



### NOTIFICATION

On the recommendations of Advanced Studies & Research Board made in its 44<sup>th</sup> (1/2024) meeting held on 22.01.2024 and subsequent recommendations of Academic Council made in its 20<sup>th</sup> (1/2024) meeting held on 16.02.2024, the Syndicate in its 65<sup>th</sup> (1/2024) meeting held on 28.02.2024 has approved the "Graduate Semester Regulations 2023" for implementation w.e.f. Fall 2023 (Annex-'A').

(WAQAR AHMAD)  
Additional Registrar (General)

No. SU/Acad/24/175

Dated: 15.03.2024

Copy of the above is forwarded to the following for information and necessary action:

- Pro-Vice Chancellor
- Deans of the Faculties
- Principals / Directors / Chairpersons / Incharges of Constituent Colleges / Institutes / School / Teaching Departments
- Controller of Examinations
- Director Implementation
- Director Academics
- Director QEC
- Director ORIC
- Director IT (with the request to upload on university website)
- Director Sports
- Deputy Registrar (Affiliation)
- Deputy Registrar (Registration)
- Secretary to the Vice-Chancellor
- PA to Registrar
- Notification file

## UNIVERSITY OF SARGODHA

Annex - 'A'

## Graduate Semester Regulations – 2023

**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/Equivalent 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/Equivalent programs and PhD Programs, rules and regulations mentioned hereinafter regarding admission, registration and examination for MS/MSc(Hons)/MPhil/Equivalent and PhD studies shall be applicable to each graduate level research program offered by the University.

**2. Short Title and Commencement**

2.1 The rules and regulations described hereunder shall be called "Graduate Semester Regulations-2023" and shall come into force from the Fall semester 2023.

**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 "University" means the University of Sargodha.
- 3.2 "Vice Chancellor" means the Vice Chancellor of the University.
- 3.3 "Syndicate" means the Syndicate of the University.
- 3.4 "Authority" means any of the Authorities of the University specified in the Ordinance.
- 3.5 "AS & RB" means Advanced Studies and Research Board (AS & RB) of the University.
- 3.6 "Board of Studies" means the board comprising of specified members for each subject or group of subjects taught in any Department/College/Institute/School.
- 3.7 "Dean" means the Chairperson of the Board of Faculty.
- 3.8 "Director" means director of and Institute/School/Centre.
- 3.9 "Principal" means the head of a Constituent College.
- 3.10 "Chairperson" means head of an academic Department.
- 3.11 "Department" means a teaching, research and technological development department maintained and administered by the University.
- 3.12 "College" means a Constituent College of the University.
- 3.13 "Institute" means an Institute maintained and administered by the University.
- 3.14 "School" means a School maintained and administered by the University.
- 3.15 "Controller of Examinations" means the Controller of Examinations of the University (abbreviated as CE in this dossier).
- 3.16 "Prescribed" means prescribed in the Statutes, Regulations or Rules framed by the relevant authority.
- 3.17 "Research Program" means MS/MSc(Hons)/MPhil, PhD and other research based programs of the University.
- 3.18 "Academic Year" means a year consisting of two regular semesters namely, Fall and Spring, and a Summer Semester.
- 3.19 "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.
- 3.20 "Graduate Program Committee" means each Department shall constitute a Graduate Program Committee comprising senior most (3-5) faculty members with Chairperson as its head. The Committee, approved by the Vice Chancellor through the Dean concerned, shall look after the MS/MSc(Hons)/MPhil and PhD program and take all necessary actions/steps to run the program smoothly.
- 3.21 "Intradisciplinary" refers to sub-disciplines occurring within one of the ten broad disciplines defined by UNESCO's International Standard Classification of Education (ISCED-F-2013).
- 3.22 "Supervisory Committee" means each Department shall constitute a Supervisory Committee, for each doctoral researcher, to supervise the doctoral research with supervisor as its convener and co-supervisor (if any) and expert(s) from the field of

research as members. In case of non-availability of the relevant expert among the regular faculty, a co-supervisor can be taken from other HEI or organization.

- 3.23 "HJRS" means HEC Journal Recognition System.  
 3.24 "GRE/HAT" test means a test conducted by THE University/HEC/any testing body accredited by HEC.

#### 4. Introduction

Following are the guidelines, procedures and regulations to be followed by the Department/College/Institute/School where MS/MSc(Hons)/MPhil/Equivalent 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 available in downloadable from the website of the University ([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 the relevant bodies of the University.

#### 5. Pre-Requisites to Launch an MS/MSc(Hons)/MPhil/Equivalent or a PhD Program

- 5.1 Any Teaching Department/College/Institute/School of the University can launch MS/MSc(Hons)/MPhil/Equivalent and PhD programs provided it fulfills the following criteria laid down by the HEC:
- 5.1.1 At least two full time faculty members holding PhD degrees in the relevant field shall be available/appointed to the department to launch an MS/MPhil/Equivalent program that may be increased up to three (3) if a PhD program is also to be launched in the same discipline and department.
- 5.1.2 The minimum appointment tenure for full-time faculty members must not be less than the duration of the intended degree program.
- 5.2 Before launching any research program, the Department/College/Institute/School shall obtain NOC from Higher Education Commission, Islamabad, as per criteria and timelines mentioned in the HEC Graduate Education Policy 2023 and ascertain the number of seats as per facilities and program details.
- 5.3 The admission to MS/M.Sc (Hons)/MPhil/Equivalent program and PhD programs shall be widely advertised.
- 5.4 Minimum class size for MS/M.Sc (Hons)/MPhil/Equivalent and PhD program shall be 10 and 05 respectively. However, in case of less than the prescribed number of students, special permission for start of the program shall be sought from the Vice Chancellor on the recommendations of University Admission Committee. Teacher to student ratio will be 1:12.

