UNIVERSITY OF RASUL

MANDI BAHA UDDIN



Postgraduate Semester Rules

Semester System Regulations for Graduate Programs

University of Rasul, Mandi Baha Uddin

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In pursuance of Sections 44 & 45 of the University of Rasul, Mandi Baha Uddin Act, 2018 (Act XXIII of 2018), the following Regulations are prescribed to administer affairs concerning graduate programs.

I. SHORT TITLE, COMMENCEMENT AND APPLICATION

1.1 These Regulations shall be called the University of Rasul, Mandi Baha Uddin Graduate Regulations 2026.

1.2 These Regulations shall come into force with immediate effect.

2. DEFINITIONS.

In these Regulations, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them:

2.1 **Academic Department** Means a teaching, research, and technological development maintained and administered by the University.

2.2 **Affiliated College** Means an educational institution affiliated with the University but not maintained or administered by it.

2.3 **ASRB** Stands for Advanced Studies and Research Board.

2.4 **Authority** means any of the Authorities of the University specified in Section 22 of the University Act 2018 (Act XXIII of 2018).

2.5 **Board of Studies** means the board comprising specified members Section 4 of First Statutes of University Act 2018 (Act XXIII of 2018).

2.6 **BOF** means board of faculty.

2.7 **COE** stands for Controller of Examinations.

2.8 **CH** means Credit Hours.

2.9 **Chairperson/HOD/Coordinator** means Academic Head of the Department.

2.10 **College** means a constituent college or an affiliated college.

2.11 **Constituent College** means a college maintained and administered by the University.

2.12 **Dean** means the Chairperson of the Board of Faculty.

2.13 **Director** means Head of the Board/Institute/Centre/School.

2.14 **FEC** stands for Faculty Equivalence Committee.

2.15 **GSC** stands for Graduate Studies Committee.

2.16 **CRARM** stands for Committee for Resolution of Academic Research Matters.

2.17 **External Examiners** means examiners, appointed to evaluate the thesis and conduct the

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Viva Voce.

2.18 **Faculty** means the Faculty of the University.

2.19 **Faculty/Institute/Centre/School/Department/Constituent College/Affiliated College** means Academic entity of the University.

2.20 **AT** means Admission Test.

2.21 **HEC** stands for Higher Education Commission.

2.22 **MPhil** stands for Master of Philosophy.

2.23 **MS** stands for Master of Studies.

2.24 **PhD** stands for Doctor of Philosophy.

2.25 **ABD (All but Dissertation) Scholar** means student of PhD or MS/MPhil or equivalent degree program who has completed all requirements for his/her respective degree program except the dissertation.

2.26 **Prescribed** means prescribed by Statutes, Regulations of University of Rasul.

2.27 **Principal** means the head of a college.

2.28 **Relevant Subject** means subject of the candidate of PhD that he/she has opted as major in his/her doctoral course work/research.

2.29 **Supervisor** means a qualified faculty member appointed by the GSC to supervise a research scholar in the process of completing his/her thesis.

2.30 **Teachers** mean Professors, Associate Professors, Assistant Professors, Lecturers and Research Staff, having prescribed qualifications, are engaged whole time by the University for teaching certificates, diplomas, degree or postgraduate classes and engaged in research and development of technologies and such other persons as may be declared as teachers by the Regulations.

2.31 **Thesis** means a thesis encompassing original research conducted by a scholar following the prescribed criteria of the University.

2.32 **University** means the University of Rasul.

2.33 **UORM** stands for the University of Rasul, Mandi Baha Uddin.

2.34 **Chairperson ASRB** means the Vice Chancellor of the University of Rasul

2.35 **Vice Chancellor** means the Vice Chancellor of the University of Rasul.

2.36 **Secretary ASRB** means the Registrar of the University of Rasul

2.37 **Registrar** means the Registrar of the University of Rasul.

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2.38 **NEE** means National External Examiner who has PhD Degree with designation as Assistant Professor and above

3. UORM REGULATIONS FOR MS/MPHIL OR EQUIVALENT DEGREE PROGRAMS

PRE-REQUISITES TO START MS/MPHIL OR EQUIVALENT PROGRAMS

Any teaching department of the University of Rasul intending to launch an MS/MPhil or equivalent program must ensure that

3.1 The Act/Charter of the university allows the program to be offered.

3.2 The department fulfils the criteria laid down by HEC in terms of facilities, resources, and faculty. There should be at least two (02) relevant Full-Time PhD Faculty members in a department to launch the MS/MPhil or equivalent program.

3.3 The administrative approval for the launch of the program has been obtained from the Vice Chancellor.

3.4 The rationale (need, scope, objectives, market demand and supply) for launching the program is established through proper assessment and societal problems expected to be resolved have been identified, and the employability of graduates that the prospective program is expected to enhance has been determined satisfactorily through all the statutory bodies keeping in view the national research agenda and sustainable development goals.

3.5 The title of the program is defined in light of the "Criteria for Use of Titles/Nomenclature for the Degree" as listed in the National Qualification Framework (2015).

3.6 The curriculum of the program is consistent with the guidelines issued by the HEC and international best practices.

3.7 The degree program has been approved for launch by all relevant statutory bodies of the university and accreditation councils (where applicable).

3.8 NOC has been obtained from HEC to launch the program.

3.9 The head of the Centre/School/Institute/Faculty/Constituent/Affiliated Postgraduate College of the UOR, launching the MS/MPhil or equivalent program shall ascertain the nature of programs/number of seats/criteria/facilities/resources available and communicate the same to the Registrar, UOR through Director ASRB.

4. ADVERTISEMENT

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The following procedure shall be adopted for the advertisement for admission in MS/MPhil or equivalent programs:

4.1 The registrar office shall prepare the initial draft of advertisement and shall share the same with all chairpersons/HODs/Deans for their feedback.

4.2 Afterward the registrar office shall incorporate received inputs/suggestions, finalize the draft advertisement and seek the approval of the Vice Chancellor.

4.3 Finally, the registrar office shall publish the advertisement for admission in MS/MPhil or equivalent programs in newspaper(s) and on the UORM website as per academic calendar.

5. ELIGIBILITY CRITERIA TO APPLY FOR MS/MPHIL OR EQUIVALENT PROGRAMS

5.1 The applicants shall possess at least sixteen years of education (MA/MSc/BS or equivalent degree Program in the relevant subject).

5.2 The applicants shall have at least 50% marks in the annual examination system or 2.50 CGPA (out of 4.00 in the semester system) or 65% marks in the semester system examination, where CGPA is not mentioned at terminal degree required for admission in MS/MPhil or equivalent Program.

5.3 The applicants shall have to earn at least a cumulative 50% mark in the admission test conducted by the respective GSC in coordination with the Directorate of IT Services, University of Rasul or GRE/HAT General/Equivalent Test conducted by HEC accredited body and Interview as the case may be. Following procedure is laid for this purpose:

i. The respective GSC shall prepare the data bank of questions and provide the same to Directorate of IT Services,

ii. The Directorate of IT Services shall in tum provide the platform to candidates for conduction of online admission test.

iii. The online admission test platform shall select the questions randomly from the data bank of questions and the same platform shall generate the admission test results.

iv. The GSC shall conduct interviews of all candidates to adjudge their aptitude, suitability and verification of documents and upload the interview marks in the system.

v. The online platform shall generate final merit list compiling qualification marks, admission

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test and interview marks.

vi. The admission test results shall be valid for two years and will be maintained by the department.

5.4 Any other requirement is notified by HEC or UORM from time to time.

6. INTRADISCIPLINARY QUALIFICATIONS

The intra disciplinary admission may only be allowed, if:

6.1 The applicant has a strong interest in pursuing an MS/MPhil/MSc/LLM/equivalent degree in a different discipline.

6.2 The applicant has passed the admission test with a minimum of 50% marks in the discipline of admission and has taken 6-9 CH of deficiency courses of level 6.

6.3 The GSC is satisfied that the applicant's knowledge of the 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 admission committee, the preparation can be deemed satisfactory by taking a few additional courses after starting the program).

7. SUBMISSION OF ADMISSION APPLICATION, ADMISSION AND REGISTRATION

7.1 In response to the advertisement (advertisement in print and electronic media under the semester system) by the University, each candidate seeking admission to the said degree program shall apply online for admission by logging into an online admission portal within the due dates. Only Online applications shall be accepted, and no hard copy of the form/ and credentials shall be required. However, all responsibilities for the data provided in the application shall rest upon the applicant.

7.2 Foreign Scholar shall apply for admission as per criteria laid down by HEC.

7.3 Whenever needed, the equivalence of academic qualifications shall be determined by the following Faculty Equivalence Committee (FEC):

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i	Dean of the concerned faculty	Convener
ii	Chairman of the concerned department	Member
Iii	Two senior teachers of the department concerned	Member
Iv	Controller of Examination	Member
v	Deputy Director (Academics)	Secretary

7.4 If the scheme of studies pursued by a scholar in the undergraduate program does not provide adequate background for the MS/MPhil or equivalent program, the scholar must take deficiency course (s) proposed by the GSC/FEC.

