

RULES GOVERNING POSTGRADUATE PROGRAMS



Directorate of Advanced Studies SINDH AGRICULTURE UNIVERSITY TANDOJAM

(EFFECTIVE FROM ACADEMIC YEAR 2021)

Updated & Revised after HEC Graduate Education Policy-2023

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1. GENERAL REGULATIONS

1.1. SEMESTERS

- 1.1.1. There shall be two regular semesters (fall and spring) each of 22 weeks duration (including examination) in an 'Academic Year' in synchronization with the 'Academic Calendar' of the University.
- 1.1.2. The spring semester shall commence in January and conclude on June 30, while the fall semester shall begin in July/August and end on December 31.
- 1.1.3. A 12-week 'Summer Semester' will be offered as part of the Academic Year to provide students with the opportunity to address failing grades and/or improve poor academic performance. However, the 'Summer Semester' shall not serve as an alternative to regular semesters. Only those students who have been admitted to a regular semester and have appeared in the corresponding semester examinations will be considered eligible for the Summer Semester. Eligible students may enroll in courses totaling up to 12 credit hours during the Summer Semester.
- 1.1.4. The Controller of Examinations shall announce the results at the end of semester.
- 1.1.5. The credit hours shall be accommodated during summer semester at par with regular semesters.
- 1.1.6. **Schedule of Activities in a Regular Semester and Summer Semester**

Regular Semester	
Activity	Duration
Registration	02 weeks
Teaching Session	14 weeks
Exam preparation	02 week
Final Semester Exam	04 weeks
Summer Semester (Optional)	
Registration	01 week
Teaching Session	08 weeks
Exam preparation	01 week
Semester Exam	02 weeks

1.2. REGULATIONS FOR THE CONDUCT OF EXAMINATIONS

These regulations shall cover the conduct of theory and practical examinations including the appointment and responsibilities of the examiners and remain effective, until modified.

1.2.1. SETTING OF QUESTION PAPER FOR THEORY FINAL EXAMINATION

- 1.2.1.1. The teacher / examiner shall set the question paper from full syllabus of the course in the 'Final Examination'.
- 1.2.1.2. Paper shall contain at least 40% objective and 60% descriptive type questions.
- 1.2.1.3. The choice shall be limited to 25% from the descriptive type section in line with the guidelines provided by Higher Education Commission.
- 1.2.1.4. The student must attempt all questions in objective type section.

1.2.2. MARKS DISTRIBUTION FOR THEORY

Activity	Weightage (%)
(i) Attendance	10
(ii) Assignments	10
(iii) Mid-semester examination	20
(iv) Final examination	60
Total	100

1.2.3. MARKS DISTRIBUTION FOR PRACTICAL

Activity	Weightage (%)
(i) Attendance	10
(ii) Journal	10
(iii) Viva Voce	80
Total	100

1.2.4. ELIGIBILITY FOR APPEARING IN EXAMINATIONS

- 1.2.4.1. Student who fulfils the following minimum requirements shall be allowed to appear in the examinations:
- 1.2.4.2. He/ she must be enrolled in a specific semester and has paid all the necessary fees including examination fee of the University.
- 1.2.4.3. He/ she must have at least 75% average attendance.
- 1.2.4.4. He/ she is not debarred from taking the examination.

1.2.5. ASSESSMENT OF ANSWER COPIES

- 1.2.5.1. The appointed internal examiner shall assess the answer copies.
- 1.2.5.2. The 'Award Lists' of theory and practical (in duplicate) showing grades and grade points along with 'Attendance Sheets' shall be submitted under sealed cover to the 'Controller of Examinations' within specified period i.e. two weeks' time after the date of examination.

1.2.6. EXAMINATION GRADING

- 1.2.6.1. The performance of a student is to be measured in letter grade (A, A-, B+, B, B-, C+, C, C-, D+, D, D- and F Grade). These letters carry weightage from the lower of 1 to the highest of 4 points per credit hour of a course.
- 1.2.6.2. The semester system warrants for home assignments and partial examinations to be conducted and assessed by the concerned Teacher / Examiner.
- 1.2.6.3. The grading of candidates for each examination shall be as under:

Range of Marks (%)	Grade Points	Grade	Achievements
=>80	4.00	A	Excellent
73-79	3.67	A ⁻	Very Good
66-72	3.33	B ⁺	Good
60-65	3.00	B	
56-59	2.67	B ⁻	
53-55	2.33	C ⁺	Satisfactory
50-52	2.00	C	
46-49	1.67	C ⁻	Below average
43-45	1.33	D ⁺	
40-42	1.00	D	Poor
>40	0.00	F	Fail

- 1.2.6.4. Calculation of G.P.A. (Grade Point Average): It is an expression for the average performance of the student in the courses he / she has taken during one or two semesters or at the end of the entire course of study.
- 1.2.6.5. Multiply 'Grade Point' with the 'Credit Hours' in each course, add up the 'Cumulative Grade Points' and divide by the 'Total Number of Credit Hours' to get the G.P.A per semester.

$$\text{G.P.A} = \frac{\sum \text{Q.P}}{\sum \text{C.H.}}$$

Where:

Q.P. (Quality Point) = Grade points multiplied by credit hours (Theory and Practical)

\sum Q.P =Sum of all the Quality Points of courses offered in the semester
 \sum C.H=Sum of all credit hours of courses offered in the semester

1.2.7. REPEATING COURSES

- 1.2.7.1. Whenever a candidate fails or gets less than 'C' grade, he / she is required to register himself / herself in that subject when offered, attend the classes regularly and reappear in the examinations.
- 1.2.7.2. A student will only have one chance to improve his / her grades in course (s) of a previous semester. However, after the completion of the specified degree period student would not have any chance to improve any course after thesis defense seminar.
- 1.2.7.3. Upon improving subject, if one gets the grade less than the previous, the previous grade will be counted.
- 1.2.7.4. If any student remained absent in a mid-semester / final examinations for any reasons, no separate examination would be held of that semester. Absentee can appear in the immediate next session in the respective semester when the examination for those course(s) would be conducted.
- 1.2.7.5. A student should not be allowed to submit thesis until he / she successfully passes all courses.

