



ADMISSION POLICY

(ACADEMIC)

REFERENCE: STATUTORY BODY APPROVALS DATED 2012-2019

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Prepared By:	Registrar Department	Registrar
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Extract of DIHE Handbook of Statutes, Rules & Regulations 2019

ADMISSION RULES, REGULATIONS & SOP

ADMISSIONS

1. Any person is academically qualified to register for a degree/diploma Program who:
 - 1.1 Satisfies the requirements of entrance as specified in the prospectus for each degree Program.
 - 1.2 Transfers from another Higher Education Commission (HE) recognized university/degree awarding institute.
 - 1.3 Any person may enroll for a qualification (post-graduate diploma/certificate) who satisfies the requirements specified in the course Regulations for those qualifications.
2. All applications for admission are to be submitted 'online' on the prescribed application form available on the DIHE website.
3. Applications for admission are received in Fall or Spring semester in response to advertisement made by the Institute in national newspapers.
4. All applicants with eligible credentials are administered admission test. Merit is determined on the basis of marks scored in the test (50%), Past Academic record (40%) and Interview 10%.
5. Any person who is enrolled for an academic programme must sign the following statement:
"I solemnly promise that I will faithfully obey the statutes and regulations of the Institute so far as they apply to me".
6. Instructions for all taught and research courses are conducted in the English language.

7. The Institute does not accept responsibility for any academic failure by any student attributable to student's lack of compliance in any subject of study including English language.

8. Enrolment in the Institute in any particular subject may be denied or cancelled if:

8.1 The applicant is enrolled in any other institution.

8.2 The applicant fails to satisfy any requirement or condition specified in a course regulation.

8.3 The applicant fails to deposit his dues as set out in fee regulations of the Institute,

8.4 The application for admission(s) or enrolment contains untrue or misleading information or is supported by untrue or misleading evidence,

8.5 Misconduct or breach of discipline on the part of the applicant.

TRANSFER:

9. Any person who has been enrolled at another university in Pakistan or abroad in an HEC recognized institution may transfer for a degree or qualification with such credit or status as may be determined by the academic transfer committee constituted for this purpose, provided that he passes the departmental qualifying examination.

10. In any case, a transfer student will be granted exemption in credits attended and completed at another institution. However, the exemption of credits will not exceed 50% of the credits required for the award of the degree. The contents of transfer credit must comply with the course contents of similar courses taught at the Institute.

11. In exceptional cases, any person who has attained partial academic qualification at any other recognized institution may be admitted with equivalent status on the approval of the Academic Committee and Academic Council.

REGISTRATION AND ENROLMENT

1). Registration:

- 1.1 Each applicant, if admitted for studies at DIHE will be issued admission letter by the office of the Registrar. On receipt of the letter of admission, the applicant is required to pay semester fee by the date specified. Failure to do so will automatically result in the cancellation of admission. However in special circumstances beyond the control of the admittee, a grace period of up to one week may be allowed with a surcharge of Rs.100/- per day after the expiry of the date. This rule will be applicable in all subsequent semesters.
- 1.2 Registration is carried out by the Admissions Office only after the admitted student has cleared all dues, certified by the Accounts Office. The same registration number will be valid in all subsequent semesters.

2). Enrolment:

- 2.1 Only those students who are registered will be eligible for enrolment in the courses offered during the semester.
- 2.2. A student is required to fill enrolment forms in triplicate available from the Program Office of the Institute. The student may seek advice of the relevant department at the time of enrolment.
- 2.3 The list of registered and enrolled students will be notified by the Admission Office under intimation to the Enrolment Department.

3). Add/drop of courses and Semester Freeze

1. A student enrolled in a semester may be allowed by the head of the department to add or drop a course. This shall be permissible only one week after the start of regular semester.
 2. There will be no charge on the replacement of a course with another course. However, if a new course is added, the tuition fee accruing on account of that shall be paid by the student.
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3. If a student is unable to carry on studies in a particular semester, he may withdraw from the semester within one week of the start of regular classes and may claim 75% of the tuition fee paid by him. He has also the option of freezing the semester. In such cases the tuition fee will remain valid and may be readjusted in any subsequent semester on rejoining. In any case, the courses which he has successfully completed will remain valid for 3 academic years.
4. If a student suspends his studies during a semester without seeking proper permission for freezing the semester, his registration will be cancelled and he will have to seek re-registration on payment of Rs.5,000/- and any other amount which otherwise is due on him.

SCHOLARSHIPS & FINANCIAL ASSISTANCE

Scholarship: A substantial number of scholarships are announced each semester by Dadabhoy Foundation. Scholarships are awarded only on merit determined by scholastic Aptitude Test (SAT). Details are provided in a separate brochure available from the Admission Office of the Institute. A separate application is to be submitted for availing the scholarship. Only those students who have good academic record are considered for scholarship.