7.5 On the proposal of the Chairperson/HOD/Director/Principal concerned and with the recommendation of Dean, the Director ASRB will get approval and constitution of GSC from the Vice Chancellor and will notify it.

7.6 The GSC shall consist of the following:

i. Chairperson/Head of the Department Concerned (Convener)
ii. At least three (03) faculty members preferably with PhD qualification within the departments.
iii. Two faculty members from other departments, or other University/Research Institute/Industry).
iv. One nominee of Dean of Faculty Concerned.
v. One nominee of the Vice Chancellor.

7.7 The number of members to constitute the quorum for a meeting of the GSC shall be two thirds and vacant seats shall not be considered.

7.8 The GSC meeting may also be conducted online in special circumstances as per requirement.

7.9 The GSC shall determine the eligibility of the candidates. The list of eligible candidates shall be displayed on departmental noticeboard and UOR website.

7.10 The eligible candidates shall be invited for the admission test and interview as prescribed in section 5. The test/interview shall be conducted by the GSC.

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7.11 Merit shall be calculated based on marks obtained out of 100 according to the following criteria. However, securing a minimum of 50% marks in the UOR Admission Test or GRE/HAT General/Equivalent Test shall be mandatory to qualify.

Table 1: Merit Determination Criteria for MS/MPhil program

Component	Weightage % (Marks)
Academic Qualification (SSC, HSSC & bachelor's degree)	10+10+40 = 60
Admission Test or GRE/HAT General/Equivalent Test	30
Interview	10

Note: In the case of letter grades, the percentage of marks shall be calculated using the grading system provided under Clause 9.

7.11 Admission shall be granted by GSC. The GSC shall notify the list of the provisional selected candidates in intimation to the Director ASRB and the Vice Chancellor.

7.12 The convener of GSC (Chairperson/HOD) shall upload the list of provisionally selected candidates for admission on UOR website through Registrar and issue the provisional admission letters to the selected candidates.

7.13 The GSC may refuse admission to a candidate based on the reasons to be recorded.

7.14 The selected candidate shall have to submit the required documents (if any) mentioned in the provisional admission letter(s) and deposit the fee within the stipulated time frame in the prescribed bank, failure to which shall result in the cancellation of the provisional admission.

7.15 Migration shall be required from the candidates holding degrees from other universities for the registration at UOR.

7.16 The Department/Centre/School/Institute/Faculty/Constituent and Affiliated Postgraduate College of the UOR shall maintain the personal files of provisionally admitted candidates.

7.17 The Department/Centre/School/Institute/Faculty/Constituent and Affiliated Postgraduate College of the UOR shall submit a duly signed list of provisionally admitted students to Director ASRB and COE for record.

8. MEDIUM OF INSTRUCTION

The medium of instruction shall be English (except for faculty of Oriental Learning which shall be in their respective subject language).

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9. GRADING POLICY

The following table defines the grading policy based on percentage marks, corresponding letter grades, and numeric grade points.

Marks (%)	Letter Grade	Grade Point
100 – 85	A	4.00
84		3.93
83		3.87
82		3.80
81		3.73
80		3.67
79	B	3.60
78		3.53
77		3.47
76		3.40
75		3.33
74		3.27
73		3.20
72		3.13
71		3.07
70		3.00
69		2.90
68		2.80
67		2.70
66		2.60
65		2.50
64	C	2.40
63		2.30
62		2.20
61		2.10
60		2.00
59		1.90
58		1.80
57		1.70
56		1.60
55		1.50
54		1.40

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53	D	1.30
52		1.20
51		1.10
50		1.00
Below 50	F	0.00

10. SEMESTER REGULATIONS

10.1 Semester Schedule and Duration

i. There shall be 02 regular semesters (Fall & Spring) of 16-18 weeks duration each (including exams).

ii. The duration for the MS/MPhil or Equivalent Degree Program shall not be less than 03 regular semesters (1.5 year) and shall not be more than 06 regular semesters (03 years) save exceptions at Clause (10.2).

iii. All coursework should preferably be completed within the first two semesters. Students who submit and successfully defend their synopsis before the Graduate Studies Committee within the first two weeks of the third semester shall be permitted to submit their final thesis to the ASRB at the end of the third semester (after final examinations) for external evaluation.

iv. The students who fail to complete the degree requirements within the maximum stipulated duration as mentioned above shall have to apply with justification to ASRB. The ASRB shall grant the extension for the final year (fourth year) on recommendation of GSC and BOF.

v. The time duration for completion of the MS/MPhil or equivalent degree shall be counted from the date of admission to the program.

vi. Sessional, Mid-term and End of Semester Exams shall be conducted as per UOR Policy.

10.2 Extension in The Study Period Beyond Four Years

A student who fails to complete his/her MS/MPhil within the prescribed timeframe due to certain valid reasons (i.e. delay on account of circumstances beyond the control of the student) may request an extension in duration by applying to the convener of respective GSC. The GSC determines the causes of delay and shall forward the

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application to ASRB through the respective Faculty Board. The ASRB may grant an extension in the study period of the award of MS/MPhil or equivalent 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.

11 COURSE WORK REQUIREMENT FOR THE AWARD OF MS/MPHIL OR EQUIVALENT DEGREE

The University offers the following two types of MS/MPhil or equivalent degree programs. The registered students at the time of admission have the option to choose any one of the following two options.

11.1 **MS/MPhil or Equivalent by-Coursework**: The registered students are required to complete 30 credit hours of coursework.

Note: MBA students with no Business Education background are required to complete 66 credit hours of coursework including the project. However, MBA students with relevant business education are exempted from a maximum of 18 credit hours and they are required to complete a minimum of 48 credit hours of coursework including the project.

11.2 **MS/MPhil or Equivalent by-Mixed Mode:** The registered students are required to complete 24 credit hours of coursework along with a minimum of six (6) credit hours for research work/thesis.

11.3 The students shall choose the option of coursework or mix-mode at the time of admission or latest by the end of the first semester.

11.4 The Chairperson/HOD concerned shall define the scheme of studies for both of these study modes for the MS/MPhil or equivalent degree program and get approval from the Board of Studies.

12 CHANGE OF COURSE(s)/DROP/WITHDRAWAL

12.1 A student, with the consent of the concerned Supervisor and Chairperson/HOD, may change/drop a course(s) within the first 02 lecture weeks. A student may withdraw a course(s) before the mid-term examination. The respective Dean of the faculty will notify the Add/Drop/Withdraw of course(s) on the recommendation of the Chairperson/HOD.

12.2 In case of withdrawal, a 'W' shall appear in the transcript.

12.3 The above-stated changes/drops/withdrawals can be made only if they do not affect the

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conditions of the required workload and the already defined scheme of studies.

13 REPEATING COURSE(S)

13.1 Whenever a student is awarded an "F" grade, he/she has to repeat the course(s) whenever offered in the subsequent semester(s). The student shall register for that course(s) in the first week of the semester, with the permission of the concerned teacher/Chairperson/HOD.

13.2 The student may be allowed to repeat the course(s) in which he/she has obtained a grade(s) "C" or "D" as per UOR Policy.

13.3 In case a student repeats the course, the higher grade obtained in both attempts shall be considered as a final grade.

13.4 If a student, obtains a CGPA between 2.00 and 2.50 upon the completion of entire MS/MPhil or equivalent degree program, may be allowed to repeat once the course(s) of the previous semesters in which he/she obtained the lowest grades in order to improve the CGPA, i.e.2.50, failing shall result in cancellation of his/her admission. However, in such a case, there shall be no relaxation in the prescribed time of total degree duration.

14 FREEZING OF A STUDY SEMESTER

14.1 A student may freeze his/her studies within one week before the commencement of the semester with the permission of Director ASRB on the recommendation of the Chairperson/HOD /Director/Principal/Dean on medical grounds as per UOR policy or due to unavoidable circumstances

14.2 A student may freeze his/her studies owing to inevitable circumstances during the semester but the same must be before the start of mid-term exams. After mid-term exams, the case will be referred to by the Vice Chancellor's office and his decision shall stand final.

14.3 A student who discontinues studies on medical/emergency grounds after the commencement of the semester will be allowed to resume his/her studies in the next semester after paying semester fees. During the period of discontinuation studies, the hostel, medical, transport and other facilities shall be withdrawn which are normally available to regular students. After resuming studies next semester, students will only register for the courses having no prerequisites. In case where a pre-requisite course(s) exists, he/she shall first register the pre-requisite course(s) as und when offered in subsequent semesters.

14.4 Total degree duration shall not be affected due to freezing and students who discontinue his/her

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studies during the semester (semester froze) shall not be eligible for a refund of semester fee and other dues.

14.5 The student may re-register the frozen course(s) in the same semester which he/she had frozen, on the recommendation of the Chairperson/HOD/Director/Principal/Dean concerned under intimation to the Director ASRB.