1.3. GRIEVANCES/ ANOMALY COMMITTEE

- 1.3.1. Anomaly Committee shall address the grievances of students in the evaluation of the assignments, tests and examinations.
- 1.3.2. Anomaly Committee shall authorize to recount paper / test/ assignment marks if student complains in writing that injustice has been done to him / her in the assessment /evaluation.
- 1.3.3. The committee shall settle the complaints regarding research and thesis writing by teacher against students and vice versa.
- 1.3.4. The Committee shall comprised of:

i. Chairperson/Dean of the concerned Department/Faculty	Chairman
ii. One Senior Teacher other than the concerned Teacher from the concerned Department	Member
iii. Concerned Teacher	Member
iv. Any other teacher from the concerned Faculty to be appointed by Vice Chancellor not below the rank of Assistant Professor	Member

1.4. THESIS REJECTION

- 1.4.1. All the cases of theses rejection shall deal by BASAR through 'Anomaly Committee' or especially constituted committee under specific circumstances, when the BASAR receive complaint about the misconduct, ethical breach and data stealing during the course of thesis completion.
- 1.4.2. The decision of the 'Anomaly Committee' shall be final. The student shall not re-admit in any program of the University.
- 1.4.3. Student may however, appeal against such decision to the Syndicate.
- 1.4.4. The Committee shall comprised of:
 - All Deans (Dean of the concerned Faculty shall act as Chairman/ Convener of the Committee).
 - Director Advanced Studies (Member / Secretary)

1.5. CREDITS TRANSFER/TRANSFER OF POSTGRADUATE STUDENTS FROM SAU TO OTHER UNIVERSITIES OR VICE VERSA

- 1.5.1. The credit transfer of coursework from one university/DAI/HEI to another as well as to evaluate students' academic performance (both formative and summative) and award of grades, HEC's Policy Guidelines, issued from time to time, for implementation of the Uniform Semester Examination System in Higher Education Institutes of Pakistan shall be referred.
- 1.5.2. The transfer of research work is permissible, provided that the host university accepts the research conducted at the parent university prior to the credit transfer.
- 1.5.3. The transfer of research work shall not be allowed if the student has completed 50% or more of their research at the parent university.
- 1.5.4. The research work is the shared property of the research supervisor(s), university and the student. Therefore, the student needs the consent of the supervisor before transferring research work to another university. The parent university is expected to allow Credit/Research Transfer if no liability other than academic work exists on part of the student.
- 1.5.5. Since the synopsis/research plan was developed at the parent university, a student transferring their research work to another university should preferably include the name of their previous supervisor in the new supervisory committee at their new university and/or include the previous supervisor in their research publications.
- 1.5.6. Credit hours may only be transferred between HEC Recognized HEIs.
- 1.5.7. In case a PhD candidate wants to switch SAU to another university (HEC recognized) he/she will be required to get his course work credit hours transferred to the new one. To achieve this aim, the candidate will submit an application to the DAS through the concerned Chairperson and Dean.
- 1.5.8. Transfer of credits earned in other Institutions may be approved in the individual case determined by the Departmental Board of Studies.
- 1.5.9. Credits are transferred on a course-to-course basis i.e. a person taking course A at University X is allowed to transfer his/her credits to University provided that course A is equivalent to course B taught at the Y University (which will be decided by the University Equivalence Committee).
- 1.5.10. In MS/MPhil & PhD programs all credit hours studied will be transferred.
- 1.5.11. No credit hour of a course will be transferred if the grade is less than B/3.00 CGPA.
- 1.5.12. In the case of MSc/MS/ME/MPhil, the applicants must have completed 24 credit hours of coursework at the parent University/Institute and at least 01 year period remained out of 03 years maximum period as per HEC criteria. No case shall be considered whose maximum period expired.
- 1.5.13. In the case of PhD the applicants must have completed 18-20 credit hours of coursework followed by a comprehensive examination at the parent University/Institute and at least 02 years period is remained out of 8 years maximum period as per HEC criteria. No case shall be considered whose maximum period expired.
- 1.5.14. The students who want to transfer to SAU Tandojam from other universities must submit the application along with:
 - i. Justification/reasons for transfer of credit hours
 - ii. NOC from parent University.
 - iii. Admission letter from parent University/Institute.
 - iv. Certificate from parent Universities/Institute whether the applicant was admitted on basis of Entry Test.
 - v. Willingness/NOC from the Guide/Director/Chairperson and concerned Dean of the Faculty of SAU Tandojam.

- vi. Official transcript
 - vii. Course content/outlines duly verified by the previous institute
- 1.5.15. The Departmental Board of Studies should properly scrutinize the above requirements then the case may be recommended to BASAR for approval.
- 1.5.16. The department has the exclusive right to accept or reject any request for transfer of course/courses
- 1.5.17. Core PhD requirements laid down by HEC should not be violated while making these requests.

1.6. TRANSFER OF COURSE WORK

- 1.6.1. In case of the re-admission (took after fulfillment of all requirements of new admission), the transfer of course work is permissible, provided that the course previously taught shall be the same (titles and contents) as those are being currently offered.
- 1.6.2. 1.6.2. The following committee shall look into such matter:
- i. Dean of the concerned Faculty
 - ii. Nominee of BASAR
 - iii. Director of Advanced Studies
 - iv. Chairman of the concerned Department
 - v. Controller of Examination
 - vi. PG Coordinator of the concerned Faculty
- 1.6.3. The committee is responsible for assessing and making decisions regarding requests from students for transfer of course work.
- 1.6.4. Upon receipt of an application from a student, the Dean, shall convene a meeting of the Committee.
- 1.6.5. The meeting shall be chaired by the Dean of the concerned faculty to which the student belongs.
- 1.6.6. The Chairperson/Director of the relevant Department/Institute/Center shall conduct a thorough comparison of the courses, including their titles and contents, that the student has already completed with those currently offered in the program. This comparison shall be presented by the respective Chairperson/Director in the meeting.
- 1.6.7. The concerned Dean shall prepare the minutes of the committee meeting, which shall be duly signed by all members.
- 1.6.8. Directorate of Advanced Studies shall notified the decision after the approval of the Vice Chancellor.

2. MASTERS DEGREE PROGRAM

2.1. BASIC ACADEMIC QUALIFICATION REQUIREMENT

2.1.1. Sixteen years of schooling or 4 year education (minimum 120 credit hours) in the **respective field of study/Equivalent** with overall marks not less than 50% , after HSSC/F.A./F.Sc/Grade 12 or Equivalent shall be required for admission in the MPhil/MS/Equivalent program.

2.2. ADMISSION TEST

2.2.1. A 'University Committee' consisting of at least 3 PhD faculty members in the subject area shall manage and conduct the postgraduate entry tests. Discipline wise such committees shall be notified by the Registrar office.

2.2.2. All applicants seeking admission in postgraduate degree programs shall be required to appear in a **GRE (General) type Pre-admission Test** (conducted by the University) or qualified in GRE (General) administrated by Education Testing Services (ETS) or HAT administrated by HEC.

2.2.3. A candidate secured atleast **50% marks** in the **GRE (General)** Pre-admission Test (conducted by the University shall be eligible to compete for admission to M.Sc./MS./M.E./ M.Phil. Degree Program. **OR**

A candidate secured atleast **50% marks** in the **GRE (General)/HAT or Equivalent test approved by the HEC** shall be eligible to compete for admission to M.Sc./MS./M.E./ M.Phil. Degree Program.

