



UNIVERSITY OF GUJRAT

UOG MS/MPHIL PROGRAMS RULES & REGULATIONS 2015

Directorate of Advanced Studies & Research Board (ASRB)

UPDATED on June 26, 2019
UOG | ASRB
Advanced Studies & Research Board

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RULES AND REGULATIONS FOR MS/MPHIL PROGRAMS

In pursuance of Section 28 & 29 of the University of Gujrat (Act IX of 2004) the following Rules and Regulations are prescribed to administer affairs concerning MS/MPHil programs.

1. Short Title and Commencement._

- (1) These Rules and Regulations shall be called the UOG MS/MPHil Programs Rules & Regulations 2015.
- (2) These shall apply to the students admitted in a Department/Centre/School/Institute/Faculty/Constituent and affiliated Postgraduate College of the UOG.

2. Definitions._

In these Rules and Regulations, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them:

- (a) "Academic Department" means a teaching, research, and technological development maintained and administered by the University;
- (b) "Affiliated College" means an educational institution affiliated to the University but not maintained or administered by it;
- (c) "ASRB" stands for Advanced Studies and Research Board;
- (d) "Authority" means any of the Authorities of the University specified in Section 20 of University Act 2004 (Act IX of 2004);
- (e) "Board of Studies" means the board comprising of specified members Section 4 of First Statutes of University Act 2004 (Act IX of 2004);
- (f) "CE" stands for Controller of Examinations;
- (g) "CH" mean Credit Hours;
- (h) "Chairperson/HOD" means Head of Department/Chairperson/Coordinator of the Academic Department;
- (i) "College" means a constituent college or an affiliated college;
- (j) "Constituent College" means a college maintained and administered by the University;
- (k) "Dean" means the Chairperson of the Board of Faculty;
- (l) "Director" means Head of the Board/Institute/Centre/School;
- (m) "DRRC" stands for Departmental Review and Research Committee;
- (n) "External Examiners" means examiners, appointed to evaluate the thesis and conduct the Viva Voce;
- (o) "Faculty" means a Faculty of University;
- (p) "Faculty/Institute/Centre/School/Department/Constituent College/Affiliated College" means Academic entity of the University;
- (q) "FEE" stands for First External Examiner; an expert of the subject having PhD qualification, serving at least as Assistant Professor, nominated by the Vice Chancellor from the panel forwarded by the Chairperson/HOD through Director ASRB;
- (r) "GPSBWT" means Graduate Program Subject Based Written Test;
- (s) "HEC" stands for Higher Education Commission;
- (t) "MPhil" stands for Master of Philosophy;
- (u) "MS" stands for Master of Studies;
- (v) "MS/MPHil Research Scholar" means student of MS/MPHil program after approval of his/her synopsis;
- (w) "PhD" stands for Doctor of Philosophy;

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- (x) "Prescribed" means prescribed by Statutes, Regulations or Rules.
- (y) "Principal" means the head of a college;
- (z) "Relevant Subject" means subject of the candidate of PhD that he/she has opted as major in his/her doctoral course work;
- (aa) "Research Program" means PhD research based studies of the University;
- (bb) "SEE" means Second External Examiner; an expert of the subject with PhD qualification serving as Assistant Professor, nominated by the Vice Chancellor from the panel forwarded by the Chairperson/HOD through Director ASRB along with First External Examiner.
- (cc) "Supervisor" means a qualified faculty member appointed by the DRRC to supervise a research scholar in the process of completing his/her thesis;
- (dd) "Teachers" mean Professors, Associate Professors, Assistant Professors, Lecturers and Research Staff, having prescribed qualifications, engaged whole time by the University for teaching certificate, diploma, degree or postgraduate classes and engaged in research and development of technologies and such other persons as may be declared as teachers by the Regulations;
- (ee) "Thesis" means a thesis encompassing original research conducted by a scholar following the prescribed criteria of the University;
- (ff) "University" means the University of Gujrat;
- (gg) "UOG" stands for University of Gujrat;
- (hh) "Vice Chancellor" means the Vice Chancellor of the University.

3. Pre-Requisites to start MS/MPhil Programs._

- (1) Any Teaching Department of the University may launch MS/MPhil programs provided it fulfills the criteria laid down by HEC in terms of facilities, resources and faculty. There should be at least two (02) relevant Full-Time PhD Faculty members in a department to launch the MS/MPhil program.
- (2) The Chairperson/HOD/Centre/School/Institute/Faculty/Constituent and Affiliated Postgraduate College of the UOG, launching MS/MPhil program shall ascertain the nature of programs/number of seats/criteria /facilities/resources available and communicate the same to the Registrar, UOG through Director ASRB.

