

BAHRIA UNIVERSITY

Discovering Knowledge



MS/MPhil Rules 2016



LETTER OF PROMULGATION

1. This document titled "MS/MPhil Rules", is hereby Promulgated with effect from Fall 2016 semester.
2. The document contains 57 pages, numbered 1 to 57. Master copy of the document is held with the Regulation Cell. In the event of any change desired in the document, an amendment request is to be put up to the Directorate of Post Graduate Programs for processing.
3. These Rules shall be read in conjunction with the general Academic Rules/Regulations of the university. In matters where these Rules are silent, relevant rules, Regulations and procedures of BU shall apply. In addition, MS/MPhil requirements are revised by the HEC from time to time which shall be complied with, and shall take precedence over these Rules should there be a conflict.

Dated: 10 June, 2016



SHAHID SAEED HI(M)
Rear Admiral (Retd)
Registrar

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Record of Amendments

Amendment No.	Dated	Authority for Amendment	Articles Amended	Signatures
1.	June 2016	Registrar	New Print Edition - 3	
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1. Preamble

These Rules called “MS/MPhil” shall apply to all MS/MPhil degree programmes (excluding Medical Sciences discipline) conducted in the Constituent and Affiliated Units of Bahria University (BU). These Rules shall be read in conjunction with the general rules/regulations of the University. In matters where these rules are silent, rules/regulations and procedures of BU shall apply. In case of any doubt regarding the interpretation of these Rules and in matters not clearly covered under these and other rules/regulations of BU, the matter shall be referred to the HERC and/ or Academic Council for the final decision. Furthermore, MS/MPhil requirements set out by the HEC from time to time shall be complied with, and shall take precedence over these Rules should there be a conflict.

2. Definitions

- 2.1 In these Rules, unless otherwise specified, or unless there is anything repugnant to the Act and Statutes of BU, the expressions used in these Rules shall have the meaning as follows:
- 2.2 **“Candidate”** means a person seeking admission in MS/MPhil programmes at BU.
- 2.3 **“Co-Supervisor”** means a member of academic and/or research staff of the university/industry who may be appointed to provide academic/technical and/or administrative assistance whenever there is a requirement/need.
- 2.4 **“Department”** means a Department of a Constituent Unit/Faculty of the University in which a student is enrolled for his/her studies.
- 2.5 **“Defence”** means an oral examination of the student in the research work conducted usually in the form of presentation and/or demonstration, before the panel of Examiners, entailing arguments and points supporting the fundamental concepts having been advanced within the thesis.
- 2.6 **“Equivalence Committee”** means three-member committee carved out of the DRC temporarily to ascertain equivalence of the courses applied for Transfer of Credit / Exemption by the student against certain number of courses present in the curriculum of the MS/MPhil programme of the BU.
- 2.7 **“External Examiner”** means a person with a relevant degree not lower than that of the programme of study of the examinee, appointed to conduct his/her thesis defence, but is not an employee of the BU at the time of examination.
- 2.8 **“Exemption”** means the student is not required to take a similar course if a student has already completed it within the BU at any HEC recognized University. When granted Exemption, credits for that course earned

previously are not counted towards credits or CGPA requirements for the degree. The student shall be required to take another course to make up for the total number of credits or CGPA required to meet the degree requirements.

- 2.9 **“Form”** means the letters/forms/formats annexed to this booklet, bearing identification numbers MS-1 to MS-19, designed for executing the MS/MPhil programmes activities.
- 2.10 **“Internal Examiner”** means a person with a relevant degree not lower than that of the programme of study of the examinee, appointed to conduct his/her thesis defence, and is an employee of the BU at the time of examination.
- 2.11 **“Principal Supervisor”** means a person holding a relevant degree not lower than that of the programme of study student is pursuing, preferably a member of the academic/research staff of an HEC recognized university, appointed to supervise the research work of a student.
- 2.12 **“Programme”** means an academic programme in MS/MPhil studies being run at the BU.
- 2.13 **“Research”** means the process leading to the production of original scholarly work in the form of a thesis for the purpose of obtaining MS/MPhil degree.
- 2.14 **“Student”** means a person enrolled in a MS/MPhil programme at the BU.
- 2.15 **“Thesis”** means a written description/document of the research work prepared in the format prescribed by BU and submitted as partial requirement of the MS/MPhil degree.
- 2.16 **“Time Bar/Barred”** is the Programme/Degree status indicating that the Student has been unable to complete the degree requirements within the Extended Programme Duration.
- 2.17 **“Time Late”** means the time period after the completion of the Extended Programme Duration during which an MS/MPhil student may apply for Waiver to Time-Bar.
- 2.18 **“Transfer of Credits (TOC)”** refers to a process of granting credit to a student enrolled in MS/MPhil programme at the BU for the course(s) undertaken by the student at another HEC recognized higher education institution which is(are) equivalent to certain course(s) being offered by the BU in the programme student is enrolled in, after having carried out the equivalency ascertaining process. When granted TOC for any course, the credits earned previously for that course are counted towards total credits requirement fulfillment for that student at the BU but not added to the CGPA of the degree.
- 2.19 **“Viva voce”** means an oral examination of the student following his/her presentation at the thesis defence, conducted in the form of interview and

discussion aimed at ascertaining evidence and sufficiency of knowledge of the student about the research work the student has worked on.

- 2.20 **Waiver** means removal of the Time-Bar status for a specific period in terms of regular semesters or time period to enable the student to complete the shortfall in degree requirements.

3. Research Committees

BU has constituted various research committees, as per details in articles 4 to 78. Their functional domains range from policy making to policy implementing and facilitating the postgraduate programmes of the university.

4. Higher Education Research Committee (HERC)

4.1 Composition

a.	Rector	President
b.	Pro-Rector	Member
c.	Registrar	Member
d.	DGs CUs	Member
e.	Deans	Member
f.	Professors	Member
g.	Director Academics	Member
h.	Director Examinations	Member
i.	Director Quality Assurance	Member
j.	Director CUs	Member
k.	All HoDs (all CUs)	Member
l.	Director Post Graduate Programmes	Member
m.	PGP Coordinators	Members
n.	Director R&D/ORIC	Member & Secretary
o.	Additional Co-opted	Members (as required)

4.2 Terms of Reference

- Give policy guidelines and directions regarding all major research issues of the faculty members and student of the constituent/affiliated units.
- Monitor quality of research outcomes and theses, both at the MS/MPhil and PhD levels.
- Process approval of course exemptions at PhD level, PhD synopses, research proposals and research grants.

- d. Specify guidelines and weightage to the publications by the faculty members.
- e. Approve R&D projects that may be undertaken to contribute towards economic development of Pakistan or for fund generation for the University.
- f. Approve collaboration with established research groups in Pakistan and abroad.
- g. Maintain database of national and international research groups/centers and well-known professors/researchers with their consent to become external Examiners for PhD students.
- h. Enlarge its scope and charter in parallel with new academic disciplines and new requirements of the contemporary research.
- i. Meet at least twice a year.

5. Faculty Research Committee (FRC)

5.1 FRC be constituted by Registrar and headed by Dean of the Faculty. It shall comprise Core and Elective Members.

5.2 Composition – Core Members

There shall be 13-15 core members of the FRC including all HODs. Where an HOD is not a PhD, a PhD faculty member from the department shall be included into the committee along with the HOD. The senior most HOD, or the Dean's nominee, shall act as Secretary of FRC.

5.3 Composition – Elective Members

There shall be a maximum of five elective members of the FRC including Director PGP, Director ORIC, and three members from other Higher Education Institutions, and industry with expertise relevant to the candidate's research-work, provided their qualification is not lower than the candidate's programme.

5.4 Terms of Reference

- a. Appoint Supervisors and Advisory Committee panel for PhD scholar at the time of student's registration.
- b. Conduct/arrange PhD Comprehensive Examination through PGP Coordinator.
- c. Approve/ratify any minor changes in the topic of the PhD thesis on recommendation of the Principal Supervisor without changing the main theme.

- d. Evaluate the quarterly progress reports of all PhD scholars forwarded by PGP Coordinators through HOD.
- e. Recommend Foreign Evaluators, Internal and External Examiners for Thesis Defence and Viva Voce Examiners for PhD scholars.
- f. Form Ethical Review Committee (ERC) to look into ethical dimension of research of PhD scholars.
- g. Ensure plagiarism check on the candidate's thesis.
- h. Approve exemptions/transfer of credits of PG candidates' cases.
- i. Approve internal/external Viva Voce Examiner for MS/MPhil programme on DRC recommendation.
- j. Undertake any other research related responsibility assigned by the Head of the Committee
- k. FRC shall meet at least twice a year. The quorum for a meeting of the FRC shall be half of the core members, a fraction being counted as one. FRC shall maintain minutes of its meetings and forward to the PGP Directorate.
- l. Decisions of the committee shall be made by consensus and, if that is not possible, by majority vote. Only core members shall be entitled to exercise vote.

