

SEMESTER RULES AND REGULATIONS
MS/M.Phil. & Ph.D.



WOMEN UNIVERISTY MARDAN

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CHAPTER 1

DEFINITIONS

1.1 Overview The examination rules have been formulated in line with HEC policies and guidelines. The rules have been framed with an aim to provide flexibility to the Faculties and Departments.

1.2 Definitions

1	Government	“Government” means the Government Khyber Pakhtunkhwa.
2	Commission	“Commission” means the Higher Education Commission set up under the Higher Education Commission Ordinance,2002.
3	University	“University” means Women University Mardan.
4	Vice Chancellor	“Vice Chancellor” means Head of the Women University Mardan.
5	Section	“Section” means an administrative Section of the University.
6	Controller Examination	“Controller Examination” means Controller of Examinations of the Women University Mardan.
7	Examination Section	“Examination Section” means the Section which deals with examination related issues etc.
8	Director Academics	“Director Academics” means Director Academics of the University.
9	Academic Section	“Academic Section” means the academic Section of the university.
10	Examination Centre	“Examination Centre” means the place designated by the University for holding an examination.
11	Board of Advanced Studies & Research (BASR)	“BASR” means Board of Advanced Studies & Research of the University.
12	Academic Council	“Academic Council” means the Academic Council of the University.
13	Faculty Board of Studies (FBS)	“FBS” means the Faculty Board of Studies (FBS) of the respective Faculty.
14	Board of Studies (BOS)	“BOS” means the Board of Studies (BOS) of the respective Department.
15	Graduate Studies Committee (GSC)	“GSC” means the committee formed by a Faculty (Anx A).

16	Thesis Defence Committee (TDC)	“TDC” means the board (Anx A) formed a faculty to conduct the final thesis defence.
17	Plagiarism Standing Committee (PSC)	“PSC” means the committee notified by the University.
18	Unfair Means Committee	“Unfair Means Committee” means a committee formed for considering cases of use of unfair means during exam or a breach of discipline during the conduct of examination.
19	Faculty	“Faculty” means an administrative and academic unit of the University consisting of one or more departments.
20	Dean	“Dean” means the head of a Faculty of the University.
21	Department	“Department” means a teaching department of the University.
22	Academic Program	“Academic Program” means a program of studies which leads to the award of a certificate or a University degree to students after successful completion of all its requirements.
23	Course	“Course” means a subject related to an academic program which is offered by a Department for a fixed number of credits during a semester.
24	Credit Hour	“Credit Hour” means a lecture of 50 Minutes per week per semester or a seminar/tutorial or laboratory work of 100-150 minutes per week per semester.
25	Grade Point	“Grade Point” means number of points representing letter grades scored by a student in a course.
26	Grade Point Average	“Grade Point Average” means total number of points scored by a student in the examination divided by total number of credits earned.
27	Cumulative Grade Point Average	“Cumulative Grade Point Average” means summation of grade points of all courses taken by a student divided by the total number of credits earned from her admission until the last semester completed.
28	Semester	“Semester” means a regular semester (Fall or Spring) offered by the University.
29	Summer Semester	“Summer Semester” means a condensed semester (at least 8 weeks) offered by the University during summer.
30	Timeline	“Timeline” means the mile stones defined by the University for completion of various stages of an M.Phil/MS degree (AnxB) and PhD degree (AnxC).
31	Examiner/invigilator	“Examiner” means one who marks the answer sheets or conducts the viva voce etc.

32	External Examiner	“External Examiner” means a person who is not teaching in a Department of the University as a regular or visiting faculty member.
33	Internal Examiner	“Internal Examiner” means: a: A person who is teaching in the University OR b: A person who taught in the university during last year but is no more part of the university.
34	Non-Credit Course	“Non-Credit Course” means a course not counted towards a student's Cumulative Grade Point Average.
35	Sponsored Student	“Sponsored Student” means a student nominated by the services headquarters, ministries, government departments or autonomous organizations / corporations etc.
36	Superintendent	“Superintendent” means the person appointed by the Department to supervise the conduct of an examination.
37	Withheld	“Withheld” means result is not announced due to any reason.
38	Dropout	“Dropout” means the student is dropped from an academic program and he is not eligible to continue her studies.
39	Probation	“Probation” means a student is promoted but placed on probation to caution him that he is academically deficient and liable to be relegated or Drop out in next semester.
40	Relegated	“Relegated” means the student is not promoted and is allowed to repeat her semester or repeat/improve courses of her previous semesters.

CHAPTER-2

CONDUCT OF EXAMINATION

2.1 Introduction. Smooth conduct of examination is one of the most significant areas of an institution's credibility. This chapter includes procedures for conduct of examination, marking/evaluation of answer sheets and preparation/declaration of results.

2.2 Procedure for Conduct of Examination

- a. Midterm/final examination of degree shall be conducted as per Academic Calendar.
- b. M.Phil./MS Coordinator shall be responsible to conduct the Mid/Final term Examinations.
- c. Question papers will be prepared by the respective teachers and vetted by the Chairpersons/departmental committee.
- d. Vetted question papers would be handed over to the departmental coordinators by the teachers in sealed envelopes.
- e. Question papers will be printed by departmental coordinators/nominees as per schedule issued by the Examination Section. Printed question papers will be placed in sealed envelopes, clearly marked and would be kept in safe.
- f. On the day of the examination, sealed envelopes containing question papers will be issued to the Superintendent/Deputy Superintendent of the Examination.
- g. Superintendent/Deputy Superintendent will issue the sealed envelopes to the concerned invigilators. The invigilators will open the envelopes in the exam hall at the time of the start of the examination.
- h. The departmental coordinator/office will distribute Roll Number slips to the students who are eligible for appearing in the midterm/final exam. The slips carry list of subjects and photograph of the student. The slips will be distributed at least three days before the examination.
- i. The students must bring their Roll Number Slips to the examination every day.

The invigilators must identify the student and initial her Roll Number Slip for every subject he is appearing in the examination.
- j. The invigilators must sign/initial the main answer sheet and the continuation sheets of the students.
- k. Solved answer sheets will be returned by invigilators to the superintendent/Deputy Superintendent. Total number of answer sheets will be marked on the envelopes.

- l. Superintendent of examination will return the envelopes containing answer sheets to the Departmental coordinator/departmental office immediately after the examination.

2.3 Marking of Answer Sheets and Preparation of Provisional Result.

- a. The coordinators/departmental office will hand over the envelopes containing answer sheets to the teacher within two days.
- b. The teachers will grade the answer sheets and return the graded sheets to the coordinator/departmental office within **8** days of the conduct of the examination. The teacher will also handover hard and soft copies of the result to the coordinator/departmental office.
- c. The coordinator/departmental office will compile subject wise result of all courses being offered in the semester.
- d. Hard and soft copies of the compiled award list of all courses will be forwarded to the Examination Section within **10** days after the termination of the examination through Chairperson/Dean.
- e. The examination Section will counter check and scrutinize the result and notify it within **12** working days of the receipt of the result from the faculty.
- f. The result prepared by the examination Section will clearly show the following:
 -
 - i. SGPA and CGPA
 - ii. Academic Deficiency (if any)
 - iii. Status of the student.
- g. The notified result will be displayed on notice board by the departments for information of the students.
- h. Errors/omissions if any will be forwarded by the departments through Dean to the examination Section. Details of error/omission and statements of teachers, if any, should accompany the case.
- i. The examination Section will process the errors/omissions for approval of competent authority. Changes, if any, will be notified after the approval.

