

**RULES FOR POST GRADUATE DEGREE PROGRAMS  
(M.PHIL./MS/LLM/OR EQUIVALENT/PH.D.)**

**SHAHEED BENAZIR BHUTTO UNIVERSITY SHERINGAL UPPER DIR**

**SHORT TITLE, COMMENCEMENT AND APPLICATION**

- i. These Rules framed under Shaheed Benazir Bhutto University, Sheringal (SBBU) Dir (Upper) Regulation-2009 and shall be known as Rules for Post Graduate Degree Programs of the University (M. Phil./MS/LLM/or equivalent/Ph.D. Programs).
- ii. These Rules shall come into force with immediate effect.
- iii. These Rules shall apply to all scholars of M. Phil./MS/LLM/or equivalent/Ph.D. of SBBU, Sheringal, Dir (Upper).

**DEFINITIONS**

- i. **Academic Program:** means a program of studies, which leads to the award of degree to its registered students/scholars and after successful completion of all its requirements.
- ii. **ASRB:** means Advance Studies and Research Board of the University.
- iii. **Assessment:** means evaluation of performance of students in academic programs, including examinations, assignments, practicals, project work, seminars and tutorials etc.
- iv. **Board:** means Advance studies and Research Board.
- v. **Board of Studies/Board of Study (BoS):** means a University statutory body at departmental level which is responsible for recommending academic matters for the approval of an advanced body.
- vi. **Cease:** means that a student is declared unsuitable for further studies.
- vii. **HOD:** means Chairman/Chairperson/Head of an Academic Department of the University.
- viii. **Class Assignment:** means a task relevant to a course of study to substantiate the course contents. An assignment may or may not be graded.
- ix. **Contact Hour:** means one hour spent on teaching, lab work, practical, research work, projects, seminars, workshops, internships, etc.
- x. **Controller:** means an officer appointed by the University as Controller of Examinations to supervise and conduct various types of exams.
- xi. **Credit Course:** means a course requires for a degree and is counted towards Cumulative Grade Point Average (CGPA).

- xii. **Credit Hour (Cr. Hr.):** means a lecture of 50 minutes duration per week in a semester for a subject countable towards a student's CGPA. In case of practicals, two contact hours of laboratory work per week in a semester is equivalent to one credit hour.
- xiii. **Cumulative Grade Point Average (CGPA):** means the average of grade points earned in all courses in all semesters of an Academic Program.
- xiv. **Dean:** means Dean of a faculty of the University.
- xv. **Department:** means an Academic Department of the University. It shall also mean an academic institute or a center which may be established by the University subsequently.
- xvi. **Director Academics (DA):** means Director Academics (DA) of the University.
- xvii. **Examiner:** means a person appointed by the University to conduct an examination.
- xviii. **Faculty:** means a Faculty of the University having two or more departments.
- xix. **Grade:** means a letter grade which represents certain points earned by a scholar.
- xx. **Grade Point (P):** means number of points assigned to a letter grade.
- xxi. **Grade Point Average (GPA):** means the average of points earned by a scholar in a semester.
- xxii. **Graduate Study Committee (GSC):** means Graduate Study Committee of the University made under these rules and regulations.
- xxiii. **He:** Pronoun that stands for both he and she.
- xxiv. **Non-Credit Course (NC):** means a course of study, successful completion of which is required for a degree but is not counted towards CGPA.
- xxv. **Probation:** means a particular period when the GPA of a scholar in a semester is lower than the required and he is bound to improve for continuation of his/her studies.
- xxvi. **Provost:** means an officer appointed as Provost of the University.
- xxvii. **Registration:** means the Registration of a scholar in a teaching department of the University.
- xxviii. **Thesis/Dissertation:** means a research project comprising the original research work of a scholar which is counted towards the partial fulfillment of an academic degree (such as M.Phil/MS/LLM/equivalent/PhD).
- xxix. **University:** means Shaheed Benazir Bhutto University (SBBU) Sheringal Dir Upper.
- xxx. **Vice Chancellor:** means the Vice Chancellor of SBBU Sheringal Dir Upper.
- xxxi. Any other term shall be dealt as per the SBBU Regulation 2009.

## **1. SCHEME OF STUDIES**

The Scheme of Studies for Post Graduate (PG) degree programs shall be as under:

- i. Course work in major courses.
- ii. Course work in minor courses (from same or another departments/faculty).
- iii. Thesis/dissertation, on an ASRB approved topic.
- iv. Similarity index report of thesis/dissertation as per HEC guidelines.
- v. Public defense (PhD) after the evaluation of research work by the external examiners or as per policy.
- vi. One publication in an HEC recognized journal and as per HEC guidelines (in case of Ph.D.).
- vii. The minimum and maximum duration of the PG programs shall be as per HEC policy (MS/M.Phil. 2-4 years and for Ph.D. 3-5 years).

## **2. REQUIREMENTS FOR LAUNCHING POST GRADUATE PROGRAMS**

The HoD of a department shall be responsible to initiate for fulfilment of all formalities for approval from University statutory bodies, such as No Objection Certificate (NOC) from HEC and relevant accreditation councils before launching a degree program. Overall, the following shall be the general requirement for launching a PG degree program.