6. Departmental Research Committee (DRC)

6.1 DRC shall be constituted by Dean of the Faculty and headed by the HOD. PGP Coordinator shall act as the Secretary of the DRC.

6.2 Composition – Core Members

- a. All PhD qualified faculty members.
- b. Two to three faculty members with MS/MPhil qualification. In a department with less than three PhD faculty members, two to three more faculty members with MS/MPhil qualification shall be included in the DRC as core members.

6.3 Composition – Elective Members

There shall be two to three elective members including from non-teaching departments of the BU and from other Higher Education Institutions, and industry with expertise relevant to the candidate's research-work, provided their qualification is not lower than the candidate's programme.

6.4 Terms of Reference

- a. Appoint Principal Supervisor(s)/Co-Supervisor(s) for MS/MPhil programmes.
- b. Propose Supervisor(s) to FRC for PhD scholars.
- c. Conduct/manage research proposal/theses defence through PGP Coordinator.
- d. On the recommendation of the Principal Supervisor, approve/ ratify any minor changes in the topic of the MS/ MPhil thesis if made without changing the main theme.
- e. Evaluate the bimonthly progress reports of MS/MPhil students submitted by the Supervisors to HOD/PGP Coordinator.
- f. Recommend exemptions, transfer of credits of student cases to FRC.
- g. Propose internal/external Viva voce Examiner for MS/MPhil programmes to FRC for approval.
- h. Undertake any other research related responsibility assigned by the Dean/HOD.
- i. DRC shall meet at least twice a year. The quorum for a meeting of the DRC shall be half of the total number of core members, a fraction being counted as one. DRC shall maintain minutes of its meetings and forward to the PGP Directorate.
- j. Decisions of the committee shall be made by consensus and, if that is not possible, by majority vote. Only core members shall be entitled to exercise vote.

7. Admissions Committee

7.1 Composition

Admissions Committee shall be constituted by the Director Campus comprising at least three faculty members/research staff holding PhD degree and headed by the HOD.

7.2 Terms of Reference:

- a. Determine/assess the suitability of MS/MPhil/PhD candidates through written test/interview.
- b. Scrutinize the documents according to eligibility criteria required for admission in respective programme including the GAT/GRE/ own university admission test results and equivalency certificate of all foreign degrees/ certificates issued by the HEC.
- c. Forward the case of recommended candidates through HOD and Director Campus to the Directorate of Admission for Rector's approval.

8. Ethical Review Committee (ERC)

8.1 Composition

Three or more suitable members selected by the Dean from within or outside BU depending upon kinds of expert opinion needed in the research work. MS /MPhil Rules.

8.2 Terms of Reference

- a. Review the research proposals involving human or other living subjects, whether individuals or communities, before the study begins, and ensure that the conditions that could affect the rights of subjects during a study are approved for the study to begin.
- b. Identify ethical issues or concerns posed by research involving human subjects and undertake sufficient assessment of proportionality of risks and benefits for the individuals and community involved by those issues in order to secure the individuals'/community well-being by maximizing possible benefits while minimizing risks.
- c. Ensure the subjects of research are clearly aware of the nature of the research work and their position in respect of it.
- d. Protect potential participants in the research from being coerced or manipulated to participate in the research work especially those whose capacity is impaired, not capable of giving voluntary consent, or who are in some way dependent or vulnerable to the research revealing. And ensure that the consent being secured is valid, preferably in writing, and the participants are sufficiently informed and have adequate time to decide without pressure.
- e. Ensure subjects shall be able to easily withdraw from a research protocol without giving reasons and without suffering any penalty or alteration in their relationship with providers of services, if any.
- f. Ensure respect for the research participants through protecting their individual autonomy especially those who are not capable of taking autonomous decisions, and maintaining confidentiality of the data and information collected.
- g. Ensure protection of the research subject against any possible serious bodily harm
- h. Examine and evaluate the process, printed documents and other tools that shall be employed for collecting data.
- i. Assess the incentives that shall be given to the participants to ensure that no unethical consideration is involved in the incentives being offered.

- j. Attempt to reduce and resolve the ethical issues involved in the research as much as possible.
- k. Conduct periodic appraisal of the research being undertaken to ensure subjects of research are protected from harm, their confidentiality is maintained, and their rights are respected. Serious adverse events shall be reported promptly to the FRC.
- l. The ERC may withdraw approval of the research work if it is not satisfied with the level of adherence to the basic ethical guidelines by the student.
- m. Confidentiality of the ERC's proceedings shall be preserved.

9. Post Graduate Programmes (PGP) Directorate

PGP Directorate ensures smooth and efficient implementation and progression of PG Programmes at BU in line with HEC instructions and BU Statutes/Rules and policies.

9.1 Terms of Reference

- a. Responsible for the conduct and management of PG programmes at BU.
- b. Develop policies and Rules for PG programmes and ensure their effective implementation
- c. Plan measures/strategies to continuously enhance enrolment in PG programmes in line with practices followed by research-led universities
- d. Ensure induction/admission of quality PG students by working proactively through the Deans and the HODs.
- e. Ensure all changes suggested by the statutory and regulatory bodies (HEC, PEC, etc.) are incorporated in the PG Rules.
- f. Formally responsible for the monitoring of the progress of PG students throughout the academic programme, to deal with any issues arising, whether academic or personal.
- g. Ensure the development of a framework and mechanism for evaluating the effectiveness of PG programmes.
- h. Create database of quarterly progress reports of PG students in consultation with their supervisors.
- i. Maintain and develop records of current and planned PG programmes in all the departments of CUs
- j. Guide Constituent Units regarding the progress, monitoring and feedback of PG students
- k. Search and disseminate the information concerning funding/studentship opportunities relevant to PG programmes
- l. Develop and upgrade webpage of PG Programmes

- m. Act as PG Student Affairs office for withdrawal, temporary suspension, transfer of credit, extensions, exemptions etc.
- n. Participate in the orientation of new PhD faculty members and PG students
- o. Attend FRC/DRC meetings or other statutory meetings
- p. Perform any other duty assigned by Rector.

10. Post Graduate Programme (PGP) Coordinator

10.1 PGP Coordinator for each Department, whose appointment based on the recommendations of the HOD shall be notified by the Registrar after due approval of the Rector. Each PGP Coordinator must hold a PhD degree.

10.2 Terms of Reference of PGP Coordinator

- a. Ensure that PG-Rules are being followed by the Department.
- b. Act as secretary of the DRC so as to ensure holding of timely meetings, preparation of its agenda items, preparation/issuing of minutes of the meetings, (with the approval of chairperson DRC) and monitoring progress on implementation of the decisions taken.
- c. Maintain complete record of research students undergoing PG programmes including:
 - (1) Complete details of their educational documents.
 - (2) Subject and General test results.
 - (3) PG courses completed so far.
 - (4) PhD synopsis/proposals and its approval from the competent authority.
 - (5) Progress reports of the students submitted by the Supervisors.
 - (6) Any other additional information such as registration, freezing of semester and dropping of courses, transfer cases etc.
 - (7) Details of foreign evaluations along with evaluation reports and details of foreign evaluators relevant to his/her department.
- d. Interact with the research students and their supervisor(s) and update/report to FRC/DRC about their progress and guide the students accordingly.
- e. Submit progress reports of each PG student to the FRC and PGP Directorate through the HOD.
- f. Maintain a close working relation with PGP Directorate for overall monitoring of MS/MPhil and PhD Programmes.

11. Eligibility

Eligibility criteria for MS MPhil Programmes shall be as under:

Requirement	Description
Academic Qualification	16 years of education with Masters/Bachelors/ equivalent degree from an HEC-recognized university in the relevant discipline/field of study with a minimum CGPA 2.5/4.0 or 50% marks where CGPA is not given.
Attestation	HEC's attestation on the candidate's local degrees (on the back of the original degrees).
Equivalency	HEC's equivalency certificate for the candidate's foreign degrees.
Aptitude Test	GAT (Gen)/GRE (General) passed with minimum 50% marks or BU test (50% minimum passing marks). Result are to be submitted at the time of application in case of GAT (General) or GRE (General) or as prescribed by the University.

12. Selection, Admission & Registration Procedure

12.1 The application for admission in the MS/MPhil programmes on the prescribed form, supported with relevant documents mentioned in the application form, shall be submitted to the Admission Office of the Campus/Constituent Unit.

12.2 Applications shall be scrutinized by the Admission Committee of the Department along with all documents including equivalence certificate for the foreign certificates/degrees issued by the HEC, to determine the eligibility for admission.

12.3 The Admission Committee shall interview the eligible applicants and evaluate their research proposals to assess their suitability for the MS/MPhil programme. Any further selection procedure, including test, may also be used to assess the suitability of the candidates.

12.4 Names of the candidates recommended by the Admission Committee for admission to the MS/MPhil programme shall be forwarded by the HOD to the Directorate of Admissions through the Director Campus, which shall process the case for approval of the Rector.

