D
67	3.14	B	44	1.40	D
66	3.07	B	43	1.30	D
65	3.00	B	42	1.20	D
64	2.92	C	41	1.10	D
63	2.85	C	40	1.00	D
62	2.78	C	Below 40	0	F
61	2.70	C	Result Late	----	RL
60	2.64	C	Withdrawal		W
59	2.57	C	Repeat		R
58	2.50	C	Incomplete	0.00	I

Pass marks for a course = 50% (C Grade)

**Grading Table**

<b>Marks Range</b>	<b>Letter Grade (LG)</b>
80 and above	A
65 – 79	B
50 – 64	C
40 – 49	D
Below 40	F
Result Late	RL
Incomplete	I
Withdrawal	W
Repeated	R

- 12.3 The Letter Grade (LG)/Grade Point (GP) shall be assigned for each course according to Grade Points Table mentioned above, whereas, no LG shall be assigned to GPA/CGPA.
- 12.4 Fraction of marks obtained in a course shall be counted as one mark, for example 60.1 and 60.9 shall be considered as 61.
- 12.5 In order to calculate the Grade Point Average (GPA) of a semester as follows
- Multiply GP with the CHs to obtain total grade points in each course
  - Add up to cumulative grade points and divide by the total number of CHs for the semester.

$$\text{GPA} = \frac{\sum (\text{GP} \times \text{CHs}) \text{ courses of a semester}}{\text{Total CHs of a semester}}$$

- 12.6 For calculating CGPA, add up the total grade points of all courses of semesters and divide by the total number of CHs.

$$\text{CGPA} = \frac{\sum (\text{GP} \times \text{CHs}) \text{ of all courses of semesters}}{\text{Total CHs of semesters}}$$

**13. Submission of Results**

Each teacher is required to submit result within one week after the final examination of each semester. The Chairperson/In-charge/Principal/Director of a Department/College/Institute/School shall forward it within ten days after the final examination. A copy of the same will be sent to Controller of Examinations.

**14. Supervisory Committee**

- 14.1 There shall be a supervisory committee comprising of supervisor/co-supervisor(s) (two-three members) chaired by supervisor provisionally approved by the Dean of the Faculty on the recommendation of the Board of Studies concerned. The committee shall be confirmed by AS & RB. The scholar is free to choose his/her supervisor(s) from the Department/ College/Institute/School concerned.
- 14.2 A member of the committee can be taken from other Universities or Organizations. The scholar may be allowed to change his/her supervisor under special circumstances in consultation with Chairperson/In-charge/Principal/Director of the Department/ College/Institute/School and Dean of the Faculty subject to confirmation by the AS & RB.

**15. Comprehensive Examination**

- 15.1 The scholars admitted to PhD program shall take written comprehensive examination after the completion of 18 CHs course work with CGPA  $\geq$  3.00. The concerned Department/College/Institute/School shall hold the said examination as per the schedule given in academic calendar after the completion of the course work.
- 15.2 The Chairperson/In-charge/Principal/Director of the Department/College/Institute/School shall send a panel of examiners to seek approval of the Dean of Faculty for the comprehensive examination.
- 15.3 If a scholar fails (< 50% marks) in the comprehensive examination (written), (s)he shall be allowed a second chance to reappear next year. If the scholar again fails then (s)he shall be dropped out from the program. Similarly, a student who remains absent during the comprehensive examination due to unavoidable circumstances (justified with plausible proves, recommended by the Departmental Examination Committee and approved by the Dean of the Faculty) will be given a second chance to sit in the examination when conducted by the Department/College/Institute/ School.

