

Graduate Rules

**Lasbela University of Agriculture, Water and
Marine Sciences (LUAWMS), Uthal Balochistan**



Rules, Guidelines for Graduate Studies

Table of Contents

1. INTRODUCTION.....	4
1.1 OUR VISION	4
1.2 MISSION STATEMENT	4
1.3 OUR GOALS	4
1.4 CORE VALUES.....	4
1.5.1 DIRECTOR GRADUATE STUDIES:	7
1.5.2 Deputy Director Graduate Studies:	7
1.5.3 Assistant Director Graduate Studies:	7
1.5.4 Graduate Program Manager	7
2. RESPONSIBILITIES OF SUPERVISOR AND STUDENT:.....	8
2.1 SUPERVISOR:	8
2.1.1 Responsibilities of the Supervisor:	8
2.1.2 Responsibilities of the Co-supervisor(s).....	8
2.2. COMPOSITION OF SUPERVISORY COMMITTEE:	9
2.3 RESPONSIBILITIES OF STUDENTS:	9
3. GRADUATE STUDY PROGRAMS:.....	10
3.1 MBA/MS/M. PHIL PROGRAMS:	10
3.1.1 Admission Criteria:	10
3.1.2 Determination of Admission Merit:.....	10
3.1.3 Duration of the Degree Program:	10
3.1.4 PROMOTION PERIOD FOR MS/M.PHIL.:	11
3.1.5 FREEZING OR DISCONTINUATION OF SEMESTER:	11
3.1.6 REPEATING COURSES:.....	12
3.1.7 Synopsis/Research Proposal Seminar presentation:.....	12
3.1.7.1 Research proposal:.....	13
3.1.8 Promotion and Award of Degree of MBA/MS/M.Phil.:	13
3.1.9 Key milestones for MS/M. PHIL candidature:	13
3.1.10 Progress:.....	13
3.1.11 Thesis Examination/Evaluation:.....	14
3.1.12 Award of MS/M.Phil Degree:.....	15
3.1.13 GRADING SYSTEM FOR M.PHIL/MS AND PHD	15
3.2 MIGRATION:.....	15
4. PHD PROGRAM:.....	16
4.1 Admission in PhD Program:	17
4.2 Course Work.....	17
4.3 PROMOTION AND AWARD OF DEGREE OF PHD.....	17
4.4 Probation/Cancellation of admission.....	17
4.5 Appointment of Supervisor(s).....	17
4.6 Alternate supervision	18
4.7 Comprehensive Exam.....	18

4.8 Duration of the PhD Program.....	19
4.9 Synopsis/Research Proposal Seminar presentation	19
4.10 Research proposal	19
4.11 Confirmation of PhD Candidature	19
4.12 Deferment of a Semester	19
4.13 Progress.....	20
4.14 Progress reports	20
4.15 Plagiarism, Similarity Test and Open Defense.....	20
4.16 Thesis Examination/Evaluation	21
4.17 Examiners Reports.....	21
4.18 Thesis Public Defense & VIVA.....	22
4.19 Award of PhD Degree.....	22
5 ETHICS.....	22
6 COPY OF PHD DISSERTATION TO HEC.....	23
7 SAVING CLAUSE	23

1. Introduction

LUAWMS is dedicated to providing quality assurance, and systematic completion of postgraduate programs (MS/M. Phil and Ph. D). Postgraduate programs at LUAWMS are aspired to meet the competitive edge as per market requirements and students' academic competence through the course work, field-based exercises and research studies that are relevant and useful in real life.

Postgraduate programs are designed keeping in view the requirements of the Higher Education Commission and capability in meeting the competitive edge at national and international level. Well-qualified faculty members, equipped labs and structured program at LUAWMS provide smooth and effective commencement, progress transition and completion of MS/M. Phil and Ph. D programs.

1.1 Our Vision

Providing high-quality postgraduate education with cutting-edge research at par with national and international standards and adding real values in the development of society, environment, and corporate sector.

1.2 Mission Statement

Postgraduate programs at LUAWMS are designed to meet competitive edge at local and international level and producing qualified graduates to enhance:

- The performance of society and environment
- Socio-economic development particularly in Balochistan and Pakistan, and in the world at large.
- Corporate sector (trade, industry, business and service sectors)

1.3 Our Goals

- To provide outstanding academic programs that further strengthen our performance, pre-eminence and efficiency.
- To promote research culture in higher education institutions of the province.
- To provide an excellent teaching and learning environment to students to reach a level that matches the atmosphere prevailing at best universities in the world.
- To raise revenues from partnerships, research grants and technology transfer while strengthening our ability to more effectively invest and allocate resources for education.

1.4 Core Values

All members of LUAWMS community are expected to value:

- Intellectual independence and freedom of inquiry;
- The discovery, refinement, preservation and dissemination of knowledge engagement with professions and communities through responsiveness, partnerships and inclusiveness;
- Social justice including ethical practice and global citizenship;
- Economic, social and environmental sustainability, including the responsible stewardship of resources, well-being and development of staff and students.