#### 6 Eligibility Criteria

- 6.1 **MS/MSc(Hons)/MPhil/Equivalent programs:**
- 6.1.1 The candidates having second division ( $\geq 45\%$  marks) 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] degree in semester system in the relevant subject or Equivalent from the HEC recognized institutions shall be eligible for admission to MS/M.Sc (Hons)/MPhil/Equivalent program.
- 6.1.2 Those candidates shall be considered eligible for admission who pass the University entry test (minimum 50% marks) and an interview conducted by the Graduate Program Committee of the relevant Department/College/Institute/School of the University.
- 6.1.3 The candidates who are employed in Federal/Provincial government or semi-government organizations shall produce NOC (No Objection Certificate) from their employer (before the end of the first semester of their respective program of study).
- 6.1.4 The intra-disciplinary admission may only be allowed, if:
- The applicant has a strong interest in pursuing an MS/MPhil/Equivalent degree in a different discipline.
  - The applicant has passed GRE-Subject/equivalent test with minimum 50% marks in the discipline of admission and he/she shall have to take 6-9 CH of deficiency courses of level 6.

- c) The Graduate Program Committee is satisfied that the applicant's knowledge of primary area (level 6) has sufficiently prepared him or her to undertake the course of studies of the MS/MPhil/Equivalent program (or, in the opinion of the Graduate Program Committee, the preparation can be deemed satisfactory by taking a few additional courses after starting the program).

**6.2 PhD Program:**

6.2.1 The candidates having CGPA  $\geq 3.00$  out of 4.00 (in the semester system) or minimum 60% marks (in the annual system) 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 the HEC recognized institutions shall be eligible for admission.

6.2.2 Those candidates shall only be considered eligible who shall pass:

- a) The entry test equivalent to GRE/HAT General Test (minimum 60% marks) conducted by the University and interview conducted by the Graduate Program Committee of the relevant Department/College/ Institute/School of the University.
- b) The applicants having minimum 60% GRE/HAT General Test score issued by the HEC accredited testing bodies shall be exempted from the University test for admissions to PhD program.
- c) In addition to GRE/HAT General Test, the University may conduct subject test for admission to PhD program with the approval of the Vice Chancellor on the recommendations of University Admission Committee.

6.2.3 The candidates who are employed in Federal/Provincial government or semi-government organizations shall produce NOC (No Objection Certificate) from their employer.

6.2.4 If the CGPA/Percentage is not mentioned on the transcript, the candidate must have to produce equivalent weightage from his/her parent institute.

6.2.5 Omitted.

6.2.6 Students pursuing MS/MPhil studies and interested in continuing to PhD may be granted provisional admission upon satisfaction of the Graduate Program Committee regarding Statement of Purpose and students' commitment to the PhD program, provided that confirmation of the admission shall be subject to the fulfilment of the following conditions within a period of one year from the date of provisional admission:

- a) Award of MS/MPhil degree, as prescribed in these regulations.
- b) Clearance of the admission test, as prescribed in these regulations.

6.2.7 The intra-disciplinary admission may only be allowed, if:

- a) The applicant has a strong interest in pursuing a PhD in a different subject of the discipline.
- b) The applicant has passed GRE-Subject/Equivalent Test with minimum 50% marks in the discipline of admission and shall have to take 6-9 CH of deficiency courses of level 7.
- c) The Graduate Program Committee is satisfied that the applicant's knowledge of the primary area (level 7) has sufficiently prepared him or her to undertake the course of study of the doctoral program (or, in the opinion of the Graduate Program Committee, the preparation can be deemed satisfactory by taking a few additional courses after starting the program)

6.3 Only those candidates shall be granted admission to MS/MSc(Hons)/ MPhil/Equivalent or PhD program who fulfill the criteria laid down by the HEC and specified by the concerned Teaching Department, which are subject to change from time to time by the relevant bodies of the University.

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

- a) Title of the potential research proposal

- b) Clear articulation of the current understanding of the intended field and ideas for potential research
- c) Explanation of the intended impact of the proposed research
- d) The prospective candidates shall demonstrate passion and enthusiasm for the area of research

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

- 7.1 An applicant seeking admission to MS/MSc(Hons)/MPhil/Equivalent 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 the 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 MS/MSc(Hons)/MPhil/Equivalent program and PhD program require 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 eligible candidates of MS/MSc(Hons)/MPhil/equivalent or PhD Program shall be determined as follows:
  - a) Academic Qualifications (Terminal Degree) → 70% contribution
  - b) University Entry Test/GRE/HAT → 30% contribution
  - c) Candidates must qualify the interview conducted by the Graduate Program Committee of a Department/College/Institute/School.
- 7.7 Qualification from institutions other than the University of Sargodha shall be equalized by the Admission Committee of the University.

#### 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/Equivalent 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 has been registered before and the consent of the Chairperson/Principal/Director of the Department/College/Institute/School of the University. The equivalence of credits to be transferred shall be determined by the Department concerned through its Board of Studies.
- 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.
- 8.4 The transfer of research work is permissible, provided that the host university accepts the research conducted at the parent university prior to the credit transfer.

#### 9. Specific Conditions for Award of MS/MSc(Hons)/MPhil/Equivalent and PhD Degree:

- 9.1 For award of MPhil/MS/MSc(Hons)/Equivalent degree, candidates shall:
  - a) Either need to complete 30 credit hours of course work or
  - b) Complete 24 credit hours of coursework along with a minimum of six (6) credit hours for research work/thesis.
- 9.2 The MS/MPhil degree shall be awarded not before the completion of 1.5 years or three (03) regular semesters and not after completion of four (04) years or eight (08) regular semesters. The period shall be counted from very first date of admission/readmission in 1<sup>st</sup> semester to the MPhil/MS/MSc(Hons)/equivalent program until the date of the completion notification of the degree.