2.4 Miscellaneous Tests/Examination.

The University also conducts other examination such as Entrance tests for admission, GAT for MS/M.Phil. and PhD admission and examination for hiring new faculty/staff etc. These tests will be conducted as follows: -

- a. Procedure for conducting the examination and checking of answer sheets will be specified by the respective Section/faculty responsible for the conduct of the examination.
- b. Respective Section will assign the responsibility for conduct of examination to the concerned Faculty.
- c. The Dean/Chairperson will assign responsibility for setting up the question paper(s) to the concerned teacher(s).

- d. The Dean will forward question paper(s) to the concerned department.
- e. The answer sheets may be checked by the concerned Section or the grading may be assigned to a faculty(s).
- f. The Dean will forward the result to concerned Section within the due date.

2.5 Make-up Examination (Degree Courses only).

- a. If a student misses mid-term or final exam of a subject for whatsoever reason, **NO MAKEUP** exam will be given.
- b. The student missing the midterm or final exam will be awarded zero marks and her grade will be determined from the remaining total for the subject.
- c. If a student of degree courses misses other graded activities like quizzes, home assignments, or a presentation etc, the concerned Faculty/Department may formulate policy for holding of makeup activity.

2.6 Unfair Means Committee (UMC)

All efforts will be made to eliminate/eradicate the use of unfair means in the examination. To control the use of unfair means, an unfair means Committee will be constituted by the university. The committee shall comprise concerned Chairpersons and it will be headed by a Dean. Controller of Examinations will be the secretary of the committee. The cases filed for deliberation for UMC may include but are not limited to the following:

- a. Disclosing the identity of the candidate or making peculiar marks on her answer sheet.
- b. Communication, or a t t e m p t t o c o m m u n i c a t e , w i t h e x a m i n e r s , C o n t r o l l e r o f E x a m i n a t i o n or other officer/s of the University with the object of influencing them in the award of marks.
- c. An approach made to an examiner or any other officer of the University by a relative, guardian or friend of the candidate.
- d. Making an appeal to the examiner through an answer sheet.
- e. Misbehaving with the supervisory staff or refusal to adhere to university rules.
- f. Having in her possession or accessible to him books or other helping /cheating material.
- g. Giving or receiving assistance or copying from a book, paper or another candidate's answer sheet or allowing any other candidate to copy from her answer sheet.
- h. Making deliberate previous arrangements to cheat in the examination such as bringing another answer sheet, or impersonation etc.
- i. Obtaining admission to an examination on false identity.
- j. Using abusive or obscene language in her answer sheet (s).
- k. Refusing to obey the lawful order of a Superintendent of the Examination Centre in the examination room or changing her seat or Roll Number Slip with another candidate.

- l. Creating disturbance of any kind during the examination or otherwise misbehaving in or around the Examination Centre/s.
- m. Found in or around an Examination Centre in possession of weapons.
- n. Found in possession of a mobile phone, programmable calculator or other electronic device during examination.
- o. Talking to another candidate during examination in the exam hall.
- p. Talking to anyone while going to washroom.
- q. Any other attempt of use unfair means in the examination.

2.7 Procedure for Reporting.

The superintendent of examination will immediately report the cases of unfair means to her Chairperson/Dean. The report should include brief description of the case, statements of the invigilator/s and student and cheating material (If any) recovered from the student. The cases will be forwarded to examination Section by concerned Dean. The cases shall be presented individually in the unfair means committee meeting. The committee will recommend punishment for individual case where the student is found guilty.

2.8 Award of Punishment.

The punishment will be recommended by the UMC. Penalties may include but are not limited to: -

- a. Paper cancellation.
- b. Subject cancellation.
- c. Debarring the student for one or more semesters.
- d. Expulsion from the university.
- e. Any other punishment appropriate for the offence committed by the student.

2.9 Appointment of a Writer

- a. Writer shall be allowed only if a candidate suffers from a disability which renders him unable to write normally provided that the fact is duly certified by a Registered Medical Practitioner.
- b. The student will apply to the Chairperson with a medical certificate at least four weeks before the exam. If recommended by Chairperson, the examination Section will obtain approval of the competent authority.
- c. The candidate shall select suitable writer (below in academic qualification than the candidate) in consultation with the concerned Chairperson. Approval of competent authority will be obtained through Examination Section. The writer must show documentary proof of her qualification. her highest qualification must be a recent one.
- d. The Superintendent shall arrange for a suitable room if required for the candidate and also appoint a special Assistant Superintendent for invigilation.

2.10 Computer Assistance for Blind Students

- a. Application of a blind student will be forwarded (at least four weeks before the examination) by concerned department to Director Examination for approval of the competent authority.
- b. If computing facility is not available in the department, the approved cases will be forwarded to the department/Dean FE&CS for the conduct of examination.
- c. Technical Assistance will be provided by a computer Lab Assistant during the scheduled examination.
- d. Invigilation of examination will be handled/monitored by the concerned department.
- e. Students will NOT be allowed to use their Electronic devices viz, PCs/Laptops etc. Hardware provided only by the university will be used for the conduct of examination.
- f. Sufficient time will be provided to the student to check the functionality of the provided hardware in front of the invigilator before starting the examination.

2.11 Retotaling of Graded Answer Sheets

- a. An appeal for retotaling will be entertained within first 10 days of the declaration of the result by the Examination Section. However, fee will be charged as per rates announced by the university.
- b. Rechecking shall not be allowed.

2.12 Custody of Record of Examination

- a. Graded answer sheets of midterm and final examination will be forwarded to the examination Section by the departments along with the result.
- b. The answer sheets will be kept for additional one semester after completing academic program and thereafter, the sheets will be disposed of.
- c. The applications for issuance of Degree, DMC and result card will be retained for 5 years.

2.13 Misplacement of Solved Answer Sheets.

If a candidate's answer sheet is misplaced after having been received by the Superintendent of the examination/invigilation staff, he will be required to re-appearing that one paper.

The marks obtained in the make-up exam will be counted towards her result. In addition, a committee will be formed to investigate the incidence of misplacement of answer sheet.

The committee will fix responsibility for the lapse and recommend measures to avoid recurrence in future.

CHAPTER-3

M.Phil / MS PROGRAM/EQUIVALENT DEGREE

Rules for M.Phil/MS program have been formulated in the light of HEC guidelines. However, these rules are subject to changes/amendments because of time-to-time changes in HEC rules/policies. Milestones specified by the Timeline (**AnxB**) have been incorporated in these rules. B

3.1 Requirements for Starting MS/M.Phil or equivalent degree program

There should be at least two PhD faculty members in a department to launch the MS/ M.Phil or equivalent degree program.

The supervisor of a student perusing M.Phil or equivalent degree must possess a PhD degree in the relevant field or MPhil degree with three years service as a lecturer..

3.2 Eligibility Criteria for M.Phil /MS

- a. 16 years of education in relevant discipline from HEC recognized university with following score: -
 - i. Semester system:2.50/4.00 CGPA or grade “B”.
- b. GAT-General with a minimum cumulative score as determined by HEC.
- c. Passing of entrance test/interview conducted by the university.

3.3 Degree Requirements:

Women University Mardan awards degree to M.Phil/MS students who fulfill following conditions: -

- a. Complete 30 (24+6=30) credits with following breakup: -
 - i. Coursework: 24 Credits
 - ii. Research/Thesis: 6 Credit
- b. A minimum CGPA of 2.50/4.00 in course work and passing of
 - i. Research/Thesis/

3.4 Duration of Program:

Total duration for M.Phil/MS program is 2 to 3 years (four semesters to six semester).

3.5 Semester Duration

- a. Duration of a regular semester will be 16-18 weeks.
- b. A special intensive summer semester will be offered with a minimum duration of 8 weeks.

- c. Summer semester must cover the same course contents and all formalities as in a regular semester.
- d. Only one summer semester will be offered in a calendar year.