Fee Concession: Dadabhoy Institute follows a liberal policy of fee concession mandated by Dadabhoy Foundation for meritorious students with limited financial means. Fee Concession Form has to be submitted along with application form. The means testing committee of the Institute determines the level of fee concession which ranges from 20% to 50% of tuition fee.

ELIGIBILITY

12. Minimum Academic eligibility requirements for Admission to all programs will be as per HEC laid down policy.

Eligibility for entrance to Bachelor's Programs:

- A Higher Secondary School (HSC) Certificate with at least 45% marks awarded by a recognized Provincial Intermediate Board
- 3 A-Levels with a minimum of *two Cs, preferably in business related subjects, excluding General Paper and Urdu or an American High School Diploma with CGPA 2.5 or equivalent
- Recognized Overseas Equivalence Diploma
- Any other qualification if an authority has issued an equivalence certificate

- IBCC equivalence will be required for A-Level and other foreign qualifications

In addition:

- Atleast 3 C's in O-Level exam or minimum 45% marks in SSC or equivalent
- Qualifying aptitude test and interview conducted by DIHE

Eligibility for entrance to two year Master's Programs:

The admission for Master's Programs would be based on any one of the following:

- A four year Bachelor's degree in Arts, Science, Law, Commerce, Engineering, Medicine, Pharmacy or any other degree with high second division or equivalent from HEC/Provincial Government approved Institutes/Colleges/Universities in Pakistan.
- A final qualification examination of a professional body recognized by the Higher Education Commissions of Pakistan, for example, ACMA, CA, ACCA
- Four years overseas bachelor's degree or equivalent recognized by HEC
- Students with 2/3-year Bachelor's degree are eligible for MBA (3.5 year) program.

In addition:

- Qualifying in aptitude test and interview conducted by DIHE

Eligibility for entrance to two year MBA (Executive) Programs:

The admission for MBA Executive Program would be based on any one of the following:

- A four year Bachelor's degree in Arts, Science, Law, Commerce, Engineering, Medicine, Pharmacy or any other degree with high second division or equivalent from HEC/Provincial Government approved Institutes/Colleges/Universities in Pakistan
- A final qualification examination of a professional body recognized by the Higher Education Commissions of Pakistan, for example, ACMA, CA, ACCA
- Four years overseas bachelor's degree or equivalent recognized by HEC
- Students with 2/3-year Bachelor's degree are eligible for MBA (3-year) program

In addition:

- Three year work experience (for MBA Executive) after 14 years education
- Minimum Second Division in last qualification
- Qualifying of aptitude test and interview conducted by DIHE

Admission Requirements for PhD Programs:

Covered in detail from Page '6' onwards.

Re-admission Policy

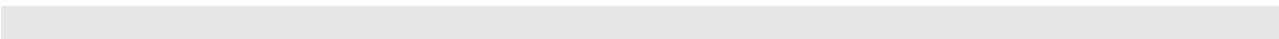
Students who stop attending classes at the Institute, for any reason, without informing the concerned authorities about their absence for more than one semester, their admission shall be struck off and candidates would be required to go through the admission process afresh in case they want to register for courses in future.

Procedure for rejoining:

Admissions can be deferred for maximum of two semesters with justification and approval of the Rector

Students who complete their Bachelor from DIHE are eligible to register for MBA. However, if Security Deposit has been withdrawn, candidates must reapply for admission.

In case a student is unable to complete a program within the prescribed time – a re-admission is necessary.



**RULES & REGULATIONS FOR ADMISSION, REGISTRATION &
EXAMINATION IN
MS / MPhil or equivalent AND Ph.D. DEGREE PROGRAMS**

MS / MPhil OR EQUIVALENT DEGREE PROGRAM

The Dadabhoy Institute of Higher Education (DIHE) shall offer courses leading to the degree of Master of Philosophy, abbreviated as MPhil / Master of Science, abbreviated as MS, or equivalent programs.

HEC rules and Regulations for MS/MPhil., or equivalent programs will be followed in letter and spirit, duly approved by the DIHE statutory bodies.

Applications for admission to MS/MPhil or equivalent programs shall be invited and admission shall be made on the basis of previous academic record , DIHE entry *test/GRE* score, and interview.

Foreign students seeking admission to the Institute shall be required to submit their applications according to procedure given (and modified from time to time) by Higher Education Commission (HEC), Pakistan.

These programs of studies shall be offered in the various disciplines, subject to the availability of the infrastructure, staff and facilities, and shall be opened to all the eligible candidates of Pakistan and beyond.

MS/ MPhil or Equivalent Degree Programs

1. The MS / MPhil or equivalent program shall extend over a period of at least one and a half year (3 Semesters) and shall not extend beyond 3 years (6 Semesters). However, one year extension

may be granted on the recommendation of the supervisor, subject to the approval of the statutory bodies.