2.2.4. Final merit list of the candidates shall be prepared according to the marks adjusted by the following formula:

EXAMINATION	WEIGHTAGE
	M.Sc./ MS/M.E./MSIT/M.Phil
Intermediate	-
B.Sc / B.E/ D.V.M	50 points
Pre-Admission Test	50 points
Total	100

2.3. DEGREES NOMENCLATURE

(a) Master of Science (Agriculture) Honors = M.Sc. (Agri.) Hons in

(Field of specialization)

(b) Master of Science (Honors) = M.Sc. (Hons) in

(Field of specialization)

(c) Master of Engineering = M.E. in

(Field of specialization)

(d) Master of Science (Hons) = MS (Hons.) in Information Technology

(Field of specialization)

(e) Master of Science = MS in

(Field of specialization)

(f) Master of Philosophy = (M.Phil)

(Field of specialization)

2.4. DURATION/ DEGREE COMPLETION TIMELINE

- 2.4.1. Minimum: 02 years (04 semesters)
- 2.4.2. Maximum: 03 years (06 semesters)
- 2.4.3. After expiry of maximum period, the extension (maximum of 4 years) may be granted by BASAR, if recommended with sound reasons and justification by the Supervisor, concerned Chairperson and Dean of the Faculty.

2.5. COURSE WORK

- 2.5.1. Candidate must undertake a course work of 24 credit hours in addition to 10 credit hours for thesis research work. However, any deficiency course(s) recommended by the 'Supervisory Committee' shall not count toward total of 34 credit hours.
- 2.5.2. No course shall be more than 4 credit hours.
- 2.5.3. Approximately two/three courses should be from major field while 1/3rd from minor field of study.
- 2.5.4. In case of extra credits (in excess of the required 34 credits), the ratio does not apply to extra credits.
- 2.5.5. A student must obtain at least a GPA of 2.0 in first semester to be promoted to second semester.
- 2.5.6. A student must maintain a CGPA of 2.0 and has also passed at least 50% courses in the second semester to be eligible for admission to third semester. Failure to any of above two conditions shall lead to cancellation of his / her admission.
- 2.5.7. An overall 2.5 CGPA shall be minimum requirement for eligibility of candidacy for Master Degree
- 2.5.8. A student, who obtained CGPA of 2.0 but less than 2.5 upon the completion of entire course work, may be allowed once in spring and once in fall to take/ repeat the courses of the previous semesters in which he / she has obtained the lower grades (with GPA of < 2.5), in order to improve the CGPA so as to obtain the minimum of 2.5 for all semesters. Failure shall lead to the cancellation of his / her admission.

2.6. SUPERVISORY COMMITTEE

- 2.6.1. Supervisory Committee shall be comprised of the teachers / scientists recognized by the 'BASAR' in the field of study.
- 2.6.2. Committee shall consists of two members from major field of study and one from outside of the department having expertise in relevant field.
- 2.6.3. Faculty members of SAU Tandojam or constituent colleges/ sub-campus (who are already recognized as 'Supervisor' in their respective field) shall eligible to become Co-supervisor in other departments.
- 2.6.4. Committee shall consist of three members' approved by the 'BASAR' on the recommendations of concerned 'BoS'

2.7. SYNOPSIS

- 2.7.1. The department shall assign a guide/putative supervisor to all postgraduate students in the 1st semester, which may be changed afterward if required. M.Sc/MS/MSIT/M.E/M.Phil students shall be directed to submit their synopses to DAS for approval in 2nd semester before the close of the semester.
- 2.7.2. Students shall submit the synopsis on the prescribed format of the proposed research duly signed and approved by his / her proposed 'Supervisory Committee' to the 'Chairperson' of the concerned department for approval of 'Departmental Board of Studies'.
- 2.7.3. After the approval of 'Departmental Board of Studies', the 'Postgraduate Coordinator' shall check the synopsis.

- 2.7.4. After the endorsement of 'Postgraduate Coordinator', the student is required to submit requisite copies of synopsis and summary page to 'DAS' through concerned Chairperson, forwarded by the Dean of the Faculty.
- 2.7.5. The 'DAS' shall place all synopses before the 'BASAR' for approval.
- 2.7.6. After 'BASAR' approval, in case of the any change felt necessary by the 'Supervisory Committee', the above given process shall be followed.

2.8. **THESIS**

- 2.8.1. Only those students who have completed their coursework and have had their synopsis approved by BASAR shall be eligible to submit their thesis.
- 2.8.2. Student can submit a plagiarism free ($\leq 19\%$) unbound thesis to 'Directorate of Advanced Studies' through concerned 'Chairperson' in the fourth semester subject to the completion of course work with atleast CGPA of 2.5 for assessment.
- 2.8.3. The thesis shall be compiled and formatted as per university approved "Thesis Manual" of the University.
- 2.8.4. The 'DAS' shall send the thesis to concerned 'Postgraduate Coordinator' for plagiarism and checking.
- 2.8.5. The 'Postgraduate Coordinator' shall review the draft as well as carry out checking of similarity index with the help of 'Anti-Plagiarism Cell' (overall $\leq 19\%$ and from individual source $\leq 5\%$). In case of similarity index in in approved limit, 'PGC' shall ask the concerned 'Chairperson' for further process. Otherwise, 'PGC' shall ask for revision and resubmission of soft copy of thesis for checking plagiarism for the second time.
- 2.8.6. On receiving approval from 'PGC', the 'Chairperson' shall organize the 'Thesis Defense Seminar'. Concerned 'Chairperson' shall ensure wide circulation of seminar with date and time under intimation to the 'Directorate of Advanced Studies'. Seminar shall be presided either by concerned 'Chairperson' or by the 'Dean of Faculty'.
- 2.8.7. After incorporation of suggestions given in the seminar, the 'Chairperson' shall submit the panel of viva voce examiners along with checked and fair copies of thesis. Dean shall endorse the panel of examiners for thesis viva voce examination and send the documents to DAS.
- 2.8.8. After approval from DAS, unbound thesis shall be submitted to the 'Controller of Examinations' along with panel of examiners proposed by 'Chairperson' of the concerned Department, and forwarded by Dean of the concerned Faculty to obtain approval of 'Vice Chancellor'.

2.9. **THESIS EXAMINATION**

- 2.9.1. A panel of 02 examiners (one external and one major Supervisor to act as internal examiner) shall examine the thesis and conduct viva voce examination
- 2.9.2. Vice Chancellor shall appoint external examiner from a panel of three examiners proposed by concerned Chairperson through Dean of the concerned Faculty addressed to the Controller of Examinations.
- 2.9.3. Supervisory Committee shall ensure that the suggestions made by examiners duly incorporated before the final binding of thesis.
- 2.9.4. Two soft copies of the final thesis on MS-Word or pdf format shall submit to DAS.
- 2.9.5. Four copies of final bound thesis, (one each for Central Library, Controller of Examinations, Directorate of Advanced Studies and Faculty Library), the result of the viva voce examination shall be submitted to the Controller of Examinations for the declaration of result.
- 2.9.6. The thesis viva voce examination shall consider successful, if the examiners found it Satisfactory for the award of degree.

