

**ZIAUDDIN UNIVERSITY**  
**POLICIES**

<b>Policy Title</b>	Postgraduate Policy
<b>Policy Number</b>	ZU/PGP/005
<b>Date of Original Approval</b>	December 19, 2020
<b>Approved By</b>	Academic Council (294 <sup>th</sup> Meeting of the Academic Council)
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<b>Prepared By</b>	Postgraduate Review Committee
<b>Revision No.</b>	4

**PURPOSE:**

To define policies and procedures for all Postgraduate programs of the university

**SCOPE:**

Applicable to all Masters, M. Phil and PhD programs of the university

**BASIC REQUIREMENTS:**

(Documents and other necessities)

HEC Semester System Guidelines

Violation of rules in the Award of PhD Degrees

HEC policy on PhD degree Programs

HEC Graduate Education policy 2023

HEC Notification 2024 regarding partial relaxation in requirements for Clinical Health Sciences and Basic Medical Sciences

Any other regulator(s) guidelines

**RESPONSIBILITIES:**

Deans, Directors of Postgraduate programs, Executive Director of Research FHS, Principals, Chairpersons, HODs, Controller of Examination concerned, Registrar office, Director QEC, Vice Chancellor and faculty.

# ZIAUDDIN UNIVERSITY

## POST GRADUATE POLICY 2020

Policy / Rules regarding the General Scheme of Studies Postgraduate program of the University.

**1. SHORT TITLE.** These regulations may be called the Ziauddin University Postgraduate Policy / Rules 2020 amended in 2024, repealing such regulations framed by the University authorities (if any).

**2. COMMENCEMENT.** These Regulations shall be deemed to have come into force within the period of 2024-2025 applicable to all newly admitted and existing postgraduate Batches.

- i. "University" means the Ziauddin University.
- ii. (HEC) means Higher Education Commission, Pakistan (HEIs) means Higher education institutions, (DAI) means Degree Awarding Institute.
- iii. "Academic Year" means the Academic Year of the University.
- iv. "Spring / Fall Semester" means a period of 18-20 weeks out of an academic year for Teaching, evaluation/ guidance of the students of the University.
- v. "Summer Semester" means a period of 08 weeks out of an academic year for teaching & evaluation and /or guidance of the students of the University.
- vi. "Pro chancellor", "Vice-Chancellor", "Dean", "Principal / Chairperson" "Teacher" and "Controller of Examinations" means Pro chancellor, Vice-Chancellor, of ZU Dean of the Faculty, Principal / Chairperson of the College / the Department "Teacher" and "Controller of Examinations" of the University.
- vii. "College /Departmental wise Committee" means each College/ Department /Institute will have a Departmental Committee consisting of three senior most teachers of the College / Institute including Principal/Chairperson/HOD/ Director/Executive Director Research FHS and the controller of examinations.
- viii. "Credit Hours (C.H.)" has been defined in section 6.
- ix. (Q. P.) means "Quality Point, (G. P. A.) means Grade Point Average, and (C.G. P.A.) means "Cumulative Grade Point Average. mean or definition
- x. (BASR) means "Board of Advanced Studies and Research", (ERC) means "Ethical Research Committee", AEC means "Animal Ethics Committee".
- xi. (PG) means "Post Graduate", (RC) means "Research Committee" for each Faculty/College, (GEC) means "Guidance And Examination Committee.
- xii. (NOCs) means "No Objection Certificates".
- xiii. (CMS) means " Campus Management System".
- xiv. (GRE) means "Graduate Record Examination", (HAT) means "Higher Education Aptitude Test", (CAT) means "Continuous Assessment Test".
- xv. (MOOCS) means "Massive Open Online Courses", (NAHE) means "National Academy of Higher Education".
- xvi. (HJRS) means "HEC Journal Recognition System", (DOI) means "Digital Object Identifier",

(PCD) mean “PhD Country Directory”.

- xvii. Adjunct Faculty: A contractual faculty member, temporary or part-time, hired outside their fulltime profession such as researchers and scientists at any R&D or public/private sector organization, by educational institutions, typically colleges or universities, to teach specific courses or provide instructional support.
- xviii. H Index: Measured by Web of Science.
- xix. Intra-disciplinary Qualifications: Refers to sub-disciplines occurring within one of the ten broad disciplines defined by UNESCO's International Standard Classification of Education (ISCED-F-2013).
- xx. Sustainable Development Goals (SDGs): A framework of seventeen goals established by United Nations in 2015 addressing various social, economic, and environmental challenges to be met by 2030.
- xxi. (RAC) means Relevance Assessment Committee
- xxii. (PDEC) means Postgraduate duration evaluation committee means a university committee for evaluation of cases in extension in duration of postgraduate degree program
- xxiii. (PGC) mean Postgraduate Grievance Committee

### 3. PROGRAM DURATION

**Table 1: PhD Program**

Degree Program Detail	Remarks
Credit Hours	Minimum 48 [18 Credit Hours (Course work) + 30 Credit Hours (Dissertation)]
Semester Duration	Minimum of 16 weeks of teaching for regular semester excluding examinations duration
Coursework Duration	Minimum 1 year, two regular semesters Maximum 3 years, four regular semesters
Comprehensive Examination	Maximum 3 year Failure to which lead to termination of candidature from the program
Degree Duration	Minimum 3 years (including course work duration and Research Dissertation) Maximum 8 years (including one-year extension with approval of Dean of faculty, Vice Chancellor and Director Postgraduate). Request for duration extension will be dealt on case-to-case as per HEC policy guidelines
Summer Session	For deficiency/failure, repetition of courses up to 6 credit hours (08 Weeks duration)
Course Load during regular semesters for Regular Full -Time Students	09-12 Credit Hours

**Table 2: MS / M Phil Program**

Degree Program Detail	Remarks
Credit Hours	Minimum 30 [(24 Credit Hours course work + 6 Credit Hours dissertation) or (30 credit hours coursework)].
Semester Duration	Minimum of 16 weeks of teaching for regular semester excluding examinations duration
Coursework Duration	Minimum 1.5 year, two regular semesters Maximum 4 years, four regular semesters
Degree Duration	Minimum 1.5 years (including course work duration a Research Dissertation) Maximum 4 years (including one-year extension with approval of Postgraduate Director, Dean of faculty and Vice Chancellor). Request for duration extension will be dealt on case-to-case basis as per HEC policy guidelines
Summer Session	For deficiency/failure, repetition of courses up to 6 credit hours (08 Weeks duration)
Course Load during regular semesters for Regular Full -Time Students	09-12 Credit Hours

#### **4. CRITERIA FOR LAUNCHING A POSTGRADUATE PROGRAM IN A FACULTY**

##### **4.1 Masters / M. Phil program**

- i. There should be at least 2 relevant full-time PhD Faculty members (having their postgraduate terminal degrees attested from HEC / having HEC equivalence [in case of qualification from foreign accredited universities]) in the department that want to launch M. Phil/MS/ MBA programs.
- ii. HEC NOC should be obtained prior to launching of Masters / M. Phil program.
- iii. The program shall be approved through relevant statutory bodies of the university prior to seeking approval for HEC NOC. The program approval document must contain the program mission, scope, educational objective, program outcomes, Program structure (core and elective subjects), curriculum, and degree title.
- iv. For Basic Medical Sciences programs (Annex – A) and Clinical Health Sciences and Allied health sciences programs (Annex -B), there should be at least 2 relevant full-time MS/MPhil or Equivalent faculty members with at least 5 years of relevant experience after MS/MPhil or equivalent in a department to launch the MS/MPhil or Equivalent program.