12.5 Admission letters to the selected candidates shall be issued by the Directorate of Admissions on the prescribed format (MS-1) with copy to the Dean, Director Campus, and HOD. The selected candidates shall be required to register on or before the date given in the offer letter, the failure to do so shall result in cancellation of admission.

13. Programme Credit Hours

Credit hours of the MS/MPhil Programmes shall be as follows:

	MS (by Coursework)	MS (by Research Work) & MPhil
Coursework	30 (Minimum)	24 (Minimum)
Research Work	0	6 (Minimum)

14. Programme Duration

14.1 The Regular/Minimum Duration of the MS (Research work) and MPhil programmes shall be 2 years (4 semesters) during which coursework shall be carried out in the 1st and 2nd semesters and the research work in the 3rd and 4th semesters (*one exception as enunciated in the next article*). In the MS programmes in which students have the option to take electives in lieu of research work, the elective courses equal to the research credit hours shall be taken in the 3rd & 4th semesters.

14.2 For some MS programmes in the Faculty of Management Sciences, the Regular/Minimum Programme Duration shall be 1.5 years during which coursework shall be carried out in the 1st & 2nd semesters, and the research work in the 3rd semester. The MS programmes in which students have the option to take electives in lieu of research work, elective courses equal to the research credit hours shall be taken in the 3rd semester.

14.3 The Extended Duration of the MS and MPhil programmes shall be twice the Regular/Minimum duration. The student shall be required to pay the required amount of fee(s) applicable to the extended period.

14.4 Beyond the Extended Duration, the programme shall become Time-Barred. Waiver to the Time-Bar may be granted for one regular semester only and under very special cases, with the approval of the Rector. Request for such a waiver shall be initiated by the student on the prescribed form (MS-2). If Waiver is granted, the student shall be required to pay the required fee(s) as applicable to the additional semester.

14.5 The aforesaid rules are summarised in the following table:

Programme	Regular/Minimum Duration (yrs)	Extended Duration (yrs)	Max Degree Shortfall³	Max Time Late⁵(yrs)	Maximum Waiver permitted
MPhil/MS2.0	2.0 ¹	4.0 ¹	6 CH ⁴ or incomplete research	1.0	1 regular semester
MS1.5	1.5 ²	3.0 ²			

Notes:

1. Shall be counted from the date of registration and up to the final submission of the thesis; time taken by the thesis evaluators shall not be counted in the maximum duration.
2. Shall be counted from the date of registration till the final examination of last semester.
3. Permissible for waiver application.
4. CH=Credit Hrs.
5. See "Definitions".

14.6 The departments conducting MS/MPhil programs shall have to submit results of the thesis by the end of week-10 into the next semester after the final semester. The students completing their theses within this time period shall be eligible for Honours and Awards and shall not be charged any fee for the said 10 weeks. However, students who are unable to complete the thesis by the end of week-10 into the next semester, and take more time to complete the thesis, shall be charged fee for semester(s) in which they have worked.

15. Migration In and Out of the University

15.1 MS/MPhil students migrating from the other HEC recognized Universities shall be required to complete the residency requirements (minimum 50% time of the regular duration).

15.2 Students may also ask for migration to another University or termination of programme at any stage. In such cases, the students shall be entitled to receive the transcript only, mentioning the courses completed. Partially completed research work shall not be mentioned in the transcript.

16. Exemption and Transfer of Credits

16.1 The FRC, on the request of the DRC, may approve Transfer of Credits or Exemption of Courses in respect of any MS/MPhil programme course(s) provided that:

16.1.1 The student has obtained a minimum GPA of 3.0/4.0 or 60% in the course(s) applied for as well as CGPA of 3.0/4.0 or 60% aggregate in the coursework at the time of migration into the BU.

16.1.2 The Exemptions/TOCs do not exceed the total coursework credit hours of the MS/MPhil Programs offered at the BU.

16.2 The final transcript of the student shall be endorsed as follows:

16.2.1 TOCs: In the result column, the words "Credits Transferred" shall be endorsed against the TOC course(s).

16.2.2 Exemption(s): A foot-noted list, titled "Additional Courses Completed" shall be added.

16.3 The student shall apply for TOC/Exemption on the prescribed format (MS-3) and pay the TOC/Exemption processing fee as per the BU policy.

16.4 The DRC shall constitute a three member Equivalence Committee from its own members to ascertain equivalence of the course(s) applied for TOC/Exemption with the course(s) applied against. The Equivalence Committee shall process the case and give its findings on the prescribed form (MS-4). Based on the findings of the Equivalence Committee, the DRC shall make recommendation to the FRC.

17. Pursuing MS/MPhil Courses outside the BU

The Students may take courses at other HEC recognized universities subject to recommendation of the DRC and approval of the FRC provided that the course(s) pursued is(are) present in the roadmap of the programme at the BU but is(are) not being currently offered by the BU due to any reason.

18. Course Withdrawal

18.1 Students may withdraw from a registered course till the end of the seventh week of the semester. No withdrawal of course shall be allowed after this time. To withdraw a registered course, the student shall have to apply to the HOD through the PGP Coordinator on a prescribed format (MS-5).

18.2 If the course is withdrawn within two weeks after commencement of classes, the course withdrawn shall not be recorded on the transcript. However, in case the course is withdrawn between the third and the seventh week of the semester the letter "W" shall be recorded on the transcript against the course withdrawn.

19. Semester Freeze

19.1 Students are allowed to freeze their semester due to illness or circumstances beyond their control by giving a written application to the HOD on prescribed format (MS-6).

19.2 Students can apply for semester freeze till three weeks before commencement of the final examinations. No semester freeze shall be allowed after this time.

19.3 Students can freeze more than one semester either consecutively or staggered, while remaining within the normal programme duration.

20. Refund/Adjustment of Fees for Course Withdrawal, Semester Freeze and Allied Reasons

20.1 Course Withdrawal and Semester Freeze.

20.1.1 Full amount of tuition fee shall be refunded/adjusted to next semester if the course is withdrawn/semester frozen up to 7th day of convening of classes.

20.1.2 Half (50%) fee shall be refunded/adjusted to next semester if course is withdrawn/semester frozen from 8th to 15th day of convening of classes.

20.1.3 No fee shall be refunded/adjusted to next semester if course is withdrawn/semester frozen from 16th day of convening of classes.

20.2 Cancellation of Course(s) or Programme.

20.2.1 Full amount of tuition fee shall be refunded to the students if the courses after being offered are cancelled by the University for any reason.

20.2.2 In case a programme is cancelled, the entire charges including admission fee shall be refunded to the student.

20.3 **Drop Cases.** A Student dropped from the degree programme after grant of admission on hope certificate for the reason of not meeting the admission requirements, shall be refunded all charges except admission fee.

20.4 **Maximum Time Period for Refund Claims.** Refund claims shall normally be entertained up to a maximum period of one year after the date of leaving. The BU shall not entertain any claim or refund after this period.

20.5 **Conflict Resolution.** In case of any conflict or interpretation of the aforementioned rules on refund of fee and other charges, the matter shall be referred to the Rector through the Registrar whose decision shall be final.

21. Probation, Chance and Dropout

21.1 A student shall be placed on Probation if his/her CGPA falls below 2.5/4.0.

21.2 The student shall be placed on Chance if his/her CGPA falls below 2.5/4.0 for the second time.

21.3 The student shall be dropped from the programme if his/her CGPA falls below 2.5/4.0 for the third time.

21.4 If dropped from the programme, transcript mentioning courses completed with the status endorsed as "MS/MPhil Incomplete" may be issued by the Examination Department to the student. Migration letter may also be issued to the student by the Examination Department, on request.

22. Assessment Modalities for Coursework

Assessment modalities for MS/MPhil programmes shall be as follows:

Assessment Head & Mode	Weightage	
Engg	Non-Engg	
Subjective Quizzes from course contents, Home/Classroom Assignments and Presentations, held throughout the Semester	30%	30%
Mid-Term Exam, a subjective exam from Course Contents/review for research paper, held after 8 weeks into the Semester	20%	30%
Final Exam, a Comprehensive subjective exam from Course Contents, held at the end of the Semester	50%	40%

22.2 Passing marks in each subject shall be 60%. The rest of the University's standard examination rules shall apply to these programmes.

23. Supervisors

23.1 The Principal Supervisor and Co-Supervisor (if needed) shall be appointed by the HOD upon successful completion of the course work by the students. The Principal Supervisor shall be a faculty member or a professional in the relevant field holding a degree not lower than that of the program applied for. In case the Principal Supervisor's highest qualification is MS/MPhil, he or she must have minimum five years post qualification research experience including minimum two research papers published in the HEC recognized journals. The HOD shall issue letter of appointment to the Principal Supervisor and the Co-supervisor on the prescribed format (MS-7 and MS-8 respectively).