4. Advertisement.

- (1) The Registrar shall launch the advertisement for admission in MS/MPhil programs in newspaper(s) and also on the UOG website as per UOG academic calendar.

5. Eligibility Criteria to Apply for MS/MPhil Programs._

- (1) MS/MPhil candidate shall possess at least sixteen years of education (MA/MSc/BS-4 Years Degree Program/BBA(Hons)/BE/BSc(Engineering) degree or its equivalent qualifications in the relevant subject.
- (2) The candidate shall have at least ¹45% marks in the annual examination system or 2.50 CGPA (out of 4.00 in the semester system). In case CGPA or % obtained by the candidate is not mentioned on his/her transcript the academic qualification marks shall be calculated as per UOG evaluation policy.

¹ Substituted by vide notification #: UOG/ACD/244/2364 dated 29 September 2015 for the admission policy 2015-2016.

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- (3) Candidates shall have to earn at least 50% marks in the Graduate Program Subject Based Written Test (GPSBWT). However, merit shall be calculated on the basis of marks obtained out of 100 as per below description.
- (4) Any other requirement notified by HEC or UOG from time to time.

6. Submission of Admission Application, Admission and Registration._

- (1) Online admissions shall accomplish against the advertisement in print and electronic media under semester system. Only Online application shall be accepted and no hard copy of the form/and credentials shall be required. However, all responsibilities of the provided data in the application shall rest upon the applicant.
- (2) In-service candidates shall apply through proper channel and shall provide valid notification of 2 years and 3 Years study leave for MPhil/MS & PhD programs respectively. For UOG desirous employees NOC and study leave will be required at the time of registration in the program.
- (3) On the recommendations of the Chairperson/HOD/Director/Principal concerned, the Director ASRB will get approval for constitution of DRRC from the Vice Chancellor and will notify it. The DRRC shall consist of the following:
 - (i) Chairperson/Head of the Department Concerned (Convener)
 - (ii) At least ²three (03) senior most faculty members preferably with PhD qualification within the departments.
 - (iii) Two (02) Subject specialist, (senior most member of that area of specialization, preferably PhD from other department, or other University/Research Institute/Industry) may be taken as co-opted member where required to cover all areas of research.
 - (iv) In case of shortage of PhDs (the faculty member on long leave/ex-Pakistan leave/left the University, after enrollment of the students), then required number of members from other departments or other Universities/Research Institutes/Industries may be taken to constitute DRRC.
- (4) The DRRC shall ascertain the eligibility of the candidates by scrutinizing the admission form. The list of shortlisted candidates shall be displayed on departmental notice board and UOG website after getting approval from the Vice Chancellor through ASRB.
- (5) The short listed candidates shall be invited for the GPSBWT by the Chairperson/HOD. The GPSBWT shall be checked by DRRC. The interview shall be conducted by the DRRC with intimation to the Director ASRB/Director/Principal concerned, in writing.
- (5a) ³The number of members to constitute the quorum for a meeting of the DRRC shall be four.
- (6) ⁴Final merit of the candidates shall be determined as under:

² 2nd Meeting of the ASRB held on January 22, 2016 increased the DRRC members from 02 senior faculty members to 03 senior faculty members and 02 subject specialist and notified vide notification #: UOG/ASRB/NC/01/1582 dated: Monday, April 25, 2016.

³ Inserted vide notification #: UOG/ASRB/NC/01/1582 dated: Monday, April 25, 2016.

⁴ Revised Admission Policy 2019 presented in 7th Meeting of ASRB held on 26th June, 2019.

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TOTAL MARKS (A to C) =		100
MERIT DETERMINATION CRITERIA		
A	TOTAL MARKS FOR ACADEMIC QUALIFICATION	60
	% obtained in the respective degree	For candidates with Two Years Master Degree OR Four/Five Years Degree Program OR its equivalent qualification in terminal Degree
a)	45.00% to 69.99% (Annual System) Or CGPA 2.50 to 3.49 (Out of 4) (Semester System)	50
b)	≥ 70.00 % (Annual System) Or ≥ 3.50/4 (Semester System)	60
B	TOTAL MARKS FOR DEPARTMENTAL SUBJECT BASED WRITTEN TEST (DSBWT)	30
C	TOTAL MARKS FOR INTERVIEW (a to e)	10
a)	Subject Knowledge	02
b)	Research Aptitude	02
c)	Communication Skills	02
d)	Personality	02
e)	General Knowledge	02

Note: 50% marks are mandatory to pass DSBWT; however, merit shall be calculated on basis of marks obtained out of 100 as per above description.