14.6 In the transcript, it will be indicated as "Semester Freeze".

14.7 Such a facility of freezing a semester can be availed only once during the whole degree program.

14.8 A student shall not ordinarily be allowed to freeze studies during his/her first semester. However, in exceptional circumstances, the request for a semester freeze may be forwarded to the Vice Chancellor through ASRB for decision.

14.9 During the freezing semester, the Bonafide status of the student shall remain suspended. He/she shall not be allowed to avail the privilege like a regular student.

14.10 The Director ASRB will notify the freeze status of the student. After completion of the frozen period, the resume/rejoining of studies of MS/MPhil/MSc/LLM scholar shall also be notified by the Director, ASRB.

14.11 The HEC fellowship awardees shall be allowed to join a training/research program within Pakistan or abroad with the condition that his/her training/research would not disturb his/her enrollment in the University and will remain intact. This period shall be included in his/her degree completion time. On his/her return and rejoining the University; he/she would have to meet the enrollment formalities (Ex-post-facto) of this period.

15 PROBATION AND DROP POLICY

15.1 The student(s) having a Cumulative Grade-Point Average (CGPA) less than 2.00 and greater than 1.50 out of 4.00 shall be considered on academic probation.

15.2 In case the student does not achieve the minimum desired CGPA (2.00 out of 4.00) in the subsequent semester, he/she shall be considered dropped from the University roll without any prior intimation.

15.3 The academic probation shall be allowed once in the entire degree program.

15.4 Freezing of the semester shall not be allowed, in any case, during the probation period.

15.5 The student(s) having CGPA less than 1.50 out of 4.00 shall be considered as dropped from the University roll without any prior intimation at any stage of the degree.

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15.6 However, dropped student(s) may avail of the option of re-admission (if offered) in subsequent semesters. The re-admission shall be allowed once in an entire degree program, and it is the student's responsibility to comply with the prerequisites of all courses for which he/she enrolls in the subsequent semester.

15.7 The student shall not be allowed to improve his/her CGPA after completion of the maximum degree duration (4 years).

16 SYNOPSIS

16.1 By the second semester, the students shall submit their area of interest for the thesis/research to their respective Chairperson/HOD. In response respective Chairperson/HOD shall convene a meeting of GSC to allot supervisors to the students as per HEC policy for developing their synopsis. Students shall submit their synopsis to the BOF through the GSC not earlier than the first week of the 3rd semester and not later than the end or the 4th semester. In special circumstances, if the synopsis is not submitted within the stipulated time, the ASRB shall deal with such cases on the recommendation of the Faculty Board concerned. However, synopsis shall be required to be approved by respective GSC and BOF at least four months prior to the submission of the thesis (to ASRB through GSC) without any relaxation in the stipulated time of Degree Completion as specified by HEC. The date of approval of synopsis shall be reckoned from the GSC date irrespective of the date of BOF meeting in which the synopsis is finally approved.

16.2 A student shall not be allowed to register his/her thesis during Probation.

16.3 The supervisor shall be allotted, and students shall submit their synopsis to the Chairperson/HOD concerned through the supervisor.

i. The GSC shall scrutinize the synopsis. The scrutinized synopsis shall be placed before the Board of Faculty, whose meeting shall be convened by the respective Dean. The Board of Faculty may approve the synopsis with or without modifications, refer it back to the GSC for reconsideration, or reject it. The BOF may invite the supervisor, or the scholar concerned to defend the synopsis in the BOF meeting.

ii. After approval of the synopsis by the GSC and BOF, the student shall immediately commence research work in the same semester. The chairperson concerned shall forward the approved synopsis details (i.e., title and supervisor's name) through the Dean to the Director ASRB,

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who shall confirm the student's registration.

iii. Each candidate shall be assigned one supervisor, and, where required, a co-supervisor. The research supervisor shall be from the respective department, while the co-supervisor may be appointed in accordance with the UOR MS/MPhil (or equivalent) rules and regulations, subject to proper justification by the GSC. External co-supervisors (from other universities) shall not be approved unless UOR lacks the required instrumental facilities or a subject specialist within its existing faculty for the relevant area of research. In such cases, the supervisor should inform the Director ASRB, through the proper channel (Chairperson and Dean), with supporting evidence. Similarly, if a faculty member of UOR is appointed as a co-supervisor by another university, he/she must notify the Director ASRB and the Registrar, through the proper channel. If a research supervisor is deceased, terminated/dismissed under disciplinary action, declared absconder, resigns, or refuses to continue supervising a scholar, the department concerned shall immediately allocate a new supervisor through the GSC and Faculty Board. However, the research scholar may acknowledge the contribution of the deceased; terminated/dismissed, or absconded supervisor in his/her thesis.

iv. The distribution of research students shall be determined in accordance with HEC policy. A faculty member may, however, choose to supervise fewer students, subject to the availability of resources. The maximum number of research scholars under the supervision of a faculty member shall strictly follow HEC guidelines. In the event of a shortage of PhD-qualified supervisors, senior faculty members holding an MS/MPhil or equivalent degree (with or without thesis) and possessing a minimum of five (05) years of relevant research, teaching, or professional experience after obtaining the MS/MPhil or equivalent degree may supervise up to five (05) MS/MPhil (or equivalent) students.

v. Before entering in to research semester, the student shall maintain the minimum qualifying CGPA.

17 PROGRESS REPORT

17.1 Each student shall submit his/her progress report, semester-wise, through his/her supervisor vetted by the Convener GSC to the Director ASRB, on the UORM prescribed form.

17.2 In case the progress is satisfactory, but the Thesis is not completed an "*TIP" grade shall be assigned to a student against the enrolled CH of the Thesis and the same assigned on Provisional and Final Transcripts. *TIP = Thesis in Progress.

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17.3 After successful completion of the Thesis, the earned grade shall be assigned to the Thesis CH in the final semester, and the "Thesis Completed" status shall be assigned on Final Transcripts.

18 THESIS SUBMISSION AND EVALUATION

18.1 A student may submit the completed thesis at any time during a semester. However, if the thesis is submitted at the end of semester (i.e., after final examinations), it must be submitted within a grace period of thirty (30) days from the official closing date of the semester. Failure to do so shall require the student to enroll in the subsequent semester(s). In special circumstances, the authority may extend the grace period as deemed appropriate.

18.2 After completion of the Thesis, the student shall submit one (01) paper-bound copy of the thesis in UOR-prescribed format to the Supervisor concerned for scrutiny. Checking Plagiarism and compatibility with the UOR format shall be the responsibility of the supervisor concerned, upon satisfaction, the Supervisor concerned shall forward the thesis to the GSC.

18.3 After scrutiny, the GSC shall forward one copy of the thesis, along with a panel of five (05) external examiners (approved by the BOS), to the Director ASRB for the appointment of an External Examiner. The panel shall include no more than one examiner from any single institution.

18.4 Upon approval of the external examiner's appointment by the Vice Chancellor, the Director ASRB shall forward the thesis electronically to the appointed examiner along with the prescribed evaluation form.

18.5 In case of delay by the External Examiner beyond the initial stipulated period of fifteen (15) days, the Director ASRB shall issue a written reminder and allow an additional seven (07) days for response. If the examiner fails to respond within this extended deadline, the Director ASRB shall cancel the appointment and, after obtaining approval from the Vice Chancellor in accordance with Clause 18.4, forward the thesis electronically to another external examiner. The external examiner shall return the review report within the one month after acceptance. If the case is not so, the director ASRB will issue the reminder. If report not received maximum within two months, the thesis may be allocated to the other examiner.

18.6 The external examiner may suggest:

i. **Accept the Thesis** (As it is if thesis meets the required standards for award of MS/MPhil or equivalent Degree) **or**

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ii. **Accept the Thesis with Minor Changes** (Thesis with minor corrections as given in attached list and meets the required standards for award of MS/MPhil or equivalent Degree after minor modifications) **or**

iii. **Accept the Thesis with Major Changes** (The Thesis requires major corrections, as indicated in the Evaluation Report. Once the prescribed modifications are completed to meet required standards, the MS/MPhil or equivalent degree may be awarded without further external evaluation.) or

iv. **Not Accept the Thesis in Present Form,** (The thesis requires major corrections, as indicated in the Evaluation Report. Once the prescribed modifications are completed to meet required standards, the Thesis shall be re-submitted for re-evaluation by the same external examiner, if required by the external examiner. or

v. In cases where external examiner finds that the Thesis is wholly inadequate, it may be **Failed / Rejected** by the Director ASRB on the recommendations of GSC concerned.

18.7 The Director ASRB shall forward the comments of examiner to the Chairperson / HOD / Convener GSC who shall communicate the observation (if any) to the student concerned through Supervisor.

18.8 If examiner recommends **Minor Modifications** to the thesis, the scholar shall be required to implement the necessary corrections. The supervisor concerned will review the revised thesis, and upon satisfactory implementation, endorses the corrections and forward the thesis to the Chairperson of the Department for placement before the GSC for discussion and endorsement. The Chairperson shall convene the GSC meeting, preferably within one week of receiving the thesis from the supervisor and forwarding the case to the ASRB for further action. The total duration allowed for the implementation of minor corrections shall be one month. If a scholar requires additional time of fifteen days (15) under special circumstances beyond the control of the scholar, he/she must submit a written request to the Chairperson through the Supervisor prior to expiry of one month (30 days) duration. In case the scholar fails to incorporate the required corrections within the prescribed timeframe, he/she will be required to register for subsequent semester(s), within the maximum stipulated degree duration as restricted by the HEC.