2.9.7. Each Examiner shall entitle to get remuneration for conduct of Examinations at following rate

External Rs.5000/-

Internal Rs.5000/-

2.9.8. Supervisor is entitled to get Rs.15,000/- thesis guidance or as per HEC criteria of M.Sc/ M.E/M.Phil thesis.

2.9.9. The Internal and External Examiner shall evaluate the thesis on following proforma



SINDH AGRICULTURE UNIVERSITY, TANDOJAM

SECRET

M.Sc/M.E/M.Phil/MSIT Thesis Viva Voce Examination (Semester System)

AWARD LIST

Part-I

- (i) Name of the Candidate _____
- (ii) Registration No. _____
- (iii) Topic of the Thesis _____
- (iv) For the degree M.Sc/M.E/M.Phil/MSIT _____
- (v) Date of Registration _____
- (vi) Date of submission of Thesis _____

Part-II

A.

- (i) Name of External Examiner _____
- (ii) Designation _____
- (iii) Institute _____

B.

- (i) Name of Internal Examiner _____
- (ii) Designation _____
- (iii) Institute _____

- a. Remarks about the content _____
- b. Whether the work is original _____
- c. Does the work reflect the candidate's capacity Synthesis of data, its critical examination and judgment. _____
- d. Whether the thesis has contributed towards advancement of knowledge in the particular field of discipline. _____
- e. General comments of Examiner (s) _____
- f. Concluding remarks: (Please select the appropriate recommendations)
 - (i) Thesis is found **satisfactory** and approved for the award of degree of M.Sc/MS/M.E/M.Phil/MSIT in its current form. _____
 - (ii) Thesis is acceptable after **minor changes/revision(s)** _____
 - (iii) Thesis is acceptable after **major changes/revision(s)** _____
 - (iv) Thesis is found **unsatisfactory** for the award of degree, thesis shall be revised and re-submit for examination. _____

Examiners

Internal Examiner

Signature _____
 Name: _____
 Designation _____
 Date _____

External Examiner

Signature _____
 Name: _____
 Designation _____
 Date _____

Existing
 +
 I have examined the above noted thesis and offer the following Comments:

2.10. DECLARATION OF POSITION (FOR MASTER'S PROGRAM)

- 2.10.1. A candidate who successfully completes all courses of the program in regular examinations and meets the degree requirements (including the announcement of the thesis viva voce examination result by the Controller of Examinations) within the prescribed time frame of five semesters shall be eligible for the declaration of position.
- 2.10.2. The candidate shall qualify for the award of positions (First, Second, and Third) for each academic year based on the marks secured in regular semester examinations.
- 2.10.3. The candidate must fulfill all thesis requirements and submit the final bound thesis, along with the thesis viva voce examination result, to the DAS before the conclusion of the fifth semester.
- 2.10.4. A candidate seeking an extension beyond the fifth semester shall not qualify for a position. Candidates admitted in either the fall or spring semester of a particular academic session/batch must complete their degree program within five semesters to be considered eligible for a position.

2.11. AWARD OF DEGREES AND MEDALS

- 2.11.1. Upon the completion of the five-semester period for all students of a particular academic session/batch, whether admitted in the fall or spring semester, the Controller of Examinations shall present the list of successful candidates to the Academic Council for the conferment of various degrees and medals. The Academic Council shall in turn send its recommendation to the Syndicate to confer the Degrees / Medals upon successful candidates who are otherwise eligible.
- 2.11.2. Controller of examinations shall issue Degrees and Marks/ Pass Certificates to candidates as per approved format by the Academic Council.
- 2.11.3. The Academic Council shall approve the nomenclature of various Degrees awarded by the University.

3. PhD DEGREE PROGRAM

3.1. SCRUTINY COMMITTEE

- 3.1.1. The admission is made through Scrutiny Committee, which comprised of:
- i. Dean of the Faculty
 - ii. Director Advanced Studies
 - iii. Chairperson/Director of the Department/Institute/Center
 - iv. Postgraduate Coordinator

3.2. BASIC ACADEMIC QUALIFICATION REQUIREMENT

- 3.2.1. Prior to admission into a PhD program, the student shall have been awarded MPhil/ME/MSc/MS or equivalent degree (with Research Work)
- 3.2.2. M.Sc. (Agri.) Hons./M.Sc. (Hons.) in Food Sciences & Technology /M.E./MS./M.Phil. in the subject of specialization or equivalent with CGPA of 3.0 or 60% marks in Master Degree and research component in Master degree shall be eligible for admission to Ph.D. in the respective field of study.
- 3.2.3. Candidates possessing M.Sc. (Hons.)/M.Phil. in different disciplines of Veterinary Sciences (Veterinary Microbiology, Vet. Pathology, Vet. Parasitology, Vet. Pharmacology, Vet. Physiology & Biochemistry, Vet. Medicine, Animal Reproduction, Surgery and Obstetrics Anatomy & Histology) shall be eligible for admission to Ph.D. in any one of the above mentioned programs of Veterinary Sciences by taking necessary deficiency course(s).
- 3.2.4. Candidates possessing M.Sc. (Hons.)/M.Phil. in different disciplines of Animal Sciences/Animal Husbandry (Animal Nutrition, Livestock Management, Poultry Husbandry, Animal Product Technology and Animal Breeding and Genetics) shall be eligible for admission to Ph.D. in any one of the above mentioned programs of Animal Sciences/Animal Husbandry by taking necessary deficiency course(s).
- 3.2.5. Candidates possessing MSc Statistics/MSc Mathematics shall be eligible for admission to Ph.D. in Statistics by taking necessary deficiency course(s).
- 3.2.6. The Equivalence Committee constituted by Sindh Agriculture University Tandojam shall evaluate candidates possessing degrees other than specified above.
- 3.2.7. The prior degree must be M.Sc./M.E./MS./M.Phil. (or equivalent).
- 3.2.8. Candidates possessing Master's degree in the respective disciplines or closely related discipline(s) as identified and already recommended by the Board of Studies of concerned Departments shall qualify to take admission to Ph.D. program, with the condition to take necessary deficiency course(s) during a program (not more than two in one semester) if recommended by the Supervisory Committee/Equivalence Committee. The concerned Chairperson, Director Advanced Studies & Post Graduate Coordinator will decide the number of required deficiency course(s).
- 3.2.9. For each deficiency course, the separate registration and examination fees shall be charged, which will be notify by the Director Advanced Studies/Controller of Examination
- 3.2.10. The candidate shall not take more than two deficiency courses in one semester.
- 3.2.11. The student shall bound to attend the classes as well as appeared in the examination as per policy.
- 3.2.12. The Controller of Examination shall include the result of deficiency course (s) in the transcript, separately. The deficiency course shall not count in the required credit hours of the program.