2. The scheme of studies for these degree programs shall be as under:
 - a. MS / MPhil or equivalent degree program students have to register /enroll for Compulsory and optional Courses prescribed by the academic department.
 - b. Courses must be approved by the Statutory Bodies of DIHE
 - c. If a student has opted for MS/MPhil or equivalent by course work, the 6 credit hours course work must be in subjects related to the major area of concentration.
 - d. Passing of each course with a minimum 2.5 CGPA on a scale of 4 is mandatory in order to earn the degree.
 - e. Thesis based on original research work will be carried out under the guidance of a supervisor and/or co-supervisor.
 - f. Evaluation of the thesis by an external evaluator/ examiner and its successful defense viva-voce Examination.

PART A: ADMISSIONS

1.1. Eligibility

- 1.1.1 At least sixteen years of studies (B.E., B.S., M.Sc., MA, MBA) or its equivalent qualification with at least second division/CGPA 2.5 in the relevant field.
 - 1.1.2 Candidates holding MBBS, BDS, Pharm-D, DVM and other equivalent degrees will be required to complete Deficiency Course Work as per recommendation by the Departmental Research Committee.
 - 1.1.3 The deficiency course work shall comprise minimum 3 courses and shall be spread over one semester. Students will be graded as pass/fail. However, these courses will not be added to the overall completion of the degree program.
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1.2. Procedure

1.2.1. Admission to MS/ MPhil or equivalent programs shall be offered twice a year in the Spring and Fall semesters, as per approved academic calendar

1.2.2. The online application forms will be available on DIHE website. The candidates are encouraged to apply online. However, applications shall be considered complete when a hard copy of the form along with the following documents, is submitted to the Admission office, within the deadline announced:

- i. Photocopy of the last degree / transcript/marks statement
- ii. Photocopy of Computerized National Identity Card
- iii. Two passport size photographs
- iv. Copy of valid GRE/NTS/ DIHE Entrance Test if available

1.2.3. The admission shall be made on the basis of cumulative merit to be determined from previous academic record and performance in the written test and interview. Foreign students who cannot appear in admission test are required to submit their valid GRE (General) scores (60 percentile or better as per HEC prevailing criteria) along with their applications and the shortlisted candidates shall be interviewed through Skype (schedule shall be communicated).

1.2.4. There will be 20 percent weightage for NTS score, if valid, and the candidate will be exempted from appearing in section I (English + Communication Skills) of the DIHE Entrance Test. However, the candidate will be required to clear section II (Subject knowledge and application of 80% marks).

1.2.5. Test paper will be developed by the Departmental Admission Committee (DAC) and comprise the following sections:

Section-I	English + Communication Skills	20%
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Section-II	Subject Knowledge and Application	80%
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1.2.5.1. The candidates will be required to score at least 50% marks in both section to become eligible for consideration for provisional admission.

1.2.5.2. The admission test will be conducted by the respective department at DIHE, following the guidelines of the Higher Education Commission (HEC) of Pakistan. The Departmental Admission Committee shall be constituted by the respective Dean in consultation with the Head of the department and admissions shall be approved by the Dean on' the recommendations of the DAC concerned.

- 1.2.6. Interview is the mandatory part of the admission and all short listed candidates must appear before the interview panel. The shortlisted foreign applicants may be interviewed through Skype.
- 1.2.7. For compilation of merit the following scheme shall be adopted or as revised from time to time:

Weightage

Pakistani National

Past Academic Record	40 %
Admission Test	40 %
Interview	20 %

Overseas / Foreign Students

Academic Record	40 %
GRE (General) Scores	40 %
Interview(through skype)	20 %

- 1.2.8. The admission shall be made on the basis of cumulative 60% marks as per above mentioned bifurcation comprising previous academic record, performance in the written test and interview
- 1.2.9. Anyone who has been rusticated or expelled by any university or college for misconduct or for use of unfair means in the examinations or any offence involving moral turpitude shall not be eligible for admission. Anyone who ceased to be a student under institute's MPhil rules shall also be ineligible for admission in the same program.
- 1.2.10. The overseas / international applicants must follow the procedure for application as per HEC 1 Ministry of Interior prevalent Policy. An overseas student seeking admission at DIHE has to first obtain the equivalence of Certificates/Degrees from the Higher Education Commission (HEC) of Pakistan. The Refugees (status recognized by the Government of Pakistan) will be considered as foreigners.

1.3.

Deferment of Admission

- 1.3.1. The student who secures the admission but cannot join the program in that semester due to unavoidable circumstances can apply for deferment of admission for one year. However, such requests need to be made prior to commencement of classes through concerned Head of the Department (HoD).
- 1.3.2. The deferment of admission is subject to the approval of Dean on recommendation of the concerned HoD and payment of deferment fee@ Rs 1,000/- for national students (US\$ 100 for international students).
- 1.3.3. The maximum time period for completion of degree for such students shall be counted after their joining the respective program. In the case, student does not join the institute after one year his / her admission shall be treated as cancelled.