18.9 If the examiner suggests **Major Modification/ Not Acceptable in Present Form,** the

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scholar shall register the subsequent semester(s) within maximum stipulated degree duration as restricted by HEC and resubmit the thesis duly certified by the supervisor concerned through GSC. The change in title of the Dissertation title shall be considered as a major change.

18.10 The Chairperson/HOD concerned shall request the Director ASRB to fix the date for Viva Voce.

i. The Director ASRB shall fix the date of the Viva Voce in consultation with the External Examiner. In cases where the External Examiner and Supervisor cannot be physically present, they may participate in the Final Viva Voce online. The scholar concerned shall normally be required to appear physically before the Final Viva Committee; online defense shall not be permitted. However, under special circumstances, the scholar may be allowed to present the Final Viva Voce online, subject to the approval of the Vice Chancellor.

ii. The chairperson/HoD of the department shall act as the Neutral Chair, who along with Supervisor/Co-supervisor (if any) and External Examiner shall conduct the open defense/viva voce ensuring the implementation of guidelines given in sub-clause and made the final decision as pass or pass with minor amendments or deferred for resubmission and re-defense or fail. In case, the Chairperson/HoD is the supervisor/co-supervisor, the senior most faculty member of the department shall act as the Neutral chair. He shall submit the decision on the prescribed Performa to ASRB.

iii. The scholar shall defend his dissertation in an open public defense. The following shall be present at the time of Open Defense / Final Viva Voce.

i. Neutral Chair
ii. External Examiner
iii. Convener / Representative of GSC
iv. Supervisor of the Concerned Student (permitted to speak only with the permission of the Neutral Chair)
v. Representative of Dean of Faculty (with an observational role only)
vi. Secretary (Clerk of the department concerned, responsible for notetaking)

18.11 The External Examiner, the Convener / Representative of the GSC and Supervisor shall award marks to the candidate out of two hundred (200) each on the prescribed

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proforma and hand over the duly signed proforma to the Neutral Chair. The Neutral Chair shall, within two days, submit the signed proformas along with his/her report prepared based on the comments and questions raised by the External Examiner and the GSC representative, to the Chairperson/HOD concerned. The Chairperson/HOD shall compile the average award on the prescribed proforma and forward it to the ASRB within two days.

18.12 The Scholar concerned through chairperson of the department shall also forward **three (03) copies** of hard bound and soft copy (in both MS Word, PDF formats) of final Dissertation and original plagiarism report generated by supervisor's account to Director ASRB who will in tum forward it to the Controller of Examinations within five (05) working days. The Controller of Examinations, after checking all coral formalities, shall stamp copies and submit one copy of the thesis to the Chief Librarian for inclusion in the record within 05 working days and also forward one copy to the concerned Dean and one copy to the concerned scholar. However, Chairperson / Supervisor shall retain a hard and soft copy for official/personal record. A Degree Completion Certificate and Transcript shall be issued by the Controller of Examinations.

18.13 In case the candidate fails to defend the theses, he/she may submit an appeal to the GSC concerned for a second attempt. The GSC may request the Director ASRB to fix a date for Viva Voce of the candidate as a second attempt before the same examination panel. In case the candidate fails even after the second attempt, the GSC may request to the Director ASRB to fix a date for Viva Voce of the candidate as a third and final attempt before the same examination panel. However, in case the candidate fails even after the third attempt, his/her admission shall be cancelled by the director ASRB on the recommendation of GSC.

19 PUBLICATION REQUIRMENT

Each MS/MPhil/MSc/LLB scholar shall be required to publish at least one research paper, derived from his/her thesis, in an HEC-recognized journal prior to the award of the degree.

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20 GRADE POINTS AND CLASS ATTENDANCE

20.1 The student shall obtain a minimum of 2.00 CGPA out of 4.00 in each semester; however, the degree shall be awarded on obtaining a minimum 2.50 CGPA.

20.2 Each subject shall carry 100 marks. The distribution of marks shall encourage research-based learning and be decided by the teacher concerned accordingly. In the case of paper-based/review-based teaching, the department concerned shall ensure that each course ends with a publishable research paper submitted by the student. Marks/grades shall be assigned based on the quality of work presented in the paper and its oral presentation by the student before the GSC. The teacher concerned, through Chairperson/ HOD, shall submit the final result to the Director ASRB who will forward it to the COE.

20.3 Where the exam-based evaluation is essential, the examination papers shall be set by the relevant teachers; however, GSC may scrutinize the process to ensure a research-oriented assessment of the student during the examination and monitor the quality of the papers where required.

20.4 The student shall have to maintain a minimum of 70% class attendance in each coursework/laboratory work (if applicable).

21 CANCELLATION OF ADMISSION

21.1 The admission of a scholar shall be cancelled by the Registrar on the recommendation of the Supervisor, Chairperson/HOD followed by approval of the Director ASRB, if the scholar:

i. Earns two consecutive adverse reports from his/her supervisor,
ii. Remains absent (fails to contact) his/her supervisor or left the program without prior permission,
iii. Does not complete the course work within the stipulated time,
iv. Does not qualify the Viva Voce even in the 3rd attempt,
v. MS/MPhil scholars may be struck off the roll of the university on completion of the maximum permissible time duration of their respective degree program.

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vi. Is found guilty of misconduct.

21.2 The aggrieved scholar may file an appeal against the cancellation of his/her registration to the Vice Chancellor within thirty (30) days. The Vice Chancellor shall allow him/her to be heard in person. However, the decision of the Vice Chancellor shall be final.

22 CREDITS TRANSFER, EVALUATION AND GRADING

22.1 The credit transfers of coursework from one university/DAI/HEI to another as well as to evaluate students' academic performance (both formative and summative) and award of grades, HEC's Policy Guidelines, issued from time to time, for implementation of the Uniform Semester Examination System in Higher Education Institutes of Pakistan shall be referred.

22.2 The transfer of research work is permissible, provided that the host university accepts the research conducted at the parent university before the credit transfer.

23 RE-SIT EXAMINATION/I-GRADEIN GRADUATE DEGREE PROGRAMS

23.1 The students who cannot appear in the examination because of genuine excuse/reason (only in exceptional cases beyond the control of a student such as serious accidents, family tragedy, serious health ailments) shall be allowed to appear in re-sit examination within one week after the examination subject to the payment of special examination fee of Rs. 5,000/- for one course. If the number of courses is more than one, then a Lump sum of Rs. 10,000/- shall be paid as a special examination fee to the department.

23.2 As per the I-Grade policy for graduate degree programs, the students shall not be awarded more than two I-Grades in their entire degree program. The students with an I-Grade status are required to register for only one I-Grade course, whenever offered, in addition to their regular coursework, ensuring compliance with the specified credit hour limit and shall not be used as tool.

24 COMMITTEE FOR RESOLUTION OF ACADEMIC RESEARCH MATTERS

In all cases where these rules and regulations are silent, or any anomaly, difference of opinion, or difficulty arises in their interpretation or implementation, the matter shall be referred to the following committee, whose decision shall be final and binding.

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i. The Vice Chancellor
ii. Director ASRB
iii. All Deans
iv. Concerned Chairperson
v. Supervisor (Co-Opted)
vi. Registrar
vii. Deputy Director (Academic)

UORM REGULATIONS FOR PHD DEGREE PROGRAMS

1. PRE-REQUISITES TO START A PhD PROGRAM

Any teaching department of the University intending to launch a PhD Program must ensure that:

i. The Act/Charter of the university allows the program to be offered.

ii. The department fulfills the criteria laid down by HEC in terms of facilities, resources, and faculty. There should be at least three (03) relevant Full-Time PhD Faculty members in a department to launch the PhD Programs.

iii. The administrative approval for the launch of the program has been obtained from the Vice Chancellor.

iv. The rationale (need, scope, objectives, market demand and supply) for launching the program is established through proper assessment and societal problems expected *to* be resolved have been identified, and employability of graduates that the prospective program is expected to enhance has been determined satisfactorily through all the statutory bodies keeping in view the national research agenda and sustainable development goals.

v. The title of the program is defined in light of the "Criteria for Use of Titles/Nomenclature for the Degree" as listed in the National Qualification Framework (2015).

vi. The curriculum of the program is consistent with the guidelines issued by the HEC and international best practices.

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vii. The degree program has been approved for launch by all relevant statutory bodies of the university and accreditation councils (where applicable).

viii. NOC has been obtained from HEC to launch the program.

ix. The head of the Centre/School/Institute/Faculty/Constituent/Affiliated Postgraduate College of the UOR, launching PhD program shall ascertain the nature of programs/number of seats/criteria/facilities/resources available and communicate the same to the Registrar, UOR through Director ASRB.