In case CGPA or % obtained by the candidate is not mentioned on his/her transcript the academic qualification marks shall be calculated as per UOG evaluation policy.

- (7) The DRRC shall forward the list of the provisional selected candidates to the Director ASRB for notification.
- (8) After getting approval from the Vice Chancellor, the Director ASRB shall notify and forward the provisional list to the Chairperson/HOD/Director/Principal concerned. The Chairperson/HOD shall upload the list of provisionally selected candidates for admission on UOG website through Registrar, as well as on departmental notice board, on standardized format and issue the provisional admission letters to the selected candidates.
- (9) The selected candidate shall have to submit the required documents (if any) as mentioned in the provisional admission letter(s) and deposit the fee within the stipulated time frame in the prescribed bank, failure to which shall result in the cancellation of the provisional admission.
- (10) Migration shall be required from the candidates holding degrees from other universities for the registration at UOG.
- (11) The Chairperson/HOD/Centre/School/Institute/Faculty/Constituent and Affiliated Postgraduate College of the UOG shall maintain the personal files of provisionally admitted candidates.

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- (12) The Chairperson/HOD/Centre/School/Institute/Faculty/Constituent and Affiliated Postgraduate College of the UOG shall submit a duly signed list of provisionally admitted students to Director ASRB and CE for record.

7. Admission for UOG Employees._

(1) The Academic Staff:

As per UOG policy, a regular faculty member (a teacher/researcher of the UOG) may be allowed to enroll himself/herself for postgraduate program after getting permission/NOC from the Vice Chancellor. In-service candidates shall apply through proper channel and shall provide valid notification of 2 years and 3 Years study leave for MPhil/MS & PhD programs respectively. For UOG desirous employees NOC and study leave will be required at the time of registration in the program.

(2) Administrative Staff:

As per UOG policy, any regular administrative staff member of UOG may get admission to various postgraduate programs after getting permission/NOC from the Vice Chancellor. In-service candidates shall apply through proper channel and shall provide valid notification of 2 years and 3 Years study leave for MPhil/MS & PhD programs respectively. For UOG desirous employees NOC and study leave will be required at the time of registration in the program.

8. Authority of Admission._

- (1) The admission to MS/Phil program shall be made by the Advanced Studies and Research Board on the basis of merit list approved by the Vice Chancellor.
- (2) The Advanced Studies and Research Board may refuse admission to a candidate without assigning any reason.

9. Medium of Instruction._

- (1) Medium of instruction shall be English (except faculty for Oriental Learning which shall be in their respective subject language)

10. Semester Regulations._

(1) Semesters Schedule and Duration:

- (i) There shall be 02 regular semesters (Fall & Spring) of 16-18 weeks duration each (inclusive of exams).
- (ii) MS/MPhil Degree Program shall be of 04-06 regular semesters (02 to 03 years) as Full-Time program and 06-08 regular semesters (03-04 years) as Part-Time program. A department may avoid Part-Time program if extensive laboratory work is involved, for example in basic sciences.
- (iii) The time duration for completion of MS/MPhil degree shall be counted from the date of admission to the program.
- (iv) The students enrolled in Full-Time program shall not be transferred to the Part-Time Program and vice versa.
- (v) There shall be 03-04 days course work/research for Full-Time Program and 02 days for Part-Time Program.
- (vi) Sessional, Mid-term and End of Semester Exams as per UOG Policy.

(2) Extension in the Study Period:

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- (i) ⁵Considering logical justifications provided by the respective DRRC through Faculty Board concerned the ASRB may allow extension in the study period on yearly basis up to maximum of 01 year in Full-Time degree program. There shall be no extension allowed for the Part-Time degree program.