### **2.1. Requirements for Launching an M.Phil./MS/LLM/Equivalent Degree Program**

- i. There should be at least two full time Ph.D. faculty members who are duly HEC approved supervisors in the department to launch an M. Phil./MS/LLM/or equivalent program as per HEC criteria.
- ii. A supervisor of an M. Phil./MS/LLM/or equivalent scholar will be a Ph.D. degree holder. However, in case of MS/M. Phil. Degree, a faculty member with four-year post MS/M.Phil. professional experience in the relevant field, can supervise M. Phil./MS/LLM/or equivalent thesis as per HEC criteria.
- iii. A supervisor can supervise a maximum of seven M. Phil./MS/LLM/or equivalent scholars at a time which can be increased to 12 under special circumstances and with the approval of ASRB.

**Note:** The mix of MS/MPhil and PhD students should be such that the number of PhD candidates does not exceeds 5.

## **2.2. Requirements for Launching a Ph.D. Degree Program**

- i. There should be at least three full time Ph.D. faculty members who are duly HEC approved supervisors in the department for starting Ph.D. program as per HEC criteria.
- ii. The supervisor of a Ph.D. scholars must be a Ph.D. degree holder and preferably, be registered with HEC as approved supervisor in their relevant field of expertise and with minimum three years post Ph.D. experience as prescribed by HEC.
- iii. A supervisor can supervise a maximum of five Ph.D. scholars at a time as per HEC policy.

## **3. ELIGIBILITY CRITERIA**

The HoD of a department shall be responsible for a strict adherence of the eligibility criteria as per HEC policy (in general) and as mentioned below (in particular).

### **3.1. Eligibility Criteria for M.Phil./MS/LLM/Equivalent Degree Program**

To be eligible for admission in an M. Phil./MS/LLM/or equivalent program, a candidate must possess

- i. Sixteen years of education or 4 year education after HSSC/F.A/F.Sc./Grade 12 or equivalent qualifications.
- ii.
  - a) At least 2nd division in the annual system of examination and 2.50 CGPA in BS (4-years), MA/MSc and M.Ed in semester system of examination.
  - b) Relevant qualifications i.e. MBBS, Pharm D or any other relevant degree obtained after seventeen years of education, with at least 2nd Division or a CGPA of 2.5 on a scale of 4.00, from a recognized University.
- iii. **Entry Test:** Qualifying the GAT-General conducted by NTS/ETC/PTS or any recognized testing agency with a minimum 50% cumulative score at the time of admission to M. Phil./MS/LLM/or equivalent. Such a test shall be valid only for a period of two years as HEC policy.

- iv. Selection shall be made based on cumulative merit of a candidate to be determined from his academic record (from SSC, HSSC and Graduate degree) written test and interview as per policy.

### **3.2. Eligibility Criteria for Ph.D. Degree Program**

To be eligible for admission in a Ph.D. degree program, a candidate must possess

- i. The relevant M. Phil./MS/LLM/or equivalent degree with at least First Division (annual system) or a CGPA of 3.00 on scale of 4.00 from any recognized university as per HEC criteria.
- ii. **Entry Test:** GAT-Subject conducted by NTS/ETC/PTS or any recognized testing agency with a minimum 60% score.

## **4. ADMISSION PROCESS**

### **4.1 Advertisement and Submission of Applications**

- i. Admission to M. Phil./MS/LLM/M. Phil./or equivalent/Ph.D. degree programs of the University shall be advertised in at least two leading national newspapers by the Director Academics (DA) in consultation with Head of the Department and written approval by the competent authority.
- ii. The number of scholars to be admitted shall be determined by the concerned Department properly justified and as per HEC policy.
- iii. Application on prescribed forms completed in all respect along with duly verified copies of the following documents shall be submitted to the concerned head of the department on the dates notified for admission.
  - a. DMCs of all Examinations
  - b. All Certificates/ Degrees
  - c. Three duly attested passport size photographs
  - d. Domicile Certificate
  - e. Undertaking/Agreement (in original) on selection for admission
  - f. Migration Certificate within one month of the admission, otherwise admission shall stand cancelled
  - g. An affidavit to the effect that he is not pursuing degree program studies in any other University

- h. All the above-mentioned documents shall be required to be produced in original at the time of interview
- iv. Applications not submitted on the prescribed forms, or incomplete (non-attachment of the required certificates/testimonials and affidavits, or not meeting the eligibility criteria, shall not be considered.
- v. In service, candidates must apply for admission through proper channel along with No Objection Certificate (NOC). In case candidate is unable to submit the NOC before the commencement of the classes his candidature shall stand cancelled.
- vi. Foreign students shall apply for admission as per criteria laid down by HEC.
- vii. Wherever needed, the equivalence of academic qualifications shall be determined by the following University Equivalence Committee (UEC) which shall include:
  - a. Dean of the concerned faculty as Convener
  - b. Chairman/Head of the concerned department as Secretary
  - c. Two senior teachers from the concerned Department
  - d. Controller of Examinations
  - e. Director Quality Enhancement Cell
- viii. Admission shall be granted by the Departmental Admission Committee specifically formed for admission to PG programs in consultation with Director Academics.

## **5. DEPARTMENTAL ADMISSION COMMITTEE (DAC) AND ITS FUNCTIONS**

There shall be a Departmental Admission Committee (DAC), appointed for a period of two years by the Vice-Chancellor. The Head of Department in consultation and through concerned Dean of Faculty, shall forward the names of the members of the DAC for the approval of the Vice-Chancellor.