2. QUALIFICATION REQUIREMENT

a. The applicant desired admission into a PhD program shall possess MS/MPhil/MSc/LLM or equivalent degree. or

b. The students pursuing MS/MPhil/MSc/LLM studies or awaiting result and interested in continuing to PhD may be granted provisional admission upon satisfaction of the GSC 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:

c. Award of MS/MPhil/MSc/LLM or equivalent degree, as prescribed in section 28.1.

d. Clearance of the admission test, as prescribed in section 28.2.

3. ADVERTISEMENT

The following procedure shall be adopted for the advertisement of graduate admissions:

a. The registrar office shall prepare the initial draft of advertisement and shall share the same with all chairpersons/HODs/Deans for their feedback.

b. Afterward the registrar office shall incorporate received inputs/suggestions, finalize the draft advertisement and seek the approval of the Vice Chancellor.

c. Finally, the registrar office shall publish the adve1tisement for admission in graduate programs in newspaper(s) and also on the UOR website as per academic calendar.

4. ELIGIBILITY CRITERIA TO APPLY FOR PHD PROGRAMS

4.1 Qualification and CGPA

a. For admission in PhD programs, a minimum CGPA of 3.0 (out of 4.0 in the semester system) or 60% (in the annual system) in the MS/MPhil/MSc/LLM or equivalent degree being considered for admission, is required, whether such degree was obtained from

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Pakistani or foreign universities.

b. If the CGPA/Percentage is not mentioned on the transcript, the candidate must produce equivalent weightage from the parent university.

c. The students having strong demonstrated interest in obtaining PhD degree, but their CGPA is below 3.00 but above 2.5 (out of 4.0 in the semester system) or 60% marks (in the annual system) in the most recent degree obtained, may be admitted to a PhD program after fulfilling the following requirements:

d. Shall study additional courses of 9-12 CH of level 7 taking a zero semester at admission awarding university/HEI/DAI and score minimum 3.00 out of 4.00 GPA, or Shall possess a minimum of three years of relevant industry or professional experience (directly related to their field of study and the degree program in which admission is sought), and

i. The GSC is satisfied that the applicant's knowledge of primary area (level 7) has sufficiently prepared him or her to undertake the course of studies of the doctoral program.

ii. These requirements shall be in addition to any other requirements set in this policy for admission to a PhD program.

2.1 **Admission Test**

a) The candidate shall have to pass the admission test prepared and conducted by the respective GSC in coordination with the Directorate of IT Services, University of Rasul. Following procedure is laid for this purpose:

i. The respective GSC shall prepare the data bank of questions and provide the same to Directorate of IT Services,

i. The Directorate of IT Services shall in tum provide the platform to candidates for conduction of online admission test.

ii. The online admission test platform shall select the questions randomly from the data bank of questions and the same platform shall generate the admission test results.

iii. The GSC shall conduct interviews of all candidates to adjudge their aptitude, suitability and verification of documents and upload the interview marks in the system.

iv. The online platform shall generate final merit list compiling qualification marks, admission test and interview marks.

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v. The admission test results shall be valid for two years and will be maintained by the department.

or

b) The candidate may undergo a test equivalent to GRE/HAT General, conducted by testing bodies accredited by the HEC and earn a minimum of 60% marks. As the case may be.

i. The GSC shall conduct interviews of all candidates to adjudge their aptitude, suitability and verification of documents and upload the interview marks in the system.

ii. The online platform shall generate final merit list compiling qualification marks, admission test and interview marks.

2.2 **Statement of Purpose**

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 GSC 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 subspecialty in which the applicant is interested.

A statement of purpose shall, at least. include the following:

i. Title of the potential research proposal

ii. Clear articulation of the current understanding of the intended field and ideas for potential research

iii. Explanation of the intended impact of the proposed research

iv. The prospective candidates shall demonstrate passion and enthusiasm for the area of research.

2.3 **Other Requirements**

Any other requirement notified by HEC or UOR from time to time.

3. INTRA-DISCIPLINARY QUALIFICATIONS

The intra disciplinary admission may only be allowed, if:

i. The applicant has an strong interest in pursuing a PhD in a different discipline.

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ii. The applicant has passed GRE-Subject/Equivalent Test with minimum 50% marks in the discipline of admission and has taken 6-9 CH of deficiency courses of level 7.

iii. The GSC 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 admissions committee, the preparation can be deemed satisfactory by taking a few additional courses after starting the program).

4. SUBMISSION OF ADMISSION APPLICATION, ADMISSION AND REGISTRATION

4.1 In response to the advertisement (advertisement in print and electronic media under semester system) by the University, each candidate seeking admission in the said degree program shall apply online for admission by logging into an online admission portal within the due dates. Only Online application shall be accepted, and no hard copy of the form/ and credentials shall be required. However, all responsibilities of the provided data *in* the application shall rest upon the applicant.

4.2 Foreign Scholar shall apply for admission as per criteria laid down by HEC.

4.3 Whenever needed, the equivalence of academic qualifications shall be determined by the following

Faculty Equivalence Committee (FEC):

i. Dean of the concerned faculty	Convener
ii. Chairman of the concerned department	Member
iii. Two teachers of the concerned department	Member
iv. Controller of Examination	Member
v. Deputy Director (Academics)	Secretary

4.4 If the scheme of studies pursued by a scholar in the MS/MPhil or equivalent Program does not provide adequate background for the PhD program, the scholar must take deficiency course (s) proposed by the GSC/FEC.

4.5 On the proposal of the Chairperson/HOD/Director/Principal concerned and with the recommendation of Dean, the Director ASRB will get approval and constitution of GSC from the Vice Chancellor and will notify it. The GSC shall consist of the following:

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i. Chairperson/Head of the Department Concerned (Convener)

ii. At least three (03) faculty members with PhD qualifications within the departments.

iii. Two faculty members from other departments, or other University/Research Institute/Industry).

iv. One nominee of Dean of Faculty Concerned.

v. One nominee of the Vice Chancellor.

4.6 The number of members to constitute the quorum for a meeting of the GSC shall be two thirds and vacant seats shall not be considered.

4.7 The GSC meeting may also be conducted online in special circumstances as per requirement.

4.8 The GSC shall determine the eligibility of the candidates. The list of eligible candidates shall be displayed on departmental noticeboard and UOR website.

4.9 The eligible candidates shall be invited for the admission test and interview as prescribed in section 28.2.

4.10 Merit shall be calculated on the basis of marks obtained out of 100 according to the following criteria. However, securing a minimum of 60% marks in the UOR Admission Test or GRE/HAT General/Equivalent Test shall be mandatory to qualify.

Table 1: Merit Determination Criteria for PhD Program

Component	**Weightage % (Marks)**
Academic Qualification (SSC, HSSC, Bachelor Degree and MS/MPhil)	10+10+10+20 = 50
Admission Test or GRE/HAT General/Equivalent Test	30
Publications	10
Interview	10

Note: In the case of letter grades, the percentage of marks shall be calculated using the grading system provided under Clause 32; Publication marks shall be awarded as follows: 10, 8, 6, and 4 marks for JCR categories QI, Q2, Q3, and Q4 respectively, and 2 marks for publications in HEC-recognized journals as a first author.

4.11 Admission shall be granted by GSC. The GSC shall notify the list of the provisional selected candidates in intimation to the Director ASRB and the Vice Chancellor.

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4.12 The convener of GSC (Chairperson/HOD) shall upload the list of provisionally selected candidates for admission on UOR website through Registrar and issue the provisional admission letters to the selected candidates.

4.13 The GSC may refuse admission to a candidate based on the reasons to be recorded.

4.14 The selected candidate shall have to submit the required documents (if any) mentioned in the provisional admission letter(s) and deposit the fee within the stipulated time frame in the prescribed bank, failure to which shall result in the cancellation of the provisional admission.

4.15 Migration shall be required from the candidates holding degrees from other universities for the registration at UOR.

4.16 The Department/Centre/School/Institute/Faculty/Constituent and Affiliated Postgraduate College of the UOR shall maintain the personal files of provisionally admitted candidates.

4.17 The Department/Centre/School/Institute/Faculty/Constituent and Affiliated Postgraduate College of the UOR shall submit a duly signed list of provisionally admitted students to Director ASRB and COE for record.

5. MEDIUM OF INSTRUCTION

Medium of instruction shall be English (except faculty of Oriental Learning which shall be in their respective subject language).

6. GRADIING POLICY

The following table defines the grading policy based on percentage marks, corresponding letter grades, and numeric grade points.

