

BAHRIA UNIVERSITY

Discovering Knowledge



PhD Rules 2016



LETTER OF PROMULGATION

1. This document titled "PhD Rules", is hereby Promulgated with effect from Fall 2016 semester.
2. The document contains 60 pages, numbered 1 to 60. Master copy of the document is held with the Regulations 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, PhD 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

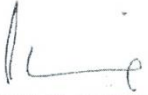

SHAHID SAEED HI(M)
Rear Admiral (Retd)
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Table of Contents

1. Preamble	6
2. Definitions	6
3. Research Committees	8
4. Higher Education Research Committee (HERC)	8
5. Faculty Research Committee (FRC)	9
6. Departmental Research Committee (DRC)	10
7. Admissions Committee	11
8. Advisory Committee for PhD Scholars	12
9. Ethical Review Committee (ERC)	12
10. Post Graduate Programmes (PGP) Directorate	13
11. Post Graduate Programme (PGP) Coordinator	14
12. Eligibility	16
13. Selection, Admission & Registration Procedure	16
14. Programme Credit Hours	17
15. Duration of the PhD Programmes	17
16. Migration in and out of the University	18
17. Exemption and Transfer of Credits	18
18. Pursuing MS/MPhil Courses outside the BU	19
19. Course Withdrawal	19
20. Semester Freeze	19
21. Refund/Adjustment of Fees for Course Withdrawal, Semester Freeze and Allied Reasons	19
22. Probation, Chance and Dropout	20
23. Assessment Modalities for Coursework	20
24. Comprehensive Examination	21
25. Research Proposal Defence	21
26. Supervisors	23
27. Research Work Progress Report	23
28. Thesis Submission Requirements	24
29. Thesis Submission	24
30. Thesis Evaluators	24

31. Thesis Evaluation.....	25
32. Thesis Defence Examiners.....	27
33. Thesis Defence & Viva Voce Examination	28
34. Honorarium for Examiners	28
35. Award of the Degree	29
36. PhD Forms	29
Form PhD-1	30
Form PhD -2	31
Form PhD -3	32
Form PhD -4	33
Form PhD-5	34
Form PhD-7	37
Form PhD-8	38
Form PhD-9	39
Form PhD-10	40
Form PhD-11	41
Form PhD-12	42
Form PhD-13	46
Form PhD-14	47
Form PhD-15	48
Form PhD-16	49
Form PhD-17	50
Form PhD-18	51
Form PhD-19	52
Form PhD-20	53
Form PhD-21	57
Annexure-A	58
Annexure-B.....	60
Index	61

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 “PhD Rules” shall apply to all PhD 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, PhD 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 elucidated in the ensuing clauses.
- 2.2 “**Candidate**” means a person seeking admission in PhD 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 “**Comprehensive Examination**” An examination, in the field of study, conducted after the successful completion of the coursework of a PhD programme, to ascertain the suitability of a scholar to undertake research work. The examination carries no credit.
- 2.5 “**Department**” means a Department of a Constituent Unit/Faculty of the University in which a scholar is enrolled for his/her studies.
- 2.6. “**Defence**” means an oral examination of the scholar 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.
- 2.7. “**Equivalence Committee**” means a three-member committee carved out of the DRC temporarily to ascertain equivalence of the courses applied for Transfer of Credit/Exemption by the scholar against certain number of courses present in the curriculum of the PhD programme of the BU.
- 2.8. “**Exemption**” means the scholar is not required to take a similar course if a scholar 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 scholar 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. **“External Examiner”** means a PhD qualified person with a field of research similar to that of the scholar, appointed to conduct thesis defence of the scholar, but is not an employee of the BU at the time of examination.
- 2.10. **“Foreign Evaluator”** means faculty member/researcher from technologically advanced countries, categorized by the HEC with PhD qualification with a field of research similar to that of the scholar, appointed to evaluate thesis of the scholar.
- 2.11. **“Form”** means the letters/forms/formats annexed to this booklet, bearing identification numbers PhD-1 to PhD-21, designed for executing the PhD programme activities.
- 2.12. **“Internal Examiner”** means a person with PhD qualification with a field of research similar to that of the scholar, appointed to conduct thesis defence of the scholar, and is an employee of the BU at the time of examination.
- 2.13. **“Principal Supervisor”** means a person with PhD qualification with a field of research similar to that of the scholar, preferably a member of the academic/research staff of an HEC recognized university appointed to supervise the research work of a scholar.
- 2.14. **“Programme”** means an academic programme in PhD studies being run at the BU.
- 2.15. **“Research”** means the process leading to the production of original scholarly work in the form of a thesis for the purpose of obtaining PhD degree.
- 2.16. **“Scholar”** means a person enrolled in a PhD programme at the BU.
- 2.17. **“Statement of Purpose”** means the detailed declarative version of topic of the research thesis which indicates objectives of the thesis and gives the reader a precise understanding what the thesis will cover. It is the statement of purpose around which the entire thesis revolves.
- 2.18. **“Thesis”** means a written description/document of the research work prepared in the format prescribed by BU and submitted as partial requirement of the PhD degree.
- 2.19. **“Transfer of Credits (TOC)”** refers to a process of granting credits to a scholar enrolled in PhD programme at BU for the course(s) undertaken by the scholar at another HEC recognized higher education institution which is(are) equivalent to certain course(s) being offered by BU in the programme scholar is enrolled in, after having carried out the equivalency ascertaining process. When TOC granted for any course, the credits earned previously for that

course are counted towards total credits requirement fulfillment for that scholar at the BU but not added to the CGPA of the degree.