3.6 Registration of Courses:

At the beginning of a semester, a student shall register in the course(s) being offered by the department.

- a. A student shall normally be required to register for 9 to 12 credits in a semester.
However, the Chairperson may allow a student to register for 3 to 15 credits in a semester as a special case.
- b. In summer semester a student may register for a maximum of two courses only.
- c. In the subsequent semesters a student may improve/repeat courses in which he obtained D/F grade provided it is within limits of Para 'a' above.
- d. The Chairperson shall forward the list of students repeating/improving courses to Finance Section for issuance of fee challan forms for payment within first 21 days of a semester.
- e. The Finance Section must issue challans within four working days of the receipt of letter/names from the departments.
- f. After deposit of fee, the Chairperson will forward the list of students repeating/improving the courses to Academic/Examination Section within 28 days of commencement of a semester for approval.
- g. A student may drop course(s) within first six weeks of a semester on the recommendation of the Chairperson concerned without refund of fee and without reporting the grade and counting towards repeat/improve chances.
- h. Students are not allowed to register in more than one-degree program in Women University Mardan or anywhere concurrently.

3.7 Grading & Evaluation.

The performance of students is evaluated through a system of continuous testing spread over the entire duration of semester. In addition to the final examination given at the end of each semester, students are tested through mid-term examination and internal evaluation consisting of a series of short quizzes, class discussions, written assignments, presentations, and class projects etc, all of which contribute to the final grade.

3.8 Course Evaluation Breakdown.

The breakdown of course evaluation is asunder:

<u>Weightage</u>	<u>Mode of Evaluation</u>
20%	Continuous Assessment
30%	Mid Term Examination
50%	Final Term Examination

3.9 Grading Ranges.

** Minimum grade for MS and PhD shall be (2.50)*

3.10 Transfer of Credits

- a. Credits may be considered for transfer from other local or foreign accredited universities/institutes of similar quality if they are relevant and appropriate to an MS/M.Phil/PhD program in a discipline approved by WOMEN UNIVERSITY MARDAN.
- b. Following rules will be applicable for the transfer of credits: -
 - i. Only MS/M.Phil/PhD level courses in which at least a 'B' grade or its equivalent was received shall be considered for transfer.
 - ii. A maximum of 50% of total credits for a program may be transferred but the grades will not be transferred. Transcript will reflect the grades of transferred courses but the grades will not be used for calculation of CGPA.
 - iii. The transfer of credits will be recommended by concerned Dean keeping in view time duration of coursework and deficiencies, if any. Academic Section will process the case for approval of Vice Chancellor and notify the transfer of credits.
- c. Following procedure will be followed for transfer of credits: -
 - i. The applicant shall apply to the Academic Section on the credit transfer application form available on the university website (**Anx D**). The application must accompany the transcript of current program and copies of certificates/degrees from matric onwards.
 - ii. Director Academic will forward complete application to the concerned Faculty for evaluation/recommendations.
 - iii. The Dean will forward the case/application to FEC (Faculty Equivalence Committee) for evaluation of transfer of credits as per following parameters: -
 - (a) The amount of time spent in the previous Institution for completion of course work will be considered towards the total duration of coursework/program specified by the

university. It would be ensured that the student would be able to complete the remaining coursework within the time limit specified by the “Timelines” (Anx B and Anx C).

- (b) Minimum grade for transfer of a course will be “B”,(3.0/4.0) or its equivalent.
- (c) Deficiencies, if any, from WOMEN UNIVERSITY MARDAN curriculum to be made up by the applicant must be specified clearly.
- (d) The credits to be transferred must be specified clearly indicating the number of credits and grades.
- (e) The applicant must fulfill the prerequisites for admission to the program for which he is applying.

3.11 Academic Deficiencies:

A student under one or more of the following conditions is considered to be academically deficient:

- a. Failure in a course
- b. SGPA less than 2.00
- c. CGPA less than 2.50
- d. Attendance less than 75%

3.12 Disposal of Academically Deficient Students:

- a. Academically deficient students are categorized as follows:
 - i. Placed on probation.
 - ii. Relegated to a junior class
 - iii. Drop out from university
- b. The deficiency status will be reflected in the final result notification issued by the examination Section.

3.13 Probation:

A student will be placed on probation if she earns a CGPA of 2.00 or more but less than

% Marks	Letter grade	Grade Point
90 – 100	A+	4.00
80 – 89	A	3.50 – 3.95
75 – 79	B+	3.25 – 3.45
70 – 74	B	3.00 – 3.20
65 – 69	C+	2.75 – 2.95
60 – 64	C	2.50 – 2.70
50 – 59	D	2.00 – 2.45
Below 50	F	0.00

2.50 in any semester.

3.14 Relegation:

Relegation means that a student is not promoted and is allowed to repeat/improve courses of her previous semester(s). A student may be relegated due to following: -

- a. If a student earns less than 2.00 SGPA in 1st semester, he will not be promoted but will be allowed to repeat her full semester.
- b. If a student fails in more than 50% of the registered courses.
- c. On disciplinary grounds.

3.15 Dropout:

Dropout means that a student is considered unsuitable to continue her studies and her name is removed from the program. A student may be Dropout due to following reason(s):-

- a. If a student earns 2nd relegation due to any reason.
- b. If a student fails to achieve a CGPA of 2.5 even after availing maximum improvement chances (i.e. three chances) within two years (maximum course work duration).
- c. If a student remains absent for 10 working days without sanctioned leave during a semester
- d. If a student register in a semester (**Para 3.19**) within first 30 days of a semester.
- e. On disciplinary grounds.
- f. If a student exceeds the maximum time duration of the program i.e four years.
- g. If a student fails to defend her **Research Proposal/Synopsis** by the end of 4th month of 5th semester (maximum two attempts),his case will be referred to BASR.BASR may dropout the student.
- h. If a student fails to submit her **Final Thesis** despite availing extensions and 3rd warning letter, her case will be sent to BASR for dismissal. issuance of 3
- i. If a student fails to achieve the required/acceptable similarity index of 19% even after availing 3 attempts.

3.16 Attendance Requirements.

75% attendance in a course is mandatory to become eligible to appear in the final examination, failing which, the student will be awarded 'F' grade in the course. 'F' grade will be treated as a normal 'F' grade earned by a student by failing in a course and it will carry all penalties associated with it.

3.17 Repetition/ Improvement of Courses

- a. A student must repeat a course in which he earns 'F' grade.
- b. A student may improve her CGPA by improving courses in which he obtained 'D' grade. However, a student can only improve a maximum of 3 courses during the course work.
- c. The student repeating/improving a course will be required to complete all formalities applicable to a regular course, that is, mid semester examination, end semester examination, Internal evaluation based on quiz, assignment, projects etc. The attendance policy will be applicable as in regular course.
- d. It will be the student's responsibility to repeat/improve courses within the prescribed time limits to avoid relegation and/or dropout due to 'F' grades.
- e. Repetition of courses maybe done in summer or with junior classes or whenever the course is offered (subject to availability of necessary resource, faculty and date sheet limitations etc.). The minimum duration of a specially arranged repeat course will be at least 8 weeks.
- f. The students desirous of improving a course will apply to the Chairperson for permission to repeat a course. The application, if approved by the Dean /Chairperson will be handled as per **Para3.6**.
- g. If a student repeats/improves a course, both of her grades will be reflected on her transcript. However, better grade will be used for calculation of CGPA.
- h. The change in academic status, if any, will take effect from the date of notification of result of repeated/improved courses.

3.18 Semester Freeze

No Freezing Shall be allowed in MS/M.Phil.