3.3. ADMISSION TEST

- 3.3.1. A 'University Committee' consisting of at least 3 PhD faculty members in the subject area shall manage and conduct the postgraduate entry tests. Discipline wise such committees shall be notified by the Registrar office.
- 3.3.2. All applicants seeking admission in postgraduate degree programs shall be required to appear in a GRE (General) type Pre-admission Test (conducted by the University) or qualified in GRE (General) administered by Education Testing Services (ETS) or HAT administered by HEC.
- 3.3.3. A candidate secured atleast 60% marks in the GRE (General) Pre-admission Test (conducted by the University shall be eligible to compete for admission to PhD Degree Program. **OR**
A candidate secured atleast 60% marks in the GRE (General)/HAT or Equivalent test approved by the HEC shall be eligible to compete for admission to PhD Degree Program.
- 3.3.4. Final merit list of the candidates shall be prepared according to the marks adjusted by the following formula:

EXAMINATION	WEIGHTAGE
	PhD
Intermediate	-
B.Sc / B.E/ D.V.M	-
MPhil/MSc / ME	40 points
Pre-Admission Test	60 points
Total	100

3.4. DURATION/ DEGREE COMPLETION TIMELINE

- 3.4.1. Minimum: 03 years (06 semesters)
- 3.4.2. Maximum: 05 years (10 semesters)
- 3.4.3. After expiry of maximum period, the extension (maximum of 8 years) may be granted by BASAR, if recommended with sound reasons and justification by the Supervisor, concerned Chairperson and Dean of the Faculty.
- 3.4.4. The completion date of PhD degree shall be reckoned with the date of notification of the award of PhD degree.
- 3.4.5. In case a student is unable to secure a PhD degree within the prescribed timeframe and claims for extension in duration, the university may constitute appropriate authority and determine the causes for delay. In event of force majeure i.e., delay on account of circumstance beyond the control of student, the university may grant an extension in the period of award of PhD degree in accordance with the duration limiting factor(s) and shall also take corrective measures in case the delay is caused due to process or administrative reasons.

3.5. STATEMENT OF PURPOSE

- 3.5.1. As part of the application for admission to PhD programs, applicants shall be required to submit a statement of purpose, which shall form an integral part of the application.
- 3.5.2. The admissions committee shall use the information provided to ascertain the preparedness and interest of the candidate in pursuing doctoral studies, and whether

the department has the requisite resources to train and supervise the doctoral candidate in the subspeciality in which the applicant is interested.

3.5.3. A statement of purpose shall, at least, include the following:

- Title of the potential research proposal
- Clear articulation of the current understanding of the intended field and ideas for potential research
- Explanation of the intended impact of the proposed research
- The prospective candidates shall demonstrate passion and enthusiasm for the area of research.
- The putative intended Supervisor shall endorse it.

3.6. RESIDENCY REQUIREMENT

3.6.1. There shall be a residency requirement for a period of at least two years.

3.6.2. In-service candidates shall submit the NOC from their parent organization along with the admission form.

3.6.3. After qualifying for admission in PhD program, the in-service candidates shall submit the 'Study Leave' from their parent organization at the time of registration.

3.7. COURSE WORK

3.7.1. The courses shall be offered through regular classes (i.e., classes taught on campus by full-time faculty members of the university)

3.7.2. The courses shall preferably be of 800 level.

3.7.3. PhD degree should be based on research, not only on credit hours.

3.7.4. The candidate is required to complete 20 credit hours of coursework in addition to 20 credit hours dedicated to thesis research. Any deficiency course(s) will not be included in the mandatory 40 credit hours.

3.7.5. No course shall be more than 4 credit hours

3.7.6. Approximately 2/3rd courses shall be from major field while 1/3rd from minor field of study.

~~3.7.7. Minor fields may either be one or two but not exceed three.~~

3.7.8. In case of extra credits (in excess of the required), the ratio does not apply to extra credits.

3.7.9. There shall be no compulsory courses. However, if the Committee considers necessary then student may be advised to take one or more compulsory courses as deficiency course (s).

3.7.10. The special problem course and seminar shall count as one credit each.

3.7.11. A student can earn 02 credits one each for seminar and special problems.

3.7.12. Must obtain a CGPA of 3.0 at the end of PhD program.

3.7.13. However, CGPA of 2.5 to < 3.00 will qualify him / her for enrollment to next semester but this will only be allowed once in a program with a warning to improve his / her CGPA. If he / she fails to obtain a CGPA of 3.00 in the next semester, his / her admission shall stand cancelled.

3.7.14. After completion of course work, a student with CGPA between 2.50 and < 3.00 will be given one opportunity to improve CGPA for that semester by taking course in which he / she obtains lower grades.

3.7.15. The format of PhD marks sheet is given in Annexure-I

3.8. COMPREHENSIVE EXAMINATION

3.8.1. Following the completion of coursework, every PhD student shall be required to pass the comprehensive examination to be granted candidacy as a PhD researcher, with

the provision that the student failing to pass the comprehensive exam, shall be allowed to retake the exam once.

- 3.8.2. The required coursework, comprehensive exam, and defense of synopsis/research proposals should be completed within the first six semesters of the registration into a PhD program. The responsibility in this regard rests collectively with the PhD student and the university. In case of noncompliance, the registration shall be cancelled and transcripts for completion of coursework may be issued to the student.
- 3.8.3. In an event of force majeure i.e., noncompliance on account of circumstances beyond the control of student, the university may consider the matter in accordance with the procedure.
- 3.8.4. The following are the guidelines for a conducting Comprehensive Examination:
 - i) The exam should be based on recapitulation of the conceptual knowledge of the discipline to which the student is admitted.
 - ii) The exam shall cover the courses studied, preferably at the graduate level, conducted on one composite question paper.
 - iii) The evaluation shall be on an aggregate basis, expressed in terms of pass/fail and shall not be graded.
- 3.8.5. The 'Comprehensive Examination' shall be held after the completion of course work only (once in a semester) of all the students of the respective department.
- 3.8.6. A candidate shall take 'Comprehensive Examination' after successful completion of course work during the 3rd semester or following semester
- 3.8.7. The candidate shall apply to the concerned Chairperson for the arrangement/ organization of 'Comprehensive Examination'.
- 3.8.8. The 'Vice Chancellor' shall appoint two external examiners for 'Comprehensive Examination' from the panel of 06 examiners proposed by 'Departmental BoS'.
- 3.8.9. Each external examiner shall entitle to Rs. 5000/- as remuneration for conduct of examination.
- 3.8.10. In case of failure, he / she shall give one more opportunity. He / she can re-appear not earlier than one semester and later than four semesters.