- 2.20. **"Viva voce"** means an oral examination of the scholar 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 scholar about the research work the scholar has worked on.

3. Research Committees

BU has constituted various research committees, as per details in articles 4 to 9. 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 scholar of the constituent/affiliated units.
- Monitor quality of research outcomes and theses, both at the PG 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 scholars.
- 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 scholar'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/TOC cases of the PG scholars.
- i. Approve internal/external Viva Voce Examiner for MS/MPhil programmes 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 the 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 scholars submitted by the Supervisors to HOD/PGP Coordinator.
- f. Recommend Exemptions/TOC cases to the 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 the PG 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. Examine the statement of purpose of the research work submitted by the PhD candidate along with the admission application for its relevance and strength.
- d. Forward the case of recommended candidates through HOD and Director Campus to the Directorate of Admission for Rector's approval.

8. Advisory Committee for PhD Scholars

8.1. Composition

Three PhD faculty members/researchers including supervisor appointed by the HOD for each PhD scholar. Advisory Committee members can be external to the BU and, in some cases, a Committee member from industry or the professions may be appropriate.

8.2. Terms of Reference

- a. Support the Supervisor in his/her role and provide additional advice to the PhD scholar in technical and research related matters.
- b. Oversee the research progress of PhD scholar to ensure that the overall progress of the thesis is on track and satisfactory and that any issues affecting progress are identified and addressed.
- c. Meet biannually to assess progress of the scholar and submit report to PGP Directorate through HOD and Dean.

9. Ethical Review Committee (ERC)

9.1. 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.

9.2. 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 scholar.
- m. Confidentiality of the ERC's proceedings shall be preserved.

10. Post Graduate Programmes (PGP) Directorate

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

10.2. 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 scholars 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 scholars 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 scholars 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 scholars
- k. Search and disseminate the information concerning funding/scholarship opportunities relevant to PG programmes
- l. Develop and upgrade webpage of PG Programmes
- m. Act as PG Scholar Affairs office for withdrawal, temporary suspension, transfer of credit, extensions, exemptions etc.
- n. Participate in the orientation of new PhD faculty members and PG scholars
- o. Attend FRC/DRC meetings or other statutory meetings
- p. Perform any other duty assigned by Rector.

11. Post Graduate Programme (PGP) Coordinator

11.1 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.

11.2 Terms of Reference

- 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 scholars 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 scholars 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 scholars and their supervisor(s) and update/report to FRC/DRC about their progress and guide the scholars accordingly.
- e. Submit progress reports of each PG scholar to the FRC and PGP Directorate through the HOD.
- f. Maintain a close working relation with PGP Directorate for overall monitoring of PG Programmes.

12. Eligibility

Eligibility criteria for PhD Programmes shall be as under, unless changed or modified by the HEC:

Requirement	Description
Academic Qualification	17.5/18 years of education (as applicable to the particular PG Programme) with Masters/MS/ MPhil/equivalent degree from an HEC-recognized university with a minimum CGPA of 3.00/4.00 (semester system) or 60% marks (only where CGPA is not given/available).The only exception to the 17.5/18 years education rule shall be a letter from the HEC authorizing a candidate with less than 17.5/18 years education in unambiguous terms for admission into a PhD programme.
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	NTS-GAT(Subject Test), or GRE(Subject Test), passed with minimum 60% marks, or BU Admission Test (70% passing marks). Result be submitted at the time of application.
Statement of Purpose	A statement of purpose (Maximum 2,000 words) to be evaluated by the Admission Committee.

13. Selection, Admission & Registration Procedure

13.1. Admission application 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.

13.2. 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 eligibility of the candidates for admission.

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

13.4. The Admission Committee shall also examine the statement of purpose of the research work submitted by the candidates along with the admission application for its relevance and strength.

13.5. Names of the candidates recommended by the Admission Committee for admission to the PhD 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.

13.6. Admission letters to the selected candidates shall be issued by the Directorate of Admissions on the prescribed format (PhD-1) with copy to the Dean, Director Campus, and the 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.

13.7. Upon registration, the HOD shall assign suitable Principal Supervisor, Co-Supervisor (if required) to the scholar and shall constitute the Advisory Committee (including Supervisor) for him/her. The HOD shall issue letter of appointment to the Principal Supervisor and the Co-supervisor on the prescribed format (PhD-2 and PhD-3 respectively).