- (a) Chairman/Head/incharge of the concerned department as Convener
- (b) Two senior most faculty members of the Department having Ph.D degrees.

**Note:** In case, Chairman/HOD of the Department is not a Ph.D. degree holder then Dean of the concerned faculty or Director academics shall be the Convener of DAC and HoD shall act as Secretary of the committee.

The functions of the DAC shall be the following:

- i. To scrutinize and process the applications received for admission and confirmation.

- ii. If the scheme of studies pursued by a scholar in his undergraduate program does not provide adequate background for the M. Phil./MS/or equivalent program, the scholar may take deficiency course (s) proposed by the DAC.
- iii. All eligible candidates are required to appear for interview before DAC to adjudge their aptitude, suitability and verification of documents.
- iv. The DAC may refuse admission to a candidate based on reasons to be recorded.
- v. The DAC shall furnish its recommendations along with original record of the application forms to Director Academics.
- vi. The Director Academics shall notify list of admitted students in each department.

## **6. MERIT DETERMINATION, QUANTIFICATION AND SELECTION**

**6.1** Admission to M. Phil./MS/LLM/or equivalent program shall be on merit. The merit shall be determined according to the following criteria using the following weightage as per University policy:

- i. Academic Qualification**
  - a. In Semester System**
    - a. SSC =10 b. HSSC =10 c. BS (4 yr.)= 50 **(70)**
  - b. In Annual System**
    - a. SSC = 10 b. HSSC=10 c. BA/BSc=25 d. MA/MSc = 25 **(70)**
- ii. Entry Test:** **20)**
- iii. Interview** **10)**

### **6.2 Quantification shall be carried out as per the following procedure**

**i.** Research Proposal (optional) which shall be evaluated by DAC and recommended for the approval of ASRB.

**ii. Academic Qualification in Semester system**

a. SSC =10 b. HSSC =10 c. BS (4 yr.)= 50

Score out of 70 = a + b + c

**iii. Academic Qualification in Annual system**

a. SSC = 10 b. HSSC=10 c. BA/BSc=25 d. MA/MSc = 25

Score out of 70 = a + b + c + d

**Note:** Letter grades shall be converted into % marks.

- 6.3. The DAC shall recommend the names of the selected candidates, according to the merit list, for admission to the Director Academics for getting approval from Vice Chancellor. After approval by the Vice Chancellor, the Director Academics shall notify the names of the selected candidates.
- 6.4. A letter of provisional admission shall be issued to a candidate whose admission is approved by the Dean of the concerned Faculty or Director Academics.
- 6.5. After selection, the candidate shall submit course registration form along with bank deposit slip to the Chairman/Head of the concerned department during the notified dates.
- 6.6. The Director Academics may grant late admission on the recommendation of the DAC on a payment of Rs.500 (per day) as late fee within five days after the due date.
- 6.7. Admission of the candidate shall stand cancelled if fee is not paid within the prescribed period.
- 6.8. If a candidate fails to enroll during the stipulated time after selection for admission, then the next candidate on waiting list shall be offered admission on merit.
- 6.9. The student already enrolled shall register for courses before the start of the semester and pay their tuition fee within the prescribed period.
- 6.10. After enrolment, each scholar is required to submit complete course work program/register courses on prescribed proforma to the Controller of Examination/DA through Chairman/Head of concerned department within the prescribed dates notified by the university after first semester.
- 6.11. No candidate shall be admitted after two weeks from the date of commencement of the classes without special permission from the Vice Chancellor.
- 6.12. Each enrolled scholar shall be assigned a supervisor by ASRB after successful course completion or as appropriate.

## **7. ADMISSION OF FOREIGN STUDENTS**

- 7.1. The admission of the foreign students shall be made based on the academic record of the candidate and after getting acceptance letter from host supervisor.
- 7.2. The candidate shall have to submit his/her application to the Government of Pakistan, Ministry of Education, Islamabad, or through Pakistan's representative to his/her country, along with the following documents or as per HEC Policy:



- i. Attested photocopies of all educational Certificates/degrees/equivalency certificates from HEC.
- ii. Syllabi and courses studied for the award of Bachelor/Master degrees.
- iii. Results of GRE Subject and TOEFL/IELTS tests (If required and as per HEC policy).
- iv. A financial statement confirming the availability of funds for completing the degree program applied for.

## **8. APPROVAL OF ADMISSION AND CONFIRMATION OF REGISTRATION**

- i. The Head of Department shall forward the cases of provisional admission within one month of the date of recommendations of the DAC to the Director Academics, for the approval of the Vice-Chancellor, through the Dean of the Faculty.
- ii. The registration shall be confirmed only after successful completion of probationary period of two semesters. Only under extraordinary circumstances, the probationary period may be extended by the Vice Chancellor, on the recommendation of HoD/in-charge, for one semester only.
- iii. A scholar for a specific PG degree program shall be registered in his teaching/research department of the University.
- iv. The Registrar and Director Academics shall maintain a register of all MS/M.Phil. /LLM/equivalent/Ph.D. research scholars separately with their registration numbers assigned by Controller of Examinations after the approval of admission.
- v. Registration may be renewed on payment of the prescribed fee if a scholar is re- admitted within a semester after having been struck off the rolls for any valid reason.