3.19 Continued Registration for Completion of a Program. If a student has completed minimum duration of a course of study/program specified by the university and still is not eligible for award of degree, he will continue to pay fee for the research phase till the formal submission of thesis as per **Para 3.27a** or completes the maximum duration allowed for the program. If a student fails to register and pay the fee within 30 days of the start of a semester, he will be dropout. The Department will forward her case for cancellation of her registration to Academic Section with information to examination Section. The Academic Section will process the case for cancellation of her registration.

RESEARCHPHASE

3.20 Allocation of Supervisor.

- a. A student who fulfills the requirements of course work will consult faculty members of her department from her research area for formal consent. He will get the **FormMSTH1(AnxE)** signed from her proposed supervisor. The form will be counter signed by the Chairperson and approved by the Dean.
- b. The eligibility of supervisor will be as per HEC rules on the subject.
- c. The maximum number of MS/M.Phil students working under the supervision of a faculty member shall be 7. If PhD students are not available than 12 maximum number of MS/M.Phil students maybe working under the supervision of a faculty member. An honorarium of Rs. 5000/- per student shall be awarded to main supervisor upon the successful completion of thesis. The honorarium shall be released to supervisor after the result declaration by office of the Controller of Examinations
- d. Supervisor shall ensure that synopsis/ thesis is prepared as per the approved format of the faculty.
- e. Students are allowed to have a co-supervisor with the approval of Chairperson/Dean.
However, students working in inter-disciplinary fields will be required to have a co-supervisor from the related field.
- f. The coordinator will ensure and pursue supervisor for timely issuance of progressreport**MSTH2 (AnxF)** and warning letters by the Department/Faculty as per requirements of the “Timeline”.

3.21 Change of Supervisor.

Supervisor maybe changed in case of extraordinary circumstances. Following procedure will be adopted: -

- a. The student will apply to Chairperson on **MSTH3(AnxG)** form for the change of supervisor by mentioning the reasons.
- b. The student will give an undertaking that he is responsible for meeting all deadlines/Timelines. She should state that he understands that no extension or relaxation will be given in the prescribed Timeline because of change of her supervisor.
- c. Remarks/consent of the current and proposed supervisor will be obtained on MStH2 Form. If the change is approved by the Dean, It will be processed for the provisional approval of FBS.
- d. Final approval for the change will be given by BASR.

3.22 Proposal Defence

- a. The student will prepare her research proposal under guidance of her supervisor. The same will be presented in a meeting of GSC. The result of the Defense will be declared on **MSTH4Form (AnxH)**. The department must hold the meeting of GSC at least twice in a semester.
- b. The result will be provisionally approved by FBS.
- c. Final approval of the result will be given by BASR.
- d. Proposals must be prepared according to the guidelines and format provided by the respective Faculty.
- e. All proposals shall be run on Turn it in by the QEC to ensure permissible similarity index and it must be certified by the Director QEC.
- f. Proposals prepared in foreign languages shall have an English/Urdu version as well.
- g. Synopsis will be presented in the target language with a brief in English/Urdu.
- h. Questions may be asked in the target language or English/Urdu and replies shall be given in the language the question is asked.

3.23 Length of Thesis. Minimum length of thesis including footnotes/end notes but excluding prefatory pages, references, bibliography and annexure/s is as under:-

- a. Faculty of Computer Science = 10000-15000 (words)
- b. All other Faculties = 20000-25000 (words)

3.24 Plagiarism Check of Thesis

- a. Hard and soft copies of thesis will be submitted to QEC by respective Faculties for plagiarism check and similarity Index evaluation.
- b. Students must state if they or their supervisors have already run their theses on Turn it in so that necessary steps are taken to avoid getting high similarity indices.
- c. Women University Mardan shall not take any responsibility if incomplete information is provided.
- d. The departmental coordinator will get the final report from QEC within six working days of the submission.
- e. Turn it in report, submitted by QEC, shall be considered as valid and final.
- h. There is a provision of only TWO ATTEMPTS for achieving acceptable similarity index of 19% or below. For the third attempt case will be placed before BASR for approval.
- i. No thesis shall be sent for evaluation unless the similarity index falls within the permissible limit.
- j. In case of re-Defense with major changes, it will be treated as a fresh plagiarism check. Earlier plagiarism attempts will not be counted.
- k. If a student fails to achieve the required/acceptable similarity index of 19% in three attempts, he will be dropout from the program.
- l. Plagiarism detected at any point, even after issuance of degree, is punishable under law as per HEC policy on plagiarism.
- g. Women University Mardan has zero-tolerance on submission of fraudulent or plagiarized data/thesis/papers. Such cases will be forwarded to the Plagiarism Standing Committee of the university (PSC).

3.25 Plagiarism Check and Similarity Index (If Software is Not Available)

- a. In disciplines where plagiarism check software is not available, an affidavit prepared on Rs.100/-stamped paper duly signed by the student and countersigned by the supervisor shall be submitted.

- b. The text of the affidavit shall be provided by the respective Faculty.

3.26 Thesis Grading: The Thesis shall be graded for 200 marks for allocation of grade. However, the Faculties will formulate their own policies for breakdown of 200 marks and forward the same to the Examination Section for seeking approval of the competent authority.

3.27 Evaluation Procedure

- a. After successful plagiarism check report from QEC, the student will formally submit her thesis to her supervisor (**See Para 3.19** also). The Dean on the recommendations of supervisor through Chairperson will send the thesis to two external examiners from a list of five examiners within 10 working days. The identity of the evaluator will be kept confidential.
- b. Evaluation reports shall be shared with the scholar to ensure incorporation of changes before Defense.
- c. External Supervisor for MS/M.Phil program must be at least having a designation of Assistant Professor.

3.28 Composition of Thesis Defense Committee (TDC)

- a. Concerned Dean*Convener
- b. Concerned Chairperson
- c. External Examiner (Pakistani)
- d. Supervisor
- e. Co-Supervisor (If appointed)
- f. Director Academic (Non-voting member)
- g. Director QEC.(Non-voting member)

*Note: If the Dean is the supervisor of the student, the senior most PhD qualified faculty member of the Department will chair the meeting.

3.29 Thesis Defense

- a. Thesis defense will be an Open Defense which will be held only after all reports have been received and reviewed by the Supervisor and proposed changes, if any, have been incorporated. After the open defense a close viva/Defense session may be conducted by the TDC.
- b. Result of defense will be declared on **MSTh5 (AnxI)**

- c. After Defense, the scholar will be responsible to resubmit the dissertation to her supervisor after incorporation of all changes. The supervisor will obtain approval of Chairperson/Dean.
- d. Finally, the student will submit the error free bound copy of the thesis to her Chairperson for approval/ signature of Dean.

3.30 Thesis Re-Defense

- a. A student failing in the 1st attempt of defense may be given another chance upon their commendation of TDC. No Third chance is given. The TDC reserves the right (on a majority decision) to reject a thesis without giving second chance if the performance of the student is extremely poor. Plagiarism check of the revised document is mandatory for re-defense.
- b. Plagiarism check attempts carried out for the 1st defense will not be counted as chance(s) for the plagiarism check of the revised document.

3.31 Allocation of Grade

- a. The thesis will be assigned grade per grading ranges specified in **Para3.9**.
- b. The grade will be used in calculation of CGPA and will be reflected on the transcript.

3.32 Completion of M.Phil/MS Degree. A student must register for all semesters till submission of her M.Phil/MS thesis (**Para3.27a**). However, the date of notification for M. Phil/MS degree will be treated as completion date of the degree.

CHAPTER -4

Ph.D. PROGRAM

Rules for PhD program have been formulated in the light of HEC guidelines. However, these rules are subject to changes/amendments because of time-to-time changes in HEC rules/policies. Milestones specified by the Timeline (**Anx C**) have been incorporated in these rules.