- a) If the scholar's degree is not completed in 2 years, 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.
- b) In case a student is unable to secure an MS/MPhil within the prescribed timeframe and claims for extension in duration, the Graduate Program Committee shall determine the causes of delay and the Head of the Department/College/Institute/School shall forward the case to the Advanced Studies and Research Board. In the event of force majeure (i.e., delay on account of circumstance beyond the control of student), the University may through Advanced Studies and Research Board grant an extension in the period of award of MS/MPhil degree in accordance with the duration limiting factor(s) and shall also take corrective measures in case the delay is caused by process or administrative reasons.
- 9.3 For PhD program, the students shall complete the coursework of at least:
- 18 credit hours if they are from the same discipline.
  - The courses shall be offered through regular classes (i.e., classes taught on campus by full-time faculty members of the University)
  - The courses shall preferably be of level-8.
  - PhD degree shall be based on research, not only on credit hours (coursework).
- 9.4 The PhD degree shall be awarded by the University not before the completion of three years or six regular semesters and not after completion of eight years or 16 regular semesters. The period shall be counted from very first date of admission/readmission in 1<sup>st</sup> semester to the PhD program until the date of the completion notification of the PhD degree.
- If the scholar's degree does not complete in 5 years, 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.
  - In case a student is unable to secure a PhD within the prescribed timeframe and claims for extension in duration, the Graduate Program Committee shall determine the causes of delay. In the instance of force majeure (i.e., delay on account of circumstance beyond the control of student), the University may through Advanced Studies and Research Board grant an extension in the period of award of PhD degree in accordance with the duration limiting factor(s) and shall also take corrective measures in case the delay is caused by process or administrative reasons.
- 9.5 MS/MSc(Hons)/MPhil/Equivalent degree shall be awarded to a candidate who shall:
- Acquire CGPA  $\geq 2.50$  after completion of degree requirements; and
  - Submit one research paper based on MPhil research in the HEC recognized journals (only in case if students opts for research work/thesis in the degree program)
- Students pursuing degree with research work, after successful completion of course work, shall submit one page project abstract 150-200 words (annexure-I) and synopsis (Annex-III), signed by the scholar and supervisor(s) to the Chairperson/In-charge/Principal/Director of the Department/ College/Institute/School which shall be placed before the Graduate Program Committee for recommendations prior to placement before Board of Studies. The Chairperson/In-charge/Principal/Director of the Department/College/Institute/School, through Board of Studies and Dean of the faculty, shall forward project abstract, synopsis, names of supervisors and list of three local examiners 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. After successful completion of course work, the student shall submit synopsis (Annex-III), signed by the scholar and supervisor(s) to the Chairperson/In-charge/Principal/Director of the Department/College/Institute/School who shall arrange public defense of synopsis, which shall be chaired by the Dean of the Faculty concerned. The scholar shall defend his/her synopsis in the presence of members of Graduate

Program Committee, Dean and Faculty members. After successful synopsis defense, the Chairperson/ In-charge/ Principal/ Director of the Department/ College/ Institute/School, through Board of Studies and Dean of the faculty, shall forward synopsis, names of supervisors and list of examiners 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.

- 9.7 **Appointment of examiners and thesis evaluation of MS/M.Sc. (Hons.)/M.Phil. Scholars**
- 9.7.1 The MS / M.Sc. (Hons.) / M.Phil. thesis shall be evaluated by an external examiner.
- 9.7.2 The plagiarism check must be conducted by the Central Library of the University before submission of thesis to the Office of the Controller of Examinations for external evaluation.
- 9.7.3 The copy of the thesis, after plagiarism check, shall be sent to the Controller Office for external evaluation.
- 9.7.4 The Controller of Examinations shall send the thesis to external examiner after approval of examiner/s by the Vice Chancellor from the panel of three examiners already approved by the Advanced Studies & Research Board.
- 9.7.5 External examiner shall submit his/her recommendations as to:
- Thesis is acceptable in its present form;
  - Thesis is acceptable after minor revisions;
  - Thesis is acceptable after major revisions and not to be sent back for re-evaluation;
  - Thesis is acceptable after major revisions and be sent back for re-evaluation;
  - Thesis is not acceptable and is rejected.
- 9.7.6 Maximum expected time for evaluation of thesis by the external examiner is 3-months. The reminders are supposed to be sent to the examiner after 4 weeks. If the examiner does not respond within the given maximum time, the Controller of Examinations shall send the thesis to an alternate examiner on approval from the Vice Chancellor.
- 9.7.7 Conditions defined in Sub-Section 9.7.5 shall result in action as tabulated below;

<b>Evaluation Report</b>	<b>Action Required</b>
Thesis is acceptable in its present form	The scholar shall qualify for the viva voce examination.
Thesis is acceptable after minor revisions	The scholar shall make suggested changes and have them endorsed by the supervisor on behalf of the examiner (within 3-months). The thesis shall then be deemed to be "Approved" and the student shall qualify for viva voce examinations.
Thesis is acceptable after major revisions and not be sent back for re-evaluation	The scholar shall make suggested changes and have them endorsed by the supervisor on behalf of the examiner (within 3-months). The thesis shall then be deemed to be "Approved" and the student shall qualify for viva voce examinations
Thesis is acceptable after major revisions and be sent back for re-evaluation	The scholar shall make the suggested changes (within 6-months) and have them endorsed by the supervisor. The Office of Controller of Examinations shall send the amended thesis back to the examiner for re-evaluation. This process shall continue until "Approved" or "Approved with minor/major revisions not requiring resubmission". Subsequent actions shall be as per regulations depending on the re-evaluation report.
Thesis is not acceptable and is rejected.	Thesis shall be considered as rejected.

- 9.7.8 In case of thesis rejection, the scholar may submit the request to the Chairperson / In-charge / Principal / Director of the department / College / Institute / School concerned for re-evaluation of his/her thesis from a second external examiner fully endorsed by the Supervisor within 3-6 months. The scholar shall be liable to submit thesis evaluation fee as per approved rates. The Office of Controller of Examinations shall send the amended thesis to another examiner from the

approved panel on approval from the Vice-Chancellor. In case the thesis is adjudged inadequate by the second external examiner, the thesis shall be considered as rejected. No further chance for re-evaluation of thesis shall be granted in any case by any authority whatsoever.