14. Programme Credit Hours

Credit hours of the PhD Programmes shall be as follows:

Course Work:	18 credit hours
Research Work:	36 credit hours

15. Duration of the PhD Programmes

15.1. Regular duration of the programmes shall be 3 years. During the first year (2 semesters) coursework shall be carried out by the scholars, followed by Comprehensive Examination as per rules. Research work shall be carried out in the remaining 2 years (4 semesters).

15.2. Maximum duration of the programmes shall be 6 years. The time may be extended by 2 years maximum (one year with the approval of the FRC and further one year with the approval of the Rector) in very special cases provided that the scholar has already completed the coursework and passed the Comprehensive Examination. Request for such an extension shall be initiated by the scholar on a prescribed format (PhD-4)

15.3. Programme duration shall be counted from the date of registration in the programme up to submission of the thesis. Time taken by the thesis evaluation process

after the thesis submission shall not be counted into the programme duration. The scholars shall not be charged any additional fee during the extended period.

16. Migration in and out of the University

16.1. Scholars migrating from the other HEC recognized Universities shall be required to complete the residency requirements (minimum 50% time of the regular duration).

16.2. Scholars may also ask for migration to another University or termination of programme at any stage. In such cases the scholars shall only be entitled to receive the transcript mentioning the courses completed and not mentioning any research work partially completed.

17. Exemption and Transfer of Credits

17.1. The FRC, on the request of the DRC, may approve Transfer of Credits or Exemption of Courses in respect of any PhD programme course(s) provided that:

17.1.1 The scholar 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.

17.1.2 The Exemptions/TOCs do not exceed the total coursework credit hours of the PhD Programme offered at the BU.

17.2. The final transcript of the scholar shall be endorsed as follows:

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

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

17.3. The scholar shall apply for TOC/Exemption on the prescribed format (PhD-5) and pay the TOC/Exemption processing fee as per the BU policy.

17.4. 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 format (PhD-6). Based on the findings of the Equivalence Committee, the DRC shall make recommendation to the FRC.

18. Pursuing PhD Courses outside the BU

The Students may take courses at other HEC recognized universities subject to 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 currently due to any reason.

19. Course Withdrawal

19.1. Scholars 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 scholar shall have to apply to the HOD through the PGP Coordinator on a prescribed format (PhD-7).

19.2. 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.

20. Semester Freeze

20.1. Scholars 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 (PhD-8).

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

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

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

21.1. Course Withdrawal and Semester Freeze

21.1.1 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.

21.1.2 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.

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

21.2. **Cancellation of Course(s) or Programme**

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

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

21.3. **Drop Cases.** A Scholar 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.

21.4. **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.

21.5. **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.

22. Probation, Chance and Dropout

22.1. A scholar shall be placed on Probation or Chance, or Dropped from the programme, should her CGPA fall below 3.0/4.0 as follows:

1st time CGPA fall below 3.0/4.0: to be placed on Probation

2nd time CGPA fall below 3.0/4.0: to be placed on Chance

3rd time CGPA fall below 3.0/4.0: to be Dropped from the Programme

22.2. If dropped from the programme, transcript mentioning courses completed with the status endorsed as "PhD Incomplete" may be issued by the Examination Department to the scholar. Migration letter may also be issued to the scholar by the Examination Department, on request.

23. Assessment Modalities for Coursework

23.1 Credited Work

Assessment Head & Mode	Weight-age	Time-frame
Subjective Quizzes from course contents, Home/Classroom Assignments and Presentations	35%	Through-out Semester
Mid-Term Exam, a subjective exam from Course Contents/Case Study/Book Review/ Critical Review of Journal Articles/Literature review for research paper	25%	Mid-Semester
Final Exam, a subjective exam from Course Contents/submission of Research Paper with Plagiarism Report	40%	End of Semester

23.2 Non-Credited Work

Assessment Head & Mode	Time-frame
Comprehensive Examination (as defined in these rules)	On completion of the Coursework
Research Paper published in an HEC recognized journal based on the HEC criteria	Any time after the Comprehensive Examination and before submission of the thesis

24. Comprehensive Examination

24.1. After having completed the coursework with minimum CGPA 3.0/4.0, the scholars shall be required to pass a written Comprehensive Examination based on the coursework completed before being entitled to start research work.

24.2. A panel of two-three (2-3) Examiners drawn from the DRC by the Dean, shall prepare the Comprehensive Examination and award a "Pass"/"Fail" grade to the scholar. HOD shall write letter of nomination to the Examiners on a prescribed format (PhD-9).

24.3. Passing marks in the Comprehensive Examination shall be 60%. The Comprehensive Exam shall be conducted by the PGP Coordinator.

24.4. The Comprehensive Exam results shall be submitted by the HOD to the Examination Department on a prescribed format (PhD-10) through FRC and the PGP Directorate. Besides the result, the HOD shall also submit examination paper and marked answer script to the Examination Department under information to the PGP Directorate and the FRC.

24.5. If the scholar passes the Comprehensive Examination, the PGP Directorate shall inform him/her on the prescribed format (PhD-11), with permission to start the research work.