4.1 Requirements for launching a PhD program

There should be at least 3 PhD faculty members in a department to launch a PhD program along with NOC from HEC.

The supervisor(s) of a PhD scholar must possess PhD degree in the relevant field as per the HEC guidelines.

4.2 Eligibility Criteria for PhD

- a. CGPA of 3.0/4.0 in M.Phil/MS/Equivalent degree in the Semester System
- b. GAT- Subject/International GRE (subject) score as determined by HEC.
- c. Passing of entrance test/interview conducted by the university.

4.3 Degree Requirements. Women University Mardan awards PhD degrees to the students who fulfill following conditions: -

- a. Completion of 18 credits of course work with a minimum CGPA of 2.5.
- b. Passing of Comprehensive Examination.
- c. Successful completion of thesis/dissertation. The thesis /dissertation will comprise of 24 credits.
- d. Publication/acceptance letter for the research paper in the relevant field in HEC specified Journal.

4.4 Duration of Program Total duration for PhD program is 3-8 years (six semesters to sixteen semesters)

4.5 Semester Duration

- a. Duration of a regular semester will be 16-18 weeks.
- b. A special intensive summer semester will be offered with a minimum duration of eight weeks.
- c. summer semester must cover the same course contents as in a regular semester.
- d. Only one summer semester will be offered in one calendar year.

4.6 Registration of Courses. At the beginning of a semester, a student shall register online in the course(s) being offered by the department.

- a. A student shall normally be required to register for courses of 9 credits in a semester. However, the Chairperson may allow a student to register for 3 to 12 credits in a semester as a special case.
- b. In summer semester a student may register for a maximum of two courses.
- c. In a subsequent semester, a student may improve/repeat courses in which he obtained D/F grade provided it is within limit of para 'a' above.
- d. The Chairperson shall forward the list of the students repeating/improving courses to Finance Section for issuance of fee challan forms for payment within first 21 days of a semester.
- e. The Finance Section must issue challans within four working days of the receipt of letter/names from the departments.

- f. After deposit of fee, the Chairperson will forward the list of students repeating/improving course(s) to Academics/Examination Section within 28 days of a semester for approval.
- g. A student may drop course(s) within first six weeks of a semester on the recommendation of the Chairperson concerned without refund of fee but without reporting the grade and counting towards repeat/improve chances.
- h. The students are not allowed to register in more than one degree programs in Women University Mardan or anywhere concurrently.

4.7 Grading & Evaluation. The performance of students is evaluated through a system of continuous testing spread over the entire duration of a semester. In addition to the final examination, the students are also tested through mid-term examination and internal evaluation consisting of a number of quizzes, class discussions, written assignments, presentations, and class projects etc., all of which contribute to the final grade.

4.8 Course Evaluation Breakdown. The breakdown of a course is as follows:

<u>Weightage</u>	<u>Mode of Evaluation</u>
20%	Continuous Assessment
30%	Mid Term Examination
50%	Final Term Examination

4.9 Grading Ranges. As per 3.9 of chapter 3

* Minimum grade for MS and PhD shall be (2.50) :

4.10 Transfer of Credits As per Para 3.10 of Chapter 3

4.11 Academic Deficiencies A student under one or more of the following conditions in a semester final result is considered academically deficient:

- a. Failure in a course
- b. SGPA less than 2.00
- c. CGPA less than 2.50
- d. Attendance less than 75%

4.12 Disposal of Academically Deficient Students.

- a. Academic deficient students are categorized as follows:

- i. Placed on probation.
 - ii. Relegated to next junior class
 - iii. Dropout from the university
- b. The deficiency status will be reflected in the final result notification issued by the examination Section.

4.13 Probation. A student will be placed on probation if he earns a CGPA of 2.00 or more but less than 2.50 in any semester.

4.14 Relegation. Relegation means that the student is not promoted and is allowed to repeat/improve courses of her previous semester. A student maybe relegated due to following: -

- a. If a student earns less than 2.00 SGPA in 1st semester, he will not be promoted but will be allowed to repeat her full semester.
- b. If a student fails in more than 50% of the registered courses.
- c. On disciplinary grounds.

4.15 Dropout Dropout means that a student is considered unsuitable to continue studies at the university and her name is removed from the program. A student may be Dropout due to following reason(s):-

- a. If a student earns 2nd relegation due to any reason.
- b. If a student fails to achieve CGPA of 2.5 even after availing maximum improvement chances (i.e two chances) within two years (maximum course work duration).
- c. If a student remains absent without sanctioned leave for 10 working days during a semester.
- d. If a student not registers in the semester (**Para 3.19 of Chapter3**) within first 30days of a semester.
- e. On disciplinary grounds.
- f. If a student exceeds the maximum time duration of the program i.e eight years.
- g. If a student fails to clear her comprehensive exam by the end of 5th semester.
(Maximum two attempts).

- h. If a student fails to successfully defend her **Research Proposal/Synopsis** upto the th semester (maximum two attempts).
end of 6
- i. If a student fails to achieve the required/acceptable similarity index of 19% even after availing 3 attempts
- j.

4.16 Attendance Requirements.

As per **para3.15 of Chapters 3.**

4.17 Repetition / Improvement of Courses. PhD scholars are allowed to **improve only two courses** during the entire study program. Other rules are same as for M. Phil program (**Para3.17 of Chapter 3**).

4.18 Semester Freeze.

- a. Semester freezing in PhD program is not allowed.

4.19 Continued registration for completion of program. If a student has completed minimum duration of a course of study/program specified by the university and still is not eligible for award of degree, he will continue to pay fee for the research phase till the formal submission of thesis as per **Para 4.27** or completes the maximum duration allowed for the program. If a student fails to register and pay the fee within 30 days of the start of a semester, he will be Dropout. The Department will forward her case for cancellation of her registration to Academic Section with information to examination Section. The Academic Section will process the case for cancellation of her registration.

RESEARCH PHASE

4.20 Allocation of Supervisor

- a. A student who fulfills the requirements of coursework will consult faculty members of her department from her research area. He will get the Form **PhDTH1 (Anx J)** signed from proposed supervisor. The form will be countersigned by the Chairperson and approved by the Dean.
- b. The eligibility of supervisor will as per HEC rules on the subject.
- c. Supervisor shall ensure that synopsis/thesis is prepared as per approved format of the faculty.

- d. The students are allowed to have a co-supervisor with the approval of Chairperson/Dean. However, students working on inter-disciplinary fields will be required to have a co-supervisor from the related field.
- e. The coordinator will ensure and pursue supervisor for timely issuance of progress report **PhDTH2 (Anx K)** and warnings by the Department/Faculty as per requirements of the “Timeline”.
- f. A supervisor for PhD program can supervise maximum 3 students at a time.

4.21 Change of Supervisor:

Supervisor may be changed in case of extraordinary circumstances. Following procedure will be adopted: -

- a. The scholar will apply to Chairperson on **PhDTH3 (Anx L)** for the change of supervisor by mentioning the reasons.
- b. The student will give an undertaking that he is responsible for meeting all deadlines/Timelines. He should state that he understands that no extension or relaxation will be given to him in the Timeline because of change of her supervisor.
- c. Remarks/consent of the current and proposed supervisor will be obtained on **PhDTh3 Form**. If the change is approved by the Dean, it will be processed for the provisional approval of FBS.
- d. Final approval for the change will be given by BASR.