1.4.

Freezing a Semester

- 1.4.1. The students are not allowed to freeze their first semester during coursework and any semester during dissertation / thesis research.
- 1.4.2. Students are not allowed to freeze semester more than twice during entire duration of the program. Frozen semester(s) shall be counted towards total duration of program and no extra time shall be given for completion of degree requirements. The students shall be required to complete all degree requirements within maximum period allowed for the program.
- 1.4.3. Student can apply on prescribed form' with payment of Rs. 1,000 (US\$ 100 for international students) for freezing of semester preferably prior to commencement of classes or within two weeks of the commencement of that semester. The deposited tuition fee (if any) shall be adjusted in the next semester.
- 1.4.4. However, under special circumstances students may apply for freeze of semester before the commencement date of midterm exams announced in the academic calendar. In such cases, the deposited fee shall not be reimbursed / adjusted, and

all of the registered courses for that semester shall be considered as withdrawn. The withdrawn courses shall appear on the result card with letter grade 'W' against each course, on the final transcript.

- 1.4.5. Freeze of semester shall be indicated without mentioning of registered courses. Such students have to resume their studies in the following semester. All rules regarding registration of courses (section B) shall apply.

PART B: REGISTRATION & ENROLLMENT

1. An academic year of the Institute shall comprise of two semesters namely Fall and Spring semesters. However, summer semester can be offered subject to approval of the Academic Council, DIHE.
2. The requirements for the MPhil degree shall comprise prescribed coursework and research work. After completion of coursework requirement, the student has to write a thesis that demonstrates his / her capacity to pursue original research based upon a good understanding of the research techniques and concept appropriate to the discipline.
3. The courses of study and syllabi for MS / MPhil or equivalent degrees shall be approved by the Academic Council on recommendation of the respective Boards of Studies. Such courses and syllabi shall become effective from the date of approval by the Academic Council or such other date as the council may determine.
4. The normal duration for the completion of MPhil degree is one and a half academic years. The maximum allowed time period for completion of all the requirements for MPhil degree (coursework and submission of final copy of thesis) shall be three academic years, further extendable for one year with the approval of the Statutory Bodies.

Following tentative timelines of the activities are to be followed:

Activities	Timeline
a. Coursework Completion of coursework with CGPA required for the degree i.e., CGPA 2.5/4.0	Within two years, from date of commencement of 1st registered Semester.
b. Proposal defense	Within two years
c. Submission of initial draft of thesis	Within maximum 2.5 years from date of 1st registration in MPhil program
d. Defense and Final Submission of thesis	Within maximum 3 years from date of registration in MPhil program. (In very special circumstances 1 year extension may be given after the approval of Statutory Bodies)

3. The students failing in completion of activity within prescribed time period shall cease to be a student at DIHE.
4. English shall be the medium of instruction.

A. Registration of Courses

1. During the coursework a student registering at least 12 credit hours in each semester shall be, considered a full time student. In exceptional cases, the student can register more than 12 credit hours with approval of the respective HoD

2. Within the 1st week from the date of commencement of a semester, students can make registration of courses / thesis with 'Normal Fee'.
3. During 2nd week from the date of commencement of a semester, students can make registration of courses / thesis by paying 'Normal Fee' along with 'Fine at the rate imposed by DIHE'.
4. There shall be NO registration of courses / thesis after second week from the commencement of the semester.
5. The students can add/drop a course within two weeks from the commencement of the semester. After two weeks no such requests shall be entertained on any grounds.
6. The Head of each department shall forward all the registration cards (duly completed) to the Controller of Examinations during 4th week from the commencement of semester.
7. A core course without passing its pre-requisite(s) cannot be registered in any case. However, an elective course can be registered even if a student has not passed its pre-requisite course by submitting the consent form duly signed by course instructor and HoD concerned at the time of registration.

B- Suspension of Registration:

1. If a student fails to register courses/research or does not apply for freeze of semester or remains absent from classes for two weeks or more, Department Council can recommend suspension of registration for such students during that semester. Suspended registration can be restored at his / her joining the relevant department subject to the following:
 - a. The student justifies by extending solid reason(s).
 - b. Absent semester / suspended time period shall be considered as freeze semester / time period
 - c. Students shall be required to pay prescribed fee including semester freeze fee and any other penalty as imposed by the department