Marks (%)	Letter Grade	Grade Point
100 – 85	A	4.00
84		3.93
83		3.87
82		3.80
81		3.73
80		3.67
79		3.60
78		3.53

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77	B	3.47
76		3.40
75		3.33
74		3.27
73		3.20
72		3.13
71		3.07
70		3.00
69		2.90
68		2.80
67		2.70
66		2.60
65		2.50
64	C	2.40
63		2.30
62		2.20
61		2.10
60		2.00
59		1.90
58		1.80
57		1.70
56		1.60
55		1.50
54	D	1.40
53		1.30
52		1.20
51		1.10
50		1.00
Below 50	F	0.00

7. ALLOTMENT OF SUPERVISOR

Research supervisors shall be assigned to each student at a suitable time after admission. In this regard, the guidelines given in section 4.2 of HEC's Graduate Education Policy 2023 shall be followed in letter and spirit. The GSC of the respective department shall review the "Statement of Purpose" of each admitted PhD student and suggest the name of the research supervisor in accordance with relevance. The PhD supervisors to be appointed shall meet the following criteria.

7.1 General Requirements

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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/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.

7.2 **Minimum Publication Requirements**

In addition to fulfilling the General Requirements, a PhD supervisor must publish research articles in HEC's recognized research journals. 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**

i. Within the last 3 years after PhD: at least three research publication 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 two 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

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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.

8. CONSTITUTION OF SUPERVISORY COMMITTEE

34.1 For each PhD admitted student, a supervisory committee shall be constituted by concerned GSC to supervise the research. The structure of the **Supervisory Committee** shall be as follows:

i. Supervisor Convener

ii. Co-supervisor (if any) Member

iii. Up to two Experts from the field of Research Members

34.2 The supervisor shall propose the name of co-supervisor (if any) and experts from the field of

research (the experts can be from within or outside the UOR) to GSC.

34.3 The GSC through respective BOF shall forward the names of co-supervisors and experts to ASRB for approval.

9. SEMESTER REGULATIONS

9.1 Semesters Schedule and Duration

i. There shall be two regular semesters (Fall & Spring) of 16-18 weeks duration each (inclusive of exams).

ii. The duration of the program for the degree of PhD shall not be less than 06 regular semesters (03 years) and shall not be more than 16 regular semesters (08 years) save exceptions mentioned at clause (35.2).

iii. The extension after four years for a maximum of two years can be granted by the GSC while the seventh- and eighth-year extension if needed with the full justification (by

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the Supervisor and GSC) may be granted by the ASRB on recommendation of the BOF.

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

v. The time duration for completion of PhD degree shall be counted from the date of admission to the program.

vi. Sessional, Mid-term and End of Semester Exams as per UOR Policy.

9.2 **Extension in The Study Period Beyond**

A student who fails to complete his/her PhD degree within the prescribed timeframe due to certain valid reason (i.e. delay on account of circumstances beyond the control of the student) may request extension in duration by submitting an application to the convener of respective GSC. The GSC determines causes of delay and shall forward the application to ASRB through respective Faculty Board. The ASRB may grant an extension in the study 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.

10. WORKLOAD REQUIREMENT AND COURSE WORK

10.1 The students shall complete the coursework of 18 credit hours through regular classes (classes taught on campus by the regular faculty members of the university) and courses shall preferably be of required level as per HEC.

10.2 The GSC concerned shall define the scheme of studies for the entire PhD degree program and get approval from the Board of Studies.

10.3 Each PhD student shall have to complete course work of 18 CH with at least 3.00 CGPA out of 4.00, preferably in the first two regular semesters. These courses may be from the same department or from some other faculty depending on his/her PhD studies or as advised by the Supervisor.

10.4 A minimum of 09 CH shall be offered by the department per semester.

10.5 A minimum of 12 Credit Hours of Research Work/thesis shall be registered by PhD Students each semester after passing comprehensive examination.

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10.6 Each student is required to submit a periodic PhD Thesis Progress Evaluation Report through proper channel endorsed by the Supervisor concerned to the directorate of ASRB on the prescribed form through Convener GSC.

11. CHANGE OF COURSE(S)/DROP/WITHDRAWAL

11.1 A student, with the consent of GSC, may change/drop a course(s) within the first 02 lecture weeks. A student may withdraw a course(s) before the mid-term exams. Respective Dean of the faculty will notify the Add/Drop/Withdraw of course(s) on the recommendation of GSC.

11.2 In case of withdrawal, a 'W' shall appear in the transcript.

11.3 The above stated changes/drops/withdrawals can be made only if they do not affect the conditions of required workload and already defined scheme of studies.

12. REPEATING COURSE(S)

12.1 In case a student earns less than 70% marks he/she shall be considered as failed and shall have to register the course(s) again.

12.2 Whenever a student is awarded an "F" grade, he/she must repeat the course(s) whenever offered in the subsequent semester(s). The student shall register for that course(s) in the first week of the semester, with the permission of the concerned Chairperson/HOD.

12.3 A student, who obtains CGPA between 2.50 and 3.00 upon the completion of entire approved course work, may be allowed to repeat once the course(s) of the previous semesters in which he/she obtained the lowest grades maximum by the end of second year (four semesters) in order to improve the CGPA so as to obtain the minimum of 3.00 failing shall result in cancellation of his/her registration.

13. FREEZING OF A STUDY SEMESTER

13.1 A student may freeze his/her studies before the commencement of semester with the permission of the Vice Chancellor on the recommendation of the Supervisor, Chairperson and Dean on medical grounds or due to unavoidable circumstances.

13.2 A student may freeze his/her studies owing to inevitable circumstances during the semester but the same must be before the start of mid-term exams. After mid-term exams

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the case will be referred to the Vice Chancellor office and his decision shall stand final.

13.3 A student, who discontinues studies on medical/emergency ground after commencement of semester, will be allowed to resume his/her studies in the next semester after paying semester fees. During the period of discontinuation of studies, the hostel, medical, transport and all other facilities shall be withdrawn which are normally available to regular students. After resuming of studies in next semester, students will only register for the courses having no pre-requisite. In case where a pre-requisite course(s) exists, he/she shall first register the pre-requisite course(s) as and when offered in subsequent semesters.

13.4 Total degree duration shall not be affected due to freezing and a student who discontinues his/her studies during semester (semester freeze) shall not be eligible to refund of semester fee and other dues.

13.5 The student may re-register the frozen course(s) in the next same semester which he/she had frozen, on the recommendation of Dean /Chairperson/HOD/Director/Principal concerned under intimation to the Director ASRB.

13.6 In the transcript, it will be indicated as "Semester Freeze".

13.7 Such facility of freezing a semester can be availed only once during the whole degree program.

13.8 A student shall not ordinarily be allowed to freeze studies during his/her first semester. However, in exceptional circumstances; the request of semester freeze may be forwarded to the Vice Chancellor through ASRB for decision.

13.9 During the freeze semester, Bonafide status of the student shall remain suspended. He/She shall not be allowed to avail the privilege like a regular student.

13.10 The Director ASRB will notify the freeze status of the student. After completion of Freeze period, the resume/rejoining of studies of PhD scholar shall also be notified by the Director, ASRB.

13.11 The HEC fellowship awardee shall be allowed to join a training/research program within Pakistan or abroad with the condition that his/her training/research would not disturb his/her enrollment in the University and will remain intact. This period shall be included in his/ her degree completion time. On his/her return and rejoining the University, he/she would have to meet the enrollment formalities (Ex-post-facto) of this period.

14. COMPREHENSIVE EXAMINATION AND SYNOPSIS DEFENSE

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14.1 Following the completion of coursework with at least 3.00 CGPA, every PhD student shall be required to pass the comprehensive examination to be granted candidacy as a PhD researcher, with the provision that the student failing to pass the comprehensive exam shall be allowed to retake the exam once.

14.2 The chairperson/HOD of the department concerned with the consent of supervisor and GSC will notify the date of examination. The schedule will be intimated to Director ASRB and controller of examination. A department shall normally hold at least one comprehensive examination in each semester.

14.3 The required coursework, comprehensive exam, and defense of synopsis/research proposals should be completed within the 1st six (06) semesters (03 Years) of the registration into a PhD program. The responsibility in this regard rests collectively with the PhD student and the department. In case of noncompliance, the registration shall be cancelled and transcripts for completion of coursework may be issued to the student.

14.4 In an event of force majeure i.e., noncompliance on account of circumstances beyond the control of students, the university may consider the matter in accordance with the procedure prescribed at 35.2.

14.5 The comprehensive examination shall be conducted by the **Comprehensive Examination Committee,** as outlined below.

i. Chairperson of Department/HOD (Convener)
ii. Supervisor/Co-Supervisor
iii. Graduate Studies Committee (GSC)
iv. Supervisory Committee

14.6 The comprehensive examination should be based on recapitulation of the conceptual knowledge of the discipline to which the student is admitted. The exam shall cover the courses studied, preferably at the graduate level, conducted on one composite questions paper, however, it shall not be mere re-examination of previous courses. The exam shall be designed to evaluate the student based on breadth of knowledge, intellectual maturity and ability to integrate etc.

14.7 The comprehensive examination shall carry a total of 100 marks and shall consist of three parts, comprising five questions in total. The distribution of questions is given in the table below. The total duration of the examination shall be three (03) hours. The paper will be

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set by the supervisor, co-supervisor, supervisory committee and GSC.