- 9.7.9 The Chairperson/In-charge/Principal/Director of the Department/College/Institute/School concerned shall arrange and chair viva voce examination of the scholar in the presence of the supervisor and external examiner on a convenient date upon receipt of positive comments by external examiner to the Office of Controller of Examinations and shall forward the result within two weeks of the conduct of viva voce examination to the Controller of Examinations for notification.
- 9.8 Every research scholar (MS/MSc(Hons)/MPhil/Equivalent program 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 / Equivalent and PhD students working under a full time faculty member (Regular / TTS / Contractual / IPFP) / Supervisor of the University shall be as per the 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/Equivalent program 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 lectures with no fine/struck off from roll calls.
- 9.12 In genuine condition, if leave for more than 4 weeks are required, 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 the Dean of the Faculty and Director Academics. However, very first semester of MS/MSc(Hons)/MPhil/Equivalent program and PhD program shall not be frozen.
- 9.13 The plagiarism check must be conducted on the MS/MSc(Hons)/MPhil/Equivalent and PhD dissertation by Central Library before its submission to the experts for evaluation. The Head of the Department shall forward an electronic copy on CD to the Central Library for plagiarism check. The Central Library shall forward the plagiarism check report and soft copy of thesis to the concerned Department.
- 9.14 Due dates to submit thesis to the Office of Controller Examinations of MS/MSc(Hons)/MPhil/Equivalent program and PhD program shall be 30<sup>th</sup> September and 28<sup>th</sup> February of the relevant academic year for the students admitted in Fall and Spring semesters respectively. Otherwise, extension in time limit shall be required as per regulation 9.2.
- 9.15 At the time of submission of thesis of MS/MSc(Hons)/MPhil/Equivalent for evaluation, the student shall submit a copy of thesis signed by the supervisory committee to the office of the Controller of Examinations through Principal/Director/Chairman by fulfilling all requirements mentioned in the check list (Annexure-VI)
10. **Cancellation of MS/MPhil/MSc(Hons)/Equivalent or PhD Candidature**
- MS/MSc(Hons)/MPhil/Equivalent or PhD candidature shall be cancelled by the Vice Chancellor on the recommendation of the supervisor and Chairperson / Principal / Director of the Department/College/Institute/School routed through Registrar Office, if the scholar:
- 10.1 Does not complete the course work.
- 10.2 Does not qualify the comprehensive examination within specified time.
- 10.3 Fails to contact his/her supervisor or leaves the program over a month without prior permission.



- 10.4 Earns two consecutive adverse six-monthly progress reports from his/her supervisor.
- 10.5 Is found guilty of misconduct by the University Discipline Committee.
- 10.6 The aggrieved scholar may file an appeal against cancellation of candidature to the AS & RB within a period of 30 days. The AS & RB shall give him/her opportunity to be heard in person before deciding his/her appeal.

## 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 2.50 to be promoted to the second semester.
- 11.1.3 In case a scholar obtains  $2.30 \leq \text{GPA} < 2.50$  in first semester, s/he shall 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 in first semester subject to allotment of new roll number and session. However, in case of no subsequent admissions in the relevant program, permission may be sought from the Vice Chancellor keeping in view regulation 5.4.
- 11.1.5 In case a scholar is not able to obtain  $\text{CGPA} \geq 2.50$  in the second and subsequent semester, s/he shall be dropped from the semester.
- 11.1.6 In case a scholar is dropped out in the second/relevant semester, such scholar shall have a chance of readmission to the second/relevant semester to complete his degree in maximum period (4 years) starting from the date of very first admission. However, in case of no subsequent admissions in the relevant program, permission may be sought from the Vice Chancellor keeping in view regulation 5.4.
- 11.1.7 After completion of the coursework, the scholar shall carry out research work under the supervision of his/her supervisor/co-supervisor.
- 11.1.8 A student, who obtains  $\text{GP} < 2.50$  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 secured  $\text{CGPA} \geq 2.50$ , shall be awarded MS/MSc(Hons)/MPhil/Equivalent degree.
- 11.1.10 A student, who secured  $\text{CGPA} < 3.00$  after the completion of coursework 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 coursework to appear in a comprehensive examination.
- 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 next semester.
- 11.2.3 In case a scholar obtains  $2.50 \leq \text{GPA} < 3.00$  in first semester, s/he shall be promoted to the second semester on probation. The scholar, who obtains  $\text{GPA} < 2.50$  in the first semester, shall be dropped out from the semester.
- 11.2.4 The scholar shall have a chance of readmission in the first semester subject to the allotment of new roll number and session. However, in case of no subsequent admission in the relevant program, permission may be sought from the Vice Chancellor keeping in view regulation 5.4.
- 11.2.5 In case a scholar is not able to obtain  $\text{CGPA} \geq 3.00$  in the second and subsequent semester, s/he shall be dropped out from the semester.
- 11.2.6 In case a scholar is dropped out in the second semester, such scholar shall have a chance of readmission to second semester or the 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. However, in case of no subsequent admissions in the relevant program, permission may be sought from the Vice Chancellor keeping in view regulation 5.4.

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 Grade and Numerical Grade shall be as follows:

Grade Points Table

%age Marks	Grade Point	Letter Grade	%age Marks	Grade Point	Letter Grade
85-100	4.00	A+	57	2.43	C
80-84	4.00	A	56	2.36	C
79	3.94	B+	55	2.30	C
78	3.87	B+	54	2.24	C-
77	3.80	B+	53	2.18	C-
76	3.74	B+	52	2.12	C-
75	3.67	B+	51	2.06	C-
74	3.60	B	50	2.00	C-
73	3.54	B	49	1.90	D
72	3.47	B	48	1.80	D
71	3.40	B	47	1.70	D
70	3.34	B	46	1.60	D
69	3.27	B-	45	1.50	D
68	3.20	B-	44	1.40	D
67	3.14	B-	43	1.30	D
66	3.07	B-	42	1.20	D
65	3.00	B-	41	1.10	D
64	2.92	C+	40	1.00	D
63	2.85	C+	Below 40	0	F
62	2.78	C+	Result Late	---	RL
61	2.70	C+	Withdrawal		W
60	2.64	C+	Repeat		R
59	2.57	C	Incomplete	0.00	I
58	2.50	C			

Minimum pass marks for a course = 50%

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 The Grade Point Average (GPA) of a semester shall be calculated 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:

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

12.7 A student shall be awarded incomplete grade 'I' on medical grounds or the circumstances beyond his/her control determined by the Graduate Program Committee in the following cases:

- 12.7.1 If a student fails to complete any assignment, test, quiz, term paper, presentation etc. assigned to him/her by the teacher for the purpose of internal assessment.
- 12.7.2 If a student is unable to appear in a part or whole of the Mid Term or Final Term examination of a semester.