3.9. SUPERVISORY COMMITTEE

- 3.9.1. Supervisory Committee shall be constituted from the Teacher / Scientists recognized by the 'BASAR' in the field of study who meet the conditions mentioned in GEP-2023
- 3.9.2. Committee shall consist of three members' approved by the 'BASAR' on the recommendations of concerned 'BoS'
- 3.9.3. Committee shall consists of two members from major field of study and one from outside of the department or from R&D organization having expertise in relevant field.
- 3.9.4. Faculty members of SAU Tandojam or constituent colleges/ sub-campuses (who are already recognized as 'Supervisor' in their respective field) shall eligible to become Co-supervisor in other departments.
- 3.9.5. All HEC approved PhD Supervisors shall also be eligible to become Co-supervisor in their relevant fields.
- 3.9.6. Additional member may be opted if necessary and justified by the proposed research work

3.10. SYNOPSIS

- 3.10.1. The research supervisor shall be allocated to a doctoral student from the date of enrollment

- 3.10.2. The PhD student shall submit their synopsis for approval by BASAR no earlier than the completion of the 1st semester and no later than the end of the 6th semester.
- 3.10.3. Students shall be encouraged to submit the synopsis on the prescribed format of the proposed research duly signed and approved by his / her proposed 'Supervisory Committee' to the 'Chairperson' of the concerned department for approval of 'Departmental Board of Studies'.
- 3.10.4. After the approval of 'Departmental Board of Studies', the 'Postgraduate Coordinator' shall check the synopsis.
- 3.10.5. The candidate shall defend the synopsis in an open seminar headed by the 'Dean' of the Faculty. 'Dean Office' shall issue the necessary circular. After the seminar, the concerned 'Chairperson' through 'Dean' shall submit the attendance and minutes of seminar to 'DAS'.
- 3.10.6. After the incorporation of the suggestions given in the seminar and endorsement of 'Postgraduate Coordinator', the student is required to submit requisite copies of synopsis and summary page to 'DAS' through concerned 'Chairperson', forwarded by the 'Dean' of the Faculty.
- 3.10.7. The 'DAS' shall place all synopses before the 'BASAR' for approval.
- 3.10.8. After 'BASAR' approval, in case of the any change felt necessary by the 'Supervisory Committee', the above given process shall be followed.

3.11. THESIS/ DOCTORAL DISSERTATION

3.11.1. Selection of Research Area

The research area of the PhD researcher shall:

- i. Correspond to the community needs at regional and local levels and comply with the priority national research agenda.
- ii. Reflect the basic and pure research.
- iii. Signify emerging areas of research that coincide preferably with sustainable development goals (SDGs)

3.11.2. Quality in Reporting

The quality of presentation and reporting in dissertation shall reflect the following characteristics:

- i. The document is well written.
- ii. The contents are balanced, well organized, appropriately styled; clearly structured, and well cohered; and
- iii. The document is free from grammatical and spelling errors and flawed terminology.
- iv. Minor shortcomings such as inaccurate use of acronyms and clumsy looking sentence structure have been addressed.
- v. Quantitative research proposals must include a valid statistical

3.11.3. Annual Progress Reports

All newly enrolled students (from 2024 onwards) shall:

- i. Submit and present two annual research reports on their PhD thesis research work.
- ii. The first annual research report will be submitted in the 4th semester, and the second report in the 6th semester. Alternatively, the first report will be submitted

two semesters after the synopsis approval, and the second report four semesters after the synopsis approval.

- iii. The Annual Progress Report seminar shall held in the respective faculties and chaired by the concerned Dean.
- 3.11.4. Only those students shall be eligible to submit the thesis, who successfully completed their course work and passed comprehensive examination as well as their synopsis already approved by the BASAR.
- 3.11.5. Student can submit a plagiarism free ($\leq 19\%$) unbound thesis to 'Directorate of Advanced Studies' through concerned 'Chairperson' in the six semester or later subject to the completion of course work with atleast CGPA of 3.0 for assessment.
- 3.11.6. The thesis shall be compiled and formatted as per university approved "Thesis Manual" of the University.
- 3.11.7. The 'DAS' shall send the thesis to concerned 'Postgraduate Coordinator' for plagiarism and checking.
- 3.11.8. The 'Postgraduate Coordinator' shall be reviewed the draft as well as carry out checking of similarity index with the help of 'Anti-Plagiarism Cell' (overall $\leq 19\%$ and from individual source $\leq 5\%$). In case of similarity index in in approved limit, 'PGC' shall ask the concerned 'Chairperson' for further process. Otherwise, 'PGC' shall ask for revision and resubmission of soft copy of thesis for checking plagiarism for the second time.

3.12. EXTERNAL EVALUATION OF PHD DISSERTATION

- 3.12.1. After thesis checking by PGC and clearance from Anti-Plagiarism Cell, the concerned Chairperson shall send the 'Penal of Experts' endorsed by the Dean of the Faculty for thesis evaluation as per HEC policy adopted by the university.
- 3.12.2. **For all students registered prior to 2K24 batch:** In addition to the Supervisory committee members, the PhD dissertation must be evaluated by at least two external experts who may be either (i) Pakistan-based Distinguished National Professors, Meritorious Professors, or Tenure Track Professors, or (ii) PhD experts from academically advanced countries (HEC-approved list of academically advanced countries for evaluation of PhD Dissertation given in annexure II); provided, however, that if the PhD candidate publishes his or her dissertation research in a peer reviewed journal that is classified by the HEC as category "X" or "W", the PhD dissertation will only require evaluation by one external expert (for details see HEC PhD Policy-2021).
- 3.12.3. **For students registered with 2K24 batch and onwards:** The PhD dissertation must be evaluated by:
 - (a). At least two external experts who shall be:
 - i. PhD faculty member from the world top 500 universities ranked by the Times Higher Education or QS World Ranking in the year corresponding to dissertation evaluation year **OR**
 - ii. Pakistan-based Distinguished National Professors, Meritorious Professors from any national university; or professors from top universities ranked by HEC; or professors from any Pakistani University having a minimum H-Index 30 for Sciences, 15 for Social Sciences or 8 for Art & Humanities as determined by Web of Science.

OR

(b). At least one external expert qualifying any one of the conditions mentioned at 'a' above if the PhD candidate publishes dissertation research in a peer-reviewed journal that is classified by the HEC in category W for Sciences and X or above for Social Sciences.

3.12.4. After getting approval from Vice Chancellor, the thesis shall be sent to expert(s) (as the case may be according to the HEC policy) for evaluation on prescribed proforma (Annexure-III).

3.12.5. The reports of the expert(s) received by the DAS shall review in the meeting of BASAR.

3.12.6. After the compliance of decisions taken by the BASAR and subsequent approval, DAS shall initiate the process for 'Thesis Defense Seminar' as well as 'Viva Voce Examination'.

3.12.7. The foreign External evaluator must be paid US \$200/- dollars or Rs. 10,000/- (in case of national evaluator).

3.12.8. The 'Penal of Foreign Experts' should not contain more than two experts from one country (from HEC approved list).

3.13. PLAGIARISM/SIMILARITY TEST

3.13.1. Under no circumstances shall a dissertation based on plagiarized research be acceptable. It is the primary responsibility of both PhD researchers and their supervisors to prevent plagiarism. To avoid plagiarism, it is important to follow the provisions outlined in this document i.e., Governing Research Supervision and Research Ethics.

3.13.2. COPE (Committee on Publication Ethics) guidelines shall be followed for publication and theses.

3.13.3. If a PhD dissertation is found to be plagiarized, it will be handled in accordance with the Anti-Plagiarism Policy issued by the Higher Education Commission, Pakistan, as updated from time to time.

3.13.4. A similarity test in accordance with the HEC's Anti-Plagiarism Policy, must be conducted on the dissertation before its submission to the external experts by the student.

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

3.13.6. If the similarities of a report are from the author's own (previous) work, then they may be ignored only if the material has been cited by the author.