11. Workload Requirement & Course Work._

- (1) A minimum of 30 CH (24 CH course work + 06 CH Research/Project) shall be required for the MS/MPhil degree program.
- (2) The Chairperson/HOD concerned shall define the scheme of studies for the entire MS/MPhil degree program and get approval from the Board of Studies.
- (3) ⁶The students admitted in Part-Time Program may enroll 02 courses per semester; whereas, those admitted in a Full-Time Program may enroll 03-04 courses per semester.
- (4) In case the progress is satisfactory but Thesis is not completed an"*TIP" grade shall be assigned to a student against the enrolled CH of Thesis and same assigned on Provisional and Final Transcripts.
*TIP = Thesis in Progress
- (5) After successful completion of Thesis, earned grade shall be assigned to the Thesis CH in the final semester and the "Thesis Completed" status shall be assigned on Final Transcripts.

12. Change of Course(s)/Drop/Withdrawal._

- (1) A student, with the consent of the concerned Supervisor and Chairperson/HOD, may change/drop a course(s) within first 02 lecture weeks. A student may withdraw a course(s) before the mid-term examination. Respective Dean of the faculty will notify the Add/Drop/Withdraw of course(s) on the recommendation of Chairperson/HOD.
- (2) In case of withdrawal, a 'W' shall appear in the transcript
- (3) The above stated changes/drops/withdrawals can be made only if they do not affect the conditions of required workload and already defined scheme of studies.

13. Repeating Course(s)._

- (1) Whenever a student is awarded an "F" grade, he/she has to repeat the course(s) whenever offered in the subsequent semester(s). The student shall register for that course(s) in the first week of the semester, with the permission of the concerned teacher/Chairperson/HOD.
- (2) The student may be allowed to repeat the course(s) in which he/she has obtained grade(s) "C" or "D" as per UOG Policy.
- (3) In case a student repeats the course, the higher grade obtained in both attempts shall be considered as final grade.
- (4) ⁷ If a student, who obtains CGPA between 2.00 and 2.50 upon the completion of entire MS/MPhil degree program, may be allowed to repeat once the course(s) of the previous semesters in which he/she obtained the lowest grades in order to improve the CGPA, i.e. 2.50, failing shall result in

⁵ Revised vide notification no. UOG/REG/DAC/ACD/18/J/568 dated August 01, 2018 (11th Academic Council Meeting held on June 25, 2018 Decision of Extra Agenda item No. 03-X)

⁶ Subsection (3) amended vide notification # UOG/REG/17/1397 dated July 07, 2017 which read as under:-

The students admitted in Part-Time Program may enroll 06-09 CH course work per semester; whereas, those admitted in a Full-Time Program may enroll 09-12 CH course work per semester.

⁷ Inserted vide notification #: UOG/ASRB/NC/01/1582 dated: Monday, April 25, 2016.

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cancellation of his/her admission. However, in such case, there shall be no relaxation in the prescribed time of total degree duration.

- (5) ⁸ The student shall not be allowed to improve his/her CGPA after completion of the degree/maximum degree duration.

14. Freezing of a Study Semester._

- (1) A student may freeze his/her studies within one week before the commencement of semester with the permission of Director ASRB on the recommendation of the Chairperson/HOD/Director/Principal/Dean on medical grounds as per UOG policy or due to unavoidable circumstances.

(2) ⁹*****

(3) ¹⁰*****

- (3a) ¹¹A student may freeze his/her studies owing to inevitable circumstances during the semester but the same must be before the start of mid-term exams. After mid-term exams the case will be referred to the Vice Chancellor office and his decision shall stand final.

- (3b) ¹²A student, who discontinues studies on medical/emergency ground after commencement of semester, will be allowed to resume his/her studies in the next semester after paying semester fees. During the period of discontinuation of studies the hostel, medical, transport and all other facilities shall be withdrawn which are normally available to regular students. After resuming of studies in next semester, student will only register the courses having no pre-requisite. In case where a pre-requisite course(s) exists, he/she shall first register the pre-requisite course(s) as and when offered in subsequent semesters.

- (3c) ¹³Total degree duration shall not be affected due to freezing and a student who discontinues his/her studies during semester (semester frozen) shall not be eligible to refund of semester fee and other dues.

- (4) The student may re-register the frozen course(s) in the next same semester which he/she had frozen, on the recommendation of Chairperson/HOD/Director/Principal/Dean concerned under intimation to the Director ASRB.

- (5) In the transcript, it will be indicated as "Semester Freeze".

- (6) Such facility of freezing a semester can be availed only once during the whole degree program.

- (7) A student shall not ordinarily be allowed to freeze studies during his/her first semester. However, in exceptional circumstances; the request of semester freeze may be forwarded to the Vice Chancellor through ASRB for decision.