## **9. DURATION**

- 9.1** The duration of the program for the Degree of M. Phil. /MS/LLM/or equivalent shall be as per HEC policy (2-4 years for MS/M.Phil. /LLM/equivalent and 3-5 for Ph.D. program as per HEC directives).
- 9.2** The study program of M. Phil./MS/LLM/or equivalent shall comprise of course work, research and dissertation. A candidate is normally required to complete at least 24 credit hours of course work preferably during the first year (02- semesters) and a minimum of 06 credit hours, thesis preferably the 2<sup>nd</sup> year (3<sup>rd</sup> and 4<sup>th</sup> semester)
- 9.3** Thesis of 06 credit hours based on original research shall normally be completed by the end of fourth semester.

- 9.4** Each student shall follow the approved syllabi and courses of studies as may be recommended by the Board of Studies (BoS) and prescribed by the Academic Council from time to time in line with HEC guidelines.
- 9.5** Students who fail to complete the degree requirements within the normal stipulated duration as mentioned above shall have to apply with justification to Advanced Studies and Research Board (ASRB) for extension. The ASRB may grant extension in the duration according to section 9.1 or as per HEC policy.
- 9.6** After the expiry of the maximum duration, the scholar who fails to successfully complete the studies shall cease to be on the role of University.
- 9.7** There shall be two regular semesters in each year i.e. Spring and Fall Semesters.
- 9.8** Each semester shall be of 18 weeks. Out of 18 weeks, 16 weeks shall be actual teaching time; the rest may be utilized for registration, conduct of examination, declaration of result etc.
- 9.9** The commencement of semester shall be regulated by the Director Academics.
- 9.10** The University may plan a special semester during winter if deemed necessary by the competent authority.

## **10. GRADUATE STUDIES COMMITTEE (GSC)**

There shall be a Graduate Studies Committee for a period of Two-years to be appointed by the Vice-Chancellor. The Dean, after consulting with the head of the institution/Department, shall forward the names of the members of the Graduate Studies Committee to the Director Academics for approval of the Vice-Chancellor.

### **10.1 THE GSC SHALL CONSIST OF:**

- i. The Head of the institution/Department as Convener
- ii. Two senior teachers of the Institution/Department, preferably having a Ph. D. degree.
- iii. Two experts, to be nominated by the Dean in consultation with the Head of the Institution/Department.

**Note:** In case, Chairman/HOD of the Department is not a PhD degree holder then Dean of the concerned faculty or Director academics will be the Convener of GSC and HoD shall act as Secretary of the committee.

## **10.2 FUNCTIONS OF THE GRADUATE STUDIES COMMITTEE**

- i. The research proposal/synopsis submitted by a scholar shall be initially vetted by the supervisor and then forwarded to the GSC for consideration and recommendation to the ASRB.
- ii. To propose a Supervisor for each scholar with his consultations for the approval of the ASRB.
- iii. To supervise the examinations, including comprehensive examination/ program extensions, and propose a panel of examiners and other relevant matters to ASRB.

## **11. SUPERVISION**

- i. A Supervisor must be from the same university.
- ii. PhD faculty member from other university can be a co-supervisor (if required) with prior approval of the board/ Vice Chancellor.
- iii. A supervisor can supervise a maximum of seven M. Phil./MS/LLM/or equivalent scholars at a time which can be increased to 12 under special circumstances and with the approval of ASRB. The mix of MS/MPhil and PhD students should be such that the number of PhD candidates does not exceeds 5.
- iv. A Scholar may give written request to select Supervisor, however, the decision of the ASRB shall be final.
- v. In case of change of supervisor, the application shall be forwarded to ASRB through GSC as given in section 21 (iv).
- vi. Any faculty member with Ph.D. degree or be appointed as supervisor for M. Phil. research scholars in case of M.Phil. degree with at least 4 years experience as given 2.1 (ii).
- vii. In case of change of supervisor, a written NOC from the previous supervisor (before the approval of synopsis) shall be required to do so.
- viii. The GSC shall forward the name of the supervisor, who agrees to such supervision, for each scholar to the ASRB for the approval.
- ix. If necessary, one co-supervisor may be appointed with the approval of the ASRB.
- x. No Ph.D. scholar supervision shall be given to an Ad hoc or IPFP faculty members.

## **12. FUNCTIONS OF THE SUPERVISOR**

- i. To provide guidance to students on rules of the program of post graduate studies.

- ii. To propose topic of research in consultation with the Research Scholar.
- iii. To supervise and review the progress and provide guidance to the Research Scholar.
- iv. To evaluate and recommend thesis for further evaluation by external reviewers.

### **13. COURSE FILE**

**13.1** Every teacher shall maintain a complete Course File of the subject he teaches.

**13.2** The course file shall contain:

- a. Attendance record
- b. Detail description/outlines of the course
- c. Weekly teaching schedule
- d. Date of mid-term and final term examinations
- e. Details of marks allocation/grading
- f. Copy of each homework assignment
- g. Copy of each quiz/class test
- h. Copies of the question paper of mid-term and final term examinations,
- i. Result sheets of the students, (Final Grades) Difficulties/problems faced during course delivery and recommendations.