3.13.7. The originality report will show similarities from three major sources: the Internet, periodicals, and student repositories. Similarities returned from the student repository may be ignored if they are the author's own work.

3.13.8. The graphs, tables, formulae, and other pictorial materials are not matched through the service; therefore, they will only offer similarities with text.

3.13.9. The guidelines for plagiarism should be followed in letter and spirit, as prescribed in GEP-2023 and in HEC Plagiarism Policy.

3.14. THESIS DEFENSE SEMINAR & VIVA VOCE EXAMINATION

3.14.1. An open defense of the dissertation is required after positive evaluation of the dissertation by committee members. In general, the following minimum principles and guidelines shall be ensured:

- i. Public Announcement: On the university website and other forums of communication, so that anyone interested can participate.
 - ii. Public Access: Within or outside the university such as community/town halls or important public venues.
 - iii. Neutral Chair: To ensure that defense was conducted fairly and in accordance with the rules and regulations.
 - iv. Review Committee: To evaluate the dissertation and defense.
 - v. Presentation: of the dissertation by the PhD researcher
 - vi. Question and approved by Answer Session: To provide a basis for defense evaluation.
 - vii. Objective Evaluation: based on the quality of the research and the researcher's ability to defend.
 - viii. Final Decision of the "Review Committee" shall express in the following terms:
 - Pass or
 - Pass with minor amendments or
 - Deferred for resubmission and re-defense or.
 - Fail (in exceptional circumstances and for the reasons to be recorded by the defense committee).
- 3.14.2. The 'Review Committee' shall consist of two subject experts (External Examiners), the Dean of the respective faculty, the Director of Advanced Studies, and the Vice Chancellor/Chair of the seminar.
 - 3.14.3. After the successful compliance and approval of BASAR decisions, the Supervisory committee shall submit the request for conducting viva voce examination and thesis defense seminar to DAS.
 - 3.14.4. Candidate shall examine by two External Examiners to be appointed by Vice Chancellor from a panel of six examiners (preferably Senior faculty members /eminent Scientists) proposed by concerned Department through Dean of the concerned Faculty and complete supervisory committee which serves as internal examiners.
 - 3.14.5. Controller of Examination shall issue the authority letter for viva voce examination after approval by the Vice Chancellor.
 - 3.14.6. DAS with the permission by the Competent Authority (VC) shall schedule the viva voce examination and thesis defense seminar.
 - 3.14.7. Two subject experts (viva voce examiners) shall invite for thesis defense seminar and viva voce exam.
 - 3.14.8. They shall evaluate the scholar during or after the seminar and handover the results to concerned Chairperson.
 - 3.14.9. The concerned Chairperson shall make the minutes of the 'Thesis Defense Seminar' with consultation with Director Advanced Studies for the approval of Vice Chancellor.
 - 3.14.10. The Supervisory Committee shall incorporate the suggestions of viva voce examiners (if any). The concerned Chairperson and Dean shall endorse the compliance of suggestions given by viva voce examiners before the final binding of thesis.
 - 3.14.11. Two soft copies of the final thesis on MS-Word or pdf format must be submitted to DAS.
 - 3.14.12. Four copies of final bound thesis, (one each for Central Library, Controller of Examinations, Directorate of Advanced Studies and Faculty Library), the result of the viva voce examination shall be submitted to the Controller of Examinations for the declaration of result.
 - 3.14.13. Upon the satisfactory completion of all requirements, the Controller of Examinations will issue the notification for the award of PhD degree.

3.14.14. Each Examiner (externals & internals) shall be entitled to receive Rs.10,000/- as remuneration for viva voce examination.

3.14.15. The Supervisor shall receive honorarium of 75,000 for PhD thesis guidance.

The viva voce examiners shall evaluate the thesis/candidate on the prescribed performa (Annexure-IV).

3.15. RESEARCH PUBLICATION

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

- i The PhD researcher shall be the first author of these publications.
- ii The research article shall be relevant to the PhD research work of the PhD researcher.
- iii The article shall be published after approval of the research synopsis.
- iv The article shall be published in a relevant research journal.
- v A research article appearing online with valid DOI on website of an HEC's recognized research journal shall be considered published w.e.f. the date it appeared online with DOI (Acceptance letter shall not be entertained for the award of PhD degree)
- vi Research articles shall be accepted for academic recognition in accordance with the relevancy and category of the journal determined by HJRS at the time of acceptance of a research article.

3.15.2. **For all students registered prior to 2K24 batch:** All PhD scholars shall be required to get at least one research paper published as first author, during the course of their doctoral studies in an HEC recognized "**Y**" category (or above) journal for the award of PhD degree.

3.15.3. **For students registered with 2K24 batch and onwards:** (a). **One** research article in **W** category journal OR **two** research articles in **X** category journals, for **Science** disciplines. (b). **One** research article in **X** category journal OR **two** research articles in **Y** category journals, for **Social Science** disciplines.

3.16. AWARD OF POST GRADUATE DIPLOMA/CERTIFICATE

3.16.1. A student who successfully completes coursework and passes the comprehensive examination but is unable to defend a PhD synopsis/research proposal or does not complete the required research for obtaining a PhD degree within the specified timeframe, may be granted a Graduate Level Diploma/Certificate/transcripts or another MS/MPhil upon completion of necessary requirements as per HEC policies and the university rules and regulations.

3.17. SUPERVISION OF DOCTORAL DISSERTATION

3.17.1. **General Conditions to Supervise Doctoral Research:** The following general guidelines shall, at least, be observed while allocating a PhD supervisor. At the time of supervisor allocation, the supervisors:

- i. Shall be a PhD degree holder complying with the criteria and standards provided in GEP-2023.
- ii. Must be relevant to the field of research in which the student intends to conduct research.
- iii. Should have NO CONFLICT OF INTEREST in personal, financial, or professional stakes.
- iv. Should have the time and availability to supervise PhD dissertation and give clear and constructive feedback.

- v. Should be capable of conducting themselves in a professional and respectful manner throughout the supervision process.
 - vi. Should be capable of maintaining confidentiality and protecting the intellectual property of the dissertation.
 - vii. Should, primarily, be a regular/adjunct faculty member of the supervisee's University/HEI/DAI
- 3.17.2. The research supervisor shall be allocated to a doctoral student from the date of enrollment
- 3.17.3. It is mandated that the maximum supervisory load shall not exceed five PhD students, simultaneously
- 3.17.4. Fresh PhDs can supervise MS/MPhil and co-supervise PhD students, while a PhD faculty member, after two years of obtaining a PhD degree, can supervise one PhD student in 3rd year, two PhD students in 4th year and maximum up to 5 PhD students from 5th year onward, subject to fulfillment of other conditions provided in GEP-2023.
- 3.17.5. The university/DAI/HEI shall allocate supervision/research space to the doctoral students.
- 3.17.6. PhD research work completed under supervision is a shared property of supervisor and supervisee. All publications resulting from such research shall reflect the authorship of both parties and shall be subject to mutual consent.
- 3.17.7. The guidelines for PhD supervision should be followed in letter and spirit, as prescribed in GEP-2023.