**16. Thesis Submission / Defense**

- 16.1 A research article should be published before the notification of degree in an HEC recognized journal. ORIC will certify that the category of Journal in which researcher published his/her article from thesis is as per HEC requirement for the award of PhD degree in that particular subject.
- 16.2 The plagiarism check must be conducted on the dissertation by ORIC office before its submission to the foreign experts as per HEC policy.
- 16.3 On the completion of research work to the satisfaction of the supervisor/co-supervisor(s), the research scholar shall submit four copies of thesis typed or printed along with four copies of short abstracts to the Controller of Examinations through his/her supervisor/co-supervisor(s) and Chairperson/ In-charge/Principal/Director of the Department/College/Institute/School. An electronic copy on CD shall be submitted to ORIC office for plagiarism check. The ORIC office will forward the plagiarism check report and soft copy of thesis to Office of Controller of



Examinations. The Controller of Examinations shall send hard and soft copies (provided through ORIC office) of the thesis to both local and foreign examiner(s). Provided further that the research scholar shall also submit the following documents:

- a. Each research scholar for the degree of Doctor of Philosophy of this University shall submit a declaration that the work (s)he has submitted had never been submitted before and shall not be submitted in future for obtaining similar degree of any other University. Further the research work is not plagiarized in any form.
  - b. A certificate, from the supervisor/co-supervisor for the originality of work carried out by the research scholar must be submitted.
  - c. Guidelines for specifications of a thesis, size of paper, layout script, font size, type style, margins, etc., are attached (annexure-V).
- 16.4 Six/Seven hard bound copies of PhD thesis (including one for HEC) with black cover and silver ink shall be submitted to the Controller of the Examination Office upon successful defense of the thesis for following
- a) Research Supervisor
  - b) Research Co-Supervisor (if applicable)
  - c) University Library
  - d) The candidate itself
  - e) Departmental Record
  - f) Controller of Examination Record
  - g) HEC Record

## **17. Appointment of Examiners and Evaluation of thesis**

- 17.1 On the recommendation of the respective Board of Studies (BoS), a panel of eminent scholars (ten from abroad and five from Pakistan) out of departmental approved pool of examiners in the specified field, shall be approved by the AS & RB. Further, the Vice Chancellor will approve three examiners from the panel; two from the technologically advanced countries and one from the home country. The Controller of Examinations will send the thesis in electronic / hard form (as per demand) to the examiners.
- 17.2 Upon receipt of external evaluation (both foreign and local), the Controller of Examinations shall present the reports to AS & RB for approval of public defense/viva voce examination. Upon approval of reports from AS & RB the Controller of Examinations shall intimate the supervisor and Chairperson/In-charge/Principal/Director of the Department/College/Institute/School and supervisor will address the issues and/or comments, if any. The supervisors shall certify that the comments/suggestions have been incorporated.
- 17.3 If the thesis is adjudged as adequate by all examiners the candidate shall be required to undergo a public defense (videoconferencing with HEC shall be used for the defense) and viva voce (oral examination) conducted by the Chairman/Principal/Director.
- 17.4 Provided further that, the public defense and viva voce shall be conducted by two examiners of whom one will be the internal supervisor (co-supervisor in case supervisor is not available due to genuine reason and authorizes the co-supervisor in writing) and the other shall be the local examiner (from Pakistan).
- 17.5 After successful public defense and viva voce examination, the Controller of Examination will notify the result with the approval of the Vice Chancellor. However, degree shall be awarded like that of other degrees.
- 17.6 A candidate who fails in public defense and/or viva voce examination in first attempt, (s)he may sit for a second examination provided that the second examination shall not to be conducted earlier than three months from the date of the first examination. Failure on the second examination will result in the dismissal from the candidacy.

17.7 If the examiners (including local and foreign) find that the thesis is wholly inadequate they may recommend that it be rejected without any further test.

**18. Resolution of Conflict in Thesis Evaluation**


If the thesis, though inadequate, is of sufficient merit in the opinion of at least two examiners (one foreign, one local), the Chairman may recommend to the Vice Chancellor to permit the candidate to resubmit it in a revised form within a period of one year. In case of difference of opinion amongst the examiners, the thesis shall be referred to a fourth examiner (foreign) whose appointment shall be approved by Vice Chancellor from the already approved panel. If, after the receipt of the report of the fourth examiner, two foreign / external examiners recommend the award of degree the viva vice process may be started. If (s)he fails to obtain a recommendation in his/her favour from two foreign/external examiners even in the second evaluation his/her thesis shall be rejected finally.