24.6. The scholar shall be given two chances to pass the Comprehensive Examination with a maximum gap of six months. If the scholar fails to pass the examination in the second attempt or fails to appear in re-examination within six months, he/she shall be dropped from the programme. Transcript may be issued to the scholar mentioning the coursework completed with the status endorsed as "PhD Incomplete". Migration letter may also be issued to the scholar by the Examination Department, on request.

25. Research Proposal Defence

25.1. The scholar shall prepare research proposal under guidance of the Supervisor and submit to the HOD, within six months of having passed the Comprehensive Examination.

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

25.3. The scholar shall also submit the filled Ethics Review Form (PhD-12) along with the proposal for evaluation. Ethical Review Committee shall review the proposal before conduct of the research proposal defence if the scholar has declared that his/her research work shall involve human subjects. ERC may invite the scholar to attend meetings of the ERC when his/her study is being reviewed.

25.4. The FRC shall appoint one internal and two external examiners to conduct the thesis proposal defence of the scholar. Internal Examiner shall be drawn from the FRC whereas the External Examiners 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.

25.5. 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 PGP Directorate.

25.6. The scholar 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 (PhD-13). The scholar shall have to secure minimum 60% score on the assessment sheet from majority of the Examiners on the panel to get the proposal approved. If the proposal is approved, the scholar shall be allowed to start research work under the Supervisor. Letter in this regard shall be written to the scholar by the HOD. If rejected, the FRC 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 FRC and the PGP Directorate.

25.7. The scholar shall be given two chances to get the research proposal approved within maximum period of one year from the date of having passed the Comprehensive Examination. If the proposal is rejected twice or if the scholar fails to get the thesis proposal approved within one year since having passed the Comprehensive Examination, the FRC shall recommend termination of candidacy of the scholar and shall refer the case to the PGP Directorate for seeking approval of the HERC. If the HERC is not due to meet within one month, the FRC's recommendation of termination of scholar's candidacy shall be forwarded to the Rector by the PGP Directorate for approval; the HERC shall subsequently ratify the Rector's decision.

25.8. If termination of the candidacy is approved, transcript mentioning courses completed with the status endorsed as "PhD Incomplete" may be issued by the Examination Department to the scholar along with the Comprehensive Examination result. Migration letter may also be issued to the scholar by the Examination Department, on request.

26. Supervisors

26.1. The scholars shall be assigned Principal Supervisor and Co-supervisor (if needed) by the HOD at the time of their registration in the PhD programme. The supervisory remuneration shall be divided between the Principal Supervisor and the Co-Supervisor in the ratio of 2:1.

26.2. If the Principal Supervisor is not available temporarily, the Co-Supervisor or the HOD may act as Principal Supervisor.

26.3. The Principal Supervisor/Co-Supervisor shall not be changed except under extraordinary circumstances. In case of a serious problem between a scholar and the Principal Supervisor, the scholar may request the HOD to change the Principal Supervisor. The HOD shall examine the matter and submit report to the FRC. The FRC shall take the final decision on the matter.

26.4. Maximum five PhD scholars can be allocated to a Principal Supervisor at one time.

27. Research Work Progress Report

27.1. The Principal Supervisor shall submit quarterly research work progress report on the prescribed format (PhD-14) of the scholars to the PGP Coordinator for onward submission to the HOD. Likewise, the Advisory Committee of the scholar shall also submit biannual report to the HOD. The HOD, in turn, shall submit a consolidated progress report of all PhD scholars to the Dean and PGP Directorate on quarterly basis.

27.2. If the scholar gets unsatisfactory report twice during the programme, the FRC may ask the scholar to change the research topic. If the change of research topic does not help either and the scholar's performance is again reported unsatisfactory, the FRC shall recommend to the HERC through the PGP Directorate termination of candidacy of the scholar. If the HERC is not due to meet within one month, the FRC's recommendation of termination of scholar's candidacy shall be forwarded to the Rector by the PGP Directorate for approval; the HERC shall subsequently ratify the Rector's decision.

27.3. If termination of the candidacy is approved, transcript mentioning courses completed with the status endorsed as "PhD Incomplete" may be issued by the Examination Department to the scholar along with the Comprehensive Examination result. Migration letter may also be issued to the scholar by the Examination Department, on request.

28. Thesis Submission Requirements

- 28.1. The thesis should have been developed on the prescribed format (Annexure A). Any other type of format, if scholar desires to develop, must be approved by the FRC.
- 28.2. The word count should preferably range from 40,000 to 80,000 excluding tables, figures and bibliography.
- 28.3. Plagiarism test must have been conducted through HEC recognized plagiarism testing software by the PGP Coordinator and report placed in the outset of the thesis.
- 28.4. Certificate of Thesis Completion (PhD-15) by the Principal Supervisor and Certificate of Originality (PhD-16) placed in the outset of the thesis.
- 28.5. Evidence of publication/acceptance of at least one research paper, in an HEC approved “X” category journal for Natural Sciences programmes and in at least “Y” category journal for Engineering, Computer Science/IT and Social Sciences programmes, based on the scholar’s PhD research work, is to be submitted. The scholar must be the first author for the required publication. Affiliation with BU shall be mentioned as well.
- 28.6. Submission of dues clearance letter from the Accounts Department of the BU.