Students can expect:

- To be treated with respect and tolerance and to pursue academic goals without



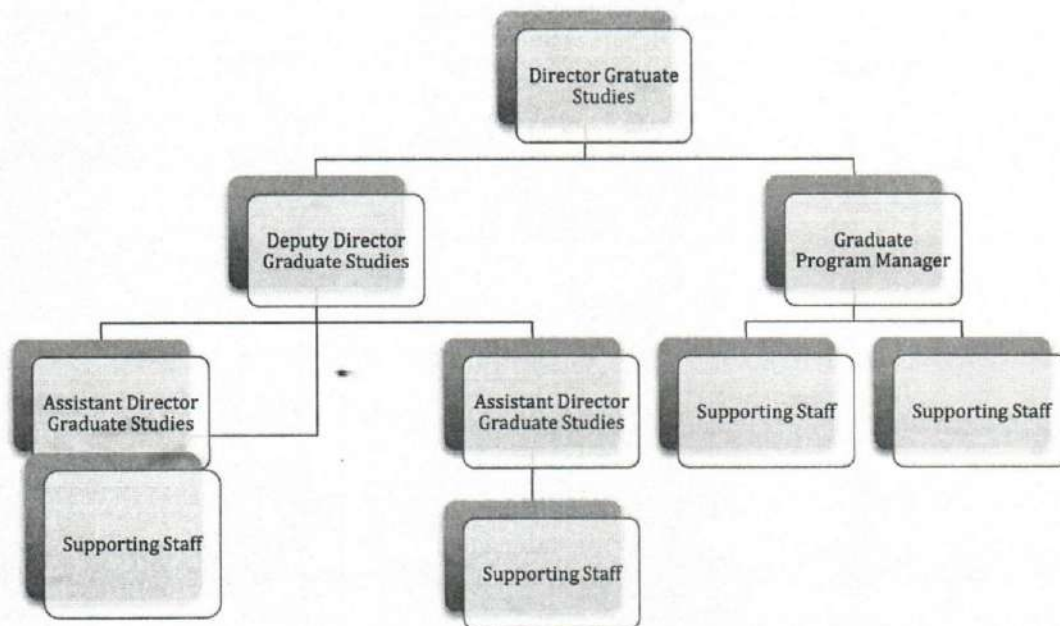
fear or intimidation access to information about university regulations, policies and procedures including research and study requirements and that they will be applied appropriately;

- The opportunity to engage with accessible and effective teaching and professional practice and to interact with researchers and research outcomes;
- University staff to interact with students with honesty, integrity and in a timely manner recognition of the intellectual property rights of students to their work;
- Opportunities to provide feedback for the improvement of the university;
- A student-centered approach to the provision of services including information technology, library, and student support a safe and healthy university environment.

The University expects students to:

- Behave in a manner that demonstrates respect and tolerance adhere to university rules, regulations, policies and procedures;
- Actively and positively participate in teaching, learning, professional and research activities;
- Interact with the university with honesty, integrity and in a timely manner;
- Recognize the intellectual property rights of the work that others produce individually or in partnership with them;
- Provide feedback for the improvement of the university services.

1.5 Organogram of the Graduate Studies Office



1.5.1 Director Graduate Studies:

- Conducting the aptitude tests for Graduate research students in consultation with faculty Dean(s) and graduate program coordinator(s);
- Presenting the research titles/synopsis, allocation of supervisors in conjunction with Faculty Dean;
- Presenting the panel of examiners to ASRB;
- Faculty based Post Graduate training/seminar sessions;
- Dealing with graduate student grievances and complaints.

1.5.2 Deputy Director Graduate Studies:

- Admission process of the graduate students (Tests/Interviews etc.) in consultation with Director Graduate Studies and Faculty Deans;
- Updating the record of synopsis/research proposal and thesis/dissertation completed by the students;
- Keeping the academic records of the students
- To assist the Director Graduate Studies in convening Graduate Office Meetings;
- To assist the Director Graduate Studies in conducting university wide post graduate trainings/seminars sessions;
- Accomplishment of any other task(s) related to academic matter of student(s) assigned by Director.

1.5.3 Assistant Director Graduate Studies:

The roles and responsibilities of Assistant Director include:

- To arrange the synopsis/research proposal defense presentations;
- Interpreting examiners reports for students and supervisors;
- Liaising with external supervisors;
- Forwarding research proposals based on the recommendations of the supervisor(s) and Graduate Research Committee through concerned Chairperson and Dean for approval by ASRB;
- Forwarding the MS/M. M. Phil student's progress and seminar reports to the concerned offices;
- To assist the Director Graduate Studies in conducting Faculty based Post Graduate training/seminar sessions;
- Facilitating the research students in absence of their supervisors.

1.5.4 Graduate Program Manager

He/she is to assist the Director Graduate Studies and students. The roles and responsibilities of program manager include:

- Responding to admission enquiries within the Faculty;
- To organize and manage the Faculty level research proposal/synopsis presentations;
- Dealing with graduate student inquiries and problems;
- Assisting students and supervisors with budgets related to research support;
- Maintaining and developing supervision register for the faculty by working with staff;

- Improving completion rates by pro-actively working with students through research presentations, seminars, maintaining regular contact with all students;
- Advising students on regulations, leave, scholarships and annual progress reports;
- Advising students about research ethics and project management issues and training.

2. Responsibilities of Supervisor and Student:

2.1 Supervisor:

The student(s) main contact throughout their candidature will be with their supervisors. The University promotes and regulates that each candidate is allocated a supervisory team of at least three members. One member of this team is nominated as a principal supervisor who will be student(s) main supervisor with whom the student has most contact. Other members are denoted as co-supervisors. Typically, the supervisors are located in the departments and Faculties of the University, their responsibilities are detailed later in this guide.