**Repeal:** The existing Regulations may please be repealed. However, the cases arising under the repealed Regulations shall be governed by those Regulations.

**Appendices**

- Annexure-I: Detailed grading table for postgraduate programs
- Annexure-II: Guidelines for PhD synopsis defense
- Annexure-III: Proforma for the approval of synopsis
- Annexure-IV: Proforma for six monthly progress report by the scholar
- Annexure-V: Guidelines for the thesis write-up

**MS/MSc(Hons)/MPhil Project Abstract**

	<b>University of Sargodha</b>	
	Department	
	Scholar's Name	
	Father's Name	
	Program	MS/MSc(Hons)/MPhil
	Scholar's ID and Session	
	Supervisor's Name	1. 2.
	Title of the Research	
<b>Project Abstract:</b>		

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(Signature of the candidate with date)

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(Signature of the Supervisor with date)

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(Signature of the Chairperson with date)

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(Signature of Dean of the Faculty with date)

**Note:** Maximum 1 page document with 150-200 words on A4 paper with 1.15 line spacing and 11 or 11.5 font size in Times New Romans (to be sent to AS&RB).




### PhD Synopsis Defense

A research proposal defense is one of the steps designed to prepare a student to begin PhD research after the completion of course work and comprehensive examination. During the proposal defense a student need to explain the general problem or research area of work. (S)he shall demonstrate understanding of the background material in this area and general grasp of how the problem picked fits into the big picture.

A written research proposal will be prepared under the guidance of assigned supervisor(s)/co-supervisor(s). A written proposal will be prepared according to the general proposal guidelines and ethical considerations. The organization of the research proposal should be comprised of relevant literature review, rationale of study, clearly written method [i.e., research questions/ hypotheses, participants, instruments (if any), data collection technique, procedure and data analysis strategies], implications of study, list of references; further handling of ethical considerations and time schedule for the completion of study.

The synopsis presentation shall be given to Post Graduate Committee in the presence of Dean of Faculty. The Chairperson/Director/Principal may allow faculty members and/or other audience to be present and to ask questions. Time allocated for presentation shall be 20-40 minutes and candidate shall be expected to review literature in the field, outline the proposed research and show how the literature relates to the study design; thereby justifying the rational of the study.

## Proforma for MS/MSc(Hons)/MPhil and PhD synopsis

University of Sargodha		
	Department (Faculty)	
	Scholar's Name	
	Father's Name	
	Program	MS/MSc(Hons)/MPhil/PhD
	Scholar's ID	
	Supervisor's Name	3. 4.
	Title of the Research	
<b>Introduction</b> (including literature review):		
<b>Aims and Objectives:</b>		
<b>Plan of Work:</b>		
<b>Facilities</b> (available and required):		
<b>References:</b>		

-----  
(Signature of the candidate with date)

Supervisor's Certificate: The synopsis for the MS/MSc(Hons)/MPhil/PhD research work is strongly recommended.

-----  
(Signature of Supervisor with date)


Chairperson's Comments: The case has been discussed in the meeting of Board of Studies held on \_\_\_\_\_ and recommended for approval of the title and name of supervisor.

-----  
(Signature of Chairperson with date)

-----  
(Signature of Dean of Faculty with date)

Submitted to Advance Studies and Research Board for approval

<i>PhD Synopsis:</i>	<i>Maximum 7 pages on A4 paper with 1.15 line spacing and 11 or 11.5 font size in Times New Romans (to be sent to AS &amp; RB).</i>
<i>MS/MSc(Hons)/MPhil Synopsis</i>	<i>Maximum 4 pages on A4 paper with 1.15 line spacing and 11 or 11.5 font size in Times New Romans (to be kept in Department/Institute/School)</i>
<i>MS/MSc(Hons)/MPhil Project Abstract</i>	<i>MS/MSc(Hons)/MPhil Project Abstract: Maximum 1 page document with 150-200 words on A4 paper with 1.15 line spacing and 11 or 11.5 font size in Times New Romans (to be sent to AS &amp; RB).</i>