29. Thesis Submission

PGP Coordinator shall collect four (4) hardbound copies of the thesis and one digital copy on CD from the scholar, issue acknowledgement on the prescribed form (PhD-17) and shall submit to the FRC along with the plagiarism test report for approval for the thesis submission.

30. Thesis Evaluators

- 30.1. Thesis shall be evaluated by two (2) foreign evaluators from HERC approved list of foreign Evaluators coming from technologically advanced countries, categorized by the HEC (Annexure B).
- 30.2. The FRC shall select four (4) names from the HERC approved list of foreign Evaluators after due consultation with the Principal Supervisor. After having secured consent of the selected Evaluators, the FRC shall forward those names to the Rector through the PGP Directorate for approval (PhD-18).
- 30.3. The Rector shall approve two (2) names of Evaluators from the list of four names recommended by the FRC.
- 30.4. The PGP Directorate shall send a copy of the thesis to each foreign Evaluator on a prescribed format (PhD-19) along with the prescribed Thesis Evaluation Report Form (PhD-20). The Foreign Evaluators shall be requested to evaluate the thesis and send their evaluation report within eight (8) weeks of the receipt of the thesis. Where

an Evaluator is unable to meet the original or a revised deadline, the Rector may appoint another evaluator out of the list of FRC recommended evaluators.

30.5. All communication with the foreign Evaluators after having sent them the thesis shall be carried out by the PGP Directorate.

31. Thesis Evaluation

31.1. The evaluation reports shall be received by the PGP Directorate, and after hiding the name or other identity of the Evaluators, shall be passed over to the HOD/PGP Coordinator with information to Faculty Dean. The HOD/PGP Coordinator shall then handover the evaluation reports to the scholar.

31.2. The evaluators can evaluate thesis and make recommendations thereon in any one of the following ways (Form PhD 20 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**.

31.3. 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

31.4. Case 1: Approved+Approved

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

31.5. Case 2: Approved + Conditionally Approved(A)

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

31.6. Case 3: Approved+Conditionally Approved (B)

The scholar 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 31.4 or 31.5 depending on the re-evaluation report.

31.7. Case 4: Conditionally Approved+Conditionally Approved

31.7.1 Actions shall be as per articles 31.5 and/or 31.6, as the case(s) may be.

31.7.2 If both the Evaluators ask for changes which are mutually conflicting, the Principal Supervisor shall provide the necessary guidance to the scholar. 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.

31.8. Case 5: Not Approved+Conditionally Approved

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

31.8.1 If the third Evaluator evaluates the thesis as "Approved", it becomes an "Approved+Conditionally Approved" case, in which case articles 31.5 and/or 31.6 shall apply, as applicable.

31.8.2 If the third Evaluator evaluates "Conditionally Approved", it becomes a "Conditionally Approved+Conditionally Approved" case. Article 31.7 shall apply.

31.8.3 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 31.10 shall apply.

31.9. 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:

31.9.1 If the third Evaluator reports "Approved", the scholar shall qualify for the thesis defence and viva voce examination.

31.9.2 If the third Evaluator evaluates "Conditionally Approved", it becomes "Approved+Conditionally Approved" case; actions shall be per paras 31.5 and/or 31.6, as applicable.

31.9.3 If the third Evaluator reports "Not Approved", the situation will become tantamount to both reports evaluated "Not Approved". Article 31.10 shall apply.

31.10. Case 7: Not Approved+Not Approved

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

31.10.1 The FRC may ask the scholar 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.

31.10.2 If the scholar 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. The Examination Department may issue the transcript to the scholar mentioning courses completed with the status endorsed as "PhD Incomplete" along with the Comprehensive Examination result. Migration letter may also be issued to the scholar by the Examination Department, on request.

32. Thesis Defence Examiners

32.1. There shall be constituted a panel of three examiners, one internal and two external, to conduct the thesis defence and viva voce examination of the scholar. Internal Examiner shall be drawn from the FRC whereas the External Examiners shall be appointed from the list of FRC approved list of External Examiners. If suitable Internal Examiner is not available, all Examiners shall be selected from outside the BU by the FRC.

32.2. The FRC shall recommend two names of the Internal and three names for External Examiners, after having secured their consent, to the Rector for approval through the PGP Directorate. The Rector shall select one internal and two external examiners. The identity of the Examiners shall be kept confidential from the scholar.

32.3. The PGP Directorate shall send a copy of the thesis to each Examiner along with the prescribed Thesis Defence Evaluation Report Form (PG-21). All communication with the External Defence Examiners shall be undertaken by the PGP Directorate after having sent them the copy of thesis.

33. Thesis Defence & Viva Voce Examination

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

33.2. The thesis defence shall be in the form of a multimedia presentation by the scholar, followed by a Viva Voce Examination/Question-Answer session before the panel of Examiners. The two may be held on the same day or the later may be deferred after mutual consent.