##### **4.2 PhD program**

- i. The Act/Charter of the university allows for the offering of the program;
- ii. There should be at least 3 relevant full-time PhD Faculty members (having their postgraduate terminal degrees attested by HEC / having HEC equivalence [in case of qualification from foreign accredited universities]) in the department who want to launch the PhD programs.
- iii. HEC NOC should be obtained prior to launching the PhD program.
- iv. The program shall be approved through relevant statutory bodies of the university before seeking approval from HEC NOC. The program approval document must contain the program mission, scope, educational objective, program outcomes, Program structure (core and elective subjects), curriculum, and degree title.
- v. If applicable, necessary approvals shall have been obtained by accreditation councils to launch the program.
- vi. For Basic Medical Sciences (Annexure – A), There should be at least 3 relevant full-time PhD faculty members to launch a PhD program with
  - a. One full-time PhD faculty member in a core discipline in a university department.
  - b. One relevant full-time PhD faculty member in a department.
  - c. One relevant PhD faculty member from another university. An eligible PhD faculty member from another university may contribute to three PhD programs, including a main supervisor at their institution and a co-supervisor at two additional universities. The faculty member's student load will be limited to three at two additional universities by HEC.
- vii. For Clinical and Allied Health Sciences (Annexure - B), There should be at least 3 relevant full-time PhD faculty members to launch a PhD program with
  - a. A PhD program will be offered in Clinical Health Sciences disciplines in only universities with their own tertiary care hospital.

- b. PhD admissions in Clinical Health Sciences disciplines shall only be allowed based on FCPS/FRCS/FRCP/MD/MDS/MS or equivalent qualifications. Further, the university may consider course exemption, a maximum of up to 6 credit hours, by formulating a policy approved by the relevant statutory bodies.
- c. A supervisor must have a PhD degree in the relevant discipline. However, if the same is not available, an FCPS/FRCS/FRCP/MD/MDS/MS or equivalent, with the following qualifications, may supervise a PhD student:
  - i. Minimum 10 years of post-fellowship/qualification experience in a university.
  - ii. At least 10 research publications in HEC-recognized research journals, preferably with 2 publications in Impact Factor Journal.
  - iii. In line with the provisions of GEP-2023, there shall be a supervisory committee for a PhD student. However, one additional member with a PhD degree in Medical or Allied Health Sciences shall be co-opted in case all the available supervisory committee members are FCPS/FRCS/FRCP/MD/MS/MDS or equivalent.

## 5. FALL/SPRING SEMESTER

5.1 There will be two regular semesters (Fall and spring) in an academic year. As under, (Further can be elaborated/ Bifurcated by the Concerned Faculty) but the semester duration will be the same.

Pre Semester offering & registrations Activities and Post Semester Closing of Student's status and Results will be done before and after each of the following semesters.

- a) Fall Semester
  - i. Teaching duration of Fall semester 16 Weeks
  - ii. Conduct of Mid Semester Exam 01 Week
  - iii. Preparation of final Fall Semester Exam 01 Week
  - iv. Conduct of final Fall Semester Exam 02 Weeks
  - v. Semester Break 01 Week
- b) Spring Semester
  - i. Teaching duration of Spring Semester 16 Weeks
  - ii. Conduct of Mid Semester Exam 01 Weeks
  - iii. Preparation of final Spring Semester Exam 01 Week
  - iv. Conduct of final Spring Semester Exam 02 Weeks
  - v. Semester Break 01 Week
- c) Summer Semester
  - i. Summer Break / Summer Semester 08 Weeks
  - ii. Winter Break 02 Weeks

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**TOTAL                      52 WEEKS**

## **6. SUMMER SEMESTERS**

- 6.1 Summer semester will be offered as an optional semester of 08 weeks duration. Students will be offered courses to remove deficiencies and can register up to 06 credit hours for the summer semester.
- 6.2 Moreover, a student who has either failed or has been stopped to take the examination due to a shortage of class attendance or wishes to improve his/her grade is allowed to register in the summer semester.
- 6.3 The contact hours per week during the Summer Semester will be doubled to ensure that the course is completely taught in a summer session with half of the duration as compared to a regular (Fall/Spring) semester.
- 6.4 All the qualifying rules for the Fall / Spring semester will apply to the summer semester.
- 6.5 There will be no supplementary/special examination after the adoption of the summer semester (for the batch with which it is going to be adopted).
- 6.6 The course in the summer semester will be offered with a minimum course registration of 03 students (where intake of students is small, minimum course registration should be 50 %, failure students).
- 6.7 In case of less number of students as per para no. 6.6, the college may seek the university management approval for offering of the course.

## **7. ACADEMIC CALENDAR**

- 7.1 The Registrar office will prepare the Academic Calendar in consultation with Deans and Postgraduate Directors /Principals / chairpersons.

The calendar will include the following information:

- a. Pre Semester offering & registrations
- b. Date of start of classes
- c. Conduct of mid-semester
- d. Date of suspension of classes
- e. Schedule of examination
- f. Display of sessional/ CAT marks
- g. Examination preparation up to one week
- h. Conduct of final semester exam
- i. Announcement of results
- j. Post Semester closing of student's status & Results

The academic calendar will be prepared for the Fall semester and Spring and Summer semesters of each academic year.

- 7.2 In case a university is closed due to unusual circumstances, then makeup classes must be arranged converting weekends or holidays or evening classes to working days or evening classes to cover the lapsed period of the students.

## **8. WITHDRAWAL OF COURSES FROM FALL / SPRING SEMESTER**

- 8.1 Students may be allowed to withdraw from a course during the first 6 weeks of the semester. In such a case the transcript shall record that the student enrolled in the course “and withdraw. Consequently, grade ‘W’ will be awarded to the student which shall have no impact on the calculation of the CGPA of the student.

- 8.2 A student withdrawing after the 6<sup>th</sup> week shall be automatically awarded "F" grade which shall count in the GPA and stay on the transcript.
- 8.3 This Course will be new Course and student will not claim in summer semester.
- 8.4 At the time of re-registration of withdrawal course, full course fees will be charged.

## 9. REPEATING COURSES / IMPROVEMENT OF CGPA

- 9.1 If a student gets an 'F' grade, she/he will be required to repeat the course. However, the highest grade obtained will be recorded on the final transcript.
- 9.2 Postgraduate students may be allowed to repeat a course in which she/he has obtained grade "C" & below. In such a case only the better grade shall be used in the calculation of CGPA.

## 10. ATTENDANCE

- 10.1 Minimum 75 % attendance in a course is required to appear in the examination of that course. (Condonation in extra ordinary circumstances may be limited to 70%) by the Director Postgraduate and concerned Dean.
- 10.2 Attendance will be marked on CMS and eligibility will be generated accordingly from the CMS.

## 11. EXAMINATION

- 11.1 In each semester, students may be required to appear in quizzes, tests, mid-semester, final semester examinations, presentations (individual/group), group discussion, and submit projects/ assignments/ lab reports, studio work etc. These assessment marks (to be determined by the teacher concerned) will have different weightages contributing towards the overall assessment in percent marks.

This weightage may be determined based on the following table:

**Table 3: Course Subject Marks Distribution**

Sr. No.	Description	Max. 100 Marks
		Marks Distribution
i.	Continuous Assessment	
	• Quizzes / Class Test(s)	10
	• Class/Clinical Assignments / Project Presentation	10
	• Mid Semester Exam	30
ii.	Final Semester Exam:	50
	<b>Total Marks</b>	<b>100</b>

## 12. GRADE EQUIVALENT

**Table 4: Grade and Grade Point**

Grade	Grade Point	%Equivalence	Remarks
A	4.00	85 and above	



A-	3.66	80 – 84	
B+	3.33	75 – 79	
B	3.00	71 – 74	
B-	2.66	68 – 70	
C+	2.33	64 – 67	
C	2.00	61 – 63	
C-	1.66	58 – 60	
D+	1.3	54 – 57	
D	1.0	50 – 53	
F	0.00	Below 50	
Satisfactory	Pass	-	PhD / MS / M Phil Dissertation
I (Incomplete)	0.0	-	Did not complete as mentioned in 12.5 - 12.8 *
W (Withdrawal)	0.0	-	Withdrawal from the course till the 6 <sup>th</sup> week of semester after 6 <sup>th</sup> week student will be awarded F Grade
X (Exempted)	0.0	-	In case Migration from other institution or studied courses in exchange program **

\* sessional and mid-semester marks will be intact and fee will not be charged.

\*\* The Departmental/ College wise committee comprise on Chairperson, Principal / Director Postgraduate, 2 senior faculty members and controller of Examination may decide for equivalence of the subjects which s/he studied in previous institution and exemption.

12.1 Fraction of marks obtained in a course shall be rounded up to whole number e.g., 60.3 shall be considered as 60 while 59.5 or more is to be considered as 60.