2.1.1 Responsibilities of the Supervisor:

The Supervisor has final responsibility for the decisions made by the supervisory team. Responsibilities of a supervisor include:

- Negotiating roles with co-supervisors, in conjunction with the candidate, at the commencement of the candidature;
- Facilitating the operation of the supervisory team to ensure support for the candidate by encouraging all supervisors to be actively involved in supporting the candidate's research endeavors. Where this does not occur, the Supervisor shall consult with the graduate program coordinator;
- Carefully monitoring the performance of the candidate related to the standard required for the program and advising that inadequate progress or work below the standard generally expected is brought to the candidate's attention.
- Ensuring that no research data are collected until the necessary approval is obtained from the relevant University and/or other ethics committees where the research deals with human or animal subjects;
- Advising the graduate program coordinator when problems are occurring with regard to issues of academic misconduct;
- At any time during candidature, bringing to the attention of the Director Graduate Studies issues of intellectual property rights and/or commercial or other confidentiality matters which relate to the content of the thesis or portfolio;
- Presenting the names and credentials of suitable examiners to the Director Graduate Studies, through the concerned Graduate Program Manager;
- Ensuring the candidate has accurate information about any planned, long leave (or retirement) during the candidature and, in consultation with the Faculty Program Coordinator(s) making arrangements to provide for supervision during absences;
- Contributing to the development of supervisory skills in co-supervisors who are inexperienced in co-supervision.

2.1.2 Responsibilities of the Co-supervisor(s)

Co-supervisor(s) may have responsibilities relating only to certain aspects of the projects. Responsibilities of the co-supervisor(s) include:

- Providing guidance, where appropriate, on:

- The nature of research,
- the standard expected for particular degrees,
- the choice of the research topic,
- the planning of the research program,
- ethical issues relating to the research,
- methodological issues,
- data analysis issues.
- Exploring solutions for unexpected problems which arise in the research;
- Maintaining close and regular contact with the candidate and establishing at the beginning the basis on which contact will be made;
- Responding in a timely manner to queries and when providing feedback on drafts; requiring written or other work from the candidate on a pre-arranged and agreed schedule so that progress can be assessed at regular intervals;
- Monitoring carefully the performance of the candidate related to the standard required for the degree, and ensuring that inadequate progress or work below the standard;
- Generally expected task is brought to the candidate's attention. The co-supervisor should help with developing solutions to problems as they are identified;
- Ensuring that the research work and the production of all categories of examinable work are the candidate's own work and ensuring that where the candidate receives substantial assistance that such assistance is acknowledged in the examinable work and does not conflict with the requirement that the intellectual content of the research and examinable work is that of the candidate;
- Commenting in a timely manner on the content and the drafts of the examinable work prior to submission;
- Provide general support and encouragement to the candidate;
- Encourage the candidate to publish the research.
- Fulfilling other obligations imposed by the university regarding postgraduate supervision.

2.2. Composition of Supervisory Committee:

The composition of supervisory committee will be as under:

- i. The Supervisor ----- Chairman (from major field)
- ii. Co-supervisor ----- Member (from major field)
- iii. Co-supervisor ----- Member (from minor field) means those departments whose courses are included in the course work.

2.3 Responsibilities of Students:

The student is primarily responsible for developing, implementing and writing up the thesis. However, there are other responsibilities such as:

- Keeping an active contact with principal supervisor in expediting all the study matters;
- Keeping the schedule as agreed with the supervisor(s) and approved in the research proposal;

- Taking the initiative in identifying problems and potential solutions to these problems (It is not the job of the supervisor to provide answers to problems but rather to help the student to identify and evaluate potential solutions);
- Adhering to the ethical standards which govern research;
- Ensuring that the thesis conforms to the requirements of the university; and discussing with supervisors any dissatisfaction that the student might have with the supervisory process;

3. Graduate Study Programs:

Graduate study programs offered at LUAWMS are designed after careful process of refinement and scrutiny by seasoned academicians in the light of academic practices in vogue at reputed institutions of the world and guidelines provided by the Higher Education Commission, Pakistan.

3.1 MBA/MS/M. PHIL Programs:

The MS/M. PHIL degree programs at LUAWMS will foster a broad understanding of the related subjects. This is materialized through a rigorous disciplinary and interdisciplinary program of study and research-based education in related subjects for career or entry into PhD programs.

3.1.1 Admission Criteria:

- The applicants must have completed 16 years of education or four years education after HSSC /F.A/F.Sc/Grade 12 equivalent [e.g. BS (4 years) M. A / M. Sc, MBA etc.] in the relevant field with at least second division (45% marks) or CGPA 2.00 out of 4.00.
 - University will conduct admission test as an eligibility condition for admission to MS/M.Phil/Equivalent programs, with passing score of 50%.
- OR
- Accept GAT General / GRE / HAT General /equivalent test, with a passing score of 50%;
 - The employees of the government shall have to take NOC from concerned department in order to pursue studies as a regular student, failing which he/she shall not be admitted.

3.1.2 Determination of Admission Merit:

Admission merit would be determined as follows:

▪ Academic performance Terminal degree only	20%
▪ GAT General/GRE General OR University Entry Test	40%
▪ Interview	40%

In case two or more candidates score equal marks and are placed at the end of the merit list, both/all of them shall be allowed admission in the relevant program.