Progress Report		
	<b>University of Sargodha</b>	
	Department (Faculty)	
	Scholar's Name	
	Father's Name	
	Program	MS/MSc(Hons)/MPhil/PhD
	Scholar's ID	
	Supervisor's Name	1. 2.
	Title of the Research	
	Report Period	
Description of the research work completed in report period (maximum 300 words)		
Comments of the research supervisor (in hand writing) about the progress of the scholar		
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>		
Circle the relevant option please		
<b>Excellent</b>	<b>Good</b>	<b>Average</b>
<b>Satisfactory</b>	<b>Unsatisfactory</b>	
Date	Signature of the Supervisor	Official Seal
Date	Signature of the Chairperson / Director/Principal	Official Seal

*This report shall be;*

- Kept in scholar's file for BoS/AS & RB record (original)  
Forwarded to Dean of the Faculty (copy)*

**Thesis Formatting Guidelines**

1. Writing Style (Font, Margins, Spacing etc)
2. Writing in General
3. Abbreviations
4. Numbers
5. Citations in the text
6. Quotation
7. Capitalization
8. Commas
9. Italics & Underlining
10. Miscellaneous: Colons, Dashes, Parentheses, Numbering Paragraphs
11. Headings
12. Tables and Figures
13. Preferable Layout of the Thesis
14. Title Page
15. Published Work
16. Binding

**1. Writing Style**

- 1.1 Your draft must be typed or printed on a computer.
- 1.2 Set the word processor to one and a half space (1.5 line space) and keep it there throughout the entire draft.\*
- 1.3 Use 80 g white A4 (8.27” x 11.69”) paper. Set header and footer at 0.5” throughout your draft.
- 1.4 Use one inch margins on the left, right, top, and bottom of the page. These margins are wide in order to leave room for reviewer's comments.
- 1.5 Set the gutter position on the left of your whole document at .5”.
- 1.6 Use 12 points before and after paragraph spacing in which the first line of each paragraph is indented five characters for all paragraphs in the manuscript except the titles, table titles, notes, and figure captions.
- 1.7 For chapter titles, use 12 points before and 36 points after paragraph spacing, whereas in table titles, notes, and figure captions use normal paragraph (0 before and after paragraph spacing).
- 1.8 Use a 12 point font. In other words, there should be 10 typed characters per inch. The whole thesis should be typed in Times New Roman only.\*
- 1.9 The font size of chapter titles should be 14, whereas in the title pages, the title of the research may be of 16 point, the remaining (author, institute/department, university, degree requirements) should be of 12 points. All the contents of the first title page should be typed capital, whereas on the second title page, except for the phrase “In partial fulfillment of the requirement for the” all the contents should also be typed in capitals.\*
- 1.10 Single space after sentence terminators (i.e., '.', '?', '!').
- 1.11 Capitalize the first letter following a colon if the clause following the colon is a complete sentence.
- 1.12 Make sure the text is justified.
- 1.13 Use chapter separators. Each separator should have chapter titles in bold face, in a font size of 20 points, at the center of the page.

**2. Writing in General**

- 2.1 You must use complete sentences.