12.2 Cumulative Grade Point Average (CGPA) is an expression for the average performance of the student in the courses he/she has taken during any semester, thus GPA may be calculated for 1st semester, 2nd or any other semester.

12.3 CGPA shall be rounded to 2 decimal places, e.g. a GPA of 3.084285 shall be reported as 3.08, while a GPA of 3.065124 shall be reported as 3.07.

12.4 The results will be prepared on the basis of Grade Point Average (C. G.P.A).

12.5 The "I Grade" will only be awarded for the final examinations under Exceptional Circumstances (as defined in clause 13) provided the student has completed a substantial portion of course requirements, including midterm examinations, assignments, term reports, quizzes, or other assessments, and must also meet the attendance eligibility criteria.

12.6 The enrollment in advanced courses is not possible if a student receives an 'I Grade' in a course that serves as a prerequisite.

12.7 The request for an "I Grade" will be evaluated by the concerned Head of Department/Principal.

12.8 The Dean will give the final approval for the "I Grade" based on the recommendations put forward by the respective Head of Department/Principal.

12.9 The deadline to apply for obtaining an 'I Grade' is until the end of the final examination. After that, no applications will be considered.

- 12.10 All course marks will remain intact for the student who is awarded an 'I' grade, except for the final semester examination. The student only needs to appear for the final semester examination of the course (in which the 'I' grade is assigned) whenever it is offered in the future.
- 12.11 The student must clear the 'I' grade within one year; failing to do so will result in the grade being automatically converted to an 'F' grade.
- 12.12 For an 'I' grade case, no additional fees will be charged when a student appears in the examination next time. Neither will such course load be counted towards the maximum credit hours allowed to a student in a semester.
- 12.13 The concerned department will be responsible for sharing the details of students with an 'I' Grade who are taking the Final Examinations and for submitting the full course results to the Examinations Department.

### **13. EXCEPTIONAL CIRCUMSTANCES.**

- 13.1 There is no policy of make-up exams. However, if a student misses a mid-term exam due to any emergency, the student may apply for weightage transfer where his/her percentage of marks obtained in other components (classwork, project and final exam) will be transferred to mid-term. The application of weightage transfer will be subject to approval from the Postgraduate Director and Dean and will only be considered on case to case basis on following grounds such as:
- Hospitalization or death of student's Parent
  - Hospitalization of the student himself/herself
  - Hospitalization or death of the student's Sibling
  - Hospitalization or death of the student's Spouse
  - Hospitalization or death of the student's Child/Children.

### **14. COMPUTATION OF SEMESTER GRADE POINT AVERAGE (GPA) AND CUMULATIVE GRADE POINT AVERAGE (CGPA)**

#### **14.1 Quality Point (Q.P.)**

For computation of the (G.P.A.) the quality point (Q.P) is first determined by the multiplying the value of the grade earned by the students with the Credit Hours of the that course, e.g. if a student obtain "A+" grade for a three-credit hours course then this quality point will be calculated as follows:

$$(Q.P.) = 4 \times 3 = 12$$

#### **14.2 Grade Point Average (G.P.A)**

Grade point Average is an expression for the average performance of a student in the course he/she has offered during a particular semester. This is calculated by adding the quality points of all the courses taken, divided by the total number of Credit hours offered:

$$(G.P.A) = \frac{\text{Sum of Quality Points}}{\text{Sum of the Credit Hours}}$$

#### **14.3 Cumulative Grade Point Average (C.G.P.A)**

The Cumulative Grade Point Average (C.G.P.A) is the expression describing the performance of a student in all semester is determined by the following way:

$$(C.G.P.A) = \frac{\text{Sum of Quality Points for all the courses appeared}}{\text{Sum of the Credit Hours for all the courses appeared}}$$

#### **15. CGPA REQUIRED FOR THE COMPLETION OF POSTGRADUATE PROGRAM MS/ M Phil /PhD**

- 15.1 For completion of PhD degree, the minimum qualifying CGPA is 3.00 (For - MS/ M Phil 2.50).
- 15.2 In case a student secures less than 3.00 CGPA (2.50 for MS/ M Phil) (minimum qualifying CGPA) at the end of coursework, she/he may be allowed to get re-registration in one or more courses, in which his/her Grade is C or below, provided that she/he is not debarred under the CGPA Improvement and time duration specified for the program in section 3.

#### **16. TRANSFER OF CREDIT HOURS FOR POSTGRADUATE**

- 16.1 Credits are transferred on course to course basis i.e. a person taking course A at University X is allowed to transfer his/her credits to University Y provided that course A is equivalent to course B taught at the Y University.
- 16.2 No credit hour of a course will be transferred if the grade is less than B for postgraduate.
- 16.3 Credit hours may only be transferred in programs with same degree title and only between HEC recognized programs and institutions. Students from program that does not possess HEC NOC for program initiation shall not be considered for transfer.
- 16.4 Credit Transfers should not be exceeding 50% of Total Credit Hour of degree program.
- 16.5 The transfer of PhD research work upto 6 credit hour is permissible, provided that the concerned ZU college/department accepts the research conducted at the parent university prior to the credit transfer. NOC should be obtained by the student from parent university prior to admit student in ZU.
- 16.6 Credit hours may only be transferred in programs with same degree title and only between HEC recognized programs and institutions. Students from program that does not possess HEC NOC for program initiation shall not be considered for transfer.

#### **17. FORMAT OF FINAL TRANSCRIPT**

- 17.1 The final transcript for the award of the degree includes following information:

##### **Front Side:**

- Name of Student
- Father's Name
- Surname/Last Name
- Date of Birth
- Roll No.
- Enrolment No
- Name of the Programme
- Date of Admission into Degree Program

- Semester Wise Break-up
- Subjects Name along with Credit Hours
- Type of Enrolment – Full Time
- Picture of the Applicant be Printed on Transcript
- Date of Completion of Degree Requirements
- Mode of Study – Regular
- Medium of Instruction- English
- Online Result Verification Key/ID (Front Side at the End of the Transcript)
- GPA/CGPA (at the End of the front side of Transcript)
- Dissertation Title as approved by BASR

**Back Side:**

- Basic Admission Requirement of the Programme
- Previous Degree held by the Student along with Institution Name
- Credit Hours Exempted/Transferred if any/applicable.
- CNIC No. for Pakistani and Passport No. for Foreign Students
- Grading System must be mentioned on Back Side of the Transcript
- Charter Date of the University/DAI may be mentioned
- Name of College be mentioned along with HEC Permission Date (NOC)
- Signature of Issuing Officer(s) (Front and Back Side at the end of the Transcript)
- The transcript must have the water-mark seal on it.
- Table 4 is use for the equivalence of CGPA to percentage.
- Date and Reference No. of HEC NOC for program initiation.

## **18. FREEZING OF SEMESTER**

- 18.1 If a student freezes a semester(s), she/he will resume his/her studies from the same stage where she/he left (froze). No freezing is allowed after completion of the coursework. No freezing is allowed during the semester. The maximum duration of the degree program shall remain the same as prescribed in section 3 including the freeze semester(s).
- 18.2 Freezing of the semester will be allowed only in the first two weeks of commencement of classes and after successful completion of 1st semester.
- 18.3 A student can only avail of this option up to two semesters (continuous or segregated) / one year in the entire program of studies.
- 18.4 The maximum duration of freezing is one year; a candidate who gets a semester freeze can get readmission next year/semester with the upcoming session.
- 18.5 Semester fees will be charged for the freeze semesters.

## **19. INDISCIPLINE IN EXAMINATIONS**

19.1 Any candidate found guilty of following matters; his/her case will be submitted to the Unfair Means Committee constituted by the University. This committee will be constituted of Postgraduate Director, Dean Faculty and Controller of Examinations or Nominee.

- i Removes a leaf from his/her answer book, the answer book shall be canceled.
- ii Submits forged or fake documents in connection with the examination.
- iii Commits impersonation in the examination.
- iv Copies from any paper book or notes.
- v Mutilates the Answer Book.
- vi Possesses any kind of material, which may be helpful to his/her in the examination.
- vii Does anything that is immoral or illegal in connection with the examination and which may be helpful to him/her in the examination.
- viii Refuses to obey the invigilation staff or refuses to follow the instructions issued by the University in connection with the examination.
- ix misbehaves or creates any kind of disturbance in or around the examination Hall/center
- x Uses abusive or obscene language on the answer script.
- xi Possesses any kind of weapon in or around the examination center.
- xii Possesses any kind of electronic device which may be helpful in the examination

His/her case shall result in penalties keeping in view the nature and intensity of offense.