12.8 The student may be allowed to appear in the Special Mid/Final Examination of the semester to be held by the Department/College/Institute/Centre before the commencement of the next semester. However, the student must have:

- 12.8.1 Fulfilled attendance requirement.

- 12.8.2 Remained admitted as patient in a recognized hospital. If s/he has not been hospitalized, the student shall be examined by the University Medical Officer.
- 12.9 The result of such student shall be withheld till the conduct of the special examination before the commencement of the next semester. If the student does not appear in the special exam, s/he shall be considered fail in that course(s) and result shall be updated accordingly.
- 12.10 There shall be no provisions of special examination for the students who have already appeared in final examinations.

**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 to the Controller of Examinations within 10 days after the closure of final examination.

**14. Research Supervision**

- 14.1 There shall be a Supervisory Committee comprising of supervisor, co-supervisor(s) (if any) and Expert(s) from field chaired by the 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 any other HEIs or Organization. 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 the confirmation by the AS & RB.
- 14.3 The research supervisor shall be provisionally allocated to a doctoral student from the date of enrollment through Graduate Program Committee.
- 14.4 At the time of allocation of supervisors to the Ph.D. scholars, the supervisor:
- a) Shall be a PhD degree holder complying with the criteria and standards provided in these Regulations.
  - b) Must be relevant to the field of research in which the student intends to conduct research.
  - c) Should have NO CONFLICT OF INTEREST in personal, financial, or professional stakes.
  - d) Should have the time and availability to supervise PhD dissertation and give clear and constructive feedback.
  - e) Should be capable of conducting his/herself in a professional and respectful manner throughout the supervision process.
  - f) Should be capable of maintaining confidentiality and protecting the intellectual property of the dissertation.
  - g) Should, primarily, be a regular/adjunct faculty member of the University.
- 14.5 The supervisory workload of research supervisors should be determined based on the nature of the institution, availability of teaching and research facilities, and the academic standing of supervisors. However, it is mandated that the maximum supervisory load shall not exceed five PhD students, simultaneously. Further, fresh PhDs can supervise MS/MPhil and co-supervise PhD students, while a PhD faculty member, after two years of obtaining a PhD degree, can supervise one PhD student in 3<sup>rd</sup> year, two PhD students in 4<sup>th</sup> year and maximum up to 5 PhD students from 5<sup>th</sup> year onward, subject to fulfillment of other conditions (if any).
- 14.6 The maximum number of MS/MSc(Hons)/MPhil and PhD students working under a full time faculty member (Regular/TTS/Contractual/IPFP) of the University of Sargodha shall be as per HEC criteria [a supervisor can supervise a total of twelve (12) MS/MPhil/PhD students at a time with no more than five (5) of these students being PhD students.].
- 14.7 PhD research work completed under supervision is a shared property of supervisor and supervisee, All publications resulting from such research shall reflect the authorship of both parties and shall be subject to mutual consent.
- 14.8 **Criteria to Be a PhD Supervisor**  
To be a PhD research supervisor, an individual shall meet the following requirements:

**14.8.1 General Requirements:**

- a) A PhD degree from an HEC recognized national/international university/degree awarding institute (DAI).
- b) The research supervisor shall be given opportunities to attend and qualify course(s) on MS/MPhil/PhD Supervision which should also have contents on research ethics, publications, patents, etc. Such courses may include certified self-paced MOOCS, or a course designed/offered by National Academy of Higher Education (NAHE) or by a university in the following manner:
  - i. Basic level course: to supervise students of MS/MPhil/equivalent degrees.
  - ii. Advance level course: to supervise PhD researchers.
- c) A regular or adjunct faculty member or researcher at a public or private university or DAI, or position of researcher or scientist at any R&D or public/private sector organization. However, in the case of a non-faculty PhD supervisor, who otherwise meets the criteria of being a PhD supervisor, shall be taken as an adjunct faculty member, for a period not less than the minimum time required to complete the student's PhD research, prior to assigning a PhD supervision. Such a person shall also provide an NOC from the parent organization. However, supervisor can only be taken from other HEIs/organizations if regular faculty is not available in the relevant teaching unit.

**14.8.2 Publication Requirements:**

In addition to fulfilling the General Requirements, a PhD supervisor must publish research articles in the HEC's recognized research journals and the category specified in the HJRS for the publication year. These conditions are different for different disciplines and aim to ensure that the potential PhD supervisor is an active researcher:

**a) Specific Requirements for Science and Technology:**

For indigenous and foreign PhDs:

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

**b) Specific Requirements for Social Science, Arts and Humanities and Business Education:**

For indigenous and foreign PhDs:

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

**c) Specific Requirements for Regional and National Languages:**

For indigenous and foreign PhDs:

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

14.8.3 Already HEC approved supervisors will continue to supervise theses till expiry of term approved by HEC.

14.8.4 For the approval of new supervisor, the department will forward the dossier to ORIC for vetting of publications as per criteria mentioned in these regulations. Upon receipt of positive report from ORIC the department will forward the case to AS&RB on the recommendations of Board of Studies.