33.3. The Principal Supervisor/Co-Supervisor and Advisory Committee members 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 may be conducted by the panel of Examiners in the presence of the Principal Supervisor/Advisory Committee. Head of the FRC or the HOD may also remain present if necessary.

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

33.5. The Examiners shall evaluate the thesis defence of the scholar on the Thesis Defence Evaluation Report Form (PG-21) against the following assessment weightage:

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

33.6. To pass the thesis defence, the scholar must obtain at least 60% marks from majority of the Examiners on the panel.

33.7. The thesis defence evaluation reports shall be received by the PGP Directorate, and shall be passed over to the Examination Dept under information and copy to the Faculty Dean and HOD/PGP Coordinator.

33.8. The scholar shall be given three chances (in total) to defend the thesis successfully. After a failed attempt, the panel of Examiners shall specify the time period within which the scholar shall be required to defend the thesis again. If the scholar is not able to defend the thesis in the third attempt even, the candidature of the scholar shall be decided in light of provisions of Article 31.10.

34. Honorarium for Examiners

Suitable honorarium shall be paid to the thesis evaluators, and examiners (internal, external) for Proposal and Thesis Defence, as decided by the University from time to time.

35. Award of the Degree

35.1. After fulfilment of all the requirements for the given degree program, as laid down in these Rules, the scholar shall be entitled to receive the degree. The Examination Department shall complete other formalities.

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

36. PhD Forms

36.1. All PhD related activities shall be executed and concluded using PG 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
PhD-1	Response to Admission Request
PhD-2	Appointment of Principal Supervisor
PhD-3	Appointment of Co-Supervisor
PhD-4	Request for Extension to Thesis Submission Time
PhD-5	Application for Transfer of Credits/Exemption
PhD-6	Comparison Statement/Equivalence Chart for Transfer of Credits
PhD-7	Request for Withdrawal of Courses
PhD-8	Request for Semester Freeze
PhD-9	Appointment of Examiners for Comprehensive Examination
PhD-10	Submission of Comprehensive Examination Result
PhD-11	Approval to Start Research Work
PhD-12	Ethical Review Form
PhD-13	Research Proposal Evaluation
PhD-14	Quarterly Progress Report of PhD Scholar
PhD-15	Approval for Examination
PhD-16	Certificate of Originality
PhD-17	Acknowledgement Receipt of Thesis
PhD-18	Evaluation & Defence of a PhD Thesis by External Examiners
PhD-19	Request for Thesis Evaluation for PhD Programme
PhD-20	PhD Thesis Evaluation Report
PhD-21	Thesis Defence & Viva Voce Evaluation

Form PhD-1

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

Appointment of Principal Supervisor

Dear Sir/Madam,

The (Faculty Research Committee of the Faculty of _____) BU is pleased to appoint you as the Principal Research Supervisor for our following PhD scholar:

Scholar'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 Defence. 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 Programme 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 | |

Appointment of Co-Supervisor

Dear (Sir/Madam,

The Faculty Research Committee of the Faculty of _____ BU is pleased to appoint you as the Co-Supervisor for our following PhD scholar:

Scholar'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 Defence 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 Programme 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 | |

Form PhD -4

Request for Extension to Thesis Submission Time

HoD _____

BU _____ (Campus)

Date: _____

Respected Sir/Madam,

Due to the following reason/s, I am/will be unable to submit my thesis in time:

I shall be highly obliged if extension of _____ ()
weeks/months, to submit the thesis, is granted to me.

Recommendation of the
Principal Supervisor:

Decision of the **FRC:**

Recommended	Not Recommended
Approved	Not Approved

(Please circle & initial the appropriate box)

Date: _____

(Head of Department)

Distribution

1. Registrar
2. Dean
3. Director Examinations
4. Director PGP
5. Head of Constituent Unit
6. Scholar's File
7. Scholar's Copy

Form PhD-5

Application for Transfer of Credits/Exemption

Department: _____ Campus: _____

Scholar'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 handbook on PhD 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 Scholar: _____

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 Scholar:

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 scholar, 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:_____

Member:_____

(Equivalence Committee)

Part – II
CGPA CALCULATION TABLE

Name of Scholar:

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:_____

Form PhD-7

BAHRIA UNIVERSITY _____ CAMPUS

The Head of Department
Bahria University
Karachi Campus

Registration # _____
Enroll # _____
Class/Sec _____

REQUEST FOR WITHDRAWAL OF COURSE(S)

(MS / M. Phil / PhD)

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 _____

Form PhD-8

BAHRIA UNIVERSITY _____ CAMPUS

The Head of Department
Bahria University
Karachi Campus

Registration # _____

Enroll # _____

Class/Sec _____

REQUEST FOR SEMESTER FREEZE

(MS / M.Phil / PhD)

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
adjustment

Approved with Half fee
adjustment

Approved 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/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
adjustment

Approved with Half fee
adjustment

Approved without fee
adjustment

Date: _____

Student Advisor

PGP Coordinator

Head of the Department

NOTIFICATION

Appointment of Examiners for Comprehensive Examination

1. The Faculty Research Committee (FRC) of the Faculty of is pleased to appoint the following Faculty Members to make a suitable examination paper for the Comprehensive Examination for the PhD in _____ programme:

(1) _____

(2) _____

2. Names of the Candidates are as follows:

i. _____

ii. _____

iii. _____

3. The Examination panel is requested to make a quality examination paper. The paper may preferably contain MCQs, SEQs and FIBs. The Panel may ask descriptive questions also wherever required. The paper is to be made from the courses the candidate has undertaken during his/her coursework. The CONFIDENTIALITY of the paper is to be maintained; the paper is to be submitted to HOD in a sealed envelope duly signed by both Examiners. The list of courses undertaken along with course outlines is attached herewith.