Part	Number of Questions	Subjects	Level of Courses
1	2	Core Course(s)	Postgraduate
2	2	Elective Course(s)	Postgraduate
3	1	Core Course(s)	Undergraduate

14.8 For Comprehensive Examination, External Examiners from other universities may be invited depending upon need of the department and non-availability of the expert of that field (the local expert may be on long leave or on ex-Pakistan leave).

14.9 The answer book of paper shall be evaluated by the respective paper setters.

14.10 The scholar shall have to pass the Comprehensive Examination with at least 3.00 CGPA (out of 4.00 in semester system).

14.11 The Comprehensive Examination Committee shall declare outcome of the comprehensive examination and shall submit within a week of the conduct of examination. The evaluation shall be on an aggregate basis, expressed in terms of pass/fail and shall not be graded.

14.12 Once the scholar has successfully completed the Comprehensive Examination, the result will be sent to Directorate ASRB. The Director ASRB shall notify his/her candidature as "Confirmed PhD Scholar". The result of the comprehensive Examination will be sent to Controller of Examinations for record.

14.13 Absentia of the candidate shall be considered as foiled and the scholar shall have to appear again in the examination whenever offered next time.

14.14 Director ASRB may issue a certificate before completion of the degree program reflecting the completed theory courses while final transcript shall be issued by the controller of examinations.

14.15 After completion of coursework and passing the comprehensive examination, the student shall prepare and submit their synopsis minimum by the end of 3rd semester and maximum by the end of 6th semesters per HEC GEP-2023.

14.16 The students shall present and defend synopsis before GSC, BOF and ASRB.

14.17 After approval of the synopsis from the bodies stated above, the registration of the students shall be confirmed by the Director ASRB, and the scholars shall start their research work

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in the same semester. In case of delay in ASRB meeting, the Director ASRB, in anticipation approval of the ASRB may allow the scholars to start their research work (tentatively).

15. PROGRESS REPORT

Each student shall submit his/her progress report, semester wise, through his/her Supervisor and Convener GSC to the Director ASRB, on the UOR prescribed form.

16. OPEN SEMINAR AND PUBLICATION REQUIREMENT

16.1 Prior to Thesis submission a PhD scholar shall have to present his/her research work as an open seminar in which all the departments of UOR may be invited. The members of GSC, supervisory committee and the participants may comment for the improvement of work and give suggestions, if any. Date, time and venue shall be notified by the department with the intimation to the Director ASRB and COE.

16.2 Before submission of thesis and award of PhD degree, a PhD researcher shall be required to publish research articles meeting the following criteria and the GSC is responsible for verification:

i. At least:

a. **One** research article in W category journal or **two** research articles in X category journals, for Science disciplines.

b. **One** research article in W category journal or **two** research articles in X category journals, for Social Science disciplines

c. **One** research article in X category journal or **two** research articles in Y category journals, for Arts and Humanities.

ii. The PhD researcher shall be the first author of these publications and Co-Authors for the paper shall be the concerned Supervisor and Co-Supervisor / Supervisory Committee of the concerned PhD Scholar.

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

iv. The article shall be published after approval of the research synopsis.

v. The article shall be published in a relevant research journal.

vi. The paper was not based on plagiarized material as reflected by Turnitin generated Originality Report produced by PhD Scholar and verified by concerned Supervisor.

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16.3 ASRB may ask the convener of GSC for any query regarding section (42.2) before the award of PhD degree.

16.4 A scholar must submit the Thesis within a 30-day grace period after the closing date of the semester otherwise he/she shall have to enroll for the subsequent semester(s). In special circumstances, the authority may extend the grace period as deemed appropriate.

17. THESIS SUBMISSION AND EVALUATION

17.1 After open seminar, fulfilling publication requirement and completion of the Thesis, the student shall submit one paper bound copy of the Thesis on UOR prescribed format and in soft form (word/pdf), to the supervisor concerned for scrutiny. Checking Plagiarism, compatibility with the UOR format and similarity test, in accordance with the HEC's Anti-Plagiarism Policy shall be the responsibility of the Supervisor concerned.

17.2 Upon satisfaction, the Supervisor/Supervisory Committee shall forward the Thesis to the GSC.

17.3 If a PhD dissertation is found to be plagiarized (after its evaluation and declaration of results), it will be handled in accordance with the Anti-Plagiarism Policy issued by the Higher Education Commission, Pakistan, as updated from time to time.

17.4 The GSC, after scrutiny, shall forward one paper bound copy of the Dissertation on UOR prescribed format and one CD as soft copy along with a panel of seven (07) External Examiners (approved by the BOS) to the Director ASRB for the appointment of Examiners/Experts. The PhD thesis shall be evaluated by:

i. At least two external experts who shall be:

a) 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**

b) Pakistan-based Distinguished National Professors, Meritorious Professors from any national university; or professors from top universities ranked by 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**

ii. 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

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classified by the HEC in category W for Sciences, and X or above for Social Sciences, and Arts and Humanities.

17.5 The following general guidelines shall, at least, be observed while selecting external evaluator:

i. Relevance of Expertise: in the same or related fields as in the dissertation.

ii. No Conflict of Interest: in personal, financial, or professional stakes in a particular decision or outcome.

iii. Objectivity: capable of making unbiased evaluations.

iv. Diversity: in terms of geography, culture, professional backgrounds etc.

v. Reputation: must be good in the field, with a track record of fair and thorough evaluations.

vi. Availability: should have the time and availability to review the dissertation.

vii. Professionalism: capable of conducting themselves in a professional and respectful manner throughout the evaluation and defense process (if applicable).

viii. Communication: capable of providing clear and constructive feedback on the dissertation.

ix. Confidentiality: capable of maintaining confidentiality and protecting the intellectual property of the dissertation.

x. Compatibility: well-versed with the research methodology, approach, and theories used in the dissertation

17.6 The Director ASRB, after receiving approval of the appointment by the Vice Chancellor shall send electronic copy of Dissertation to two (02) External Examiners OR to one (01) External Examiner if the concerned scholar has published paper(s) in category W for Sciences, and X or above for Social Sciences, and Arts and Humanities as specified in 43.4. After receiving evaluation reports from External Examiner(s), the Director ASRB shall open the evaluation report(s) and forward the comments of external examiner(s) to the Chairperson / HOD / Convener GSC concerned.

17.7 After incorporation of suggested changes by the external examiner(s), the scholar concerned shall submit the revised copy of Dissertation to ASRB. The GSC shall certify that the comments from the external examiner(s) have been incorporated in the revised Dissertation.

17.8 In case of delay by any examiner (after the first stipulated period of 30 days), the Director ASRB shall remind him/her in writing and give him/her 07 more days to respond.

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After the expiry of the final deadline, the Director ASRB shall cancel his/her appointment as external examiner for the thesis after receiving approval of the Vice Chancellor and send the electronic copy of Dissertation to another external examiner.

17.9 The Director ASRB shall forward the comments of examiners to the Chairperson / HOD / Convener GSC who shall communicate the observation (if any) to the student concerned through Supervisor/Supervisory Committee.

17.10 Two positive/acceptable reports from external examiners (however, if candidate has published papers as specified under clause 42.2(i) then only one report is required) regarding novelty and originality of the research work shall be required. However, the scholar shall incorporate recommendations of the external examiner(s) while revising the Dissertation. The GSC and Supervisor/Supervisory Committee of department concerned shall be responsible and ensure the incorporation of changes in PhD dissertation/ thesis desired by external examiner(s).

17.11 The external examiner(s) may suggest:

i. **Accept the Dissertation** (As it is if Dissertation meets the required international standards for award of PhD Degree) or

ii. **Accept the Dissertation with Minor Changes** (Dissertation with minor corrections given in attached list and meets the required international standards for award of PhD Degree after minor modifications)

iii. **Accept the Dissertation with Major Changes** (The dissertation requires major corrections, as indicated in the Evaluation Report. Once the prescribed modifications are completed to meet international standards, the PhD degree may be awarded without further external evaluation.) or

iv. **Not Accept the Dissertation in Present Form**, (The dissertation requires major corrections, as indicated in the Evaluation Report. Once the prescribed modifications are completed to meet international standards, the Dissertation shall be re-submitted for re-evaluation by the same external examiner, if required by the external examiner. or

v. In cases where external examiner(s) find that the Thesis is wholly inadequate, it may be **Failed / Rejected** by the Director ASRB on the recommendations of GSC concerned.

17.12 If any external examiner(s) recommends **Minor Modifications** to the dissertation, the scholar shall be required to implement the necessary corrections. The Supervisor

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/ Supervisory Committee concerned will review the revised dissertation, and upon satisfactory implementation, endorses the corrections and forward the dissertation to the Chairperson of the Department for placement before the GSC for discussion and endorsement. The Chairperson shall convene the GSC meeting, preferably within one week of receiving the dissertation from the Supervisor / Supervisory Committee and forward the case to the ASRB for further action. The total duration allowed for the implementation of minor corrections shall be one month. If a scholar requires additional time of fifteen days (15) under special circumstances beyond the control of the scholar, he/she must submit a written request to the Chairperson through the Supervisor/ Supervisory Committee prior to expiry of one month (30 days) duration. In case the scholar fails to incorporate the required corrections within the prescribed timeframe, he/she will be required to register for subsequent semester(s), within the maximum stipulated degree duration as restricted by the HEC.