23.2 If the Principal Supervisor is not available temporarily, the Co-Supervisor, or the Head of Department (HOD), may act as a Principal Supervisor. The supervisory remuneration shall be divided between the Principal Supervisor and the Co-Supervisor in the ratio of 2:1.

23.3 The Principal Supervisor/Co-Supervisor shall not be changed except under extraordinary circumstances. In case of a serious problem between a student and the Principal Supervisor, the student may request the HOD to change the Principal Supervisor. The HOD shall investigate the matter and bring it before the DRC. The DRC shall take the final decision on the matter.

23.4 A supervisor shall be assigned 7 to 12 MS/MPhil research students. Maximum supervisory load, however, shall remain linked with the HEC policy in this regard.

24. Research Proposal Defence

24.1 The student shall prepare research proposal under guidance of the Supervisor and submit to the HOD, within two months of having successfully completed the course work.

24.2 The research proposal shall be submitted as per prescribed format of the faculty.

24.3 The student shall also submit the Ethical Review Form (MS-9), duly filled in, along with the proposal for evaluation. Ethical Review Committee shall review the proposal before conduct of the research proposal defence if the student has declared that his/her research work shall involve human subjects. ERC may invite the student to attend meetings of the ERC when his/her study is being reviewed.

24.4 The FRC shall appoint one internal and one external examiner to conduct the thesis proposal defence of the student. The Internal Examiner shall be drawn from the FRC whereas the External Examiner shall be appointed from the list of FRC approved list of External Examiners. If suitable Internal Examiner is not available in the FRC, all Examiners shall be selected from outside BU by the FRC.

24.5 PGP Coordinator with the consent of HOD shall announce and circulate the schedule of the thesis proposal defence and make necessary arrangements. Copy of the schedule shall also be sent to the Faculty Dean and the PGP Directorate.

24.6 The student shall defend the proposal by giving a multimedia presentation before the Examiners. The Examiners shall assess the proposal on a prescribed Research Proposal Evaluation format (MS-10). If the proposal is approved, the student shall be allowed to continue research work under the Supervisor, through a formal letter from the HOD (Form MS-11). If rejected, the DRC may ask the scholar to improve the existing proposal or submit a fresh one. In such a case, the PGP Coordinator shall communicate the reasons of rejection given by the Examiners to the scholar under intimation to the DRC and the PGP Directorate.

24.7 The student shall be given two chances to get the research proposal approved within maximum period of six months from the date of having registered in the thesis. If the proposal is rejected twice, or if the student fails to get the thesis proposal

accepted within six month time since registration of the thesis, candidacy of the student shall be decided as under:

24.7.1 MS (Optional Research Work) Student. The student may be asked by the DRC to take elective courses in lieu of the research work as per the roadmap of the given programme. In such a case, MS (Research Work) shall be converted into the MS (Coursework) degree. However, if the student does not want the degree to be converted into MS (Coursework), the programme shall be considered as "Terminated". The DRC shall report the case to FRC for final approval of termination. If termination of the candidacy of the student is approved, the FRC shall inform the PGP Directorate for cancellation of admission. The Examination Department shall issue the transcript mentioning the courses completed with the status endorsed as "MS Incomplete". Migration letter may be issued to the student by the Examination Department, on request.

24.7.2 MS (Compulsory Research Work)/MPhil Student. The candidacy of the student shall be considered as "Terminated". The DRC shall report the case to the FRC for final approval of termination. If termination of the candidacy of the student is approved, the FRC shall inform the PGP Directorate for cancellation of admission. The Examination Department shall issue the transcript mentioning the courses completed with the status endorsed as "MS/MPhil Incomplete". Migration letter may be issued to the student by the Examination Department, on request.

25. Research Work Progress Report

25.1 The Principal Supervisor shall submit Quarterly Research Work Progress Report on the student to the PGP Coordinator, on the prescribed format (MS-12). The PGP Coordinator shall maintain complete record of the student's progress and shall submit a consolidated progress report to the Faculty Dean and the PGP Directorate, through the HOD.

25.2 In case of unsatisfactory progress report, the DRC shall interview the student, find out the reasons for unsatisfactory progress, and may suggest remedial measures. If the student gets unsatisfactory report a second time, the DRC may ask the student to change the research topic. If the change of research topic does not help either and the student's performance is reported unsatisfactory a third time, then the further course of action shall be as per articles 24.7.1 or 24.7.2, as applicable.

26. Thesis Submission Requirements

26.1 The thesis shall be developed on the prescribed format (Annex-A). Any other type of format, if student desires to develop, must be approved by the FRC.

26.2 Plagiarism test shall be conducted through HEC recognized plagiarism testing software by the PGP Coordinator and report placed in the outset of the thesis.

26.3 Certificate of Thesis Completion (MS-13) by the Principal Supervisor and Certificate of Originality (MS-14) shall be placed at the outset of the thesis.

26.4 Dues clearance letter from the Accounts Department of the BU shall be submitted separately.

27. Thesis Submission

27.1 The student shall submit two spiral bound hard copies of the thesis and one digital copy (CD) to the PGP Coordinator. The PGP Coordinator shall issue acknowledgement on the prescribed form (MS-15) and forward the copies to the DRC for evaluation.

27.2 After successful thesis evaluation and defence, the student shall submit three hardbound copies and a CD of the thesis to the HOD through PGP Coordinator who will forward one copy each to the PGP and Exam Directorates and the Campus library for record.

28. Thesis Evaluators

28.1 Thesis shall be evaluated by two Evaluators, internal and external. Internal Evaluator shall be drawn from the faculty whereas the External Examiner shall be appointed from the list of HERC approved list of External Evaluators. If suitable Internal Evaluator is not available, both Evaluators shall be selected from outside the BU.

28.2 The DRC, in consultation with the Principal Supervisor, shall recommend two names for Internal and External Evaluators each, after having secured their consent, to the FRC for approval. The FRC shall select one person from each category. Identity of the Evaluators shall be kept confidential from the student.

28.3 The PGP Coordinator shall send a copy of the thesis to each Evaluator on a prescribed form (MS-16) along with the prescribed Thesis Evaluation Report Form (MS-17). The Evaluators shall be requested to evaluate the thesis and send their evaluation report within four (4) weeks of the receipt of the thesis. Where an Evaluator is unable to meet the original or a revised deadline, the FRC may appoint another Evaluator out of the list of recommended evaluators.

28.4 All communication with the Evaluators shall be carried out by the PGP Coordinator.

29. Thesis Evaluation

29.1 The evaluation reports shall be received by the PGP Directorate which, after hiding the name/identity of the Evaluators, shall send them to the HOD/PGP Coordinator with information to the Dean. The HOD/ PGP Coordinator shall handover the reports to the student.

29.2 The evaluators can evaluate thesis and make recommendations thereon in any one of the following ways (Form MS-17 refers):

- a. *"The thesis meets all the requirements of international standards. No changes are required. The candidate may proceed for thesis defence."* This shall be construed as Thesis **Approved**.
- b. *"The thesis requires major/minor changes, as pointed out in the detailed report. These changes be incorporated into the thesis. There is no need to send the thesis to me for reassessment; I authorize BU to ascertain the compliance and carry out reassessment through its own system before the thesis defence."* This shall be construed as Thesis **Conditionally Approved (A)**.
- c. *"The thesis requires major/minor changes, as pointed out in the detailed report. These changes be incorporated and the revised thesis be sent to me, along with a compliance report, within _____ weeks for reassessment."* This shall also be construed as Thesis **Conditionally Approved (B)**.
- d. *"The thesis is unacceptable. Detailed analysis is given on a separate sheet."* This shall be construed as Thesis **Not Approved**.

29.3 The "Approved", "Not Approved" or "Conditionally Approved" evaluations will result in a number of combination situations as tabulated, and shall be addressed as elucidated in the ensuing articles:

Case #	Evaluation	
	One Examiner	Other Examiner
1	Approved	Approved
2	Approved	Conditionally Approved(A)
3	Approved	Conditionally Approved(B)
4	Conditionally Approved	Conditionally Approved
5	Conditionally Approved	Not Approved
6	Approved	Not Approved
7	Not Approved	Not Approved

29.4 Case 1: Approved+Approved

The Student shall qualify for the thesis defence & viva voce examination.

29.5 Case 2: Approved + Conditionally Approved(A)

The Student shall make the suggested changes and have them endorsed by the by the Principal Supervisor on behalf of the Evaluator. The thesis shall then be deemed to be "Approved", and the student will qualify for the thesis defence & viva voce examination.

29.6 Case 3: Approved+Conditionally Approved (B)

The student shall make the suggested changes and have them endorsed by the Principal Supervisor. The PGP Directorate will send the amended thesis back to the Evaluator. This process shall continue until 'Approved' or 'Conditionally Approved (A)' reports are received from the Evaluator. Subsequent actions shall be as per articles 29.4 or 29.5 depending on the re-evaluation report.