- 2.2 The first sentence of a paragraph must be independent (able to stand on its own). For example consider “While these studies are important, there is...” This sentence would be correct in the middle of a paragraph, but as the first sentence, it should more appropriately read, “While studies of the effects of whatever on whatever else are important, there is...”
- 2.3 Try not to use slang.
- 2.4 Do not use contractions. For instance, instead of it's, use it is.
- 2.5 If you are doubtful about the spelling of a word, do not guess. Look up the correct spelling in an appropriate [reference source](#).
- 2.6 Proofread the copy that you submit and do correct minor typographical errors, formatting, spelling, or even the wording, with a pencil. These corrections are inevitable and will communicate that you are serious about your work.
- 2.7 Avoid excessive use of the terms I, me, and my, as well as the phrase personally speaking...
- 2.8 Avoid the use of sexist language. For example, consistently referring to a person as a him or he when it is just as likely for the person to be a she or a her, is sexist. However, using (s)he or him/her all of the time can also be awkward. If you phrase it right, you can often use the word person instead.
- 2.9 Avoid using 'empty words' or words which serve no purpose. For example, In the Smith (1990) study it was found that... should read more like Smith (1990) found that...
- 2.10 Generally speaking, use past tense in the abstract, introduction, and method. Results and discussion sections can be in the present tense.

### 3 Abbreviations

- 3.1 When abbreviating any terms, spell them out the first time (in both the abstract and again in the body of the manuscript, if need be). For example, The Sexual Opinion Survey (SOS) was used to...
- 3.2 Do not use too many abbreviations. Whereas one, two, or three can be helpful, four or five can be confusing.
- 3.3 You will often see the following Latin abbreviations used:
- |               |             |              |                 |
|---------------|-------------|--------------|-----------------|
| <b>cf.</b>    | Compare     | <b>etc.</b>  | and so forth    |
| <b>e.g.,</b>  | for example | <b>i.e.,</b> | that is         |
| <b>et al.</b> | and others  | <b>vs.</b>   | versus, against |
- 3.4 Note that (except for et al.) these abbreviations are only used in parenthetical material. In non-parenthetical material, use the English translation.
- 3.5 Do not use E and S as abbreviations for experimenter and subject. This was done in articles written many years ago.
- 3.6 Note the period is not used with the following common abbreviations.
- |           |            |            |              |
|-----------|------------|------------|--------------|
| <b>Cm</b> | Centimeter | <b>s</b>   | seconds      |
| <b>Mg</b> | Milligrams | <b>min</b> | minutes      |
| <b>G</b>  | Grams      | <b>hr</b>  | hours        |
| <b>M</b>  | Mean       | <b>IQ</b>  | intelligence |

### 4 Numbers

- 4.1 The numbers zero through nine are spelled out (except when it is a table or figure number, or a metric measurement, etc.). The numbers 10 and above are written as numbers.
- 4.2 Capitalize nouns followed by numerals or letters that denote a specific place in a numbered series. For example, As can be seen in Figure 3, during Block 4 of Session



2 such and such occurred... Note that this example demonstrates one of the exceptions to the rule noted in I.E.2.

- 4.3 In the abstract, use digits for all numbers except when they begin a sentence. Note that this example demonstrates one of the exceptions to the rule noted in I.E.2.
- 4.4 Spell out any number when it is the first thing in a sentence. For example, the sentence "34 students were used", is not appropriate and should read "Thirty-four students were used".
- 4.5 Try to be consistent with number formats. That is, if you are reporting a series of related numbers, they should all be presented with the same number of decimal places. For an example, see I.D.5 above.
- 4.6 Report only two digits after the decimal point except when you are reporting the exact value of  $p$ , where three digits after the decimal point should be reported.
- 4.7 Do not use "0" prior to the decimal point in a coefficient (e.g., correlations coefficients, alpha coefficients etc.).