(Signature)

Name: _____

Designation _____

Date: _____

Copy to:

- Director PGP
- Examiner 1
- Examiner 2
- PGP Coordinator

Form PhD-10

The Director (Examination

Bahria University

ISLAMABAD Date: _____

Dear Sir,

Submission of Comprehensive Examination Result

Mr/Mrs/Ms _____, a PhD scholar having Registration No. _____, has cleared the Comprehensive Examination, after having completed the required coursework. The details are as follows:

(1) Programme: _____

(2) Faculty: _____ Department: _____ Campus: _____

(3) Coursework completed with _____ CGPA.

(4) Comprehensive Examination Result:

Date of Examination	Marks Obtained	Grade	Status (Pass/Fail)	No. of Attempts

(Head of Department)

Encl:

1. Examination Paper

2. Answer Sheet

Distribution (without enclosures):

1. Registrar

2. Dean

3. Director PGP

4. Head of Constituent Unit

5. Scholar's File (with the HOD/PGP Coordinator)

6. Scholar's Copy

Approval to Start Research Work

Mr/(Miss/Ms/Mrs/ _____

Registration No. _____

Dear PhD Scholar,

I am pleased to inform you that having passed the Comprehensive Examination held on _____ ; you can start your Research Work. As per policy of this University, you will have to spend a minimum of two years to complete your research work and submit your thesis. The maximum time period allowed for the PhD programmes is six years. You will be required to produce a quality research paper, as per the HEC requirements, during your research period.

You are required to submit the research proposal as soon as possible, but not later than six months from the date of issuance of this letter. You can start your research work only once you have successfully defended your research proposal before the designated experts.

Dated: _____

(Director Postgraduate Programmes)

Distribution:

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

Form PhD-12

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 scholar 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 scholar. If any of the questions is answered 'Yes', the scholar shall be required to fill Part-II of this Form. This part of the Form shall be reviewed by the Ethical Review Committee (ERC). Scholars shall be informed of the decision of the ERC as soon as possible. If needed, the scholar may be asked to submit further information and appear before the ERC for discussion meeting.

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

<p>Aim of Study, Source(s) and Method(s) of Data Collection (in not more than hundred words)</p>
--

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:

Scholar'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 scholar 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."

Scholar's Signature: _____

Scholar's Name: _____

Date: _____

Form PhD-13

Research Proposal Evaluation

Scholar'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: _____

Form PhD-14

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)

Scholar'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: _____

APPROVAL FOR EXAMINATION

Scholar's Name: _____ Registration No. _____

Programme of Study: _____

Thesis Title: _____

It is to certify that the above scholar's thesis has been completed to my satisfaction and, to my belief, its standard is appropriate for submission for examination. 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 PhD degree thesis. I have also found the thesis in a format recognized by the BU for the PhD 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 Scholar: _____

Form PhD-17

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 scholar's File)
7. Scholar's copy

Form PhD-18

The Director PG Programmes
Bahria University
ISLAMABAD Date:

Dear Sir,

Evaluation & Defence of a PhD Thesis by External Examiners

1. Mr/Ms _____ ,
Reg. No. _____ , has submitted four hard copies and one digital
copy (CD) of his/her PhD thesis. Pertinent details are as follows:

Title of Thesis: _____

Degree & Programme: _____

2. You are requested to:

- a. Obtain the Competent Authority's approval for two foreign Thesis Evaluators and one local Viva Voce External Examiner
- b. Send one copy each to the Thesis Evaluators. On receipt from the Evaluators, send the Evaluation Report to the Head of FRC at the relevant campus.
- c. After successful evaluation of the thesis, invite the Viva Voce Examiners, to the relevant campus and send him/her a copy of the thesis.

3. The names of four probable foreign External Thesis Evaluators and two local External Viva Voce Examiners, proposed by the FRC, have been placed in the enclosed sealed envelope. The plagiarism report is also attached with this letter.