29.7 Case 4: Conditionally Approved+Conditionally Approved

29.7.1 Actions shall be as per articles 29.5 and/or 29.6, as the case(s) may be.

29.7.2 If both the Evaluators ask for changes which are mutually conflicting, the Principal Supervisor shall provide the necessary guidance to the student. If either or both Evaluators have asked for resubmission of thesis (Case B), a separate "Compliance Report" shall be sent to the Evaluators(s) who asked for resubmission along with the revised thesis, clearly identifying the conflicting changes/requirements.

29.8 Case 5: Conditionally Approved+Not Approved

The thesis shall be sent to a third Evaluator for evaluation and subsequent actions shall depend on the report of the third evaluator:

29.8.1 If the third Evaluator evaluates the thesis as "Approved", it becomes an "Approved+Conditionally Approved" case, in which case articles 29.5 and/or 29.6 shall apply, as applicable.

29.8.2 If the third Evaluator evaluates "Conditionally Approved", it becomes a "Conditionally Approved+Conditionally Approved" case. Article 29.7 shall apply.

29.8.3 If the third Evaluator evaluates "Not Approved", two of the three evaluators would have evaluated the report "Not Approved". It thus becomes the "Not Approved+Not Approved" Case. Article 29.10 shall apply.

29.9 Case 6: Approved+Not Approved

The thesis shall be sent to a third Evaluator for evaluation. The report of the third Evaluator shall be considered as final. Action shall be as follows:

- 29.9.1 If the third Evaluator reports "Approved", the student shall qualify for the thesis defence and viva voce examination.
- 29.9.2 If the third Evaluator evaluates "Conditionally Approved", it becomes "Approved+Conditionally Approved" case; actions shall be per paras 29.5 and/or 29.6, as applicable.
- 29.9.3 If the third Evaluator reports "Not Approved", the situation will become tantamount to both reports evaluated "Not Approved". Article 29.10 shall apply.

29.10 Case 7: Not Approved+Not Approved

It shall be construed that the Student has failed in producing an acceptable thesis. Candidature of the student shall be decided as below:

29.10.1 MS(Optional Research Work) Student.

- a. The FRC may ask the student to terminate research work and take elective courses in lieu of research work as per the programme requirement. In such a case, the student shall be eligible for the award of MS(Coursework) degree, on successful completion of the degree requirements.
- b. If the student does not want the degree to be converted into MS(Coursework), the programme shall be considered as "Terminated". The PGP Directorate shall be informed and the Examination Department shall issue the transcript mentioning the courses completed with the status endorsed as "MS Incomplete". Migration letter may be issued by the Examination Department, on request.

29.10.2 MS(Compulsory Research Work)/MPhil Student.

- a. The FRC may ask the student to re-register in the Programme and carry out the research work on a new topic from the scratch. However, coursework shall not be required in such a case.
- b. If the student does not want to re-register in the programme, the programme shall be considered as "Terminated". The FRC shall inform the PGP Directorate in this regard. Examination Department shall issue the transcript mentioning the courses completed with the status endorsed as "MS/MPhil Incomplete". Migration letter may be issued by the Examination Department, on request.

30. Thesis Defence Examiners

30.1 There shall be constituted a panel of two examiners. Preferably the panel of thesis evaluators to conduct the thesis defence and viva voce examination of the student. If thesis evaluators are not available to conduct thesis defence and viva voce, two separate Examiners, internal and external, shall be appointed for this purpose. Internal Examiner shall be a faculty member having qualification higher than the examinee whereas the External Examiner shall be appointed from the list of HERC approved list of External Examiners. The DRC shall recommend two names of the Internal and External Examiners each, after having secured their consent, to the FRC for approval. The FRC shall select one person from each category. Identity of the Examiners shall be kept confidential from the student.

30.2 The PGP Coordinator shall send a copy of the thesis to each Examiner along with the prescribed Thesis Defence Evaluation Report Form (MS-18). All communication with the Thesis Defence Examiners shall be undertaken by the PGP Coordinator.

31. Thesis Defence & Viva Voce Examination

31.1 PGP Coordinator shall announce and circulate the schedule of the thesis defence with consultation of the HOD and shall ensure necessary arrangements to conduct the thesis defence. Copy of the schedule shall also be sent to the Faculty Dean and the PGP Directorate.

31.2 The thesis defence shall be in the form of a multimedia presentation by the student, followed by a Viva Voce Examination/QA session before the panel of Examiners. The two may be held on the same day or the latter may be deferred after mutual consent.

31.3 The Principal Supervisor/Co-Supervisor shall remain present throughout the thesis defence. The presentation part of the thesis defence shall be open to all those interested, but the Viva voce Examination shall be conducted by the panel of Examiners in the presence of the Principal/Co-supervisor. Head of the FRC or the HOD may also remain present if necessary.

31.4 In case of a handicapped student, thesis-work may be presented through a third person with the consent of the Dean and the PGP Directorate.

31.5 The Examiners shall evaluate the thesis defence of the student on the Thesis Defence Evaluation Report Form (MS-17) against the following assessment weightage:

- | | | |
|----|----------------------------------|-----|
| a. | Thesis write-up and its quality: | 50% |
| b. | Presentation of work: | 25% |
| c. | Viva Voce Examination: | 25% |

31.6 To be able to pass the thesis defence, the student must obtain at least 60% marks from both the Examiners on the panel.

31.7 The thesis defence evaluation reports shall be received by the HOD who shall pass them over to the PGP Directorate for onward submission to the Examination Department under information and copy to the Faculty Dean.

31.8 If one evaluation report is "Approved" and the other is "Not Approved", then a third Examiner shall be appointed. The report of the third Examiner shall be considered as final. If the third Examiner reports "Approved", the student shall qualify for the degree. If the third Examiner reports "Not Approved", the situation will become tantamount to both reports evaluated "Not Approved" which means the student has failed in producing an acceptable defence.

31.9 The student shall be given three chances to defend the thesis successfully. After a failed attempt, the panel of Examiners shall specify the time period within which the student shall be required to defend the thesis again. If the student is not able to defend the thesis in the third attempt even, the candidature of the student shall be decided in accordance with Article 29.10.

32. Honorarium for Examiners

Suitable honorarium is to be paid to the thesis evaluators, and examiners (internal, external) for proposal and thesis defence, as decided by the University from time to time.

33. Award of the Degree

33.1 The student shall be entitled to the degree after fulfilment of all the requirements, as laid down in these Rules, and the academic roadmaps and curricula. The Exams Dept shall complete all the degree formalities.

33.2 The award of degree and transcript shall be subject to the approval of HERC or Rector. In case of approval by the Rector, it shall be ratified by the HERC later. As soon as the approval is granted by the HERC/ Rector, the "Letter of Completion" shall be awarded to the student along with the transcript. The actual degree shall be conferred at the University convocation.

34. Honours and Awards

34.1 Top performers shall be eligible for University awards, subject to following ineligibilities:

- a. CGPA less than 3.5 (for medals)/3.6 (for Cum Laude Honour);

- b. Not a regular student of the same batch;
- c. Used any of the following options/relaxations:
 - (1) Semester Freeze/Withdrawal;
 - (2) Course Repetition;
 - (3) Any Mid-Term or Final Exam Retake; or
 - (4) Any course taken in a Summer Session.
- d. 'F' or 'I' grade in any course;
- e. Dropped from the Programme;
- f. Disciplinary case; or
- g. Credit transfer case.

34.2 Gold and Silver medals will be awarded to the students who achieve First and Second highest CGPA respectively, within the whole batch. Ties in CGPA, if any, shall be decided on percentages (P1 & P2, where $P1 > P2$), as tabulated:

Tie Situations	Percentages Distribution	Award
Two or more Top CGPAs or One Top CGPA & Two or more 2nd Best CGPAs	One P1 One P2	P1: Gold P2: Silver
	One P1 Two or more P2s	P1: Gold All P2s: Silver
	Two or more P1s P2	All P1s: Gold No Silver

34.4 Cum Laude Honours shall be awarded to the students scoring the following CGPAs:

CGPA	Honour
> 3.9	Summa Cum Laude
> 3.8 to 3.9	Magna Cum Laude
> 3.7 to 3.8	Cum Laude

35. MS Forms

35.1 All MS/MPhil related activities shall be executed and concluded using MS Forms, templates of which are added next. These forms are to be reformatted and reproduced on A4 sized paper. Under no circumstances, any information is to be added to or deleted from the forms. Should such a need arise, a request for amendment is to be processed. The forms and their purpose/title are listed:

Form	Purpose/Title
MS-1	Response to Admission Request
MS-2	Request for Waiver of Time-Bar
MS-3	Application for Transfer of Credits/Exemption
MS-4	Comparison Statement/Equivalence Chart for Transfer of Credits
MS-5	Request for Withdrawal of Courses
MS-6	Request for Semester Freeze
MS-7	Appointment of Principal Supervisor
MS-8	Appointment of Co-Supervisor
MS-9	Ethical Review Form
MS-10	Research Proposal Evaluation
MS-11	Approval of Research Proposal
MS-12	Quarterly Progress Report of MS/MPhil Student
MS-13	Thesis Completion Certificate
MS-14	Certificate of Originality
MS-15	Acknowledgement Receipt of Thesis
MS-16	Request for Thesis Evaluation for MS/MPhil Programme
MS-17	MS/MPhil Thesis Evaluation Report
MS-18	Thesis Defence & Viva Voce Evaluation

Response to Admission Request

(Candidate's Name and Address)

Dear Applicant

With reference to your application for admission in our _____ programme being offered by the Department of at _____ Islamabad/Karachi/Lahore Campus, the Admission Committee has discussed your case on merit and has reached the following decision:

- You have been granted admission. Please complete the required admission formalities latest by _____, after which the admission will be offered to the next Candidate in the merit list.
- Have been granted provisional admission, subject to the fulfillment of the following requirements:

- It is regrettably informed that you do not qualify for admission with respect to the standards set for the admission in the given programme at this university at present. Please re-apply in future when you meet admission requirements.