**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 in next semester. If the scholar again fails, 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 Graduate Program Committee and approved by the Dean of the Faculty) shall be given a second chance to sit in the examination when conducted by the Department/College/Institute/ School.
- 15.4 The required coursework, comprehensive exam, and defense of synopsis/research proposals should be completed within the first six semesters (three years) of the registration into a PhD program. The responsibility in this regard rests collectively with the PhD student and the University. In case of noncompliance, the admission shall be cancelled and transcripts for completion of coursework may be issued to the student.
- 15.5 In an event of force majeure i.e., noncompliance on account of circumstances beyond the control of student, the University may consider the matter in accordance with the procedure prescribed in 9.4(v).
- 15.6 The following are the guidelines for conducting Comprehensive Examination:
- a) The exam should be based on recapitulation of the conceptual knowledge of the discipline to which the student is admitted.
  - b) The exam shall cover the courses studied, preferably at the graduate level, conducted on one composite question paper.
  - c) The evaluation shall be on an aggregate basis, expressed in terms of pass/fail and shall not be graded.
16. **Research Publication and Thesis Submission for PhD**
- 16.1 For award of PhD degree, a PhD scholar shall be required to publish research articles, by mentioning affiliation with the University of Sargodha, meeting the following criteria:
- a) At least:
    - i. One research article in W category journal or two research articles in X category journals, for Science disciplines
    - ii. One research article in X category journal or two research articles in Y category journals, for Social Science/Arts & Humanities disciplines
  - b) The PhD researcher shall be the first author of these publications while the supervisor shall be the second author.
  - c) The research article shall be relevant to the PhD research work of the PhD researcher.
  - d) The article shall be published after the approval of the research synopsis.
  - e) The article shall be published in a relevant research journal.
  - f) A research article should be published before the notification of degree in an HEC recognized journal.
  - g) ORIC shall certify that the category of Journal in which the researcher published his/her article from thesis is as per the HEC requirement for the award of PhD degree in that particular subject.
  - h) Review articles, erratum, correction, letter to editors, notes, corrigendum, addendum and short communications shall not be counted as research article for the award of PhD degree.
- 16.2 The plagiarism check must be conducted on the dissertation by the Central Library of the University before its submission to the experts for evaluation. Head of the Department shall forward an electronic copy on CD to the Central Library for plagiarism check. The Central Library shall forward the plagiarism check report and soft copy of thesis to the concerned Department.
- 16.3 On the completion of research work to the satisfaction of the supervisor, 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 supervisory Committee and Chairperson/In-charge/Principal/Director of the Department/College/Institute/School by fulfilling all requirements mentioned in the checklist (Annex-VII). The Controller of Examinations shall send hard and soft copies of the thesis to the 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 the 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 Online submission of Thesis/Dissertation

- a. For online thesis submission, the scholar has to submit two files (a) complete thesis/dissertation (b) chapters only, to the supervisor using the online interface in MS Word format for checking plagiarism. Plagiarism shall be check in the Central Library. In case of objection/revision, the supervisor shall re-submit these files after getting the objections removed by the scholar and complete the plagiarism certificate for further process of evaluation.
- b. The certificate of plagiarism, duly signed by Chief Librarian or his/her nominee, the supervisor and Chairperson / Director/ Principal/ In-charge, shall be part of the file to be submitted to the Controller of Examinations.
- c. After completion of viva/voce, the supervisor shall submit the final thesis (if required) by using his/her online service for record.

17. Appointment of examiners, evaluation of thesis and Public Defense of PhD

17.1 On the recommendation of the respective Board of Studies (BoS), a panel of eminent scholars in the specified field, shall be approved by the AS & RB.

17.1.1 The PhD dissertation must be evaluated by:

- a. At least two external experts who shall be:
  - i. PhD faculty member from the world top 500 universities ranked by the Times Higher Education or QS World Ranking in the year corresponding to dissertation evaluation year **OR**
  - ii. Pakistan-based Distinguished National Professors, Meritorious Professors from any national university; or Professors from top universities ranked by the HEC; or Professors from any Pakistani university having a minimum H-Index 30 for sciences, 15 for Social Sciences or 8 for Art & Humanities as determined by Web of Science

**OR**

- b. At least one external expert qualifying any one of the conditions mentioned at 'a' above if the PhD candidate publishes dissertation research in a peer-reviewed journal that is classified by the HEC in category W for Sciences and X or above for Social Sciences

17.1.2 The Vice Chancellor shall approve the examiners from the panel. The Controller of Examinations shall send the thesis in electronic / hard form (as per demand) to the examiners.

17.1.3 External examiner shall submit his/her recommendations as to:

- a) Thesis is acceptable in its present form;
- b) Thesis is acceptable after minor revisions;
- c) Thesis is acceptable after major revisions and not to be sent back for re-evaluation;
- d) Thesis is acceptable after major revisions and be sent back for re-evaluation;
- e) Thesis is not acceptable and is rejected.

17.1.4 Maximum expected time for evaluation of thesis by the external examiner is 3-months. The reminders are supposed to be sent to the examiners after 4 weeks. If the examiner does not respond within the given maximum time, the Controller of Examinations shall send thesis to the alternate examiner on the approval from the Vice Chancellor.

17.1.5 Conditions defined in Sub-Section 17.1.3 will result in action as tabulated below;

Evaluation Report	Action Required
Thesis is acceptable in its present form by all examiners	The scholar shall qualify for the viva voce examination.
Thesis is acceptable after minor revisions	The scholar shall make suggested changes and have them endorsed by the supervisor on behalf of the examiner (within 3-months). The thesis shall then be deemed to be "Accepted"

Thesis is acceptable after major revisions and not to be sent back for re-evaluation	The scholar shall make suggested changes and have them endorsed by the supervisor on behalf of the examiner (within 3-months). The thesis shall then be deemed to be "Accepted"
Thesis is acceptable after major revisions and be sent back for re-evaluation	The Controller of Examinations shall communicate the report to the supervisor and scholar through the Head of the department concerned. The scholar shall make the suggested changes (within 6-months) and have them endorsed by the supervisor. The Office of Controller of Examinations Shall send the amended thesis back to examiner for re-evaluation. This process shall continue until "Accepted" or "Accepted with minor/major revisions not requiring resubmission". Subsequent actions shall be as per regulations depending on the re-evaluation report.
Thesis is not acceptable and is rejected by examiner(s)	Thesis shall be considered as rejected.

17.1.6 In case of rejection of thesis, the same thesis shall be referred to an additional examiner in the same category (the category of examiner who has rejected the thesis) whose appointment shall be approved by the Vice Chancellor through the Office of the Controller of Examinations from the already approved panel. If the additional examiner recommends the award of degree, the viva voce process may be started after approval of report from the AS&RB. If the scholar fails to obtain a recommendation in his/her favour from the additional examiner his/her thesis shall be rejected finally.