- (i) Cancellation of paper\*.
- (ii) Suspension from programme for one semester.
- (iii) Heavy and Light Fine in light of Sindh Govt. Ordinance 1999.
- (iv) Expulsion forever from the University.
- (v) Any other.

\* Unfair Means Committee will decide that the student will have to appear in the summer semester/with the regular semester for the cancelled paper.

19.2 Plagiarism cases will at least be dealt as per HEC plagiarism policy.

## **20. APPEAL AGAINST THE DECISION OF THE UNFAIR MEANS COMMITTEE**

20.1 If a student is not satisfied with the decision of the Unfair Means Committee, she/he can submit his/her appeal within a week after the decision of the Committee to the Vice-Chancellor. No appeal shall lie against the decision of the vice-chancellor.

## **21. PERMISSION OF WRITER FOR SPECIAL STUDENTS**

21.1 A visually impaired student may be allowed to attempt the Mid/Final Examinations of the University on Braille/ Computer/any other means of facilitation.

21.2 In case a student is physically handicapped/visually impaired, s/he may apply to the controller of examination through Principal/ Postgraduate Director of the respective College/department

(with medical certificate as proof of her/his disability) for permission to engage a writer in Tests/ Examinations of the University one week before the start of Tests/ Examinations.

- 21.3 The controller examination will allow helper to the disable student (She/he cannot write). The qualification of a helper will be at least one step lower than that of the student.

## **22. DAMAGED/LOST ANSWER SCRIPT**

- 22.1 In an exceptional case where an answer script is damaged, lost or destroyed due to unavoidable circumstances, then the student may be awarded with average marking to the student in that subject/course during coursework.

## **23. POSTGRADUATE GRIEVENCE COMMITTEE (PGC)**

- 23.1 Postgraduate grivence committee shall comprises of 3 senior faculty members, relevant head of the department and Controller of Examinations to redress the grievances of the students about any supervisor / co-supervisor, GEC member, course instructor or grades or for any other issue(s).
- 23.2 A student must submit the grievance application if any, in writing to the Head of the Department within (07) seven working days of the receipt of the grade. The Head of Department/ Director Postgraduate shall forward the grievance application to the Committee. It will be mandatory for the Committee to hear both sides (student and the instructor) and will give its final decision within (05) five working days or before the start of registration for the new semester, whichever comes earlier. The decision of the Committee will be deemed final and will be binding on all parties.
- 23.3 In case the grievence complain is launched against the committee member or head of the department/ principal of college or dean of the faculty, the university management may change the composition of the committee.
- 23.4 The committee will address the student grievance to redress it accordingly.
- 23.5 If a student is not satisfied with the decision of the committee, she/he can submit his/her appeal within a week after the decision of the committee to the Vice-Chancellor. No appeal shall lies against the decision of the vice-chancellor.

## **24. CREDIT HOURS FOR POSTGRADUATE DEGREES**

- 24.1 A credit hour means teaching/earning a theory course for one hour each week throughout the semester.
- 24.2 In general, one credit hour in laboratory or practical work/project would require lab contact of three hours per week throughout the semester or as defined by the relevant regulatory body .
- 24.3 The credit hours are denoted by two digits within brackets with a hyphen/plus in between. The first digit represents the theory part while the second (right side) digit represents the practical.
- 24.4 Thus 3(3+0)/3(3-0) means three credit hours of theory, while 4(3+1)/4(3-1) means a total of four credit hours, of which three are of theory while one credit hour is for laboratory/studio work/field work/practical work supervised and graded by the faculty, and 4(1+3)/4(1-3) means a total of four credit hours, of which one is of theory while three credit hours are for laboratory/studio work/field work/practical work as per requirement of discipline.
- 24.5 For MS / M Phil degree, the student shall complete a minimum of 30 credit hours (24 credit hours coursework + 6 credit hours dissertation or 30 credit hours coursework) as prescribed by the

university that shall majorly be offered through regular classes (i.e. classes that are taught on campus by fulltime faculty members of the university).

24.6 For PhD degree, the student shall complete 48 credit hours (18 credit hours coursework + 30 credit hours dissertation) as prescribed by the university that shall mandatory majorly be offered through regular classes (i.e. classes that are taught on campus by fulltime faculty members of the university). The discipline in which HEC PhD Policy 2021 is adopted the credit hours will be followed as per HEC policy guidelines.

24.7 Independent Research study (IRS) course(s) of (3+0) credit hours may be offered in a postgraduate program in lieu of a regular course(s) of (3+0) credit hours subject to the statutory bodies' approval. The postgraduate programs only offered by coursework are encouraged to add IRS courses as electives in the program of study. The offering and assessment of the IRS will be carried out as per ZU *Independent Research Study* policy. A student may opt for up-to two IRS of (3+0) credit hours in the entire program of studies as elective courses and one IRS in a semester.

## **25. ADMISSION CRITERIA - MS/ MPhil /PhD**

### **25.1 Masters / M. Phil program**

i. 16 Years / 17 years of education in the relevant discipline, Minimum CGPA 2.00/4.00 or 60% marks (in the annual system) from HEC recognized institute (essentially the undergraduate degree should be HEC attested or having HEC Equivalence certificate in case of foreign university education or equivalent local education).

ii. The candidate should pass the:

a) university admission test equivalent to GRE/ HAT general with a passing score of 50%.

OR

b) GRE/HAT General/Equivalent tests conducted by testing bodies accredited by HEC, with a passing score of 50%.

iii. An interview with faculty/Departmental Admission committee (that should be notified through Registrar office).

#### **iv. Intradisciplinary/Other Qualifications**

The intradisciplinary admission may only be allowed, if:

a) The relevant regulatory body permits, and

b) The applicant has a strong interest in pursuing an MS/MPhil/equivalent degree in a different discipline.

c) 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 6 as recommended by college / faculty admission committee.

d) The college / department may opt not to offer admissions/ invite applications for admission from graduates having Intradisciplinary / other qualifications background.

### **25.2 PhD program**

i. At least 18 years of education in the relevant discipline, Minimum CGPA 3.0/4.00 or 60% marks (in annual system) from HEC recognized institute (essentially the undergraduate and postgraduate degrees should be HEC attested or / and having HEC Equivalence certificate in case of foreign university education or equivalent local education).

- ii. The students having strong demonstrated interest in obtaining PhD degree, but their CGPA is below 3.00 (out of 4.0 in the semester system) or 60% marks (in the annual system) in the most recent relevant degree obtained, may be admitted to a PhD program subject to study additional courses of 9-12 CH of level 7 taking a zero semester and score minimum 3.00 out of 4.00 GPA as recommended by admission committee. The relevant college/faculty admission committee may set the rigorous criteria for assignment of additional courses based on CGPA or any other factor that will be helpful in determining the suitability of candidate for the PhD program. Moreover, the college / department may opt not to offer admissions/ invite applications for admission from graduates having below 3.00 (out of 4.0 in the semester system) or 60% marks (in the annual system) in the most recent relevant degree obtained.
- iii. Students pursuing MS/MPhil studies and interested in continuing to PhD may be granted provisional admission upon satisfaction with the Admission Committee regarding Statement of Purpose and students' commitment to the PhD program, provided that confirmation of the admission shall be subject to the fulfilment of the following conditions within a period of one year from the date of provisional admission:
  - a. Award of MS/MPhil degree, as prescribed in this policy.
  - b. Clearance of the admission/apptitude test, as prescribed in this policy.
- iv. The candidate should pass the:
  - a. The university aptitude test equivalent to GRE/HAT General, with the passing score of 60%. OR
  - b. GRE/HAT General/Equivalent tests conducted by testing bodies accredited by HEC, with a passing score of 60%. OR
  - c. The college/department may conduct a subject test for admission in PhD programs with a passing score of 60% or above, as deemed suitable.