Date: _____

(Director Admissions)

Copy to:

Director Campus ISB/KCHI/LHR

Director Admission

Director Examinations

Dean

MS-2

Name:	Enrolment No:
Programme:	Prog Start Date:
Prog Shortfall:	Regular Prog End Date:
(1) (CH)	Extended Prog Dur End Date:
(2) (CH)	Time Late:

Director

BU _____ (Campus)

Date: _____

Respected Sir/Madam,

Request for Waiver of Time-Bar

Due to the following reason(s), I was unable to complete my MS/MPhil degree programme (*attach additional sheet if required*):

I shall be highly obliged if waiver of time-bar through extension of one semester is granted to me to help me complete the programme.

(Signature)

HOD's Endorsement:

Recommended	Not Recommended
Director's Decision:	Recommended. Case forwarded to DPGP
	Not Approved

(Please sign the appropriate box)

Distribution (after endorsement by the Director)

1. Director PGP
2. Student's File

Application for Transfer of Credits/Exemption

Department: _____ Campus: _____

Student's Name: _____

Programme Applied for: _____ Disciplines: _____

S. No	TOC/ Exemption	Courses applied for TOC/ Exemption	Name of University	Grade/ Marks Obtained

I have read the rules for TOC/Exemption carefully as given in MS/MPhil Rules, and have attached all the required documents given in the checklist given below.

Receipt of fee of Rs _____ Paid on _____ vide Challan No _____ is attached.

Signature of Student: _____

Date: _____

Check List

- a) Attested copy of Transcript.
- b) No Objection Certificate (NOC) or Migration Certificate from the parent University.
- c) Receipt of Processing Fee.
- d) Copies of outlines of the courses applied for TOC/Exemption.
- e) Grading policy of the previous university/institute.

Part – I
COMPARISON STATEMENT/EQUIVALENCE CHART FOR TRANSFER OF CREDITS

Name of Student:

Reg No.

Programme:

COURSES ATTENDED AT			
Course Code	Subject	Credit Hours	Grade/ %age

EQUIVALENT COURSES AT BAHRIA UNIVERSITY			
Course Code	Subjects	Credit Hours	Grade/ %age

- a. Total _____ (_____) credit hours are recommended for transfer.
- b. The student, during his/her studies at the previous HEI had scored a CGPA of _____ which is equivalent to a CGPA of _____ at the BU, according to the CGPA calculation table attached.

Member:_____

Member:_____
(Equivalence Committee)

Member:_____

Part – II
CGPA CALCULATION TABLE

Name of Student:

Reg No.

Programme:

COURSE Code	SUBJECT	GRADE AT PREVIOUS UNIVERSITY	GRADE AS PER BU GRADING SYSTEM	GRADE POINT	CREDIT HOURS	PRODUCT

CGPA (as per BU Grading System) =

Member:_____

Member:_____
(Equivalence Committee)

Member:_____

BAHRIA UNIVERSITY _____ CAMPUS

The Head of Department
Bahria University
Karachi Campus

Registration # _____
Enroll # _____
Class/Sec _____

REQUEST FOR WITHDRAWAL OF COURSE(S)- MS/MPhil

Sir, I _____ S/D/W/o _____ Student of class/section _____
would like to drop the following course(s) during Spring / Fall, 20____, as semester.

S. #	Course code	Course Title	Course Instructor Name	Course Instructor's Signature (for info)
i.				
ii.				
iii.				

Above mentioned course(s) is/are Pre-Requisite(s) of following course(s):

S. #	Course code	Course Title	Course belongs to Semester	Remarks
i.				
ii.				
iii.				

The reason for dropping this course is _____

Declaration:

- I understand that the management reserves the right to offer this course(s) I am going to withdraw as and when suits to the university depending upon the availability of faculty and other required facilities.
- I understand that in order to take the course(s) I am going to withdraw, I might have to enroll for an extra semester to take up this course for which management will not be responsible, affidavit
- I understand that I have 3 to complete my all degree requirements within the given maximum allowed period for the program I am enrolled in and for the course(s) I am going to withdraw no extra time will be allowed to me.

Tel # (Res) _____ Mob # _____ E-mail ID _____

Date: _____

Student's Signature _____

HOD'S OFFICE USE ONLY

The name of the above student has been entered in the withdrawal candidates list.

☐ Approved with full fee Adjustment ☐ Approved with half fee Adjustment ☐ Approved without fee Adjustment

Date: _____ Student Advisor _____ PGP Coordinator _____ Head of the Department _____

**STUDENT RECEIPT****REQUEST FOR COURSE(S) WITHDRAWAL (MS / M. Phil / PhD)**

Note: (Student should preserve this slip till such time he/she receive his/her Final Transcript)

I _____ S/D/W/o _____ Reg. No. _____ Student of class/section _____ would like to drop the following course(s) during semester Spring / Fall 20____, semester.

Course Title: 1. _____ 2. _____ 3. _____

☐ Approved with full fee Adjustment ☐ Approved with half fee Adjustment ☐ Approved without fee Adjustment

Date: _____ Student Advisor _____ PGP Coordinator _____ Head of the Department _____

BAHRIA UNIVERSITY _____ CAMPUS

The Head of Department
Bahria University
Karachi Campus

Registration # _____

Enroll # _____

Class/Sec _____

REQUEST FOR SEMESTER FREEZE - MS/MPhil

I _____ S/D/W/o _____ Student of

_____ would like to freeze ☐ Fall ☐ Spring semester 20____.
(Program/Semester/Class/Section)

The reason for dropping this semester is _____

Tel # (Res) _____ Mob # _____ E-mail ID _____

I UNDERTAKE:

1. I have qualified the previous semester with CGPA _____. (Copy of transcript / website result is attached)
2. I have deposited tuition fee of the semester I am going to freeze. (Copy of paid fee slip is attached).
3. I understand that the university management reserves the right to offer the semester I am going to freeze as and when suits to the university depending upon the availability of faculty and other required facilities.
4. I understand that I have to complete my all degree requirements within the given maximum allowed period for the program I am enrolled in and for the semester I am going to freeze no extra time will be allowed to me.
5. I understand that full fee and half fee will be adjusted to the next semester if the semester is frozen within 1st and 2nd week respectively. For the semester frozen afterward (till 3rd week from the final examination). No fee will adjusted to the next semester.
6. I understand that I have to resume the studies in the next semester otherwise my name would be struck off from the University roll.

Date: _____

Student's Signature**HOD'S OFFICE USE ONLY**

The name of the above student has been entered in the semester freeze list.

Frozen before
commencement of semester
(No Fee Required)Approved with full fee
adjustmentApproved with Half fee
adjustmentApproved without fee
adjustment

Date: _____

Student Advisor_____
PGP Coordinator_____
Head of the Department**STUDENT'S RECEIPT****REQUEST FOR SEMESTER FREEZE (MS / M.Phil / PhD)****NOTE:** (Student should preserve this slip till joining the next semester and till such time he/she receive his/her Final Transcript)

I _____ S/D/W/o _____ Student of

_____ would like to freeze ☐ Fall ☐ Spring semester 20____.
(Program/Semester/Class/Section)

The reason for dropping this semester is _____

Frozen before
commencement of semester
(No Fee Required)Approved with full fee
adjustmentApproved with Half fee
adjustmentApproved without fee
adjustment

Date: _____

Student Advisor_____
PGP Coordinator_____
Head of the Department

Dear Sir/Madam,

Appointment of Principal Supervisor

The Faculty Research Committee of the Faculty of _____ BU is pleased to appoint you as the Principal Research Supervisor for our following MS/MPhil student:

Student's Name: _____

Registration No: _____

Programme: _____

During the period of research work, you are requested to send us the quarterly Progress Report on the specified form, available at the department. You will also be required to be present at the time of Thesis Defense. As per BU's policy, you will be paid the remuneration for your precious time. Kindly send us your acceptance in writing, or through email (signed scanned copy), so that we may formally intimate your name to our Postgraduate Program Directorate.