3.1.3 Duration of the Degree Program:

The minimum duration for completion of the MBA/MS/M. PHIL degree program is two years

from the date of enrolment. A candidate for a MBA/MS/M.Phil. degree shall not normally be permitted to submit a thesis for examination within the first year of candidature. A candidate will be expected to present his/her thesis for examination within two years of the date of the initial enrolment in the course, excluding periods of approved leave of absence. The maximum duration for the completion of degree shall be four years.

If the student did not graduate shall cease to be student of the University. However, student can submit an appeal to the ASRB for the extension in the duration with progress report, showing all available information, duly certified/scrutinized by the supervisory committee, concerned chairman and Dean to the Director Graduate Studies with concrete recommendations. The same shall then be submitted to ASRB. Incomplete progress report shall not be entertained.

Supervisory committee of such students shall consider every aspect of the MBA/MS/M.Phil programs of the students and suggest exact time for the completion of requirements of degrees. Such students shall pay 50% of tuition fee for each semester.

3.1.4 Promotion Period for MS/M.Phil.:

- The student eligible to continue the study program and failed in the course(s) shall repeat the course(s) whenever the faculty provided the contents of the study program shall offer such course(s) remain unchanged.
- A consecutive willful absence of two weeks during course work and accumulative 60 days absence during research work on part of the student may culminate in cancellation of his admission upon approval from ASRB. Such cases shall be forwarded by the concerned chairperson/supervisor through Dean of the faculty.

3.1.5 Freezing or discontinuation of Semester:

A scholar may freeze degree program for one semester (except 1st semester) with the permission of Director Graduate Studies on the recommendation of Dean through the concerned HoD, Supervisory Committee on account of:

- i. illness duly certified by a Registered Medical Practitioner;
- ii. visit abroad for academic purpose supported by appropriate documents;
- iii. any other circumstances beyond the control of a scholar (valid proof shall be required).
- iv. If discontinuation is sought prior to enrollment in the second or subsequent semester, the student shall have not to pay the dues.
- v. A scholar who seeks discontinuation shall have to enroll in the program offered by the department as per the courses of studying in vogue at time, s/he restarts.

The Dean/Head of Department would intimate the same to Graduate office and the Director Graduate studies shall notify the freezing of semester after the approval from Competent Authority.

3.1.6 Repeating Courses:

- i Whenever a student fails or gets a 'C' grade, he/she can reappear, or improve his/ her GPA at the immediate next session when the examination for that course will be conducted. However, a student who fails in any course/subject may reappear two times in the examination of that subject(s). The scholar will pay the fee of examination per course/subject, per attempt (as per rates revised time to time) . The repeated course(s), in both cases, will be marked under asterisk (*).
- ii A student who has passed the final degree examination and is placed in "C" grade or has maintained less than 2.50 CGPA may be allowed one more chance to improve his/ her Grade/CGPA of the final year only. However, if a student qualifies the degree with minimum 2.50 CGPA, he shall not be allowed to enroll further courses.
- iii If a student absents himself/ herself in final examination for the reason of spouse, child, sibling or parents' death, one week prior to the conduct of final examinations or during final examinations. The separate examination will be held for him/her, after the conduct of regular examinations. While the student may be allowed to reappear in midterm examination if he has genuine reason for that with the approval of Dean/HoD concerned.
- iv During regular semester, a student will be allowed to enroll up to 6 credit hours of his/her failed/ C grade courses.
- v In case a student failed in a particular subject which is not offered next year due to re-design of program, the concerned Dean of Faculty/Head of the Department will have the final authority to offer and arrange that previous course.
- vi If any student fails in the practical or theory of a course, he/she will have to pass the failed portion and till that his/her subject will be considered as fail and Quality points of passed portion will be considered when the failed portion will be passed by student.

3.1.7 Synopsis/Research Proposal Seminar presentation:

As part of the requirement of the MBA/MS/M. PHIL degree, a student must defend/present his/her research proposal/synopsis in a seminar setting at the respective department/faculty in the presence of Graduate Research Committee¹. The concerned faculty graduate research committee will forward their recommendations to ASRB for approval.

The graduate research committee shall meet at least once in a semester for the purpose. In

¹ The Graduate Research Committee must exist at department level, however if the minimum required number (as per HEC criteria for each program) of PhD faculty members not available then committee may be constituted at the faculty level.

addition to the proposal defense, a student has to present two more seminars (i.e. a progress seminar and a final dissertation defense) at the faculty level in the presence of graduate research committee.

3.1.7.1 Research proposal:

The proposal will provide a justification for the proposed research. The justification should demonstrate that the student is familiar with the key literature in the area and that the candidate can critically evaluate it and use it to build an argument to justify the research question. In addition, the proposal should demonstrate that the student has the methodological knowledge and skills to carry out the research.

A research proposal may contain the following headings:

Introduction – A brief summary of the research to be undertaken written in non-technical language such that a non-specialist in the discipline will know what the proposal involves.

Review of Literature – An introduction/synthesis of the key ideas and references that lead to the statement of the research question and objectives.

Research Questions/Objectives – State briefly and clearly the research question being asked and the objectives of the research.

Methodology – A description of how the research will be undertaken.