17.2 Upon receipt of final external evaluation reports, 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 the Chairperson/In-charge/Principal/Director of the Department/College/Institute/School and supervisor shall 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 the HEC shall be used for the defense) and viva voce (oral examination) arranged and chaired by the Chairperson/Principal/Director. In general, the following minimum principles and guidelines shall be ensured:

- a) Public Announcement: On the University website and other forums of communication, so that anyone interested can participate.
- b) Public Access: Within or outside the University such as community/town halls or important public venues.
- c) Neutral Chair: To ensure that defense was conducted fairly and in accordance with the rules and regulations.
- d) Review Committee: To evaluate the dissertation and defense.
- e) Presentation: Presentation of the dissertation by the PhD researcher
- f) Question-and-Answer Session: There shall be a question-and-answer session to provide a basis for defense evaluation.
- g) Objective Evaluation: There should be objective evaluation based on the quality of the research and the researcher's ability to defend.
- h) Final Decision to be expressed in the following terms:
  - Pass or
  - Pass with minor amendments or
  - Deferred for resubmission and re-defense or.
  - Fail (in exceptional circumstances and for the reasons to be recorded by the Defense Committee [Internal Supervisor, Examiner and concerned Chairperson / Principal / Director] )
- i) 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 shall result in the dismissal from the candidacy.

- 17.4 Provided further that, the public defense and viva voce shall be conducted by examiners of whom one shall 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 examiner(s).
- 17.5 After successful public defense and viva voce examination, the scholar shall submit Six/Seven hard bound copies of PhD thesis with black cover and silver ink to the following:
- Chairperson/Principal/Director for departmental record
  - Research Supervisor
  - Research Co-Supervisor (if applicable)
  - University Library
  - Controller of Examinations
  - HEC Record
  - Personal Record
- 17.6 If the examiners find that the thesis is wholly inadequate, they may recommend that it be rejected without any further test.
- 17.7 After successful public defense and viva voce examination, the Controller of Examination shall notify the result with the approval of the Vice Chancellor. However, degree shall be awarded like that of other degrees.
- 18. MS/MSc(Hons)/M.Phil/Equivalent or PhD Admissions based on Coursework Exemption**
- 18.1 A student who has passed his/her coursework and failed to submit his/her thesis during maximum period of degree completion shall be allowed to take fresh admission as and when offered by the Department concerned in the same program and subject with the consultation/recommendations of the supervisor concerned. These students shall be exempted from coursework, if already passed and acquired required CGPA subject to:
- Fulfillment of admission eligibility criteria
  - Courses having less than 60 marks shall not be considered for exemption in any case.
  - Exempted course(s) shall be mentioned on the Final Transcript with the word "Exempted" shown in place of the grade.
- 18.2 Exemption of coursework shall be decided through Board of Studies and, in case meeting of the Board of Studies is not planned within 30-days, the Convener Board of Studies in consultation with Graduate Program Committee shall recommend such cases to Advanced Studies & Research Board for approval.
- 18.3 Degree completion requirements mentioned in regulations shall remain the same.
- 19. Award of Incomplete Transcript**
- A student who successfully completes coursework and passes the comprehensive examination but is unable to defend a PhD synopsis/research proposal or does not complete the required research for obtaining a PhD degree within the specified timeframe, may be granted a transcript.


**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: MS/MSc(Hons)/MPhil Project Abstract
- 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
- Annexure-VI: Checklist for Submission of Thesis of MS/MPhil/Equivalent Program
- Annexure-VII: Checklist for Submission of Thesis of PhD Program



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

University of Sargodha		
	Faculty	
	Department	
	Scholar's ID and Session	
	Scholar's Name	
	Father's Name	
	Program	MS/MSc(Hons)/MPhil
	Supervisor's Name	1. (Supervisor) 2. (Co-Supervisor)
	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)

-----  
(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).




### Guidelines for 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 Graduate Program 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/Equivalent and PhD Synopsis

University of Sargodha		
	Faculty	
	Department	
	Scholar's ID	
	Scholar's Name	
	Father's Name	
	Program	MS/MSc(Hons)/MPhil/PhD
	Supervisor's Name	1. (Supervisor) 2. (Co-Supervisor)
	Title of the Research	
	Relevant SDGs (for PhD only)	
Introduction (including literature review):		
Aims and Objectives:		
Plan of Work:		
Facilities (available and required):		
References:		

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(Signature of the candidate with date)

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

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(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.

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(Signature of Chairperson with date)

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(Signature of Dean of Faculty with date)

Submitted to Advance Studies and Research Board for approval

<b>PhD Synopsis:</b>	<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>
<b>MS/MSc(Hons)/MPhil Synopsis</b>	<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>
<b>MS/MSc(Hons)/MPhil Project Abstract</b>	<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>	
	Faculty	
	Department	
	Scholar's ID	
	Scholar's Name	
	Father's Name	
	Program	MS/MSc(Hons)/MPhil/PhD
	Supervisor's Name	1. (Supervisor) 2. (Co-Supervisor)
	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		
Excellent	Good	Average
Satisfactory	Unsatisfactory	
Date	Signature of the Supervisor	Official Seal
Date	Signature of the Chairperson / Director/Principal	Official Seal

*This report shall be;*

1. 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:

cf.	Compare	etc.	and so forth
e.g.,	for example	i.e.,	that is
et al.	and others	vs.	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.