We hope our student will greatly benefit from your valuable research experience towards completing his/ her research work in time.

Date: _____

(Head of Department)

Email: _____

Distribution:

- | | |
|-------------------|--|
| 1. Registrar | 2. Head of Constituent Unit |
| 3. Dean | 4. Director Examinations |
| 5. Director PGP | 6. Scholar's File (with the PGP Coordinator) |
| 7. Scholar's Copy | |

Dear Sir/Madam,

Appointment of Co-Supervisor

The (Faculty Research Committee of the Faculty of _____ Bahria University is pleased to appoint you as the Principal Research Supervisor for our following MS/MPhil student:

Student's Name: _____

Registration No: _____

Programme: _____

During the period of research work, you are requested to send us the quarterly Progress Report on the specified form, available at the department. You will also be required to remain present at the time of Thesis Defense of the scholar. As per BU's policy, you will be paid the remuneration for your precious time. Kindly send us your acceptance in writing, or through email (signed scanned copy), so that we may formally intimate your name to our Postgraduate Program Directorate.

We hope our scholar will greatly benefit from your valuable research experience towards completing his/ her research work in time.

Date: _____

(Head of Department)

Email: _____

Distribution:

- | | |
|-------------------|--|
| 1. Registrar | 2. Head of Constituent Unit |
| 3. Dean | 4. Director Examinations |
| 5. Director PGP | 6. Scholar's File (with the PGP Coordinator) |
| 7. Scholar's Copy | |

Ethical Review Form
Part-I

This Form is designed to ensure that the departmental research operates an ethical review process that falls within the University guidelines. Any student undertaking research on live human subjects needs to fill this Form. If all questions in this Form are answered 'No', ethical approval shall automatically be granted. In such case Part-II of this Form shall not be filled by the student. If any of the questions is answered 'Yes', the student shall be required to fill Part-II of this Form. This part of the Form shall be reviewed by the Ethical Review Committee (ERC). Students shall be informed of the decision of the ERC as soon as possible. If needed, the student may be asked to submit further information and appear before the ERC for discussion meeting.

Student's Name:	
Reg. No:	
Faculty/Department	
Programme:	
Title of the Thesis:	

Aim of Study, Source(s) and Method(s) of Data Collection (in not more than hundred words)

Please answer all of the questions below by ticking (✓) 'Yes' or 'No' in the box provided

		Yes	No
1.	Does the study involve participants who are particularly vulnerable or unable to give informed consent? (e.g. people under the age of 18, people with learning disabilities etc.)		
2.	Will it be necessary for the participants to take part in the study without their knowledge and consent?		
3.	Does the study involve audio or visual recording of people in public places?		
4.	Will the study involve the discussion of sensitive topics? (e.g. sexual activity, drug use, illegal activities, death, whistle-blowing etc.)		
5.	Are drugs, placebos or other substances to be given to the study participants for the purpose of study, or will the study involve invasive, intrusive or potentially harmful procedures of any kind?		
6.	Will blood or tissue samples be obtained from the participants?		
7.	Is physical pain or psychological stress being part of this research work is likely to cause harm or negative consequences to the participants?		
8.	Will the study involve prolonged or repetitive testing on the participants?		
9.	Will financial inducements (other than expenses) be offered to participants?		
10.	Will the study involve recruitment of patients or staff?		

If you have answered 'yes' to any of these questions, please fill in Part-II as well. Otherwise, simply submit Part-I of the form.

Student's Signature: _____

Date: _____

Part-II

A. In consultation with the supervisor, the student is required to give following information:

Student's Name:	
Reg. No:	
Faculty/Department	
Programme:	
Reason of answering 'yes' to one or more of the questions in Part-I of the Form, and the plan to address the ethical issues raised.	

Supervisor's Comments

--

B. Student is also required to do the following:

1. Prepare an information letter for their participants. The letter needs to introduce the student and provide a simple explanation of the research. It needs to make clear what the participants are asked to do, how long the research work will take. The letter shall also include whether it will be/not be anonymous and/or confidential and who will have access to the data.
2. Prepare a Consent Form containing the phrases "I agree to participate in the research work _____ and I understand my information will be/will not be treated as confidential, and/or anonymous."

Student's Signature: _____

Student's Name: _____

Date: _____

Research Proposal Evaluation

Student's Name: _____ Reg. No. _____

Programme: _____ Discipline: _____

Faculty/Department: _____

Proposed title of Research: _____

Assessment Report

(Range of Marks: 3 = Excellent; 2= Good, 1= Just Acceptable; 0= Unsatisfactory)

Evaluation Criteria	Marks (0-3)
(1) Research Topic:	
Clarity	
Depth	
Justification w.r.t. degree programme and background study	
(2) Quality of the written Proposal:	
All essential elements (topic, literature review, problem definition, etc.)	
Studently write-up	
(3) Comprehension of Subject matter:	
Knowledge of background literature	
Ability to form a hypothesis and objectives	
(4) Knowledge of Method:	
Methodology of work presented with intelligibility	
Awareness of modern hardware/ software tools	
(5) Presentation of the Proposal:	
Demonstration of professionalism	
Level of confidence	
Answers to questions	
Total (Out of 36)	

(Minimum Pass score 60%)

Based on my above assessment: *(Please initial the appropriate box)*

I recommend the research proposal.

☐

I recommend the research proposal but suggest modifying the topic/title.

☐

I am not convinced and do not recommend the research proposal.

☐

Comments: _____

Expert's Name: _____ Signature: _____

Date: _____

Approval of Research Proposal

Mr/Miss/Ms/Mrs/ _____

Registration No. _____

Dear MS/MPhil Student,

I am pleased to inform you that your research proposal on _____ has been approved. You may, therefore, continue your research on this theme and produce a quality thesis, as per the HEC requirements.

I take this opportunity to remind you that you must complete your thesis, and defend it successfully, by _____ ; this is the date which marks the end of the Extended Duration of your programme. However, to remain eligible for honours and awards, you must complete the thesis, and successfully defend it, by the end of week-10 of the _____ semester.

I wish you every success.

Dated: _____

(HOD)

Distribution:

- Registrar
- Dean
- Director Examination
- Director PGP
- Head of Constituent Unit
- Student's File (with the HOD/PGP Coordinator)
- Student

Quarterly Progress Report of MS/MPhil Student

(To be completed by the Principal Supervisor and sent to the PGP Directorate through the PGP Coordinator/HOD)

Student's Name: _____ Registration No. _____

Faculty/Department: _____ Campus: _____

Title of Thesis: _____

Report for Research Period: _____ From: to: _____

Comments/Assessment: *(a. Please include the progress of Research Paper(s) publication, if any. b. Use extra sheet if necessary)*

As per my assessment, the progress during the period is: *(Please initial the appropriate box)*

a. Excellent ☐

b. Satisfactory ☐

c. Unsatisfactory ☐

Principal Supervisor's Name & Signature: _____

Affiliation: _____

Date: _____

THESIS COMPLETION CERTIFICATE

Scholar's Name: _____ Registration No. _____

Programme of Study: _____

Thesis Title: _____

It is to certify that the above student's thesis has been completed to my satisfaction and, to my belief, its standard is appropriate for submission for Evaluation. I have also conducted plagiarism test of this thesis using HEC prescribed software and found similarity index at _____ that is within the permissible limit set by the HEC for the MS/MPhil degree thesis. I have also found the thesis in a format recognized by the BU for the MS/MPhil thesis.

Principal Supervisor's Signature: _____

Date: _____ Name: _____

CERTIFICATE OF ORIGINALITY

This is certify that the intellectual contents of the thesis _____

are the product of my own research work except, as cited property and accurately in the acknowledgements and references, the material taken from such sources as research journals, books, internet, etc. solely to support, elaborate, compare and extend the earlier work. Further, this work has not been submitted by me previously for any degree, nor it shall be submitted by me in the future for obtaining any degree from this University, or any other university or institution. The incorrectness of this information, if proved at any stage, shall authorities the University to cancel my degree.

Signature: _____

Date: _____

Name of the Research Student: _____

Acknowledgement Receipt of Thesis

This is to acknowledge that Mr/Ms _____ Reg. No _____ has submitted four (4) hard copies and one softcopy of the thesis to this department. The other pertinent details are as follows:

Title of Thesis	
Degree	
Programme	
Faculty	
Department	
Campus	
Date of Admission with Batch	
Due Date of Submission:	
*Coursework Completed? (Yes/No) (if No, how many courses are left?)	