### **14. SEMESTER RENEWAL AND REGISTRATION**

**14.1** An M. Phil./MS/PhD scholar must enroll/register for each semester till submission of his thesis to Head of the Department within stipulated time as explained in these Rules.

**14.2** Enrolment/registration shall be completed only when the student submits properly filled registration form along with payment of dues within the notified time for a particular semester to the chairman concerned.

**14.3** If a scholar fails to enroll/register in any semester, he shall cease to be on roll of University. In such case appeals for re-admission shall be submitted to DA

**14.4** The GSC may re-admit such a candidate subject to a payment of all dues, Rs. 2000 as re-admission fee and Rs.5000 per semester as semester gap fee.

**14.5** The committee may refuse re-admission if the reasons advanced are not convincing.

- 14.6** A student can repeat failed courses of the previous semesters, when such courses are offered, provided that his maximum work load, including the courses being repeated by him, does not exceed the normal work load (of 12 for MS/M.Phil./LLM/equivalent and 9 for Ph.D.) credit hours.
- 14.7** A student, who obtains CGPA less than 2.50, in case of MS/M.Phil./LLM/equivalent and less than 3 in case of PhD upon completion of the entire approved course work, can improve the subjects in which he had obtained less than 2.50 GPA or 3, to obtain the minimum CGPA of 2.50 or 3 as the case may be, failing which the student shall cease to be on the rolls of the university.
- 14.8** All courses taken shall be shown on the transcript of the student, as per guidelines of HEC.
- 14.9** No fee shall be charged after the submission of the final copy of the thesis/dissertation to the Controller of Examination of the University.

## 15. GRADING POLICY

The following grading policy system shall be followed.

- i. The grading shall be done on a scale of 1-4.
- ii. Equivalence between letter grading and numerical grading shall be as follows:

<b>Marks % age</b>	<b>Value</b>	<b>Grade</b>	<b>Remarks</b>
85 and above	4.0	A	Excellent
84	3.9	B	Very Good
83	3.8		
82	3.7		
81	3.6		
80	3.5		
79	3.4		
78	3.4		
77	3.3		
76	3.3		
75	3.2		
74	3.2		
73	3.1		
72	3.0		
71	2.9	C	Good
70	2.8		
69	2.7		
68	2.6		
67	2.5		
66	2.5		
65	2.4		
64	2.4		
63	2.3		
62	2.2		
61	2.1	D	Fair
60	2.0		
59	1.9		
58	1.8		
57	1.7		
56	1.6		
55	1.5		
54	1.4		
53	1.3		
52	1.2		
51	1.1		
50	1.0		
49 and below	0.0	F	Fail
I	--	I	Incomplete
W	--	W	Withdrawal
P	--	P	Pass (Non-Credit Course)

## **16. COURSE WORK PROGRAM**

- 16.1** All post-graduate courses are designated by 700 preceded by the first three alphabets of the name of the discipline/program.
- 16.2** A student admitted to the course shall complete course work of not less than 24 credit hours and 6 credit hours specified for thesis for MS/M.Phil./LLM/equivalent and 18 credit hours for course work and 12 credit hours for research in case of Ph. D.
- 16.3** A course cannot be registered without qualifying its pre-requisite (if any) as determined by the BoS.
- 16.4** A student cannot enroll for more than 12 credit hours in a semester as per HEC policy.
- 16.5** All courses shall be of 3 credits hours.
- 16.6** A student is required to repeat failed course (s) of the previous semesters whenever the course (s) is offered.
- 16.7** A course can be repeated three times at the most. In case a student fails to make-up the deficiency or improve grade point average shall cease to be on the roll.
- 16.8** In case a student drops a course without such permission or intimation, he shall be deemed to have failed in that course and shall have to register the same course, as and when offered.
- 16.9** When a course for which a student is enrolled, cannot be offered according to the program announced, student may opt for an alternate course, on the recommendation of the GSC within two weeks of the commencement of the semester through an application to that effect.
- 16.10** Once an examination of a registered course is taken the course cannot be deleted from the transcripts.
- 16.11** The supervisor shall submit semester wise progress report regarding research work to the Graduate Study Committee.

**16.12** The weightage of midterm examination for all taught courses of M. Phil./MS/LLM/or equivalent /Ph.D., shall be 20% and weightage of final term examinations shall be 60%. The remaining 20% marks would be for respective course assignments, presentations etc.

**16.13** Any other point not specifically mentioned here shall be dealt as per the general/broader semester rules of the University and in lines with the University/ HEC guidelines.

## **17. TRANSFER OF CREDIT BY MIGRATION**

**17.1** Transfer of credit by migration in the first Semester shall not be allowed.

**17.2** Transfer of credit by migration from and to SBBU is allowed in the 2nd semester onwards based on solid reasons/justification and approval of Board.

**17.3** Transfer of Credit by Migration to SBBU is allowed provided that the scheme of study is the same as in vogue in SBBU as per the following rules:

- a. Transfer of credit (50%) by migration is allowed on course to course basis. i.e. a person taking course A at University X is allowed to transfer his/her credits to this University provided that course A is equivalent to course B taught at Shaheed BB University.
- b. The faculty equivalence committee shall determine the suitability of the candidate and the courses to be studied at SBBU.
- c. No credit hour of a course shall be transferred if the grade is less than B.
- d. The scholar is required to earn a minimum of 50% credit hours from the SBBU.
- e. Credit hours may only be transferred from Chartered HEIs.
- f. The application for transfer of credit shall be filed a least one month before the commencement of the regular semester.