4.22 Comprehensive Examination.

The comprehensive exam is conducted to assess the preparedness of a scholar to take on her PhD research. The exam should adequately cover areas/specializations of the Department/Field. The comprehensive exam will be based on the coursework offered by the Department. In addition, It may also cover other areas specific to the discipline. Faculties/Departments offering PhD program will prepare details/areas to be covered by the exam and get these approved from the competent authority. Abroad outline of the topics/curriculum/subjects to be covered must be given to the students well in time. Procedure for conduct of the exam is as follows: -

- a. Duration of written exam will be at least 3 hours and passing marks will be 70%.
However, the marks/grades will not be counted towards her GPA.
- b. The result of the examination will be reviewed by GSC of the Department and the student may be assigned extra courses to be passed before taking on the research.

- c. Comprehensive examination will be conducted twice in a regular semester and all eligible candidates may appear in the exam.
- d. A maximum of two attempts are allowed for the passing of the exam.
- e. Result of comprehensive Exam will be declared on **PhDTh4 (Anx M)**.

4.23 Proposal Defence

- a. The student will prepare her research proposal under guidance of her supervisor. The same will be presented in a meeting of GSC. The result of the Defense will be declared on **PhDTH5Form (Anx N)**. The Department must hold meeting of the GSC at least twice in a semester.
- b. The result will be provisionally approved by FBS.
- c. Final approval of the result will be given by BASR.
- d. The proposal must be prepared according to the guidelines provided by the respective Faculty.
- e. All proposals shall be run on Turn it into ensure permissible similarity index and it must be certified by the Supervisor.
- f. Proposals prepared in foreign languages shall have an English/Urdu version as well.
- g. Proposal will be presented in the target language with a brief in English/Urdu.
- h. Questions shall be asked in the target language and English/Urdu and replies shall be given in the language in the question is asked.
- i. If the scholar fails in proposal defence in first attempt, she will be given one more chance/attempt to defend a new/same proposal. However, he must complete her

by the end of 6th semester, failing which he will be Dropout. defense

4.24 Length of the Thesis. Minimum length of thesis including footnotes/endnotes but excluding prefatory pages, references, bibliography and annexure/s is as under: -

- a. Faculty Computer Sciences = 30000 words Faculty of
- Management Sciences = 50000 words

- b. Faculty of Social Sciences
 - i. Quantitative Research = 55000 to 60000 words
 - ii. Qualitative Research = 75000 to 80000 words d.
- c. Faculty of Languages = 75000 to 80000 words

4.25 Plagiarism Check of Thesis.

- a. Hard and soft copies of thesis will be submitted to QEC by respective Faculties for plagiarism check and similarity Index evaluation.
- b. Students must state if they or their supervisors have already run their thesis on Turn it in so that necessary steps are taken to avoid getting high similarity indices.
- c. Women University Mardan shall not take any responsibility if incomplete information is provided.
- d. The departmental coordinator will get the final report from QEC within six working days of the submission.
- e. Turn it in report, submitted by QEC, shall be considered as valid and final.
- h. There is a provision of only TWO ATTEMPTS for achieving acceptable similarity index of 19% or below. For the third attempt case will be placed before BASR for approval.
- i. No thesis shall be sent for evaluation unless the similarity index falls within the permissible limit.
- j. In case of re-Defense with major changes, it will be treated as a fresh plagiarism check. Earlier plagiarism attempts will not be counted.
- k. If a student fails to achieve the required/acceptable similarity index of 19% in three attempts, he will be Dropout from the program.
- l. Plagiarism detected at any point, even after issuance of degree, is punishable under law as per HEC policy on plagiarism.
- g. Women University Mardan has zero-tolerance on submission of fraudulent or plagiarized data/thesis/papers. Such cases will be forwarded to the Plagiarism Standing Committee of the university (PSC).

4.26 Plagiarism Check and Similarity Index (If Software is Not Available)

- a. In disciplines where plagiarism check software is not available, an affidavit prepared on Rs.100/-stamped paper duly signed by the student and countersigned by the supervisor shall be submitted.
- b. The text of the affidavit shall be provided by the respective Faculty.

4.27 Evaluation of Thesis

- a. After successful plagiarism check the thesis will also be sent to two foreign examiners and one external examiner (inside Pakistan) by the Dean on the recommendations of supervisor through chairperson as per HEC policy/approved list of countries. The identity of the evaluator will be kept confidential. The examiners shall be at least Associate Professor in the relevant field.
- b. Approved remuneration will be paid to the foreign/ local reviewer as per Women University Mardan/HEC policy.
- c. Timely receipt of reports from foreign evaluators will be the responsibility of the Chairperson.
- d. External Supervisor for PhD program must be at least having a designation of Associate Professor.
- e. Each PhD scholar shall be required with at least one presentation on PhD research.

4.28 Publication of Research Paper

- a. Number of Publication shall be as per HEC criteria. The researcher should be the Principal Author. The paper must be published in an HEC approved Journal as per HEC criteria for Sciences /Social Sciences/Arts & Humanities/languages etc. Papers shall be published before PhD defence.
- b. Final defense of the student shall not be conducted unless all the requirements for awarding PhD degrees as per HEC criteria are fulfilled (including acceptance/publication of research paper).

4.29 Composition of Thesis Defense Committee (TDC)

- a. Concerned Dean* Convener
- b. Concerned Chairperson
- c. External Examiner
- d. Supervisor

- e. Co-Supervisor (If appointed)
- f. Director Academics (Non-voting member)
- g. Director QEC. (Non-voting member)

*Note: If the Dean is the supervisor of the student, the senior most PhD qualified faculty member of the Department will chair the meeting.

4.30 Thesis Defense

- a. Thesis defense will be an Open Defense which will be held only after all reports have been received and reviewed by the Supervisor and proposed changes, if any, have been incorporated. After the open defense a close viva/Defense session may be conducted by the TDC.
- b. Result of defence will be declared on **Form PhD Th 6 (Anx O)**.
- c. After Defense, the scholar will be responsible to re submit the spiral bound copy of dissertation to her supervisor after incorporation of all changes. The supervisor will obtain approval of Chairperson/Dean on this copy.
- d. Finally, the student will submit the error free bound copy of the thesis to her chairperson for approval/signature of Dean.

4.31 Thesis Re-Defense

- a. A student failing in theist attempt of defense may be given another chance upon recommendation of the TDC. No Third chance is given. The TDC reserves the right (on a majority decision) to reject a thesis without giving second chance if the performance of the student is extremely poor. Plagiarism check of the revised document is mandatory for re-defense.
- b. Plagiarism check attempts carried out for theist defense will not be counted as chance(s) for the plagiarism check for the revised document.

4.32 Thesis Grading PhD thesis shall be graded as under:-(the grade will be reflected on the transcript)

- a. Distinction: Unconditional pass–no changes/amendments.
- b. Honors : Pass with minor revisions–some changes/amendments required
- c. Pass: Satisfactory Thesis and satisfactory performance or pass in 2nd attempt

4.33 Completion of PhD Degree. A student must register for all semester still formal submission of her PhD Thesis (**Para4.27a**). However, date of notification for PhD degree will be treated as completion date of the degree.