*where applicable

Date: _____

(Head of Department)

Distribution

1. Registrar
2. Dean
3. Director Examinations
4. Director PGP
5. Head of Constituent Unit
6. HOD/PGP Coordinator (for student's File)
7. Student's copy

Dear Sir/Madam,

Request for Thesis Evaluation for MS/MPhil Programme

1. After getting your kind consent, I am pleased to forward you the thesis of Mr/Ms _____ Reg No. _____ for your assessment/evaluation. The student is registered in MS/MPhil programme in the Faculty of _____ at the Islamabad/Karachi/Lahore Campus. Other pertinent details are as follows:

- a. Title of Thesis: _____
- b. Name of Programme: _____

2. You are requested to provide your valuable assessment on the form attached herewith. We shall be extremely grateful if your assessment report can reach us in three weeks. For quick processing of the matter, you may email, to me only, a scanned copy of your duly signed assessment report. However, you are requested to follow it up with the actual report through courier or registered mail.

3. The University is thankful to you for sparing your precious time for the required assessment.

Date: _____

(Director Postgraduate Programmes)

Encl:

1. One Hard Copy of the Thesis
2. One Digital Copy (CD)
3. The Assessment Form

MS/MPhil Thesis Evaluation Report

(To be completed by the HOD)

Candidate's Name:		
Enrollment No:	Registration No:	
Faculty/Department:		
Title of Thesis:		
Date of Submission:	Due Date of Report:	

The Examiner

(to be completed by the Examiner)

Name of Examiner:	
Faculty/Department:	
Institution/University:	

Part 1 - Abridged Evaluation Report

Having examined this thesis and provided detailed assessment in Part-2, my recommendation to Bahria University is as follows *(please initial/sign one box)*:

- a. The thesis meets all the requirements. The degree be awarded. ☐
- b. The thesis requires major/minor changes, as pointed out in the detailed report. These changes be incorporated and the revised thesis be sent to me, along with a compliance report, within __ weeks for reassessment. Degree be awarded if recommended in my reassessment report. ☐
- c. The thesis requires major/minor changes, as pointed out in the detailed report. These changes be incorporated. There is no need to send the thesis to me for reassessment; I authorise Bahria University to ascertain the compliance and carry out reassessment through its own system. Degree be awarded if the University is satisfied with the compliance. ☐
- d. The thesis is unacceptable. Degree not to be awarded. ☐

Examiner's Signature: _____

Date: _____

Part 2 - Detailed Evaluation Report

General Rating Parameters:

Rating	Points Range	Interpretation
Excellent	9-10	<i>Fully satisfied. No extra work required.</i>
Good	7-8	<i>Well Satisfied. No extra work required.</i>
Average/Acceptable	5-6	<i>Satisfied. Minor observation. Improvement may be carried out.</i>
Below Average	3-4	<i>Major observation. Improvement must be carried out.</i>
Poor	0-2	<i>Unacceptable. Rework required.</i>

Numerical Assessment: (Please award the points in “points awarded” column based on the “points range” and the given” guidelines”)

Category	Points Awarded	Points Range	Guidelines
Problem Definition		9-10	<i>Problem has been clearly defined. It identifies the gaps in scientific knowledge and provides strong justification for the current research.</i>
		7-8	<i>Research problem is well defined.</i>
		5-6	<i>Research problem is satisfactorily defined; a little more clarity would do.</i>
		3-4	<i>Research problem is not clearly defined, almost vague.</i>
		0-2	<i>Research problem is completely vague and confusing.</i>
Literature Survey/ Review		9-10	<i>Literature survey/review has been done exceptionally well, in a chronological and effective manner. All the previous work has been properly referenced. It justifies the scope of work undertaken in the thesis.</i>
		7-8	<i>Literature survey/review has been done well.</i>
		5-6	<i>Literature survey/review has been satisfactorily done, with a room for improvement through minor changes.</i>
		3-4	<i>Literature survey/review has not been carried out extensively. Previous work has not been properly referenced. Requires major improvement.</i>
		0-2	<i>Literature survey/review has been done poorly, with no proper references provided. It is hard to find out the research problem currently undertaken.</i>
Introduction/ Conceptualisation		9-10	<i>The Candidate has clear understanding of the work undertaken, and knows what has been done and why. The Candidate has thoroughly elaborated the problem in the introductory chapter.</i>
		7-8	<i>The Candidate has good background knowledge of the work undertaken. The introductory chapter is quite adequate in contents.</i>
		5-6	<i>The Candidate has adequate background knowledge. The introductory chapter has minor deficiencies.</i>
		3-4	<i>The problem has not been well elaborated in the introduction. The Candidate lacks in conceptualization of the research problem. Major improvements required.</i>
		0-2	<i>The introductory chapter seriously lacks in contents. Needs rewriting.</i>

Methodology		9-10	<i>Methodology very well demonstrated. All the software/hardware tools used very well presented. Research design, measures, data collection techniques and standard analytical tools appropriately employed. Relevant professional standards well utilised.</i>
		7-8	<i>Proficient knowledge of methodology demonstrated and justification for selection of method given.</i>
		5-6	<i>The methodology demonstrated is understandable, but needs minor improvement.</i>
		3-4	<i>The methodology demonstrated is hardly understood; major changes required.</i>
		0-2	<i>The methodology is not appropriate for study and understanding is not demonstrated.</i>
Results/Analysis		9-10	<i>Results interpreted in the light of proposed research question and existing literature. Includes alternative explanations and instructional tables and graphs. The interpretations based on analysis are quite convincing.</i>
		7-8	<i>Results clearly summarized, discussion of results focused and tied to research question. Subsequent analysis based on results is more than adequate.</i>
		5-6	<i>Results adequately summarised, discussion of results reasonably focused and tied to research question. Subsequent analysis is about right. Minor changes considered in order.</i>
		3-4	<i>Results produced have either little or no connection vis-à-vis the actual research problem undertaken. Subsequent analysis has little value.</i>
		0-2	<i>Results are vague. Presentation lacks focus, tables are unorganized, and results produce no insight into proposed question.</i>
References		9-10	<i>References are properly mentioned and are in right number. Latest references have been provided</i>
		7-8	<i>References are properly mentioned. The number of references is neither too low nor too high.</i>
		5-6	<i>References are adequately mentioned. Their number is either a little too high or too low.</i>
		3-4	<i>References are provided but several of them are incomplete. Most of the references are related to internet websites.</i>
		0-2	<i>Most of the references are too old and improperly provided. Vital information in several references is missing.</i>
Overall Quality of Thesis		9-10	<i>The thesis presents a master piece work. Ideas expressed with exceptional clarity, logic and conciseness. The material has been provided in an organised manner. The thesis is free of grammatical and structural errors.</i>
		7-8	<i>The thesis is good and nicely presented.</i>
		5-6	<i>The thesis is generally of a satisfactory standard. There are minor grammatical or structural errors.</i>
		3-4	<i>The overall quality of the thesis is less than adequate. It contains numerous grammatical and/or structural errors.</i>
		0-2	<i>The thesis is full of errors. The sentences are vague and ambiguous. Not worth reading.</i>

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Date: _____

Thesis Defence & Viva Voce Evaluation

(To be completed by the HOD)

Candidate's Name	Reg No:	
Faculty/Department	Campus:	
Title of Thesis		
Date of Defence		

(To be completed by the Viva voce Examiner)

Name of Examiner	
Faculty/Dept	
Affiliation	

Evaluation

Parameter	Weightage	Marks Awarded
Thesis Write-up and its quality	50	
Presentation	25	
Viva voce Examination	25	
Total*	100	

*Passing Percentage: 60

Comments, if any: _____

Signature of Examiner: _____

Date: _____

Annexure-1

Format of Thesis for MS/MPhil Students

Thesis should be submitted in English, on single sided A4 papers; normally with a 12 point font; 1.5 line spacing; with a margin of 1 inch on top, bottom and right side whereas 1.5 inch margin on left side of every page for binding; explanatory footnotes should stand at the foot of the relevant pages; and the bibliography should follow the text and any appendices. The font used should be clear, easy-to-read such as Ariel or Times New Roman & Calibri (Body). Sequence of the format should be as follows:

Sections of Thesis	Assigned Page Numbering
PRELIMINARY SECTION	
Approval Sheet	
Title Page	
Copy right page	
Dedication	
Acknowledgement	
Authentication	
Abstract	
Preface	
Table of Contents	
List of Tables	
List of Figures	
List of Illustrations	
List of Symbols and or Abbreviations	

THE MAIN TEXT
<p>The main Body of the Thesis shall include</p> <ul style="list-style-type: none"> • Introduction • Objective of Research/Study • Problem Statement/problem of the study • Significance of the study • Research limitations • Literature Review (including background and gaps) • Methodology and basic assumption/ framework • Result/Analysis • Conclusion
SUPPLYMENTARY SECTIONS/END MATTER
References
Bibliography
<p>Appendices (as per requirement)</p> <ul style="list-style-type: none"> • Results of software • Questionnaire • Archival Resources Utilized • Official Documents Used

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