17.13 If any of the external examiner (s) suggests **Major Modification/ Not Acceptable in Present Form,** the scholar shall register the subsequent semester(s) within maximum stipulated degree duration as restricted by HEC and resubmit the thesis duly certified by the Supervisor / Supervisory Committee concerned through GSC. The change in title of the Dissertation title shall be considered as a major change.

17.14 The GSC, shall forward one paper bound copy of revised dissertation on UOR prescribed format and one CD as soft copy along with a panel of five (05) National External Examiners (approved by the BOS) to the Director ASRB for the appointment of National External Examiner.

17.15 The Director ASRB after receiving approval of appointment by the Vice Chancellor shall send the electronic copy of the revised Dissertation to one (01) National External Examiner.

17.16 In case of delay by any examiner (after first stipulated period of 15 days), the Director ASRB shall remind him/her in writing and give him/her 07 more days to respond. After the expiry of the final deadline, the Director ASRB shall cancel his/her appointment after receiving approval of the Vice Chancellor and send Dissertation to another National External Examiner.

17.17 After evaluation report received from National External Examiner electronically, the

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Director ASRB shall open the evaluation report and shall forward the recommendations of National External Examiner to the Chairperson / HOD / Convener GSC who shall communicate the recommendations (if any) to the student concerned through Supervisor / Supervisory Committee and shall process under clause 43.11.

17.18 An open defense of the dissertation shall be conducted after positive/acceptable evaluation of the dissertation by National External Examiner. The Supervisor / Supervisory Committee shall request the Chairperson/HOD concerned to fix the date for open defense/viva voce.

17.19 The Chairperson/HOD concerned shall request the Director ASRB to fix the date for open defense/Viva Voce.

17.20 The Director ASRB shall fix the date of the open defense Viva Voce by the already appointed National External Examiner. However, in case where any of the National External Examiner or Chairperson / HOD or Supervisor concerned is not present physically, they shall be allowed to join the Final Viva Voce online. The concerned scholar shall not normally be permitted to defend the Final Viva Voce online; physical appearance before the Final Viva Committee is mandatory. However, under special circumstances, the scholar may be allowed to present the Final Viva Voce online, subject to the approval of the Vice Chancellor. Following minimum principles and guidelines shall be ensured during the conduction of open defense/final viva.

i. **Public Announcement:** On the university website and other forums of communication, so that anyone interested can participate.

ii. **Public Access:** Within or outside the university such as community/town halls or important public venues.

iii. **Neutral Chair:** To ensure that defense was conducted fairly and in accordance with the rules and regulations.

iv. **Review Committee:** To evaluate the dissertation and defense.

v. **Presentation:** of the dissertation by the PhD researcher

vi. **Question and Answer Session:** To provide a basis for defense evaluation.

vii. **Objective Evaluation:** based on the quality of the research and the researcher's ability to defend.

viii. **Final Decision:** expressed in the following terms:

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a) Pass or

b) Pass with minor amendments or

c) Deferred for resubmission and re-defense or.

d) Fail (in exceptional circumstances and for reasons to be recorded by the defense committee)

17.21 The Chairperson/HoD of the department shall act as the Neutral Chair, who along with Supervisor/Co-supervisor (if any) and National External Examiner shall conduct the open defense/viva voce ensuring the implementation of guidelines given in sub-clause (43.20/n) and made the final decision as pass or pass with minor amendments or deferred for resubmission and re-defense or fail. In case the Chairperson/HoD is the supervisor/co-supervisor, the senior most faculty members of the department shall act as the Neutral Chair. He shall submit the decision on the prescribed Performa to ASRB.

17.22 The students concerned through chairperson of the department shall also forward three (03) copies of hard bound and soft copy (in both MS Word, PDF formats) of final Dissertation and original plagiarism report generated by supervisor's account to Director ASRB who will in tum forward it to the Controller of Examinations within seven (07) working days. The Controller of Examinations, after checking all codal formalities, shall stamp copies and submit one copy of the Dissertation to the Chief Librarian for inclusion in the repository within 05 working days and also forward one copy to the concerned Dean and one copy to the concerned Scholar. However, Chairperson/ supervisor shall retain a hard and soft copy for official/personal record.

17.23 A Degree Completion Certificate and Transcript shall be issued by the Controller of Examinations.

17.24 In case the candidate fails to defend the theses, he/she may submit an appeal to the GSC concerned for the second attempt. The GSC may request the Director ASRB to fix a date for Viva Voce of the candidate as a second attempt before the same examination panel. In case the candidate fails even after the second attempt, the GSC may request to the Director ASRB to fix a date for Viva Voce of the candidate as a third and final attempt before the same examination panel. However, in case the candidate fails even after the third attempt, his/her admission shall be cancelled by the director ASRB on the

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recommendation of GSC.

17.25 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 Graduate Level Diploma/Certificate/transcripts or another MS/MPhil upon completion of necessary requirements as per HEC policies and the university rules and regulations.

17.26 Minimum marks required for qualifying for the PhD research work shall be 70%. However, same shall not be calculated in CGPA and total percentage of marks obtained.

18. GRADE POINTS AND CLASS ATTENDANCE

18.1 The student shall obtain a minimum of 2.50 CGPA out of 4.00 in each semester; however, the degree shall be awarded on obtaining minimum 3.00 CGPA

18.2 The student having CGPA less than 2.50 out of 4.00 shall be considered dropped without any prior intimation at any stage of degree. However, dropped student(s) may avail the option of re-admission (if offered) in subsequent semester. The re-admission shall be allowed once in the entire degree program, and it is the student's responsibility to comply with the prerequisites of all courses for which he/she enrolls in subsequent semester.

18.3 Each subject shall carry 100 marks. The distribution of marks shall encourage research-based learning and be decided by the teacher concerned accordingly. In case of paper based / review-based teaching, the department concerned shall ensure that each course may end with a publishable research paper submitted by the student. Marks / Grades shall be assigned based on quality of work presented in the paper and its oral presentation by the student before the GSC. The concerned teacher, through Chairperson / HOD shall submit Final Result to the Director ASRB who will forward it to the CE.

18.4 Where the exam-based evaluation is essential, the examination papers shall be set by the relevant teachers: However, GSC may scrutinize in the process to ensure research-oriented assessment of the student during the examination and monitor the quality of the papers where required.

18.5 The student shall have to maintain a minimum of 70% **class attendance** in each course work / laboratory work (if applicable).

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19. CANCELLATION OF ASMISSION

45.1 The PhD admission of a scholar shall be cancelled by the Registrar on recommendation of Supervisor, Chairperson/HOD through Director ASRB. if the scholar:

i. Earns two consecutive adverse reports from his/her supervisor,

ii. Remains absent (failing to contact) his/her supervisor or left the program without prior permission.

iii. Does not complete the course work within stipulated time,

iv. Does not qualify the Viva Voce examination even in the 3rd attempt,

v. PhD scholars may be struck off the roll of the university on completion of the maximum permissible time duration of their respective degree programs.

vi. Is found guilty of misconduct.

45.2 The aggrieved scholar may file an appeal against cancellation of his/her registration to the Vice Chancellor within period of thirty (30) days. The Vice Chancellor shall give him/her an opportunity to be heard in person. However, the decision of the Vice Chancellor shall be final.

20. GUIDLINES FOR CREDITS TRANSFER, EVALUATION AND GRADING

HEC's Policy Guidelines for the Implementation of Uniform Semester System shall be referred to for credit transfer of course work from one university to another, students' assessn1ent, awards of grades, etc. As per policy, 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.

21. GUIDELINES FOR PRACTICING ACADEMIC RESEARCH ETHICS

For practicing the academic research ethics/integrity, ethics of using similarity detection software and interpretation of originality report, the guidelines given in section 5 of HEC's graduate education policy shall be referred.

22. GUIDLINE FOR REDRESSAL OF GRIEVANCES OF GRADUATE STUDENTS

For redressal of the grievances of graduated students, the guidelines given in section 6 of HEC's graduate education policy shall be referred.

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23. GUIDLINES FOR QUALITY ASSURANCE

For ensuring the quality of research work conducted at University of Rasul, launch of graduate Program and for retributive actions for violation of rules, the guidelines given in section 7 of HEC's graduate education policy shall be referred.

24. COMMJTTEE FORRESOLUTION OF ACADEMIC RESEARCH MATTERS

In all cases where these rules and regulations are silent, or any anomaly, difference of opinion, or difficulty arises in their interpretation or implementation, the matter shall be referred to the following committee, whose decision shall be final and binding.

i. The Vice Chancellor
ii. Director ASRB
iii. All Deans
iv. Concerned Chairperson
v. Supervisor (Co-Opted)
vi. Registrar

DRIVEN BY INQUIRY DEFINED BY IMPACT

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