AnxA

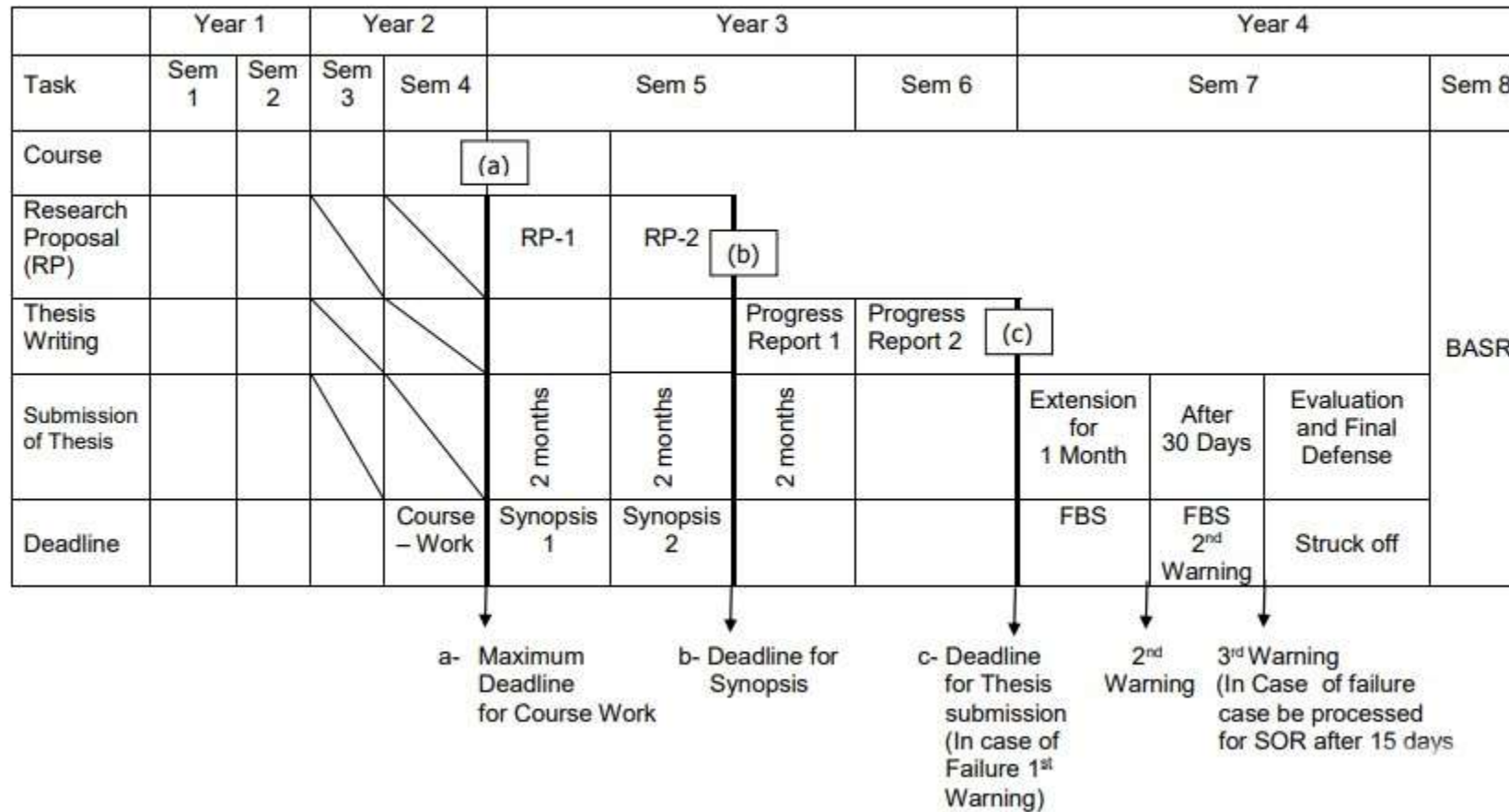
COMPOSITION OF GRADUATE STUDIES COMMITTEE (GSC)

1. Concerned Dean - Convener
2. Concerned Chairperson
3. External Member
4. Supervisor
5. Co-Supervisor (if appointed)
6. Program Coordinator (if any)

COMPOSITION OF THESIS DEFENCE COMMITTEE (TDC)

1. Concerned Dean* Convener
2. Concerned Chairperson
3. External Examiner
4. Supervisor
5. Co-Supervisor (If appointed)
6. Registrar Academic
7. Director QEC (Non-voting member)

*Note: If the Dean is the supervisor of the student, the senior most PhD qualified faculty member of the Department will chair the meeting

Anx B**Timeline for MPhil/MS**

Anx C**Timeline for PhD**

Task	Year1		Year2		Year 3		Year 4		Year 5		Year 6		Year 7		Year 8		
	Sem 1	Sem 2	Sem 3	Sem 4	Sem 5	Sem 6	Sem 7	Sem 8	Sem 9	Sem 10	Sem 11	Sem 12	Sem 13	Sem 14	Sem 15	Sem 16	
Course					Ceased												
Final Comprehensive Examination (FCE)					FCE	2 nd FCE for whose failed 1 st FCE	Ceased				BASR						
Research Proposal (RP)						RP-1 First FCE/2 nd	RP-2 1 st FCE/ 2 nd FCE										
Thesis Writing								Progress Report-1		Progress Report-2					BASR		BASR
Submission of Thesis										Final Submission	Extension by FBS	Article Publication/ acceptance letter	Evaluation and Final Defense	Evaluation and Final Defense			
Deadline	Course Work								Comprehensive		Synopsis		1 st Warning	2 nd Warning	Submission of Thesis with article / acceptance letter		

PROFORMA FOR MIGRATION/ TRANSFER OF CREDITS

1. Name of Applicant:
2. Father’s Name:
3. CNIC: Email
4. Address _____

5. **Academics Details*:**

Examination	Board/ University	Yearof Passing	CGPA/ Percentage
Matric			
FA/FS.c			
BA/BS.c (14 years)			
MA/MS.c (16 years)			
MS / M.Phil (18 years)			
Ph.D			

* Attach degrees/certificates and official transcripts of all the programs.

6. Current Program:
 - a. Name of University
 - b. Title of Program:
 - c. Registration Number:
 - d. Date of Enrolment in the Current Program:

(also indicate session i.e. Spring/ Fall)
 - e. Current Semester:

(Attach transcripts for all completed semesters)
 - f. Reason for migration _____

Anx EMSTH

1

WOMEN UNIVERSITY MARDAN

FACULTY OF _____

DEPARTMENT OF _____

ALLOCATION OF SUPERVISOR

Name of the Student:

Registration No:

CGPA:

Thesis Title: _____

Field of Specialization: _____

Thesis Supervisor

Name: _____

Department/Organization: _____

Contact No: Email: _____

Signature (for consent): Date: _____

CO-SUPERVISOR (if appointed)

Name: _____

Department/Organization:

Contact No: Email: __

Signature (for consent): Date: _____

(TO BE FILLED IN BY THE DEPARTMENT)

Approved

Not Approved

Chairperson:

Signature: _

Date:

Dean:

Signature: _

Date:

WOMEN UNIVERSITY MARDAN

FACULTY OF _____

DEPARTMENT OF _____

QUARTERLY RESEARCH PROGRESS REPORT

Name of Student: _____ Registration No: _____

CGPA: _____ Date of Enrolment: _____

Thesis Title: _____

Field of Specialization: _____

1. **Progress /Comments by Supervisor:** _

Recommendations/Future Work: _____

2. **Comments by Program Coordinator:** _____

Name: _____

Signature: _____

Date _____

(TOBE FILLEDIN BYTHEDEPARTMENT)

Research Progress:

Satisfactory (S) Unsatisfactory(U) Action Required (If unsatisfactory) OR other

Comments:

Chairperson: Signature: _ Date: _____

Dean: _____

Signature: _____

Date: _____

WOMEN UNIVERSITY MARDAN

FACULTY OF _____

DEPARTMENT OF _____

CHANGE OF SUPERVISOR

Name of Student: _____ Registration No: _____

Date of Enrolment: _____

Thesis Title: _____

Field of Specialization: _____

Reason(s) for _____
Change:

New Thesis Supervisor

Name: _____

Department/Organization: _____

Contact No: Email: _____

Signature (for consent): Date: _____

Old Thesis Supervisor

Name: _____

Department/Organization: _____

Contact No: Email: _____

Signature (for consent): Date: _____

(TOBE FILLEDIN BYTHEDEPARTMENT)