**v. Intra-disciplinary/Other Qualifications**

Consistent with best practices internationally (including leading global universities), intradisciplinary admissions may only be allowed, if:

- a. The relevant regulatory body permits, and
- b. The applicant has a strong interest in pursuing a PhD in a different discipline.
- c. 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 as recommended by admission committee.
- d. The college / department may opt not to offer admissions/ invite applications for admission from graduates having Intradisciplinary / other qualifications background.
- vi. An interview with faculty/Departmental Admission committee
- vii. 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 admissions committee shall use the information provided to ascertain the preparedness and interest of the candidate in pursuing doctoral studies, and whether the department has the requisite resources to train and supervise the doctoral candidate in the subspeciality in which the applicant is interested. A statement of purpose shall, at least, include the following:



- a. Title of the potential research proposal
  - b. Clear articulation of the current understanding of the intended field and ideas for potential research
  - c. potential research
  - d. Explanation of the intended impact of the proposed research
  - e. The prospective candidates shall demonstrate passion and enthusiasm for the area of research.
- 25.3 In case of any other scale of marking in pre-requisite transcript /degree for MS / M Phil / PhD programs, HEC conversion formula should be consumed to determine the equivalent CGPA.
- 25.4 If more than one marking scales are mentioned on pre-requisite degree / transcript for MS / MPhil / PhD programs, only CGPA will be considered for admission eligibility of candidate in the specific program.

## 26. COMPREHENSIVE EXAMINATION -PhD

- 26.1 Following the completion of coursework, every PhD student shall be required to pass the comprehensive examination with the provision that the student failing to pass the comprehensive exam, shall be allowed to retake the exam once.
- 26.2 After the declaration of the result/completion of all the requirements for the course work, PG office shall write student to fulfill the administrative requirements for the written comprehensive exam preferably within three weeks' time. It may include fee clearance, exam request form submission, proposed date within the allowed duration of six months from the date of declaration of the result of the last course taken by the candidate.
- 26.3 The following are the guidelines for a conducting Comprehensive Examination:
- a. The exam should be based on recapitulation of the conceptual knowledge of the discipline to which the student is admitted.
  - b. The exam shall cover the courses studied, preferably at the graduate level, conducted on one composite question paper.
  - c. The evaluation shall be on an aggregate basis, expressed in terms of pass/fail and shall not be graded.
- 26.4 Three Experts (internal/external or both), nominated by RC from the relevant area may set the question paper with mutual consultation and assess the paper individually. The qualitative assessment shall be done based on the approach presented to solve the given problem. The outcomes may be Pass, Failure with retake and Failure and shall not be graded.

**Pass:** All or majority of experts are satisfied.

**Failure with retake:** None of the experts are satisfied at all. Candidate should follow the whole process as defined for written comprehensive exam and reappear. If the student fails to pass the comprehensive test, he or she shall be allowed one more attempt to take the test. In case of further failure, the student may complete the remaining formalities to get MS / M Phil degree of same domain.

**Failure:** None of the experts are satisfied at all in the second attempt. It leads to termination from the Ph.D. program. The transcript may be issued for the taken courses after due clearance or complete the remaining formalities to get MS / M Phil degree of same domain.

- 26.5 The Director PG shall communicate the RC decision to the candidate and the Supervisor and Co-supervisor (s).
- 26.6 The required coursework, comprehensive exam, and defense of synopsis/research proposals should be completed within the 1<sup>st</sup> six semesters of the registration into a PhD program. The responsibility in this regard rests collectively with the PhD student and the university. In case of

noncompliance, the registration shall be cancelled and transcripts for completion of coursework may be issued to the student or complete the remaining formalities to get MS / M Phil degree of same domain.

## **27. DESIGNATING A SUPERVISOR – MS/ M Phil /PhD**

- 27.1 After completion of MS / M Phil coursework the candidate (who has opted dissertation option) either will choose a supervisor who must be a full-time faculty member or an adjunct faculty of ZU (essentially HEC approved supervisor) with relevant expertise to the research topic/submitted synopsis or RC will allocate a supervisor (essentially HEC approved supervisor) keeping in consideration the cap put forward by the HEC on supervision of MS/ M Phil (maximum 7). RC should ensure that the selected supervisor should have relevance with scope and title of the research work.
- 27.2 For the research work during MS/M Phil Program, one co-supervisor other than main supervisor may be assigned subject to approval of RC, which will be based on the due justification provided by the supervisor.
- 27.3 After the successful completion of PhD Comprehensive examination either candidate will choose a supervisor who must be a full-time faculty member of ZU or adjunct faculty member (essentially HEC approved supervisor) with relevant expertise to the research topic/submitted synopsis or RC will allocate a supervisor (essentially HEC approved supervisor) keeping in consideration the cap put forward by the HEC on supervision of PhDs (maximum 5). RC shall ensure that the selected supervisor should have relevance with scope and title of the research work.
- 27.4 For the research work during PhD Program, only one co-supervisor other than main supervisor may be assigned to any PhD candidate. An additional Co-supervisor may be assigned subject to approval of RC, which will be based on the due justification provided by the supervisor.
- 27.5 Any contributing researchers and advisors, who are not assigned as supervisors or co-supervisors to the research work, but have contributed, can be acknowledged in the publications.
- 27.6 The research supervisor shall be allocated to a doctoral student from the date of enrollment. The supervisory workload of research supervisors should be determined based on the nature of the institution, availability of teaching and research facilities, and the academic standing of supervisors. However, it is mandated that the maximum supervisory load shall not exceed five PhD students, simultaneously. Further, fresh PhDs can supervise MS/MPhil and co-supervise PhD students, while a PhD faculty member, after two years of obtaining a PhD degree, can supervise one PhD student in 3rd year, two PhD students in 4th year and maximum up to 5 PhD students from 5<sup>th</sup> year onward.
- 27.7 In either case candidate should request to Director PG for the allocation of Supervisor / Co-supervisor (s). This request will be forwarded to RC by the respected Director PG for the final decision.
- 27.8 To be a PhD research supervisor, an individual shall meet the following requirements:

### **i. General Requirements:**

- a) A PhD degree from an HEC recognized national/international university/degree awarding institute (DAI).
- b) The research supervisor shall be given opportunities to attend and qualify course(s) on MS/MPhil/PhD Supervision which should also have contents on research ethics, publications, patents, etc. Such courses may include certified selfpaced 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 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.

## **ii. Publication Requirements:**

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

### **A. Specific Requirements for Science and Technology:**

For indigenous and foreign PhDs:

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

### **B. Specific Requirements for Social Science, Arts and Humanities and Business Education:**

For indigenous and foreign PhDs:

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

### **C. Specific Requirements for Regional and National Languages:**

For indigenous and foreign PhDs:

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

27.9 Relevance Assessment Committee (RAC): Wherever required, to ascertain the relevance of the faculty in the related discipline to the program and supervision of thesis, the university may constitute the *Relevance Assissment committee (RAC)*, that shall determine the subject and supervisiory relevancy based on the following criteria:

- i. Qualifications including bachelor, master, and doctoral degrees.
- ii. The research includes thesis/dissertation and published articles.
- iii. Experience consisting of teaching and administrative domains.

27.10 The RAC shall consist of at least five (5) members:

- a. Respective Dean of the relevant faculty
- b. Director QEC
- c. Two External subject expert not less than a professor /Associate Professor level
- d. Program Team/Assessment Team member who was involved in preparing self-assessment report of the program.

27.11 The RC shall be responsible to take corrective action and recommendations to BASR for change of Supervisor /Co-Supervisor (s) in following scenarios, if:

- i. Supervisors' commitment with more than 5 Ph.D. students or 7 MS / M Phil students.
- ii. Supervisor leaves the university job
- iii. Supervisor disqualifies HEC criteria

- iv. Supervisor / Co-supervisor conflict of interests in terms of publication(s) or other academic matters pertaining to postgraduate candidates.
- 27.12 RC shall be responsible for modifying the GEC composition (if required) subject to the Dean's approval.
- 27.13 The Director PG shall communicate the RC decision to the candidate and the Supervisor and Co-supervisor (s).
- 27.14 University Directorate of Advance Studies and Research or Equivalent Department should be constituted with following guidelines:
  - i. The head of the Directorate of Advance Studies and Research (DASR) or equivalent department shall not be less than a Dean or equivalent position.
  - ii. The Directorate shall serve as the secretariate of the Board of Advance Studies/Equivalent Body. Such a board/body shall be responsible for the quality of all the graduate degree programs being offered by the university/DAI/HEI, as well as the research that shall be conducted under these programs.
- 27.15 The total supervision load of adjunct faculty member in all institutions should be as per HEC prescribed formulae.