## **18. ATTENDANCE REQUIREMENTS**

**18.1** A student shall be allowed to appear in examination only if he has attended 75% of lectures and practicals separately.

**18.2** Calculation of attendance shall start from the date of commencement of classes.

**18.3** A date-wise record of the attendance of students shall be maintained by the respective teacher for each course.



- 18.4** One week before the commencement of the final examination, the teacher of each course shall send to the Chairman/Head of the department a statement in duplicate showing the total number of lectures delivered and practical conducted together with the total number of lectures and practical attended by each student.
- 18.5** Student having class attendance less than 75% in a particular course shall not be allowed to set in the examination of that course and shall be awarded 'F' grade in that course and he shall be required to repeat the same course, if it is a compulsory course or an equivalent course in lieu thereof, if it is an optional course.
- 18.6** Absence from class for two consecutive weeks shall entail cancellation of admission in the course by the class teacher which would only be restored on an appeal to the concerned teacher made within 05 days of the cancellation order with payment of Rs. 500/-. The concerned teacher shall inform the chairman of the department regarding cancellation and restoration of admission in that course. This would be subject to maintaining the 75 % attendance (in minimum) as per HEC policy.
- 18.7** Absence from a course for four consecutive weeks shall debar the student from examination and the course shall be considered failed. He shall be required to repeat.
- 18.8** If a student fails to attend all classes for four consecutive weeks, his admission shall be cancelled for that semester.

## **19. RESEARCH REQUIREMENTS FOR MS/M.PHIL./LLM/EQUIVALENT**

- i. The M. Phil. research proposal/synopsis submitted by a student shall be initially vetted by the supervisor and then forwarded to the GSC for consideration and recommendation to the ASRB.
- ii. During the GSC meeting, the supervisor shall record suggestions, comments and modifications proposed for further improvements. The GSC shall ensure through a certificate for its incorporation in the synopsis.
- iii. Before submitting to ASRB, scholar shall be required to defend his synopsis before GSC.
- iv. After approval of Synopsis the scholar shall be allowed to conduct research work in laboratory / Institute / organization. Any major change in Synopsis shall require approval by ASRB.

- v. All M. Phil. research scholars shall give at least one seminar before applying for submission of their thesis.
- vi. Before a student is allowed to submit his/her thesis, it shall be vetted against plagiarism by the University QEC as per HEC policy.
- vii. A panel of 5 external examiners for the evaluation of thesis shall be proposed by the supervisor and forwarded by HoD to the Vice Chancellor through Controller of Examinations, who shall approve 3 examiners.
- viii. The comments of examiners must be sent in a sealed envelope to the Chairman/HoD of the department through Controller of Examinations.
- ix. The GSC shall examine the report of each examiner and shall direct the scholar to revise thesis as per observations / comments / suggestions of the examiners.
- x. If the reports are in favor of the candidate, then the candidate shall appear in the viva voce examination to be conducted by the one external examiner, the head of the department and the supervisor. Examination date shall be decided by Supervisor, HoD and Examiners with mutual understanding. The Controller of Examinations shall notify the date.
- xi. If majority of the examiners disapprove the dissertation, the candidate shall be declared failed in dissertation.
- xii. The results report shall be submitted to the controller of Examination for the declaration of result.
- xiii. If the thesis is found inadequate, it may be referred for revision and resubmission within a specified period as decided by external examiner.
- xiv. Three hard copies and a soft copy of the thesis shall be submitted to Controller of Examinations for Evaluation duly certified by GSC and Dean of the concerned faculty.
- xv. If the dissertation, submitted by a scholar for final evaluation, is proved to be copied /plagiarized, it shall be liable to be rejected. The CoE shall declare the scholar to have failed.
- xvi. A scholar who fulfills all requirements with the prescribed CGPA shall be awarded the M. Phil./MS/LLM/or equivalent degree with specialization indicated.
- xvii. Minimum CGPA for M. Phil/MS degree is 2.50.
- xviii. Minimum CGPA for Ph.D. degree is 3.0
- xix. In all cases where these regulations are silent or where there is difference of opinion about their interpretation, the decision of the ASRB shall be final.

## **20. PH D COMPREHENSIVE EXAMINATION**

- i. Upon the successful completion of the course work, a Ph.D. scholar shall be required, as per HEC guidelines, to pass his Ph.D. comprehensive exam.
- ii. The comprehensive exam shall comprise of both oral and written examination in all courses and two minor courses after Ph.D. course completion. The passing criteria for written and oral shall be 60 % in both separately.
- iii. The comprehensive exam shall be taken within the first six months of the successful completion of the course work of Ph.D.
- iv. If a student does not pass the comprehensive examination in the first attempt, he/she may be given one more chance on the recommendation of his/her supervisor.
- v. The Ph.D. comprehensive exam shall be taken by the following committee:
  1. Director Academics/ASRB Convener
  2. Dean of the faculty Member
  3. HoD Member
  4. Two experts to be nominated by the Vice Chancellor Members
  5. Supervisor (s) Member(s)
- iv. On successful completion of course work and passing the comprehensive examination the Supervisor through concerned Head shall recommend to the Controller of Examinations for obtaining approval of the Vice-Chancellor for the confirmation of registration of the Research Scholar.
- v. The University shall also charge for the Ph.D. comprehensive exam as per its rules.