2. A second time suspension of registration shall lead to cancellation of his / her admission

C- Examinations

1. A student shall be evaluated in each course on the basis of sessional tests, class assignments and terminal examinations. Each course shall carry 100 marks and the written terminal examination shall be allocated at least 60% marks.
2. All mid-term and terminal examinations are to be conducted at the DIHE premises and within the period stipulated in academic calendar. The Controller of Examinations shall finalize date sheet in consultation with the relevant HoDs and shall ensure the conduct of examinations in a smooth manner.
3. A student shall be eligible to appear in the terminal examinations provided that:
 - a. He/she has been on the rolls of the Institute during that semester
 - b. He/she has registered himself / herself for the courses of study
 - c. He/she has attended at least 75% of the lectures/seminars delivered to his /her class in each course. Date-wise record of the attendance of students shall be maintained by the concerned departments, and
 - d. He/she has paid all of the dues.
4. The student falling short of the required percentage of attendance of lectures and seminars etc. shall be awarded an incomplete (I) grade in the respective course. The rule for maintaining minimum GPA in a semester shall apply.
5. The student shall be required to re-register the incomplete course by paying fee when offered next.
6. In case of a second time incomplete in a course or an 'F' grade in an incomplete course or an incomplete in a repeated course, the candidate shall cease to be student.
7. Candidates unable to appear in the terminal examination of a course due to any reason shall be considered fail in that course and no retake of terminal examinations shall be permitted on any grounds.

8. In case of open book examination, the students shall be permitted hard copies of books/notes /Lectures only. Use of electronic devices and/or internet shall not be permitted during open book examination.

9. The grading of the students in internal / semester system shall be as follows:

Marks Obtained	Numerical Grade	Letter Grades	Remarks
90%- 100%	4.00	A+	Outstanding
80% - below 90%	3.50	A	Excellent
70% - below 80%	3.00	B	Very Good

10. There is no provision of re-evaluation of any examination once the results are submitted to the Examinations Office. However, within one week of the announcement of the results a student can request for the rechecking of his / her answer sheet making payment of rechecking fee @ Rs. 500/- per paper (\$15 for international students) or as prescribed from time to time. The rechecking shall be restricted to confirm whether the questions have been marked and the marks in individual questions add-up exactly to the recorded aggregate marks. The re-totaling shall be restricted to the marks of terminal examinations only and it shall not consider marks of quizzes / assignments / term paper / presentations etc. Errors found shall be rectified as recommended by the re-evaluation committee comprising of Controller of Examinations, Head of Department and the teacher concerned.

11. Any misconduct or use of unfair means in an examination by a candidate shall be reported by the invigilator to Controller of Examinations who shall arrange meeting of Unfair Means Committee (consisting of Dean, concerned HOD and Controller of Examinations) at the earliest to decide one or more of the following penalties:

- a. Cancellation of registration from the MPhil Program.
- b. Suspension from the MPhil program for one or two semesters (counted toward total / allowable period for the degree).
- c. Cancellation of the related exam and awarding an 'F' grade in that course along with a warning letter issued by the Registrar.

- d. A penalty of Rs. 500 (\$50 for international students) along with 'c' above.

D. Dissertation and Appointment of Supervisor

1. The students need to complete the required coursework by securing at least a CGPA of 2.5 out of 4.00 before registration for MPhil dissertation. However, Dean of Faculty on recommendation of concerned HoD can allow a conditional registration of thesis provided that the student has secured a CGP A of 3.00 or better in the completed courses and his / her incomplete coursework does not exceed by 6 credit hours.
2. The students are required to register for dissertation in all the subsequent semesters.
3. Each student shall perform research work as partial fulfillment of the requirement of the degree under the supervision of a person appointed for the purpose by the Dean on the recommendations of the Head of the concerned department.
4. Where necessary and desirable a co-supervisor may also be appointed.
5. A supervisor appointed for MPhil research must hold a doctorate degree. In special cases, the faculty members having MS / MPhil or equivalent qualification along with minimum FOUR years of relevant teaching/Research/professional experience in an HEC recognized University or Research/Professional organization after getting MS / MPhil or equivalent degree can act as a supervisor of up to five MS/MPhil or equivalent program students. However, while getting the Four years' experience the faculty member should co-supervise at least two MS/MPhil or equivalent level thesis along with a senior /HEC approved supervisor.
6. A student shall select a topic of dissertation which shall be recommended by the supervisor to the Head of the department concerned for approval within the semester in which thesis research is registered.
7. The supervisor shall submit progress reports towards the end of each semester in which research is registered to the Head of the concerned department, for onward submission before the BASR.
8. The synopsis of the proposed research work developed by the student under the guidance of selected supervisor shall be carefully evaluated by the Departmental Research Committee comprised of the Dean, Head of the Department, Research Supervisor of the student and two

senior teachers of the department concerned. The Departmental Research Committee will then send its recommendations along with the final copy of synopsis to BASR for approval.

9. The student shall conduct research and write thesis according to the approved plan under the guidance of a supervisor and co-supervisor (if any).
10. The student has to defend his / her proposal in a seminar and it is mandatory for every MS / MPhil students to attend the seminar.
11. Thesis committee comprising of supervisor, discussant and HoD shall decide the acceptance / rejection of the proposal. All accepted proposals shall be presented in Board of Advanced Studies & Research (BASR) for final approval/endorsement.