Cm	Centimeter	s	seconds
Mg	Milligrams	min	minutes
G	Grams	hr	hours
M	Mean	IQ	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

**Checklist for Submission of Thesis of MS/M.Phil/Equivalent Program**

University of Sargodha

College / Institute / Department of \_\_\_\_\_

M. Phil Thesis of Ms. / Mr. \_\_\_\_\_

Discipline \_\_\_\_\_

Session \_\_\_\_\_

Sr#	Requirements	Copy Annex	Remarks	Page
<b>A</b>	<b>Admission Requirements:</b>			
i	CGPA/Division in MA/MSc or Equivalent			
ii	Score in GAT (General) / Departmental test / or equivalent (whichever is applicable)			
iii	Enrollment Date / Fee Submission date of 1 <sup>st</sup> Semester			
iv	Registration No. / Copy of Registration Card			
<b>B</b>	<b>Course Work:</b>			
i	GPA in 1 <sup>st</sup> Semester and date of notification of result			
ii	GPA in 2 <sup>nd</sup> Semester and date of notification of result			
iii	CGPA in Course work along with date of notification of result			
iv	Repeat Courses (if any)			
<b>C</b>	<b>Research:</b>			
i	Date of BOS Meeting in which Title of Research and Supervisor were recommended (Agenda item no. _____)			
ii	Title of Thesis Recommended by the BOS			
iii	Name of Supervisor Recommended by the BOS			
iv	Date of BOS Meeting in which Research Proposal / Synopsis was recommended (Agenda item no. _____)			
v	Date of Meeting of BOS in which Panel of examiners was recommended (Agenda item no. _____)			
vi	Copy of Synopsis			
vii	Date of Synopsis Defense			
viii	Date of approval of Supervisor and Title of Thesis by AS&RB (Meeting _____ Dated _____ Agenda No. _____)			
ix	Title of Thesis Approved by AS&RB			
x	Name of Supervisor approved by the AS&RB			
xi	Change of Supervisor (Yes/ No). if yes, mention date of meeting of AS&RB			
xii	Date of approval of Panel of examiners by the AS&RB (Meeting _____ Dated _____ Agenda No. _____)			
<b>D</b>	<b>Submission of Research Work for Evaluation:</b>			
i	Bio-Data Form (Attested By Chairman Concerned) i. CNIC ii. Attested Copies of Matriculation Certificate (as a proof of D.O.B), Intermediate or Equivalent, Graduation or Equivalent iii. Transcript Notification Fee Rs. 500/- Bank Challan No. _____ Dated _____ iv. Date of Fee deposited for evaluation of thesis i.e. Rs. 25000/- Bank Challan No. _____ Dated _____			

ii	Whether thesis is submitted in prescribed time (Yes or No)			
iii	Extension in Maximum Time Limit (if applicable)			
iv	Similarity index and date of plagiarism report generated by software (Turnitin) duly vetted by office of Central Library			
v	Declarations from the student and supervisor Regarding Plagiarism + Plagiarism Check			
vi	Certificate from the student and supervisor regarding completion of thesis as per requirements of HEC & UOS			
vii	Notification that the scholar has successfully defended his research work before submission for External Evaluation			
Viii	Submission of Research Paper in HEC recognized Journal			
ix	Date of Submission of Thesis for evaluation (Covering letter)			

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Signature of Supervisor

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Signature of Chairperson/In-charge

**Note:** Please attach copies of all relevant documents mentioned in the above list

**Checklist for Submission of Thesis of PhD Program**

University of Sargodha

College / Institute / Department of \_\_\_\_\_

PhD Thesis of Ms. / Mr. \_\_\_\_\_

Discipline \_\_\_\_\_

Session \_\_\_\_\_

Sr #	Requirements	Copy Annex	Remarks	Page
<b>A</b>	<b>Admission Requirements:</b>			
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iv	Registration No. / Copy of Registration Card			
<b>B</b>	<b>Course Work:</b>			
i	GPA in 1 <sup>st</sup> Semester and date of notification of result			
ii	GPA in 2 <sup>nd</sup> Semester and date of notification of result			
iii	CGPA in course work along with date of notification of result			
iv	Repeat Courses (if any)			
v	Date of conduct of Comprehensive Examination			
vi	Date of Result Notification of Comprehensive Examination			
vii	Number of attempts to pass Comprehensive Examination			
<b>C</b>	<b>Research:</b>			
i	Date of BOS Meeting in which Title of Research and Supervisor were recommended (Agenda Item No. _____ )			
ii	Title of Thesis Recommended by the BOS			
iii	Name of Supervisor Recommended by the BOS			
iv	Date of BOS Meeting in which Research Proposal/Synopsis was approved (Agenda Item No. _____ )			
v	Date of Meeting of BOS in which Panel of examiners was recommended (Agenda Item No. _____ )			
vi	Copy of Synopsis			
vii	Date of Synopsis Defense			
viii	Date of approval of Supervisor and Title of Thesis by the AS&RB (Meeting Dated _____ Agenda No. _____ )			
ix	Title of Thesis Recommended by the AS&RB			
x	Name of Supervisor approved by the AS&RB			
xi	Change of Supervisor (Yes/ No) if yes, mention date of meeting of AS&RB			
xii	Date of approval of Panel of examiners by the AS&RB (Meeting Dated _____ Agenda No. _____ )			
<b>D</b>	<b>Submission of Research Work for Evaluation:</b>			
i	Bio-Data Form (Attested By Chairman Concerned) i. CNIC ii. Attested Copies of Matriculation Certificate (as a proof of D.O.B), Intermediate or Equivalent, Graduation or Equivalent iii. Attested copy of Master or equivalent degree iv. Transcript / Degree Notification Fee Rs. 500/-			

Graduate Semester Regulations-2023

371

	Bank Challan No. _____ Dated _____ v. Fee deposited for evaluation of thesis i.e. Rs. 50000/- Bank Challan No. _____ Dated _____			
ii	Whether thesis was submitted in time (Yes or No)			
iii	Extension in Maximum Time Limit (if applicable)			
iv	Plagiarism report of thesis vetted by office of Central Library (Similarity index of thesis should be $\leq 19\%$ and single source $\leq 5\%$ )			
v	Declarations from the student and supervisor Regarding Plagiarism + Plagiarism Check			
vi	Certificate from the student and supervisor regarding completion of thesis as per requirements of HEC & UOS			
vii	Notification that the scholar has successfully defended his research work before submission for final Evaluation			
viii	Acceptance/Publication of Research paper in HEC approved Journal vetted by ORIC			
ix	Submission of Thesis for evaluation (Covering letter)			

\_\_\_\_\_  
Signature & Stamp of Supervisor

\_\_\_\_\_  
Signature & Stamp of  
Chairperson/In-charge

**Note:** Please attach copies of all relevant documents mentioned in the above list