## **28. GUIDANCE AND EXAMINATION COMMITTEE (GEC)– MS/ M Phil /PhD**

- 28.1 A GEC will be, a supervisory committee, formed right after the supervisor's assignment for each MS/MPhil/PhD candidate.
- 28.2 There must be maximum three members GEC for MS/MPhil including supervisor and co-supervisor(s) (if any).
- 28.3 There must be maximum four members GEC for PhD including supervisor and co-supervisor(s) (if any).
- 28.4 It is suggested to have one external expert in GEC from reputed university/relevant industry/ R&D organization outside Ziauddin University if required.
- 28.5 The GEC shall be formed by the Director PG in consultation with assigned supervisor and Executive Director Research (for FHS only). The approval for the GEC formation must be taken from Dean of the faculty.
- 28.6 After approval of GEC, the composition of the committee can only be changed upon recommendation of supervisor and the approval of Director PG and Dean of the faculty.
- 28.7 The Director PG shall inform the candidate about GEC formation via official email/letter and invite for the submission of written proposal preferably within 6 weeks after the formation of GEC.
- 28.8 In case of delay in submission of proposal within deadline, the Director PG shall write to the candidate and supervisor and give the two-week extension for submission of proposal.
- 28.9 In case of failure of submission of proposal with in extended time, the Director PG will bring the case in RC for due course of action. The RC may call a student hearing in consultation with the supervisor.

## **29. PROPOSAL SUBMISSION AND PROPOSAL DEFENSE – MS/ M Phil /PhD**

- 29.1 A written proposal must be well structured with all the minimum required ingredients like the title must be well elaborated and specific to the scope of work. Motivation, Problem identification, Problem statement, Literature Review, proposed methodology, measurable objectives, timeline and a tentative budget. Any other component may be added in the proposal if recommended by RC/BASR.
- 29.2 Proposal with missing details shall not be accepted and candidate may be asked to resubmit the proposal either with the same or different title. Although in case of minor deficiencies, with the consent of respected GEC, the candidate may qualify for oral defense.

- 29.3 The candidate and supervisor will be intimated by Director PG for qualification for oral defense via official email.
- 29.4 For the oral defense, the date may be proposed by the supervisor (in consultation with the student) to Director PG.
- 29.5 The Director PG shall be responsible for the necessary arrangements and announcements regarding the oral defense. The candidate should ensure that all financial dues must be cleared before submission of proposal.
- 29.6 GEC members will assess the proceedings. The assessment will be quantitative as well as qualitative in terms of remarks. The outcomes may be Pass, Conditional Pass, Retake or Failure. Where applicable ERC/AEC approval will also be required for selection of proposal.

Outcome	Qualitative Comments	Evaluation Category	Status/Action
Pass	Satisfied	Approved	Proposal Approved
Conditional Pass	Needs improvement	Approved with minor changes	Proposal approved but with a condition e.g., extra course in the perceived area of weakness etc.
Re-take	Major problem in the proposed methodology or feasibility issue	Approved with major changes	Proposal neither approved nor rejected till the re-exam. The revised presentation in compliance to the given observations is required for the re-exam.
Failure	Unsatisfactory/Weak problem definition /exhausted area of study/conventional solution with known results	Rejected	Proposal rejected

- 29.7 Director PG shall submit the GEC approved cases to ERC. Furthermore, GEC approved case will be forwarded to Animal Ethics committee (AEC)/Clinical Research committee (CRC) etc./ (Where Applicable).
- 29.8 Director PG shall communicate ERC and other committees' comments to the candidate and the supervisor by an official email/letter.
- 29.9 Director PG shall submit the successful proposal (with synopsis) in BASR after RC endorsement through examination department.
- 29.10 For Conditional Pass, the PhD candidate should fulfill the condition preferably within 3 months (1 month for MS / M Phil) from the date of announcement of the result.
- 29.11 For a re-take, a new date will be proposed by the supervisor in consultation with the candidate to the PG office preferably within 6 months (3 months for MS / M Phil) from the date of announcement of the result. Only on re-take is permissible.
- 29.12 First time failure leads to the resubmission of written proposal preferably within 6 months (3 months for MS / M Phil) with all pre-defined procedures as that for first time submission. Second time failure leads to termination from the program.
- 29.13 The postgraduate supervisors and students are strongly recommend to go through the university's "triple helix plus advisory committee" and "post-graduate topic selection" policies.

### **30. MPhil/PhD CANDIDACY**

- 30.1 MPhil/PhD Candidacy will be established subject to fulfilment of following conditions.

- Fulfilment of all admission requirement including passing of HAT/GAT/ equivalent university aptitude test.
- Passing MPhil/PhD coursework with required CGPA
- Passing comprehensive examination (For PhD)
- Formation of Guidance & Examination Committee (GEC)
- Writing and successfully defending the research proposal
- Approval from BASR

30.2 The student will be informed about his/her MPhil/PhD candidacy via Examination department through official letter.

### **31. REGISTRATION FOR DISSERTATION CREDITS - MS/ M Phil /PhD**

- 31.1 MS / M Phil with coursework and dissertation students must register themselves for 6 Cr Hrs. research work. They need to register in each semester till submission of final dissertation.
- 31.2 PhD students must register themselves for 30 Cr Hrs. research work. They need to register in each semester till submission of final dissertation.

### **32. Degree Completion Timeline - MS/ M Phil /PhD**

- 32.1 The MS/MPhil degree shall not be awarded to the candidate before completion of 1.5 years or three (03) regular semesters and not after completion of four (04) years or eight (08) regular semesters, exceptional cases will be dealt as per clause 32.3
- 32.2 The PhD degree shall not be awarded to the candidate before completion of 3 years or Six (06) regular semesters and not after completion of eight (08) years /sixteen (16) regular semesters exceptional cases will be dealt as per clause 32.3
- 32.3 In case a student is unable to secure a degree within the prescribed timeframe and claims for extension in duration, the “postgraduate duration evaluation committee (PDEC)” determine the causes for delay. In event of force majeure i.e., delay on account of circumstance beyond the control of student, the committee may grant an extension in the period of award of degree in accordance with the duration limiting factor(s) and shall also take corrective measures in case the delay is caused due to process or administrative reasons.
- 32.4 The completion date of PhD degree shall be reckoned with the date of notification of the award of PhD degree.
- 32.5 The maximum duration shall be determined from the date of student enrolment until the date of the completion notification of the PhD degree.

### **33. PROGRESS EVALUATION - PhD**

- 33.1 For PhD students, there will be atleast three progress evaluations before the final defense.
- 33.2 For the Pass candidate after the approval of research proposal, the first progress evaluation is due after 6 months after receiving the proposal defense decision.
- 33.3 The second and the third progress evaluation are due after every 6 months of the successful previous evaluation.
- 33.4 The Supervisor should request from Director PG for the date of due evaluation (1, 2 or 3) based upon the respective checklist.

### 33.5 Checklist for 1st Progress Presentation:

- a. Literature review; any new development relevant to the proposed methodology since the time of proposal defense
- b. Magnitude of the work done; status of targeted objectives (as per given time line at the time of proposal defense) must be completed. In case of partially achieved objectives, due justification must be provided by the candidate.
- c. Preliminary results; in terms of development and implementation of the proposed methodology /Test bed/ verification platform/protocol design.
- d. Next target identification for the 2<sup>nd</sup> progressive.