E. Dissertation Examinations

1. A student who has completed the following requirements shall be eligible for admission to MPhil Dissertation examination :
 - a. That he/she has successfully completed the prescribed courses with a minimum CGPA of 2.5.00 out of 4.00, or above.
 - b. That he/she has completed a dissertation on research topic endorsed by the BASR.
2. A student who has completed the requirements stated above shall submit an application for conduct of final defense on a prescribed form along with plagiarism report duly signed by supervisor and DIHE Quality Enhancement Cell (QEC).
3. The Dean shall on the advice of the Head of the department concerned, and after BASR approval, appoint an external examiner and the Controller of Examinations shall inform the supervisor and student through Head of the department concerned about the date on which the viva-voce examination is to be held.
4. The examination shall be held in the institute on such dates as may be notified by the Controller of Examinations in consultation with the Head of the department concerned.

5. The Viva-Voce examination in defense of the Dissertation shall be conducted by a Committee consisting of the Head of the Department concerned, supervisor of the student, external examiner and at least other two faculty members.
6. The external examiner shall make one of the following recommendations:
 - i. **Accepted:** The degree of MS / MPhil (or equivalent) may be awarded
 - ii. **Accepted with minor changes:** The degree of MPhil may be awarded subject to the condition that candidate makes minor corrections in the thesis without requirement of re-evaluation
 - iii. **Accepted with major changes:** The thesis is not acceptable in its present form and the candidate must make changes and submit the thesis within the time permitted by the Committee for re-evaluation / re-defense provided that the maximum allowed time is not exceeded.
 - iv. **Rejected:** The thesis is rejected and it is not worth revision. MPhil degree and final transcript cannot be awarded however; the Controller of Examinations shall issue the result statement of completed coursework on request.
7. The thesis of the candidate shall be graded by the external examiner in consultation with HoD and supervisor (in case of 6a and 6b above). The candidate must secure at least 65% marks (at least B) to pass the dissertation examination. However, in case of major changes (6 iii above), the thesis would be graded after re-evaluation / re-defense.
8. Each successful student shall be awarded the degree on successful completion of all the requirements of MS / MPhil. Or equivalent degree program
9. On successful completion, the candidate shall submit four (04) hard copies and soft copy (on USB) of final thesis in concerned department which shall be distributed to the concerned HoD, Supervisor, DIHE Library, and office of Controller of Examinations.

F. Grades, Promotions and Merit

1. The minimum passing marks for each course shall be 50 percent.
 2. If a student fails to appear in the terminal examination of a course on any grounds, he/she shall be treated as absent and failed.
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3. The student falling short of the required percentage of attendance of lectures and seminars etc. shall be awarded an incomplete (I) grade in the, respective course.
 4. A student must maintain a GPA of at least 2.50 in registered course work of each semester. Student whose GPA falls short of the minimum required level in a semester shall be deemed to have failed in the semester.

 5. A student, who has failed under clause F-4, may be given one chance as a concession to continue his / her studies. Such a concession shall be granted ONLY ONCE during the entire period of study for the degree.

 6. A student failing TWICE under Clause F-4 shall cease to be a student of the Institute.

 7. A student who obtains 'F', 'W' and '1' grades twice in a course shall cease to be a student of the Institute.

 8. A student who ceases to be a student of the Institute shall be given result statement of completed coursework by the Controller of Examinations.

 9. A student may re-register a course (when offered next) to improve 'C' grade(s). In case of re-registration, no additional time shall be admissible beyond the maximum period provided under the rules.

 10. A minimum CGPA of 2.5 out of 4.00 is required for an MPhil degree.

 11. The result of a student in each course, whether passed or failed, shall be displayed on notice board. A separate result statement shall also be issued to each candidate showing the marks and letter grades obtained in each course as well as GP A/CGP A.
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RULES & REGULATIONS FOR ADMISSION, REGISTRATION & EXAMINATION OF PHD DEGREE PROGRAM

The Ph.D. program of studies shall be offered in various faculties / disciplines of the university subject to the availability of infrastructure, staff and other facilities and shall be opened to all the eligible candidates of Pakistan and beyond.

STATUTES

1. The Doctor of Philosophy (Ph.D.) program shall extend over a period of at least three years and shall not extend beyond six years. However, in very special circumstances, the period may be extended for another two years on the recommendations of the research supervisor subject to the approval of BASR.
2. The requirement of Ph.D. program shall be as follows:
 - a. Ph.D. level course work of 18 credit hours.
 - b. Thesis based on original research work carried out under the guidance of supervisor and co-supervisor, if any.
 - c. Evaluation of the thesis and its public defense.

RULES & REGULATIONS

I. ADMISSION

- a. **Eligibility**
 - a. The minimum qualification for a candidate to be registered as Ph.D. scholar shall be MS/M.Phil or equivalent degree with minimum 3.00 CGPA or First Division in the relevant field from this university or an equivalent degree from any other HEC recognized university.