Date: _____

(Head of FRC)

Encl:

1. Four Hard Copies of the Thesis
2. One Digital Copy (CD) of the Thesis
3. Sealed envelope containing the names of Examiner
4. Specimen of "Request Letter to Examiner"
5. Plagiarism Report

Distribution:

1. Dean 2. Head of the Constituent Unit

Form PhD-19

Dear Sir/Madam,

Request for Thesis Evaluation for PhD 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 PhD 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

Form PhD-20

PhD 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: _____

Form PhD-21

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-A

Format of Thesis for PhD 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). 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

Annexure-B

List of Industrially/Academically Advanced Countries for Evaluation of PhD Thesis

(For all subjects unless noted)

S.No	Country	S.No	Country
1	Australia	22	Ireland
2	Austria	23	Italy
3	Belgium	24	Japan
4	Bulgaria	25	Luxemburg
5	Canada	26	Netherland+
6	China	27	New Zealand
7	Czech Republic	28	Norway
8	Denmark	29	Poland
9	Egypt*	30	Portugal
10	Finland	31	Romania
11	France	32	Singapore
12	Germany	33	South Korea
13	Greece	34	Spain
14	Hong Kong	35	Sweden
15	Hungry	36	Switzerland
16	Iceland	37	Turkey
17	India*	38	United Kingdom
18	Iran*	39	United States
19	Estonia~	40	Slovak Republic
20	Croatia~	41	Slovenia~
21	Georgia~		

* For Oriental Languages (Arabic etc.) Islamiyat, Islamic Studies

~ For Mathematics Only

+ For Science Engineering & Technology

Note: The list is based on Quality Assurance Division, HEC, Islamabad Notification (November17, 2011). For any other country, approval must be taken from the HEC before sending the thesis.

Index

Admissions Committee, 11, 16, 17, 30, 63

Advanced Countries, 7, 24, 62

Advisory Committee, 9, 12, 17, 23, 28

Assessment, 12, 20, 22, 25, 28, 46, 47, 52, 53

Attestation, 16

Candidate, 6

Comprehensive Examination, 6, 9, 17, 20, 21, 22, 23, 27, 29, 39, 40, 41

Co-Supervisor, 6, 11, 17, 22, 23, 28, 29, 32

Course Cancellation, 19

Course Withdrawal, 19

Coursework, 6, 17, 18, 20, 21, 27, 39, 40, 50

Defence

Research Proposal, 8, 11, 12, 16, 21, 22, 29, 41, 46

Thesis, 7

FRC, 9, 10, 11, 13, 14, 15, 17, 18, 21, 22, 23, 24, 27, 28, 33, 39, 51

GRE (Subject), 16

HERC, 6, 8, 22, 23, 24, 28

Honorarium for Examiners, 28

Internal Examiner, 22, 27

Migration(letter), 20, 21, 22, 23, 27

NTS GAT(Subject), 16

Pass marks, 16, 21

PhD Courses outside BU, 19

PhD Credit Hours, 17

PhD Forms, 29

PhD- 1, 30

PhD- 2, 31

PhD- 3, 32

Definitions, 6

Degree, 50

Department, 6

Drop, 15, 20, 21

DRC, 6,10,11,14,15,18,21

Eligibility, 11, 16

Equivalence Committee, 6, 18, 35, 36

Equivalency, 7, 11, 16

Ethical Review Committee/ERC, 10, 12, 42

Exemption, 6, 8, 10, 11, 14, 18, 29, 34

External Examiner, 7, 9, 10, 22, 27, 29, 51

Fee Refund, 19

Claims, 20

Conflict Resolution, 20

Drop Cases, 20

Semester Freeze, 19

Foreign Evaluator, 7, 10, 15, 24

PhD- 4, 33

PhD- 5, 34

PhD- 6, 35

PhD- 7, 37

PhD- 8, 38

PhD- 9, 39

PhD-10, 40

PhD-11, 41

PhD-12, 42

PhD-13, 46

PhD-14, 47

PhD-15, 48

PhD-16, 49

PhD-17, 50

PhD-18, 51	Research Proposal, 8, 11, 12, 16, 21, 22,
PhD-19, 52	29, 41, 46
PhD-20, 53	Defence, 6, 59
PhD-21, 57	Evaluation, 15, 17, 21, 22, 24, 25, 26
PhD Programme Duration, 17	Selection of Candidates, 16
Post-Graduate Programmes	Semester Freeze, 19, 29
Coordinator, 8, 9, 10, 11, 14, 19, 21, 22,	Statement of Purpose, 7, 11, 16, 17
23, 24, 25, 27, 28, 31, 32, 39, 40, 41, 47,	Thesis Defence, 7, 8, 10, 25, 26, 27, 28,
50	29, 31, 32, 59
Post-Graduate Programmes	Thesis Evaluation, 17, 24, 29, 52, 53
Directorate, 10, 11, 12, 13, 15, 21, 22,	Thesis Format, 58
23, 24, 25, 27, 28, 47	Thesis Submission, 17, 23, 24, 29, 33
Principal Supervisor, 7, 9, 11, 17, 22, 23,	Time Extension, 33
24, 25, 26, 28, 29, 31, 33, 47, 48	Transfer of Credits/TOC, 7, 10, 11, 13,
Progress Report, 10, 11, 14, 15, 23, 29,	18, 34
31, 32, 47	Viva Voce, 8, 10, 11, 25, 28, 29, 51, 59
Registration, 9, 15, 16, 17, 22	



**BAHRIA UNIVERSITY
ISLAMABAD**