3.18. CRITERIA TO BE A PHD SUPERVISOR

To be a PhD research supervisor, an individual shall meet the following requirements:

General Requirements

- 3.18.1. A PhD degree from an HEC recognized national/international university/degree awarding institute (DAI).
- 3.18.2. The research supervisor shall be given opportunities to attend and qualify course(s) on MS/MPhil/PhD Supervision which should also have contents on research ethics, publications, patents, etc. Such courses may include certified self-paced MOOCS, or a course designed/offered by National Academy of Higher Education (NAHE) or by a university in the following manner:
- i. Basic level course: to supervise students of MS/MPhil/equivalent degrees.
 - ii. Advance level course: to supervise PhD researchers
- 3.18.3. A regular/adjunct faculty member or researcher at a public or private university or DAI, or position of researcher or scientist at any R&D or public/private sector organization. However, in the case of a non-faculty PhD supervisor, who otherwise meets the criteria of being a PhD supervisor, shall be taken as an adjunct faculty member, for a period not less than the minimum time required to complete the student's PhD research, prior to assigning a PhD supervision. Such a person shall also provide an NOC from the parent organization.

Publication Requirements

- 3.18.4. In addition to fulfilling the General Requirements, a PhD supervisor must publish research articles in the HEC's recognized research journals and the category specified

in the HJRS for the publication year. These conditions are different for different disciplines and aim to ensure that the potential PhD supervisor is an active researcher:

- 3.18.5. **Specific Requirements for Science and Technology:** Within the last 3 years after PhD: at least one research publications in W category journal. **OR** Within last 5 years after PhD: at least five research publications in X category journal.
- 3.18.6. **Specific Requirements for Social Science, Arts and Humanities and Business Education:** Within the last 3 years after PhD: at least one research publication in W category journal. **OR** Within the last 5 years after PhD: at least five research publications in X and Y category journal.
- 3.18.7. **Specific Requirements for Regional and National Languages:** Within the last 3 years after PhD: at least one research publication in X category journal. **OR** Within the last 5 years after PhD: at least five research publications in X or Y category journal.

3.19. HEC'S APPROVED PHD SUPERVISORS

- 3.19.1. The "General Conditions to Supervise Doctoral Research" along with the "Criteria to be a PhD Supervisor" are applicable on fresh PhDs intending to supervise PhD research and effective from the date of enactment of this policy. All the previously approved supervisor shall remain approved until the date mentioned on their award letter.
- 3.19.2. According to the GEP-2023, PhD faculty members do not need HEC's approval to be a PhD supervisor, as long as they meet the general (including professional abilities) and specific requirements (including academic and research qualifications) outlined in the policy.
- 3.19.3. According to footnote 14 of the GEP-2023, the HEC's approved PhD supervisors shall remain approved until the date mentioned on their award letter. However, after the expiry of their award letters issued by HEC, they must meet the criteria provided under clause 4.2.1 and 4.2.2 of GEP-2023 to supervise a PhD student enrolled after the promulgation of GEP-2023.
- 3.19.4. The PhD faculty members, who are HEC's approved supervisors prior to the promulgation of GEP-2023, continue to supervise their existing PhD students, even after the expiry of their award letters and without fulfilling the new criteria prescribed in GEP-2023 because the previous policies and notifications would continue to be effective on previous students. However, to supervise new PhD students enrolled after the promulgation of GEP-2023, the PhD faculty members must meet the criteria provided under clause 4.2.1 and 4.2.2 of GEP-2023 to supervise PhD students.

3.20. UNIVERSITY DIRECTORATE OF ADVANCE STUDIES AND RESEARCH OR EQUIVALENT DEPARTMENT

- 3.20.1. The head of the Directorate of Advance Studies and Research (DASR) or equivalent department shall not be less than a Dean or equivalent position.
- 3.20.2. The Directorate shall serve as the secretariat of the Board of Advance Studies/Equivalent Body. Such a board/body shall be responsible for the quality of all the graduate degree programs being offered by the university/DAI/HEI, as well as the research that shall be conducted under these programs.
- 3.20.3. The DASR/Equivalent Department shall prepare a graduate Studies Prospectus, describing the complete process for award of a graduate degree and ensuring that the booklet shall be available for guidance of all graduate students.
- 3.20.4. The DASR/Equivalent department shall monitor and ensure that thesis/dissertation is progressing in accordance with the time prescribed in the booklet. It includes, but is not limited to, the timely approval of the research synopsis, evaluation of the research

thesis/dissertation in accordance with the HEC guidelines as well as its submission, and finally the conduct of open defense.

3.21. TEACHING ASSISTANTSHIPS AND RESEARCH ASSISTANTSHIPS

- 3.21.1. The university departments may offer Teaching and Research Assistantships to outstanding PhD enrolled students at various stages of their enrollment.
- 3.21.2. Teaching assistantship provides an opportunity to PhD students to assist professors in preparing teaching and research materials for groups of students enrolled in their classes.
- 3.21.3. Research assistantships are paid fellowship stipends for outstanding research scholars for assisting a professor, who pays the research assistant out of the research grant s/he has received. The stipend varies based on the level of effort and budget available to the Principal Investigator.
- 3.21.4. Universities may have named scholarships to promote quality research by philanthropic donors based on priority themes and topics on the national research agenda.

3.22. ADDITIONAL/DECLARATION/UNDERTAKEN/CERTIFICATE

- 3.22.1. Following three declaration/undertaken/certificate shall attach with all copies of final bound thesis:
 - i. Author's Declaration (Annexure-V)
 - ii. Plagiarism Undertaking (Annexure-VI)
 - iii. Certificate of Approval (Annexure-VII)

3.23. MODIFICATION OF RULES AND REGULATIONS:

- 3.23.1. These Regulations are subject to modifications by the statutory body as and when felt appropriate / necessary.

3.24. APPLICABILITY OF REVISED RULES AND REGULATIONS

- 3.24.1. These revised 'Postgraduate Rules' shall be effective immediately (w.e.f. 25.06.2024) from the 2024 academic session and will apply to all ongoing batches, unless a specific clause states otherwise.
- 3.24.2. These revised 'Postgraduate Rules' were discussed and approved by the Academic Council in its 81st meeting held on 25.06.2024, as per Resolution No. [81st Acad.]-5, which is reproduced below:

“ Resolved that the implementations of the ‘Graduation Education Policy GEP-2023’ of the Higher Education Commission, Islamabad along-with the proposed modifications, insertions etc in the postgraduate rules as recommended by the Board of Advanced Studies & Research in its meeting held on 05.06.2024 is recommended for approval of the Syndicate. GEP-2023 shall be applicable immediately from academic session-2024 including all ongoing batches, unless specific clause states otherwise.”

- 3.24.3. Subsequently, these revised 'Postgraduate Rules' were discussed and approved by the Syndicate in its 116th meeting held on August 17th 2024 vide Resolution No. [116th-Synd].