- b. Candidate has passed an entry test
- c. After selection, the candidate will have to obtain consent of a qualified faculty member of the Department / Institute / College concerned who will act as his / her supervisor. In certain cases, co-supervisor can be appointed from other Departments / Universities / Research & Development Organizations where the scholar can conduct part of his / her thesis research work.

1. Procedure

- a. The number of seats for PhD programs offered in various disciplines will depend on the facilities available.
- b. The admission to PhD, programs shall be advertised in the beginning of each academic session as per approved academic calendar
- c. The candidates will be required to submit the following documents along with the Entrance Test Application form:
 - i) Attested Photocopy of the last degree/ transcript/marks statement
 - ii) Attested Photocopy of Computerized National Identity Card
 - iii) Attested Two passport size photographs
 - iv) Attested Copy of valid GRE/NTS/ DIHE Entrance Test if available
- d. After the receipt of the applications for admission in PhD degree programs, Departmental Admission Committee, comprising the following members, shall scrutinize the applications and conduct entrance test & interview of the candidates.

Dean of Faculty	Chairman/Convener
Head of Department	Member
At least two PhD Faculty	Member

members of the Department

At least two external subject expert	Member
All other Faculty with Ms./ M.Phil/PhD Qualification	Member

e. There will be 20 percent weightage for NTS score, if valid, and the candidate will be exempted from appearing in section I (English + Communication Skills) of the DIHE Entrance Test. However, the candidate will be required to clear section II (Subject knowledge and application of 80% marks).

f. a) Test paper will be developed by Departmental Admission Committee and comprise of the following sections:

Section-I	English + Communication Skills	20%
Section-II	Subject Knowledge and Application	80%

b) The candidates will be required to score at least 50% marks in both section to become eligible for consideration for provisional admission.

Note:

In case the candidate is awarded HEC Indigenous / Split Ph.D. Scholarship, he / she shall be directly considered for admission if otherwise eligible.

g. Provisional Admission:

i) Final admission list will be prepared by the Departmental Admission Committee (DAC) according to the following formula:

Weightage

Past Academic Record	40 %
Admission Test	40 %
Interview	20%

- ii) The admission shall be made on the basis of cumulative 60% marks as per above mentioned bifurcation comprising previous academic record, performance in the written test and interview

h. The Departmental Admission Committee shall forward the names of the successful candidates to the BASR for consideration and approval of their admission in PhD Program. Letters of admission will be issued by the Registrar office after the approval of BASR Minutes by the Rector.

II. REGISTRATION OF THE SELECTED CANDIDATES

1. A candidate accepted in Ph.D. program by the BASR must register himself / herself within thirty (30) days of the issue of the notification by the BASR Secretary.

A candidate's admission shall be confirmed if:

- a. He / she has deposited the prescribed dues in the university account within the period mentioned above.
- b. He / she has submitted an undertaking that he / she shall abide by the rules and regulations framed by the university from time to time.
- c. He / she has submitted all the documents required by the university.

2. A Ph.D. scholar shall be registered in the university for a period of three years. In case s/he fails to complete her / his Ph.D. degree within three years, the BASR may extend the period of registration up to a maximum of three years on the recommendations of the supervisor. The period may be extendable for further two years by BASR on the recommendations of supervisor, duly forwarded by the Head of the Department and the Dean concerned.

II. REQUIREMENTS FOR THE AWARD OF PHD DEGREE

A. Course Requirement

1. A Ph.D. scholar shall be required to complete Ph.D. level course work of minimum 18 credit hours as prescribed by the concerned department
2. In one of the 800 level course , Ph.D. scholar shall have to present the following four seminars :
 - a. Synopsis defense seminar before its submission to BASR for approval.
 - b. Two seminars out of Ph.D. research work before submission of thesis to BASR.
 - c. Thesis (public defense) seminar after its evaluation by the external evaluators / examiners following its satisfactorily corrections / revisions.
 - d. The seminars will be graded as A, B, C, D by Departmental Research Committee of the respective department and the results will be submitted by the Course In charge at the end of each semester. If the seminar presented is unsatisfactory, it will be repeated by the scholar within a fortnight period.

B. Comprehensive Examination

- a. A Ph.D. scholar shall have to pass a qualifying written as well as oral examination (maximum two attempts) before submission of thesis.
 - b. Written comprehensive examination will be conducted from the core courses (not from the optional subjects) after completion of the course work.
 - c. The Comprehensive Examination Committee will comprise Dean of Faculty, Head of the Department and two senior teachers of the Department.
 - d. The duration of written comprehensive exam will be three (03) hours.
 - e. At least one question will be taken from each core subject for conducting written comprehensive examination.
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- f. After passing written examination, the Head of Department will notify the result of successful scholars as well as the schedule for the oral comprehensive examination.
- g. The Comprehensive Examination Committee will take oral comprehensive examination from core as well as optional subjects.
- h. Successful completion of the comprehensive examination and the Ph.D. research proposal will be mandatory for granting candidacy as Ph.D. researcher.
- i. There shall be no grade points for the comprehensive examination, however, if a scholar does not pass the comprehensive examination in first attempt, he / she will be allowed one more (last) chance within a period of three to six months, failing which registration of Ph.D. scholar shall stand cancelled.