Data Collection and Analysis – Describe the type of data your research will produce and how you plan to analyse it.

References – The references should be relevant and up to date.

Resources – Describe the type of resources required and how to obtain these resources.

Timetable – Provide an outline of the major activities and a timetable for their completion.

3.1.8 Promotion and Award of Degree of MBA/MS/M.Phil.:

Semester	CGPA	Semester	CGPA
First	2.00	Second	2.40
Required for award of degree			2.50

3.1.9 Key milestones for MS/M. PHIL candidature:

- A minimum of 24 CH course work with minimum CGPA of 2.50
- Successful defense of Synopsis/research proposal approved by ASRB
- A minimum of 6 CH Research work/thesis

(MBA students must complete the courses and thesis as per approved scheme of studies)

3.1.10 Progress:

After the course work has been completed and student has been assigned research supervisor(s), it is crucial that the student maintains progress at a rate consistent with his/her timetable approved in the research proposal. The maintenance of adequate progress comes about through working with the supervisor(s) and is formally documented through bi-annual progress reports.

The student progress shall be monitored and documented by the principal supervisor and chairperson/graduate program coordinator of the relevant faculty/department and shall subsequently be communicated to the Graduate Studies Office under intimation to the faculty dean.

3.1.10.1 Progress reports:

The bi-annual progress reports need to be completed by the end of spring and fall semesters. The student is required to indicate what work the candidate has completed in the previous six months (or from commencement). In part, the candidate will be asked to indicate:

- a) What stages of the project have been completed?
- b) How has the candidate met the goals over the previous six months and will need to set goals for the next six months?
- c) Finally, the candidate will be asked to comment on any problem MS/M. Phil experienced and the level of satisfaction with the supervisory relationship.

The student after completion of the progress reports shall submit it to the Principal Supervisor who shall write a report and make a recommendation about the overall progress of the student. The report will then be forwarded to the GS OFFICE through the relevant faculty graduate program coordinator.

3.1.11 Thesis Examination/Evaluation:

1.

- a. A student shall submit thesis/dissertation for examination after he/she has qualified the approved course work.
- b. The thesis shall be prepared according to the guidelines approved by the ASRB and shall be submitted to HOD/Chairman office.
- c. The plagiarism test must be conducted on the dissertation before its submission for evaluation as per HEC rule.
- d. The thesis duly certified by the supervisory committee that the contents and form of the thesis are satisfactory for submission, shall be sent to the external/internal examiners by Office of Graduate Studies for evaluation.
- e. After successful pre defense at university level thesis submitted in hard binding with plagiarism report for external evaluation in prescribed forms to Graduate Studies Office.
- f. The thesis must be carefully reviewed by the supervisor, Departmental Research Committee, HoD and Dean concerned.
- g. Receipt of thesis evaluation fees must be attached with forms.
- h. Office of Graduate Studies shall get approval of one expert for external examiner and one internal examiner from Vice Chancellor. Office of Graduate Studies shall contact the external/internal experts and send hard copy for evaluation.
- i. After evaluations venue of final open defense and oral examination will be



decided after consultations with the external expert.

2. Supervisory committee along with external/internal examiners shall conduct oral examination of the students while chairman/dean/vice chancellor can participate in it. Marking in the thesis and oral examination is based on the following guidelines:-

- a) 25% marks will be reserved for the evaluation of technical knowledge of the topic as well as general knowledge about the subject of the degree program.
- b) 50% marks will be reserved for the subject matter of the research such as the originality and justification of research, quality of data, interpretation of data, conclusions drawn and achievements of the objectives of the research.
- c) 25% marks will be reserved for technical aspects of presentation such as consistency, illustration, diagrams, references, language grammar, vocabulary and quality of typing.
- d) The students will be bound to submit the final hard copies of thesis in approved LUAWMS format.

3.1.12 Award of MS/M.Phil Degree:

A MS/M. PHIL candidate shall be awarded a MS/M. PHIL degree subject to the fulfillment of the following requirements:

- 24 CH course work with minimum CGPA of 2.50
- Successful defense of the minimum 6 credit hours thesis/dissertation and viva
- Accepted or published at least one research paper in an HEC approved journal.

3.1.13 Grading System for M.Phil/MS and PhD.

The grading scale for M.Phil/MS and PhD is 0-4.

Grade	Value	Marks	Remarks
A	4	80-100%	Excellent
B	3	65-79%	Good
C	2	50-64%	Satisfactory
F	0	Below 50%	Fail

3.2 Migration:

- i. Migration shall not be allowed after completion of course work; (only during 2nd semester)
- ii. During session the reasons for migration must be genuine and acceptable by the migration

committee;