### 33.6 Checklist for 2nd Progress Presentation:

- a. Review Paper/ Preliminary results presented in atleast peer-review international conference or HEC recognized X category journal (for Sciences) / Y category journal (for social Sciences) on discretion of respective GEC.
- b. Completion of milestones as committed in 1<sup>st</sup> progress evaluation
- c. Observation(s) received by the panel in the previous evaluation are incorporated
- d. Current status of results is satisfactory and in the direction of the goal set for the study
- e. Bench work required (If any)
- f. Next target identification for the 3<sup>rd</sup> progressive

### 33.7 Checklist for 3rd Progress Evaluation:

- a. Publication requirement in at-least HEC recognized W category journal for sciences / X category journal for social sciences [in case review / preliminary results were published in peer – review national / international conference] OR X category journal for sciences / Y category journal for social Sciences[in case review / preliminary results were published in HEC recognized X category journal (for Sciences) / Y category journal (for social Sciences)]
- b. Observation(s) received by the panel in the previous evaluation are incorporated
- c. Final results are obtained
- d. Analysis of results is sufficient to draw a conclusion
- e. Research outcomes/ preliminary conclusion is clearly defined
- f. First draft of the thesis is ready to present (optional)

33.8 The outcomes of the 1<sup>st</sup> progressive may be Satisfactory, partially satisfactory or Unsatisfactory based upon the qualitative assessment done by the GEC on a prescribed Performa. The results should demonstrate the following:

- i. Key parameters of the study
- ii. Effect of input on expected outputs
- iii. Validation of results by comparing either with experimental data & theoretical model or with reference to the published results
- iv. Highlighting deviations/improvements and their justifications

Outcome	Evaluation Category	Action
Satisfactory	Approved	Through for the 2 <sup>nd</sup> progress evaluation
Partially Satisfactory	Approved with Change	Through for the 2 <sup>nd</sup> progress evaluation with the condition that point 3 given in the checklist for the aforementioned is compulsory to be fulfilled before the next evaluation
Unsatisfactory	Rejected	1 <sup>st</sup> Attempt: Re-take the Progress evaluation within 3 months of the date of conduct of the 1 <sup>st</sup> evaluation
		2 <sup>nd</sup> Attempt: Candidate may choose among the two options; 1. Termination from the Ph.D. degree program with a Post Graduate Diploma (PGD) or

		complete the remaining formalities to get MS / M Phil degree of same domain. 2. Repeat the procedure for the re-submission of the fresh Research Proposal
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33.9 The outcomes of the 2<sup>nd</sup> progressive may be Satisfactory, partially satisfactory or Unsatisfactory based upon the qualitative assessment done by the GEC on a prescribed Performa.

Outcome	Evaluation Category	Action
Satisfactory	Approved	Through for the 3 <sup>rd</sup> progress evaluation
Partially Satisfactory	Approved with Change	Through for the 3 <sup>rd</sup> progress evaluation with the condition that point 2 given in the checklist for the aforementioned is compulsory to be fulfilled before the next evaluation
Unsatisfactory	Rejected	1 <sup>st</sup> Attempt: Re-take the Progress evaluation within a month time from the date of conduct of the evaluation
		2 <sup>nd</sup> Attempt: Termination from the Ph.D. degree program with a Post Graduate Diploma (PGD) ) or complete the remaining formalities to get MS / M Phil degree of same domain.

33.10 The outcomes of the 3<sup>rd</sup> progressive may be satisfactory, partially satisfactory or unsatisfactory based upon the qualitative assessment done by the GEC on a prescribed Performa.

Outcome	Evaluation Category	Action
Satisfactory	Approved	Through for the thesis submission and evaluation
Partially Satisfactory	Approved with Change	Through for the thesis submission and evaluation after complying all the observations and recommendations of the GEC. The supervisor will check the compliance.
Unsatisfactory	Rejected	1 <sup>st</sup> Attempt: Comply all the observations and recommendations of the GEC and submit within a month from the date of evaluation. RC shall check the compliance (either by documented evidence or by hearing candidate) to approve the case for thesis submission and evaluation.
		2 <sup>nd</sup> Attempt: Candidate may choose either termination from the Ph.D. degree program with a Post Graduate Diploma (PGD) or complete the remaining formalities to get MS / M Phil degree of same domain.

#### 34. PUBLICATION POLICY - MS/ M Phil /PhD

34.1 For award of PhD degree, a PhD researcher shall be required to publish research articles meeting the following criteria: /

i. At least:

- One research article in W category journal or two research articles in X category journals, for Science disciplines
- One research article in X category journal or two research articles in Y category journals, for Social Science disciplines

34.2 A MS / M.Phil. student must have 01 research paper published/accepted for publication before submission of final thesis, preferably presented in peer-review national / international conference or preferably HEC approved journals.

34.3 Only those publications related to the research work will be counted in which the student name appears as 1<sup>st</sup> author and supervisor or co-supervisor as 2<sup>nd</sup> or 3<sup>rd</sup> author and Student affiliation is with Ziauddin University and the Email address submitted is of Ziauddin Official email domain



i.e., at the time of this policy is @zu.edu.pk. Also, the Corresponding author in publication should be Supervisor/Co-supervisor.

- 34.4 RC is the final authority on determining whether the research publication meets the prescribed standards and requirements.
- 34.5 A research article appearing online with valid DOI on website of an HEC's recognized research journal shall be considered published w.e.f. the date it appeared online with DOI.
- 34.6 The W, X and Y category of HJRS or HEC Journal and publication policy will be considered at the time of acceptance of the research article.

### **35. THESIS SUBMISSION AND EVALUATION PROCEDURE - MS/ M Phil /PhD**

- 35.1 MS / M Phil candidate should submit the thesis in specified format to the office of Director PG with the proper approval of assigned supervisor(s) at least 6 months after successful proposal defense.
- 35.2 PhD Candidate should submit the thesis in specified format to the office of Director PG with the proper approval of assigned supervisor(s) preferably within 3 months after successful 3<sup>rd</sup> Progress Evaluation.
- 35.3 Director PG shall send thesis for the Plagiarism check to the relevant department of the University within 3 working days. Plagiarism report should not be delayed more than 5 working days from the date of receiving by the department.
- 35.4 If the report is unsatisfactory then Director PG should communicate the result to the candidate and share the report with the supervisor. The candidate should resubmit the revised thesis draft within a month time for plagiarism check after approval from the supervisor.
- 35.5 A similarity test, in accordance with the HEC's Anti-Plagiarism Policy, must be conducted on the dissertation by the examination department before its submission to the external experts.
- 35.6 For MS / M Phil candidates, in case of satisfactory report, Director PG should write to the supervisor to submit the pool of 6 national evaluators for thesis evaluation, not later than 10 working days of the request.
- 35.7 For PhD candidates, in case of satisfactory report, Director PG should write to the supervisor to submit the pool of 8 International evaluators (as per HEC criteria) and 8 national evaluators for the thesis evaluation and open defense respectively, not later than 10 working days of the request.
- 35.8 For PhD candidates, the Dean of the faculty shall finalize 6 evaluators from each pool or may add additional evaluators. The Director PG shall acquire the consent from the evaluators and send finalized list to BASR through Examination department. In case of regret, the case may be redirected to the Dean for the re-nomination of the additional evaluator(s).
- 35.9 For MS candidates, the Dean of the faculty shall finalize 4 evaluators from pool or may add additional evaluators. The Director PG shall acquire the consent from the evaluators and send finalized list to BASR through Examination department. In case of regret, the case may be redirected to the Dean for the re-nomination of the additional evaluator(s).
- 35.10 BASR will ensure that the PhD dissertation must be evaluated by at least two external experts from academically advanced countries (HEC maintained external experts / evaluators criteria for evaluation of PhD Dissertation shall be followed).
- 35.11 The evaluation report received through BASR should be immediately sent to the GEC and the candidate via examination department and PG Office.
- 35.12 In case of no revision, the supervisor may be requested to propose the date for the thesis defense in consultation with the candidate. PG office shall take decision in this regard.
- 35.13 In case of minor revisions from both examiners, the supervisor may be requested to lead the correction and propose the date for the thesis defense in consultation with the candidate. RC shall take decision in this regard.