## **5 Citations in the Text**

- 5.1 If you use someone's words or ideas, you must give them credit with a citation. This is particularly important, since the penalties for plagiarism are severe.
- 5.2 There are numerous ways to formally cite a reference in the text. Examples include Some fact (last name, year)., Last name (year) noted that..., or In <year>, <last name> reported that... For more ideas, pay close attention to the articles you read.
- 5.3 The first time the reference is cited in the text, spell out all of the authors' last names. For example, Miller, Rosellini, and Seligman (1975) suggested that... With articles that have three or more authors use the Latin abbreviation for "and others" when the reference is cited a second (or third) time. For example, Miller et al. (1975) suggested that... or ... some fact (Miller et al., 1975).
- 5.4 If the citation is in parentheses and you need to use the word "and", use the ampersand ('&') instead. For example, Some (e.g., Estes & Skinner, 1940) have suggested that..., as compared to Estes and Skinner (1940) have suggested... Note also that the opposite applies as well, that is, if the citation is not in parentheses, you must use the word "and".
- 5.5 Multiple citations in parentheses are placed alphabetically and are separated by a semicolon and a space. For example, Some fact (Carlson, 1972; Moon, 1968; Partin, 1980).
- 5.6 If you cite something second hand, you must make it clear (e.g., Some fact (Smith, as cited in Jones, Year)). Note that in this example, only the Jones reference would be placed in the reference section.

## **6 Quotations**

- 6.1 You must give page numbers for direct quotes. For example, Smith (1978) noted that "the world is round" (p. 1).
- 6.2 Three or four quotes in a 10 page paper is about the upper limit.
- 6.3 Display a quotation of more than 40 words as free-standing block of text indented 5 spaces from the left margin (doubles spaced as usual). Omit the quotation marks and include the page number in parentheses after the last period. Also, if the quotation is more than one paragraph, indent the first line of the second and any additional paragraphs 5 spaces.

## **7 Capitalization**

- 7.1 Capitalize formal names of tests (Stroop Color-Word Interference Test).
- 7.2 Capitalize major words and all other words of four letters or more, in headings, titles, and subtitles outside reference lists, for example, "A Study of No-Win Strategies."

- 7.3 Capitalize names of conditions, groups, effects, and variables only when definite and specific. (Group A was the control group; an Age x Weight interaction showed lower weight with age.)
- 7.4 Do not capitalize names of laws, theories, and hypotheses (the law of effect).
- 7.5 Do not capitalize when referring to generalities (any department, any introductory course).

## **8 Commas**

- 8.1 Do not use commas to separate parts of measurement (9 lbs 5 oz). Use the metric system, as a rule.
- 8.2 Use commas before "and" in lists, for example, height, width, and depth.
- 8.3 Use commas between groups of three digits, for example, 1,453.
- 8.4 Use commas to set off a reference in a parenthetical comment (Patrick, 1993).
- 8.5 Use commas for seriation within a paragraph or sentence. For example, "three choices are (a) true, (b) false, and (c) don't know." Use semicolons for seriation if there are commas within the items. For example, (a) here, in the middle of the item, there are commas; (b) here there are not; (c) so we use semicolons throughout.
- 8.6 Use commas in exact dates, for example, April 18, 1992 (but not in April 1992).

## **9 Italics & Underlining**

- 9.1 Do not italicize or underline common foreign abbreviations (vice versa, et al., a priori).
- 9.2 Do not italicize or underline for mere emphasis.
- 9.3 Italicize or underline the titles of books and articles, species names, introduction of new terms and labels (the first time only), words and phrases used as linguistic examples, letters used as statistical symbols, and volume numbers in reference lists.

## **10 Miscellaneous: Colons, Dashes, Parentheses, Numbering Paragraphs**

- 10.1 Do not use "and/or." Write things out. For example, "Monday, Tuesday, or both" is preferable to "Monday and/or Tuesday."
- 10.2 Do not use a colon or other punctuation after an introduction which is not a complete sentence such as this one, or any other sentence in the body of text which flows into an extended quote. The quote "picks up where the sentence leaves off" and provides the punctuation.
- 10.3 Use a dash (rendered on typewriters and some word processors as a double hyphen) when there is a sudden interruption like this one--zoiks!--in the flow of a sentence. Overuse "weakens the flow of the writing" (APA, 2001, p. 81).
- 10.4 Use parentheses to introduce an abbreviation, for example, the galvanic skin response (GSR).
- 10.5 Use appendixes (appendices) as the plural of appendix. Use datum as singular, data as plural. Use matrix as singular, matrices as plural. Phenomenon is the singular form of the plural phenomena. Use schema as singular, schemas (not schemata) as plural.