- a) Students desiring to leave or want to enroll in the University shall apply to the Registrar Office and deposit the prescribed fee as decided from time to time and the Registrar after seeking recommendations of the Migration Committee will submit the case to the Vice-Chancellor. After seeking approval, it will be issued / notified under intimation to Examinations Department;
- b) No Migration Certificate shall be issued to a student who has been debarred from appearing at an examination or expelled from the University for misconduct till the time the period of punishment expires;
- c) If a student after issuance of a Migration Certificate does not join any other University and wishes to re-join this University, he shall surrender the original Migration Certificate issued to him within one month, which will be cancelled and his name may be restored accordingly.
- d) The student (s) allowed to migrate from LUAWMS shall be issued Migration Certificate subject to return of original Enrolment/Registration Card; while the students join LUAWMS must submit the Original Migration Certificate issued to him by the Institute last attended.
- e) Last institution/program must be recognized from HEC and the Faculty and Department of applicant must be accredited from their respective council.
- f) The student should not be failed in more than 10 Credit Hours.
- g) The student must follow the offered courses at LUAWMS, and he/she must submit the course contents/outlines with official verification. If there is difference in course title(s) or course code(s) the same will be modified according to pattern of LUAWMS by the equivalence/credit transfer committee of concerned faculty (the faculty/department has to constitute equivalence committee for such cases).
- h) Credits are transferred on course to course basis i.e. a person taking course A at other University is allowed to transfer his/her credits to LUAWMS provided that course A is equivalent to course B taught at LUAWMS.
- i) Credit hours may only be transferred from duly recognized HEI/ internationally recognized university.
- j) A student must have a regular admission in the MS/MPhil program of the Institution, and should earn a minimum of 15 credit hours at the University.

4. PhD Program:

The main objectives of PhD program are to enable the students to:

- Acquire competency as an independent researcher, able to plan and carry out research, and use and disseminate its outcomes and implications;
- Make an original contribution to knowledge through their own research;
- Understand the nature, origins and uses of theory and of theoretical frameworks;
- Evaluate and apply the research of others to issues emerging in their working situation
- Understand academic research as a form of professional practice, complementary to and in conversation with other communities of practice
- Demonstrate intellectual leadership by developmental, managerial or dissemination activity across communities of practice.

4.1 Admission in PhD Program:

The applicants must be MS/M. PHIL or equivalent (e.g. M Phil etc.) i.e. 18 years of education, or 1-year Master degree (after 16 years schooling) with minimum of 30 credit hours (24 credit hour graduate level courses + 6 credit hours thesis) and also granted equivalence by the HEC; awarded by the HEC recognized universities /Degree Awarding Institutions (DAIs) in the relevant field with 1st Division or equivalent grade or CGPA 3.00 out of 4.00.

GAT Subject Test with 60 percent score or University Entry test (70% score) must be passed before the admission to the program is confirmed/the university/department may also arrange a subject test after fulfilling all conditions required by the Higher Education Commission.

4.2 Course Work

- Each student shall have to complete minimum 18 CH course work.
- In addition to the minimum 18 CH course work; supervisor shall guide a student in selecting foundation/remedial non-credit courses, if required.
- Students must complete prescribed course work with CGPA ≥ 3.0 .
- Any student, who gets CGPA < 3.0 shall have to improve CGPA up to ≥ 3.0 before Comprehensive Examination.
- Failure to improve CGPA up to ≥ 3.0 , the student shall do a minimum of 6 CH Thesis/Dissertation to qualify for MS/M. PHIL degree only.

4.3 Promotion and Award of Degree of PhD

Semester	CGPA	Semester	CGPA
First	3.00	Second	3.00

Required for award of degree at least = 3.00 CGPA

4.4 Probation/Cancellation of admission

- If the student fails to obtain CGPA less than 2.00, he/she shall be dropped from the university rolls.
- Whenever any student's CGPA falls between 2.0 and 3.0 he / she shall be placed on probation for the next semester.
- If the student fails to raise CGPA to 3.0 or above on availing the probation period, he / she shall be dropped from the university rolls.
- The student eligible to continue the study program and having failed in the course(s) shall repeat the course(s) whenever the Faculty provided the contents of the study program shall offer such course(s) remain unchanged.
- A consecutive willful absence of two weeks during course work and accumulative 60 days absence during research work on part of the student may culminate in cancellation of his admission upon approval from ASRB. Such cases shall be forwarded by the chairperson/supervisor through Dean of the faculty.

4.5 Appointment of Supervisor(s)

A research student shall be allowed to choose a supervisor from within the department subject to the willingness of the supervisor and area of specialization. In case student is unable to find a

suitable supervisor, the faculty dean in consultation with the concerned chairperson and graduate program coordinator shall assign the supervisor.

The appointment of Supervisor and Co-Supervisor(s) (where required) shall be processed through the chairperson of the department and the Dean of the faculty and submitted to Director Graduate Studies for approval by Advanced Studies and Research Board (ASRB).

4.6 Alternate supervision

In case the supervisor leaves the university, the student may be provided with alternate supervision in consultation with concerned chairperson, graduate program coordinator, faculty dean and director graduate studies. However, the leaving supervisor may act as co-supervisor till the completion of the degree of the concerned student.

In addition, the Chairperson in consultation with the Dean shall place the matter in the departmental/faculty Graduate Research Committee². The graduate research committee shall decide for alternate supervision (supervisor).

4.7 Comprehensive Exam

- After obtaining provisional transcript from the office of Controller of Examinations (CoE) and with the completion of the requirement to the course work (at least 18 credits with minimum CGPA 3.0) Chairperson of the department and Dean of the faculty shall announce the eligibility for appearing for Comprehensive Exam.
- The Dean in consultation with concerned chairperson and supervisor shall nominate a panel of two experts (with PhD qualification) from within faculty to design and conduct the Comprehensive Exam.
- The panel of experts along with the supervisor(s), Dean and chairperson of the department shall be responsible for paper setting, pattern, schedule and conduct of Comprehensive Exam.
- The result of Comprehensive Exam on qualified/Not-qualified basis shall be placed before ASRB by Director Graduate Studies and result will be notified by Controller of Examinations.
- After success in Comprehensive Exam the student shall be allowed to defend his research synopsis.
- In case a student is unable to qualify the Comprehensive Exam, the candidate may be allowed to re-appear for another chance.
- The following are the guidelines for the 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 studies, 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.