C. Research Requirements

- a. Research supervisor will be selected by the scholar from among the list approved by Departmental Research Committee.
 - b. The research work shall be carried out in the institute under the guidance of a supervisor and co-supervisor, if any, of this university on the topics approved by the BASR. However, the registered student of this university may conduct part of his / her thesis research in another university / research organization under the guidance of a co-supervisor.
 - c. A Ph.D. scholar shall submit biannual progress report through his / her supervisor for consideration by the BASR. In case of three consecutive adverse reports, the admission may be cancelled.
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D. Thesis Submission Requirements

3. Research Thesis

The synopsis of the proposed research work developed by the student under the guidance of selected supervisor shall be carefully evaluated by the Departmental Research Committee comprised of the Dean, Head of the Department, Research Supervisor of the student and two senior teachers of the department concerned. The Departmental Research Committee will then send its recommendations along with the final copy of synopsis to BASR for approval.

- m. The student shall conduct research and write thesis according to the approved plan under the guidance of a supervisor and co-supervisor, if any.
- n. The candidate shall submit copies of his / her thesis / dissertation for examination, not before a period of three years, by complying with the following conditions:
 - i. Research thesis can be submitted by a candidate only after successfully completing the course work. Once the thesis is checked and finalized by the candidate's supervisor, he /she will send one hard + one softcopy of thesis to Quality Enhancement Cell (QEC) for plagiarism check report. Six hard copies of final thesis endorsed by the supervisor and one soft copy should be submitted to the Head of the Department along with Plagiarism Report for onward transmission to BASR through proper channel.
 - ii. Thesis must form distinct contribution to knowledge and show evidence of originality, either by the discovery of new facts or by the exercise of independent critical judgment. It must be written in English and the presentation must be satisfactory for publication.
 - iii. Minimum two research paper be published in impact factor journal or in HEC "X" category journals for Sciences and "Y" category journals for Social Sciences will be required before thesis submission.

- o. After submission of thesis, supervisor of the candidate would submit names of 10 Foreign subject experts belonging to advanced countries as per HEC criteria for Thesis evaluation and 4 names of local experts for holding viva voce examination for consideration by the BASR.
- p. The BASR, shall appoint one (inhouse), two principal and two alternate Foreign examiner from technologically / academically advanced countries for thesis evaluation and one principal and one alternate external examiner for viva voce examination of thesis. The external examiner shall examine the thesis and send his / her evaluation report on prescribed proforma to the Registrar for consideration and decision by the BASR.
- q. After the approval of external examiner's positive evaluation report by the BASR , holding of viva voce examination will be recommended .
- r. If the Thesis evaluation examiner feels that the thesis though defective, but is of sufficient merit, the candidate may be permitted to correct his / her thesis for re-submission to BASR within three months.
- s. Only one chance of re-submission shall be allowed to the student and if the revised thesis is not approved under the aforesaid procedure, the thesis shall finally be rejected.
- t. Oral public defense of the thesis shall be held in the office of the Dean of Faculty in the presence of following members of the Departmental Research Committee :
 - a. Dean of Faculty concerned
 - b. Head of the respective department
 - c. The External Examiner appointed by BASR
 - d. The Research Supervisor
- x. The external examiner for the public defense of thesis / dissertation shall be one of those three examiners appointed by the BASR to evaluate thesis / dissertation of the candidate. The internal examiner shall be the supervisor himself / herself. The Head of the Department and the Dean of the Faculty shall be ex-officio examiners. The defense will be conducted in a public presentation in which the candidate will present his / her research work and answer the questions of the audience. Any member(s) of the faculty, other than those mentioned above, shall be allowed to sit during the defense and put questions to the candidate. However, they will not have any influence on the defense result.
- u. If the external examiner is satisfied with presentation and the candidate successfully defends his/her results, the examination committee will prepare a report for the BASR recommending the award of PhD to the candidate

w. After the approval of positive Viva Voce Report, BASR will recommend the award of PhD Degree to the candidate. On receipt of Minutes of BASR meeting, the Controller of Examination will notify the result.

y. In case the candidate fails to defend his/ her thesis, he/she may be permitted to reappear (Only ONE chance) for Viva Voce Examination within three months.

Note: The maximum number of Ph.D. students under the supervision of a full time faculty member will be five which may be increased to eight under special circumstances in certain teaching departments subject to prior approval of the Higher Education Commission (HEC). However, eminent faculty / scientists such as HEC distinguished professors, fellow of Royal Societies (FRS) and those who have cumulative impact factor of 100 or more can supervise as many Ph.D. students as they wish.