Approved

Not Approved

Chairperson:

Signature: _

Date:

Dean:

Signature:

Date:

WOMEN UNIVERSITY MARDAN

FACULTY OF

DEPARTMENT OF

RESEARCH PROPOSAL DEFENCE

Name of Student: _____ Registration No: _____

CGPA: _____ Date of Enrolment: _____

Thesis Title: _____

Field of Specialization: _____

Attempts: Ist 2nd

STATUS

Approved

Approved with Changes

Not Approved

GRADUATE ADVISORY COMMITTEE (GSC)

1. SUPERVISOR: _____
(Name) (Signatures)

2. CO-SUPERVISOR: _____
(Optional) (Name) (Signatures)

3. EXTERNAL MEMBER: _____
(Name) (Signatures)

4. SUBJECT EXPERT:
(Optional) _____
(Name) (Signatures)

5. Chairperson: _____
(Name) (Signatures)

6. Dean/Chairman: _____
(Name) (Signatures)

Date:

WOMEN UNIVERSITY MARDAN

FACULTY OF
DEPARTMENT OF

THESIS DEFENCE

Name of Student: _____ Registration No: _____

CGPA: _____ Date of Enrolment: _____

Thesis Title: _____

Field of Specialization: _____

Attempts: Ist 2nd

RECOMMENDATIONS OF THESIS DEFENCE COMMITTEE (TDC)

To Be Filled in Case of 'Minor Changes' or Without Changes'			Marks Obtained (Out of 200)
√	Approved	Without Changes	
		With Minor Changes	

OR

To Be Filled In Case of 'Major Changes'		Time Frame/ Conditions for Re-Defense	Marks Obtained (Out of 200)
√	Approved	Re-Defense	
		Rejected	
		X	

THESIS DEFENCE COMMITTEE (TDC)

1. Supervisor: _____ (Name) _____ (Signatures)

2. Co-Supervisor: _____ (Optional) _____ (Name) _____ (Signatures)

3. External Examiner: _____ (Name) _____ (Signatures)

4. Subject Expert: _____ (Optional) _____ (Name) _____ (Signatures)

5. Chairperson: _____

(Name)

(Signatures)

6. Dean/Chairman(TDC):_ _____

(Name)

(Signatures)

Date: _____

Note: Before commencement of proceedings of Defence, Chairperson/Coordinator will intimate TDC about time available to scholar and any deadline/condition set by BASR.

Anx KPhDTH2 Allocation of Supervisor

Name of Student: _____ Registration No: _____

CGPA: _____ Date of Enrolment: _____

Thesis Title: _____

Field of Specialization: _____

Thesis Supervisor

Name: _____

Department/Organization: _____

Contact No: Email: _____

Signature (for consent):

Date:

CO-SUPERVISOR (if appointed)

Name: _____

Department/Organization: _____

Contact No: Email: _____

Signature (for consent)

Date: _____

(TO BE FILLED IN BY THE DEPARTMENT)

Approved

Not Approved

Chairperson:

Signature: _

Date:

Dean:

Signature: _ Date:

WOMEN UNIVERSITY MARDAN

Faculty of _____

Department of _____

QUARTERLY RESEARCH PROGRESS REPORT

Name of Student: _____ Registration No: _____

CGPA: _____ Date of Enrolment: _____

Thesis Title: _____

Field of Specialization: _____

1. **Progress /Comments by Supervisor:** _

Recommendations/Future Work: _____

2. **Comments by Program Coordinator:** _____

Name:

Signature:

Date:

(TOBE FILLEDIN BYTHEDEPARTMENT)

Research Progress: Satisfactory (S) Unsatisfactory(U) Action Required

(If unsatisfactory) OR Other Comments:

Chairperson:

Signature: _

Date:

Dean:

Signature:

Date:

WOMEN UNIVERISTY MARDAN

FACULTY OF _____

DEPARTMENT OF _____

CHANGE OF SUPERVISOR

Name of Student: _____ Registration No: _____

CGPA: _____ Date of Enrolment: _____

Thesis Title: _____

Field of Specialization: _____

Reason(s) for _____
Change:

New Thesis Supervisor

Name: _____

Department/Organization: _____

Contact No: Email: _____

Signature (for consent): Date: _____

Old Thesis Supervisor

Name: _____

Department/Organ
ization: _____

Contact No: Email: _____

Signature(for consent): Date: _____

(TO BE FILLED IN BY THE DEPARTMENT)

Approved

Not Approved

Chairperson:

Signature: _

Date:

Dean:

Signature:

Date:

Anx M
PhDTH4

COMPREHENSIVE EXAMINATIONS

Name of Student: _____ Registration No: _____

CGPA: _____ Date of Enrolment: _____

Thesis Title: _____

Field of Specialization: _____

Attempts: Ist

2nd

1. Date of Written Examination: _____

2. Marks Obtained: /100

3. Result of Examination: Pass Fail

4. Deficiency Courses (if any) to be passed before taking on research:-

a. _____

b. _____

5. Thesis Supervisor: _____
(Name) (Signature)

6. Co- Supervisor: _____
(if appointed) (Name) (Signature)

7. Chairperson: _____
(Name) (Signature)

8. Dean: _____
(Name) (Signature)

WOMEN UNIVERSITY MARDAN

FACULTY OF _____

DEPARTMEN _____

TOF

RESEARCH PROPOSAL DEFENCE

Name of Student: _____ Registration No: _____

CGPA: _____ Date of Enrolment: _____

Thesis Title: _____

Field of Specialization: _____

Attempt: Ist

2nd

STATUS

Approved

Approved with Changes

Not
Approved

GRADUATE ADVISORY COMMITTEE (GSC)

1. SUPERVISOR: _____
(Name) (Signatures)

2. CO-SUPERVISOR: _____
(Optional) (Name) (Signatures)

3. EXTERNAL MEMBER: _____
(Name) (Signatures)

4. SUBJECT EXPERT: _____
(Optional) (Name) (Signatures)

5. Chairperson: _____
 (Name) (Signatures)

6. Dean/Chairman: _____
 (Name) (Signatures)

Date: _____

Anx O

PhDTH6

WOMEN UNIVERSITY MARDAN
FACULTY OF _____
DEPARTMENT OF _____
THESIS DEFENCE

Name of Student: _____ Registration No: _____

CGPA: _____ Date of Enrolment: _____

Thesis Title: _____

Field of Specialization: _____

Attempt: Ist 2nd

RECOMMENDATIONS OF THESIS DEFENCE COMMITTEE (TDC)

To Be Filled in Case of 'Minor Changes' or Without Changes'		Marks Obtained (Out of 200)
√	Approved	
	Without Changes	
	With Minor Changes	

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R

To Be Filled In Case of 'Major Changes'		Time Frame/ Conditions for Re-Defense	Marks Obtained (Out of 200)
√	Approved		
	Re-Defense		
	Rejected	X	

THESIS DEFENCE COMMITTEE(TDC)

1. Supervisor: _____
(Name) _____ (Signatures)
2. Co-Supervisor: _____
(If appointed) (Name) _____ (Signatures)
3. External Examiner1: _____
(Name) _____ (Signatures)
4. External Examiner2: _____
(Name) _____ (Signatures)
5. Subject Expert: _____
(Optional) (Name) _____ (Signatures)
6. Internal Examiner: _____
(Name) _____ (Signatures)
7. Chairperson: _____
(Name) _____ (Signatures)
8. Dean/Chairman(TDC): _____
(Signatures) _____(Name)

Date: _____

Note: Before commencement of proceedings of Defence, Chairperson/Coordinator will intimate TDC about time available to scholar and any deadline/condition set by BASR