² The Graduate Research Committee must exist at department level, however if the minimum required number (as per HEC criteria for each program) of PhD faculty members not available then committee may be constituted at the faculty level.

4.8 Duration of the PhD Program

The minimum duration for completion of the PhD degree program is 3 years from the date of enrollment in the PhD program. A candidate for a Doctoral degree shall not normally be permitted to submit a thesis/dissertation for examination within the first three years of candidature.

The maximum duration for the completion of degree shall be 8 years.

4.9 Synopsis/Research Proposal Seminar presentation

As part of the requirement of the PhD degree, a student must defend/present his/her research proposal/synopsis in a seminar setting at the respective department/faculty in the presence of graduate research committee. The concerned faculty graduate research committee will forward their recommendation to ASRB for approval. The graduate research committee shall meet at least once in a semester for the purpose. In addition to the proposal defense, a student has to present (i.e. a progress seminar of each semester and a final dissertation defense) at the faculty level in the presence of graduate research committee.

4.10 Research proposal

The proposal will provide a justification for the proposed research. The justification should demonstrate that the student is familiar with the key literature in the area and that the candidate can critically evaluate it and use it to build an argument to justify the research question. In addition, the proposal should demonstrate that the student has the methodological knowledge and skills to carry out the research.

A research proposal may contain the following headings:

Introduction – A brief summary of the research to be undertaken written in non-technical language such that a non-specialist in the discipline will know what the proposal involves.

Synopsis of Literature – An introduction/synthesis of the key ideas and references that lead to the statement of the research question and objectives.

Research Questions/Objectives – State briefly and clearly the research question being asked and the objectives of the research.

Methodology – A description of how the research will be undertaken.

Data Collection and Analysis – Describe the type of data your research will produce and how you plan to analyse it.

Timetable - Provide an outline of the major activities and a timetable for their completion.

4.11 Confirmation of PhD Candidature

Formally each research student is admitted under probation and becomes a confirmed candidate only when the probationary conditions have been met. These conditions vary between courses and disciplines but in a broad sense cover the following areas:

- Completion of course work with CGPA of 3.00
- Success in Comprehensive Exam
- Approval of the research synopsis

4.12 Deferment of a Semester

- A student shall be allowed to apply for deferment of at the most one semester during his / her entire program of PhD studies. A student cannot defer his/her first semester.
- The case for deferment of the program shall be placed before the Director Graduate Studies by the chairperson of the respective department through

the Dean of the faculty.

- Being allowed a semester deferment by the Director Graduate Studies, the student shall resume the program subject to the commencement of the relevant semester. A student already registered shall not pay the registration / admission fee in order to resume the studies. However, the student has to complete the degree requirements within maximum duration of the program from the date of his/her enrolment (excluding the period of semester being deferred).

4.13 Progress

After the course work has been completed and student has been assigned a research supervisor it is crucial that the student maintains progress at a rate consistent with his/her timetable approved in the research proposal. The maintenance of adequate progress comes about through working with the supervisory team and is formally documented through bi-annual progress reports.

The student progress will be monitored and documented by the supervisor and Graduate Program coordinator of the relevant faculty and will subsequently be communicated to the GS OFFICE.

4.14 Progress reports

The bi-annual progress reports need to be completed by the end of spring and fall semesters. The student is required to indicate what work the candidate has completed in the previous six months. In part, the candidate shall be asked to indicate what stages of the project have been completed. In addition the student shall be asked to indicate how the candidate has met the goals over the previous six months and shall need to set goals for the next six months. Finally the candidate shall be asked to comment on any problems experienced and the level of satisfaction with the supervisory relationship.

The student after completion of the progress report shall submit it to the Supervisor who shall write a report and make a recommendation about the overall progress of the student. The report is then forwarded to the Graduate Office through Faculty Graduate Program Coordinator (copies of the same shall be provided to the concerned Chairperson and faculty Dean).

4.15 Plagiarism, Similarity Test and Open Defense

- a. Under no circumstances shall a dissertation based on plagiarized research be acceptable. It is the primary responsibility of both PhD researchers and their supervisors to prevent plagiarism. To avoid plagiarism, it is important to follow the provisions outlined in this document i.e., Governing Research Supervision and Research Ethics.
- b. For Plagiarism COPE (Committee on Publication Ethics) guidelines shall be followed.
- c. If a PhD dissertation is found to be plagiarized, it will be handled in accordance with the Anti-Plagiarism Policy issued by the Higher Education Commission, Pakistan, as updated from time to time.
- d. A similarity test,¹⁰ in accordance with the HEC's Anti-Plagiarism Policy, shall be conducted on the dissertation before its submission to the external experts by the student.

- e. If the report has a similarity index of $\leq 19\%$, then the benefit of doubt may be given to the author; however, if any single source has a similarity index $\geq 5\%$ without citations then it needs to be revised.

4.16 Thesis Examination/Evaluation

Once a student has submitted his/her thesis it shall be sent out to the examiner for evaluation.