## **21. THE SELECTION OF A SUPERVISOR FOR PH.D. SCHOLARS**

- i. The candidate shall be asked for the selection of supervisor and finally the HoD shall submit for the recommendation of GSC, with a written consent from the student, a teacher/expert holding a Ph.D. degree as a Supervisor.
- ii. The GSC shall recommend the name of the supervisor, who agrees to such supervision, for each scholar to the ASRB for approval.
- iii. If otherwise essential, co-supervisor(s) may be appointed by the ASRB on the recommendations of the supervisor forwarded through GSC.

- iv. In case of change of supervisor, the application shall be forwarded to ASRB through GSC.

## **22. PH. D. COURSE REQUIREMENTS**

- i. A research scholar for the Ph.D. degree shall fulfill the following requirements, in consultation with the Supervisor and approved by the GSC
  - a. Approved course of 18 credit hours as per HEC rules.
  - b. Additional work if prescribed in an individual case.
- ii. Course work, research topic and synopsis on the recommendation of the Supervisor concerned, forwarded through GSC to ASRB for approval.

## **23. COURSE CHANGE AND CREDITS**

- i. A scholar is expected to complete a course within the semester in which he takes that course. The supervisor may recommend an extension of time up to one year for the completion of that course. If a scholar fails to complete the course within the permitted period of extension, the course shall be shown as “incomplete” on the scholar’s record and shall not be credited towards the degree/CGPA.
- ii. A scholar may request the Head of Department that his status in a course be changed to that of an auditor or that he may be permitted to withdraw from a course but not later than the end of the fourth week of the semester. If the request is granted, the scholar’s record shall be marked “Audited” or “Withdrawn” against that course. A scholar who fails to complete a course without having his status so changed to “Audited” or “Withdrawn” shall receive at the teacher’s discretion either a grade of I (incomplete) or F (failure).

## **24. RESEARCH REQUIREMENTS, THESIS/DISSERTATION FOR PH.D.**

- i. The scholar shall pursue a research work for at least two calendar years under the guidance of the Supervisor. Further extension shall be granted under special circumstances with the approval of the board /as per HEC policy.
- ii. The Ph.D. synopsis shall be submitted through GSC to ASRB for approval. Similarly, there shall be a Pre-seminar to be held at the Department. The ASRB shall also call the scholar to present the topic and synopsis before the board.
- iii. On the completion of research, the scholar shall submit a draft of thesis to the Supervisor for scrutiny and advice.

- iv. One soft copy of thesis shall be submitted to QEC for plagiarism check/similarity index as per HEC criteria/guidelines before its final submission to the controller of Examination for evaluation.
- v. Three printed copies of the thesis along with the TURNITIN originality report, duly verified by the Director QEC, shall be submitted through supervisor to Head of Department for onward submission to the Controller of Examinations for the purpose of initial thesis submission.
- vi. Dissertation for the Ph.D. degree shall not be accepted earlier than six semesters, after the date of first registration.
- vii. In addition to his thesis/dissertation, a Ph.D. scholar shall be required to publish an original research paper (from his Ph.D. research work) in an HEC recognized/IF journal as per HEC policy as a requirement for the award of the degree.

#### **25.1 EXAMINERS APPOINTMENT AND OPINION**

- i. On the recommendation of the supervisor a list of six external examiners from technologically advanced countries and three from Pakistan shall be forwarded by GSC, the Controller of Examinations shall obtain approval of the Vice-Chancellor for appointment of three examiners (out of whom two shall be from the HEC list of technologically advanced countries and one from Pakistan). The evaluation report of all majority of examiners shall be positive for the award of Ph.D. Degree.
- ii. The external examiners for the evaluation of the thesis shall be experts in the relevant field.
- iii. The Controller of Examinations shall send the thesis to the examiners who shall examine the thesis and communicate the result to Controller of Examinations as follows:
  - a. The scholar may be recommended for the award of the degree. (In such case, the scholar shall have Public Defense of the dissertation in the presence of his supervisor and one of the external examiners).
  - b. The scholar may be asked to revise the thesis for resubmission.
  - c. The thesis may be rejected.
- iv. If the majority of examiners find that the thesis needs revision, the scholar shall be allowed to revise it. It shall be re-submitted for a fresh examination by the same examiners within a period of twelve months.

- v. If the majority of examiners feel that the thesis, despite some shortcomings, is of sufficient merit, the scholar may be directed to improve the thesis for re-submission within six months, but without a fresh examination. The re-submitted thesis must carry a certificate by the Supervisor to the effect that the shortcomings identified have been rectified.

## **25.2 CHANCES FOR THE RE-SUBMISSION OF THESIS AND PUBLIC DEFENCE**

- i. Only one chance for re-submission of thesis shall be allowed to the scholar. If the revised thesis is not approved under the HEC policy, the thesis shall be finally rejected.
- ii. If the thesis is adjudged as adequate but the scholar fails in the Public Defense, he may be given a chance to re-appear in the Public Defense within a period not exceeding than four months.
- iii. A special chance shall be accorded by Vice Chancellor.