- 35.14 In case of one or more major revisions, the supervisor may be requested to lead the correction and resubmission to examination through GEC and RC . The examination department shall resubmit to external examiners.
- 35.15 If any one of the examiner's evaluation is failed, withdrawn from the thesis evaluation procedure, decease, or not responding for 3 month after submission of thesis. The BASR will nominate 3rd Examiner/alternate from the list of the examiners which already approved for the particular case.
- 35.16 In case of 3rd Examiner evaluation is failed as well then student grade will be failed. MPhil degree will be awarded to the student subject to fullfill the requirement of MPhil.
- 35.17 For the Spring 2024 PhD admissions, the PhD dissertation must be evaluated by at least two external experts who shall be:
- i. PhD faculty member from the world top 500 universities ranked by the Times Higher Education or QS World Ranking in the year corresponding to dissertation evaluation year
  - OR
  - ii. Pakistan-based Distinguished National Professors, Meritorious Professors from any national university; or professors from top universities ranked by 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.

### 36. OPEN DEFENSE - MS/ M Phil /PhD

- 36.1 Upon successful thesis evaluation, BASR selected national evaluator will be invited on specified date by the examination Department.
- 36.2 The examination panel shall include nominated external examiners and GEC members.
- 36.3 In general, the following minimum principles and guidelines shall be ensured:
- i. Public Announcement: On the university website and other forums of communication by the examination Department , so that anyone interested can participate.
  - ii. Public Access: Within or outside the university such as auditorium, seminar hall, community/town halls or important public venues by PG office in consultation with the examination department.
  - iii. Appointment of Neutral Chair / Convener by the examination Department: To ensure that defense was conducted fairly and in accordance with the rules and regulations.
- 36.4 The outcome of the defense may be Successful, Conditionally Successful or Unsuccessful based upon the qualitative assessment done by the examination panel on a prescribed Performa.

Outcome	Action
Successful	No revisions required; degree should be awarded after necessary formalities
Conditionally Successful	Minor revisions suggested by external examiner; re-submit the final draft after compliance with the approval from the supervisor with in the given time by the examination panel. Degree should be awarded after necessary formalities
Unsuccessful	Lack of information or fails to provide enough data to establish the evidence for the drawn conclusion. <b>Re-take the oral defense</b> with complete resources and evidence.

### 37. HEC REPORTING REQUIREMENTS - PhD

For inclusion in PCD, graduates and university through Controller of Examinations required to submit an online application following the HEC prescribed procedure.

**Basic Medical Sciences**

**Annexure-A**

Sr#	Major Field of PhD	Major Subject for Supervision	Related Sub-Discipline for Collaboration/Supervision	Discipline
1	Public Health	Public Health	Community Medicine	Basic Sciences /Basic Medical Sciences
			Epidemiology	
			Environmental Sciences	
			Anthropology	
			Nutrition	
2	Human Physiology	Human Physiology	Biochemistry	Basic Sciences /Basic Medical Sciences
			Molecular Biology	
3	Hematology	Hematology	Blood Banking	Clinical Diagnostic Sciences
			Molecular Biology	
			Clinical Hematology	
			Pharmacology	
4	Human Anatomy	Morbidity Anatomy	Human Genetics	Basic Sciences /Basic Medical Sciences
			Forensic Pathology	
			Histology	
			Histopathology	
5	Molecular Biology	Molecular Biology	Human Genetics	Basic Medical Sciences
			Biochemistry	
			Infectious Diseases	
			Clinical Chemistry	
			Histopathology	
			Microbiology	
			Nano Medicine	
			Biological Sciences	
			Oncology	
			Virology	
			Immunology	
6	Forensic Medicine	Forensic Medicine	Histopathology	Basic Sciences /Basic Medical Sciences
			Forensic Pathology	
			Morbidity Anatomy	
			Jurisprudence	
			Toxicology	
7	Biochemistry	Biochemistry	Molecular Biology	Basic Sciences /Basic Medical Sciences
			Human Physiology	
			Immunology	
8	Microbiology	Microbiology	Molecular Biology	Clinical Diagnostic Sciences
			Infectious Diseases	
			Immunology	
			Parasitology	
			Virology	
9	Pharmacology	Pharmacology	Pharmacy	Basic Sciences /Basic Medical Sciences
			Biochemistry	
			Pharmaceutical	

			Sciences	
			Toxicology	
			Nano Medicine	
10	Histopathology	Histopathology	Forensic Pathology	Clinical Diagnostic Sciences
			Histology	
			Morbid Anatomy	
11	Chemical Pathology	Chemical Pathology	Clinical Chemistry	Clinical Diagnostic Sciences
			Molecular Biology	
			Molecular Medicine	
			Nano Medicine	
			Nutrition & Dietetics	
			Hematology	
			Microbiology	
			Gastroenterology	
			Bioinformatics	
			Epidemiology	
12	Immunology	Immunology	Biochemistry	Basic Sciences /Basic Medical Sciences
			Molecular Biology	
13	Basic Dental Sciences	Basic Dental Sciences	Oral Biology	Basic Dental Sciences
			Oral & Maxillofacial	
			Pathology	
			Community Dentistry	
			Dental Material	
			Oral Maxillofacial	
			Radiology	
			Forensics Odontology	

**Clinical Health Science**  
**Disciplines with major and sub-**  
**fields**

**Annexure-B**

Sr#	Disciplines	Clinical PhD programs
1	Surgical & Allied Specialties	General Surgery
		Cardiac Surgery
		Anaesthesiology
		Critical Care
		Cardiac Anaesthesiology
		Peds Anaesthesiology
		Neuro Anaesthesiology
		Neurosurgery
		Ophthalmology
		Oculoplastic Surgery
		Retino-vitrous Ophthalmology
		Peds ophthalmology
		Orthopaedic Surgery
		Orthoplasty
		Otorhinolaryngology
		Head and Neck Surgery
		Paediatric Surgery
		Plastic and Reconstructive Surgery
		Spine Surgery
		Thoracic Surgery
		Vascular Surgery and Endovascular Surgery
		Surgical Oncology
		Urology
		Paediatric Urology
		Urogynaecology Urology
		Breast Surgery
		Colorectal Surgery
		Hepatobiliary and Transplant Surgery
		Bariatric /Metabolic Surgery
		Cardiothoracic Anaesthesia
		Critical Care Medicine
		Hand surgery
		vestibular disorders
		Otosclerosis
		Degenerative Spine Disease
		Neuro Oncology
		Endocrine Surgery
		Breast Cancer Research
		Hepato- Pancreato- Biliary (HPB) Surgery Research.
		Colorectal Surgery
		Otology & Otopathology Balance
		Facial Plastic & Reconstructive Surgery
		Rhinology
		Laryngopharyngology

		Transplant Ophthalmology
		Transplant Hepatology
2	Medical & Allied Specialties	Internal Medicine
		Medical Oncology
		Radiation Oncology
		Neurology
		Paediatric Neurology
		Stroke Medicine
		Neuro-muscular Disease
		Nuclear Medicine
		Paeds Critical Care
		Neonatal Critical Care
		Palliative Care Medicine
		Geriatric Medicine and Elderly Care
		Rheumatology
		Paeds Dermatology
		Neonatal Paediatric
		Allergiology and Clinical Immunology
		Family Medicine
		Emergency Medicine
		Sports Medicine
		Physical Therapy and Rehabilitation Medicine
		Cardiology
		Clinical Haematology
		Paediatrics
		Clinical Pharmacy
		Psychiatry
		Paediatric Cardiology
		Paediatric Endocrinology and Diabetes
		Paediatric Haematology Oncology
		Paediatric Infectious Diseases
		Paediatric Nephrology
		Pulmonology
		Paeds and Congenital Pulmonology
		Clinical Virology
		Child and Adolescent Psychiatry
		Clinical Cardiac Electrophysiology
		Community and Preventive Paediatrics
		Forensic Psychiatry
		Developmental and Behavioral Paediatrics
		Endocrinology
		Gastroenterology
		Paediatric Gastroenterology & Hepatology
		Infectious Diseases
		Epidemiology
		Inherited Metabolic Disorders
		Rehnoplasty
3	Gynea/ Obs	Reproductive Endocrinology and Infertility Urogynecology
		Urogynecology
		Clinical Embryology
		Maternal and Fetal Medicine
4	Dental Clinical Specialties	Child Dentistry

		Oral Medicine
		Orthodontics
		Operative Dentistry
		Endodontics
		Prosthodontic
		Maxillofacial Surgery
		Periodontic
5	Diagnostics and Others	Interventional Neuro Radiology
		Interventional Cardiology
		Interventional Radiology
6	Others	Audiology
		NTD (Neural tube defects)