The principles governing examination are:

- a) The examination process shall be conducted to ensure that the candidate has satisfied the LUAWMS Graduate rules and regulations for the award of the degree.
- b) The plagiarism test must be conducted on the dissertation before its submission to two foreign experts as per HEC rule.
- c) The Dean in consultation with the chairperson and supervisor shall propose panel of seven examiners (four examiners from technologically/academically advanced countries and three from within Pakistan) to the Graduate Studies Office for seeking appointment of three examiners (two foreign and one from within Pakistan) by the Vice Chancellor.
- d) Examiners of thesis shall be selected on the grounds of their academic and research competence in the area of the submitted thesis. They shall be (or have recently been) active in both research and scholarship thus ensuring that their knowledge of the field is current.
- e) The examiner shall not have a blood relation/spouse or co-authorship with the student to be examined.
- f) Examiner shall be selected in such a way as to ensure that there is empathy with the research and theoretical frameworks used by the candidate.
- g) The thesis/dissertation shall be sent by the Graduate Studies Office for evaluation to examiners nominated /approved by the Vice Chancellor.
- h) The examination process should be transparent, fair and objective to all involved.
- i) The examination process should be as prompt as possible with every effort made to ensure that the process does not normally exceed three months from the time of submission to the time the student is informed of the outcome of the examination process.
- j) The Graduate Studies Office shall track the examination process. Students, faculties and supervisors shall be kept informed of progress at different stages of the process. The Graduate Studies Office will be pro-active in keeping students informed of progress.
- k) Students shall be kept informed of any unforeseen delays in the examination process and the reasons for them.

4.17 Examiners Reports

The reports, on the prescribed format, received from the examiners shall be forwarded in the original sealed covers to the Director Graduate Studies, who shall place the same before the Advanced Studies and Research Board.

If all or two of the three examiners from technologically/academically advanced countries recommend thesis of the candidate for the award of the PhD degree, the ASRB shall recommend the candidate to the Director Graduate Studies for conduct of public defense. Each examiner shall, independently of the other examiner(s), examine the thesis, provide a written report and make one of the recommendations set out below:

- a) The thesis be PASSED without any amendments and the candidate be awarded the degree (NA).
- b) The thesis is PASSED, SUBJECT TO MINOR AMENDMENTS as indicated in

report to the satisfaction of the concerned Supervisor (MA).

c) The thesis be PASSED, SUBJECT TO SUBSTANTIVE AMENDMENTS along the lines indicated in my report. The candidate be instructed to submit a detailed report to the Graduate Studies Office outlining the amendments to the thesis for final classification, without further reference to the examiners (SA).

d) The thesis be RE-SUBMITTED for examination after completing the required extra work and revision indicated in my report (RR). (A thesis, which must be re-submitted, requires alterations of such scale, complexity and/or conceptual significance that their adequacy should be appraised again by an external expert/s).

e) The thesis NOT be awarded the degree of Doctor of Philosophy but be PASSED for the appropriate degree of MASTER (PM). (The Masters degree must be a substantial work generally based on independent research which shows a sound knowledge of the subject of the research, evidence of the exercise of some independence of thought and ability of expression in clear and concise language).

f) The thesis be FAILED and the candidate NOT be awarded the degree of Doctor of Philosophy OR the degree of Master and NOT be permitted to resubmit the thesis in a revised form (F).

The candidate, supervisors and examiners should be informed promptly of the outcomes of an examination process and of the final decision taken by the University.

4.18 Thesis Public Defense & VIVA

The Director GS in the light of examiners reports and consequent incorporation of the required changes/revisions in the thesis shall recommend a student eligible for the public defense and viva. The public defense process shall be:

- a) The internal examiner (from Pakistan) who has evaluated the thesis shall be invited for the public defense and viva.
- b) In case internal examiner is not available, the alternate from the panel of examiners shall be invited for the public defense and viva after seeking approval from the Vice Chancellor through Graduate Studies Office.
- c) The Director GS shall notify the date of open defense of PhD candidate. The defense of thesis shall be open for all interested persons.
- d) The internal examiner may call the candidate for re-viva.
- e) The viva voce can be conducted through video conference/such modes if the presence of External Examiner is not feasible to conduct viva voce at university.

4.19 Award of PhD Degree

A PhD candidate shall be awarded a PhD degree subject to the fulfillment of the following requirements:

- a) 18 CH coursework with at least 3.00 CGPA.
- b) Positive examiners reports/ the reviewers' comments.
- c) Successful public defense and viva
- d) Acceptance/Publication of at least one paper in HEC approved "X" Category journal is requirement for the award of the PhD degree ("Y" in case of social Sciences only).

5. Ethics

In developing research proposal the student need to explicitly consider the ethical implications of various aspects of the research proposed to conduct. Formally, if the proposed course of

research raises ethical issues then student need to obtain a formal ethical clearance before undertaking the research.

The University has an ethics committee for research involving ethics in:

- Human Research
- Animal Care and Ethics
- Other ethical issues

6. Copy of PhD Dissertation to HEC

A copy of PhD dissertation (both hard and soft) must be submitted to HEC for record in PhD Country Directory and for attestation of the PhD degree by HEC in future.

7. Saving Clause

In all cases where these regulations are silent or where there is a difference of opinion about their interpretation, the decision of ASRB shall be final.