## **11 Headings**

- 11.1 APA specifies 5 levels of headings.
- 11.2 Use level 5 heading (centered uppercase heading) for research title and chapter titles.
- 11.3 Use level 1 heading (centered uppercase and lower case heading) for the subtitles of chapters.
- 11.4 Use flush left bold uppercase and lower case heading for sections of each chapter.
- 11.5 Use flush left bold and italicized uppercase and lower case heading for subsections of a section.

- 11.6 Use indented bold and italicized uppercase and lower case heading for subheadings in each subsection.

## 12 Tables and Figures

- 12.1 Tables and figures should be able to stand alone (i.e., you should not have to read the manuscript to be able to understand a table or figure). A big help in this regard is the table title or the figure caption. Use these wisely to explain what is going on in the table or figure. In other words, do not be afraid to be a little bit verbose in your table titles and figure captions.
- 12.2 Tables and figures should not duplicate the same information. Likewise, you should not repeat the data point values in a table or figure in the text of the manuscript.
- 12.3 Tables and figures are most often used to present results, but may also be used to present other information, such as the design or a theoretical schema.
- 12.4 If you include a table or figure, you must introduce it in the text of the results section (e.g., Table 1 displays the...) and describe to the reader what should be seen in it.
- 12.5 **Tables**
- 12.5.1 Note that APA style tables do not contain any vertical lines, so do not draw them in or use your word processor to generate them.
- 12.5.2 Type the table number in bold face and then (on the next line) type the italicized table title flush left. Note that there are no periods used after the table number or title.
- 12.5.3 There are different ways to format tables. Your best bet is to set the tabs for the table or to use your word processor's table generating ability.
- 12.5.4 When using columns with decimal numbers, make the decimal points line up.
- 12.5.5 Line space within the tables should be set at 2 points (see Appendix B for sample tables).
- 12.6 **Figures**
- 12.6.1 'Figures' is the technical term for graphs, charts, drawings and pictures.
- 12.6.2 Figures (other than pictures) may be drawn in black and white only (using a ruler and preferably on graph paper) or they may be generated with a computer graphics program (keeping it in two dimensions).
- 12.6.3 Each figure should be followed by figure caption. The word 'figure' and the number are italicized, for example, Figure 1. The effects of...
- 12.6.4 Center each figure on the page vertically as well as horizontally and arrange for the figure to use the bulk of the page.

## 13. Preferable Layout of the Thesis\*

- a. Title Page
- b. Abstract/Summary
- c. Acknowledgements
- d. Abbreviations not described in the text
- e. Content
- f. List of Tables (where applicable)
- g. List of Figures (where applicable)
- h. Introduction (including literature review) or Introduction
- i. Review of Literature
- j. Results
- k. Discussion (including Conclusion(s), Recommendation(s) where applicable)
- l. References/Bibliography/Literature Cited
- m. Appendices ( where applicable)
- n. Any other information specific to the respective discipline

*\*The above layout can be amended keeping in view the requirements of discipline with the approval of Dean*

**14. Title Page**

All thesis must contain a title page giving the title of the thesis, the author's name, the name of the degree for which it is presented, the department in which the author has worked or the Faculty to which the work is being presented, and the month and year of submission.

**15. Published Work**

Published work from the theses be included as appendix (Reprints/proof/preprint).

**16. Binding**

All final theses must be bound in a permanent form or in a temporary (hard binding will be provided after defense of the thesis) form approved by the Advanced Studies and Research Board; where printed pamphlets or off-prints are submitted in support of a thesis, they must be bound in with the thesis. Front cover should give title of the thesis, name of the candidate and the name of the Department through which submitted, in the same order from top to bottom. The lettering may be in boldface and properly spaced. Their sizes should be:

Title: 24 pt

Name of the candidate: 18pt

Name of the department: 18pt

The color of binding for MS/MPhil/PhD degree is as follows:

PhD: Black with golden printing

MS/MPhil: Maroon with golden printing