## **25.3 EXTENSION IN STUDY PERIOD**

In special circumstances, to be recorded, extension in the study period to the maximum period of studies as mentioned in 1(vii) may be allowed by the ASRB on the recommendation of the Supervisor and GSC.

## **26. STUDY LEAVE AND N.O.C**

- i. An employed person shall be considered as a whole-time regular scholar subject to the production of a NOC (No Objection Certificate) from the Head of his institution (employer) concerned.
- ii. A scholar shall be required to provide NOC before the start of the course work of his degree program. In case of failure, the admission to the degree program shall automatically stand cancelled.

## **27. GRADES AND ACADEMIC STANDING**

- i. For the PG programs at SBBU, the University shall deal the grades and the academic standing as per broader HEC rules.
- ii. A student who has been awarded “F” grade in a course may be allowed one chance to improve the grade by repeating the course within the prescribed time limit. This facility

may be availed for a maximum of two courses during the entire post graduate program of studies.

- iii. Grade “I” is awarded to a student only if he/she has missed the final examination or his/her project report is incomplete, on genuine grounds, but has completed all other work for the course successfully. Grade “I” should be converted to an appropriate letter grade within two consecutive semesters, otherwise it would be converted into grade “F” permanently.
- iv. The requirement of “N” grade would be laid down by the course instructor at the beginning of the semester.
- v. In case numerical grades are not feasible, as for example in case of field work, letter grade “P” (Pass) or “F” (Fail) shall be used instead, and not counted towards the CGPA.
- vi. No improvement in CGPA shall be allowed (for admission purposes) as per the guidelines of HEC.
- vii. Research scholars earning a grade “C” or a lower grade shall get only one chance to improve the grade by repeating the course. Tuition fee shall be charged for repeating the course. The student shall get no additional credit for repeating the course. After repeating the course and fulfilling all its requirements, the course instructor shall award the student a fresh grade. The new grade shall be used in computing the CGPA as in section 16 (ii).

## **27. CREDITS AND AUDITS**

- i. A credit hour shall represent a study in an approved course carried out for one theory hour or two to three laboratory hours per week per semester.
- ii. A research scholar who desires to attend a course without taking examination in that course shall be called an auditor and shall be shown as such in the transcript. An auditor must secure the consent of the instructor before he is registered as an auditor. He shall pay the regular fee, but no credit shall be granted for the course.

## **28. WORK STUDY LOAD**

A student shall not be allowed to take more than four courses (including 3 major courses + 1 minor course) per semester.

## **29. CLASS WORK AND ATTENDANCE**

A student shall attend the classes regularly, submit assignments in time, and appear for tests and examinations when announced by the teacher. Candidates with less than 75%

attendance in a course shall not be allowed to appear in the final examination of the course.

### **30. RESIDENCY REQUIREMENTS**

In special circumstances, the supervisor may permit the research to be carried out in another organization/institution. In such an event the student shall be assigned a co-supervisor who is working in that institution and meets the criteria for the appointment of supervisor. The co-supervisor shall be approved by Vice Chancellor on the recommendation of supervisor.

### **31. TRANSFER OF CREDITS**

- i. A maximum of 6 credits earned during a post graduate program of studies in another department/specialization of the University may be allowed for transfer of credits through an authentic/logical plea, duly supported by black and white evidence, for taught courses only.
- ii. The application for transfer of credits from one department of the university to another department, shall be filed at least one month before the commencement of classes of a regular semester with NOC from HoDs of both departments.

Transfer of credits shall be allowed only if:

- a. The student has passed these courses with at least B grade.
- b. The subject specialist certifies the courses to be equivalent to the approved courses of the University and shall be endorsed by the Head of the concerned department.
- c. The non-credit courses shall not be counted for calculating CGPA; however, they shall be incorporated in the transcript.

### **32. MEDIUM OF INSTRUCTION**

- i. The medium of instruction in all post graduate courses shall be English except regional languages and Urdu or Islamic studies.
- ii. Foreign students shall be required to satisfy the concerned department about their proficiency in English language before registration.

### **33. THESIS/DISSERTATION FORMAT**



Thesis shall be written in accordance with the approved format available from the office of Director Academics/ASRB.

**34. SCHOLASTIC RECORD**

The scholastic record of all research scholars shall be maintained by the Controller of Examination. Teachers offering post graduate courses shall send award lists of grades to the DA, through the Department within one week of final examination. The scholars shall be notified about their final grades by the CE/DA.

**35. DISCIPLINE**

Research scholars shall observe the rules of the University. Any infringement shall be dealt with under the University Discipline Rules.

**36. INTERPRETATION OF THE RULES**

Interpretation of these rules by the authorized officers/Director ASRB/DA of the University shall be final.

**37. SPECIAL CASES**

- i. In cases where the operation of these rules may cause undue hardship to a scholar, the Vice Chancellor on recommendations of GSC may, for reasons to be recorded in writing, relax any of these regulations in the scholar's favor.
- ii. Where these regulations are silent, the Vice Chancellor on recommendations of BoS (in case of curricula)/GSC (in case of research proposal/synopsis) shall have the discretion to make such decisions as it deems fit and proper in accordance with HEC guidelines.