- (8) During the freeze semester, bonafide status of the student shall remain suspended. He/she shall not be allowed to avail the privilege like a regular student.

⁸ Inserted vide notification #: UOG/ASRB/NC/01/1582 dated: Monday, April 25, 2016.

⁹ Subsection (2) deleted by the ASRB in its 2nd meeting held on January 22, 2016, which read as under:-
"No freezing during the semester is allowed".

¹⁰ Subsection (3) deleted by the ASRB in its 2nd meeting held on January 22, 2016, which read as under:-
"Freezing period shall be counted in total degree duration and the maximum duration of the degree program shall remain the same".

¹¹ Inserted vide notification #: UOG/ASRB/NC/01/1582 dated: Monday, April 25, 2016.

¹² Inserted vide notification #: UOG/ASRB/NC/01/1582 dated: Monday, April 25, 2016.

¹³ Inserted vide notification #: UOG/ASRB/NC/01/1582 dated: Monday, April 25, 2016.

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- (9) The Director ASRB will notify the freeze status of the student. ¹⁴After completion of Freezed period, the resume/rejoining of studies of MS/MPHil scholar shall also be notified by the Director, ASRB.
- (10) The HEC fellowship awardees shall be allowed to join a training/research program within Pakistan or abroad with the condition that his/her training/research would not disturb his/her enrollment in the University and will remain intact. This period shall be included in his/her degree completion time. On his/her return and rejoining the University, he/she would have to meet the enrollment formalities (Ex-post-facto) of this period.

¹⁵14(A).PROBATION & DROP POLICY._

- (1) The student(s) having Cumulative Grade-Point Average (CGPA) less than 2.00 and greater than 1.50 out of 4.00 shall be considered on academic probation.
- (2) In case student does not achieve the minimum desired CGPA (2.00 out of 4.00) in the subsequent semester, he/she shall be considered as dropped from the University roll without any prior intimation.
- (3) The academic probation shall be allowed once in the entire degree program.
- (4) Freezing of semester shall not be allowed, in any case, during the probation period.
- (5) The student(s) having CGPA less than 1.50 out of 4.00 shall be considered as dropped from the University roll without any prior intimation at any stage of degree.
- (6) ¹⁶ The student(s) having CGPA less than 1.50 out of 4.00 shall be considered dropped without any prior intimation at any stage of degree. However, dropped student(s) may avail the option of re-admission (if offered) in subsequent semester. The re-admission shall be allowed once in entire degree program and it is the student's responsibility to comply with the prerequisites of all courses for which he/she enrolls in the subsequent semester.

15. Synopsis._

- (1) ¹⁷By the second semester (Full time program) and third semester (part time program), the students shall submit their area of interest for the thesis/research to their respective Chairperson/HOD. In response respective department shall convene a meeting of DRRC to allot supervisors to the students for developing their synopsis. Students shall submit their Synopsis to ASRB through DRRC and Faculty Board concerned maximum by the end of 4th semester (both for Full time and part time programs). In special circumstances if the synopsis is not submitted with in stipulated time, the ASRB shall deal such cases on the recommendation of Faculty Board concerned. However synopsis shall be required one semester before the submission of thesis without any relaxation in stipulated time of Degree Completion as specified by HEC.

¹⁴ Inserted vide notification no. UOG/REG/12-AC/19/1536 dated May 17, 2019 (12th Academic Council Meeting held on March 04,2019 Agenda Item no. 16-VI)

¹⁵ Inserted vide notification #: UOG/ASRB/NC/01/1582 dated: Monday, April 25, 2016.

¹⁶ Inserted vide notification #: UOG/REG/018/3084 dated June 05, 2017.

¹⁷ Revised vide notification #: UOG/REG/12-AC/19/1542 dated: May 17, 2019 (12th Academic Council Meeting held on March 04,2019 Agenda 16-XII).

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- (1a)** ¹⁸A student shall not be allowed to register his/her thesis during Probation.
- (2)** Supervisor shall be allotted and student shall submit their synopses for theses to the Chairperson/HOD concerned.
- (3)** The DRRC shall scrutinize the synopses. These synopses will be placed before the Board of Faculty whose meeting will be held by the respective Dean. The Board of Faculty may approve the synopses with or without modifications or refer them back to the respective DRRC for reconsideration or reject them. The ASRB may invite the supervisor or the student concerned to defend the synopsis.
- (4)** After approval of the synopses, the registration of the students shall be confirmed by the Director ASRB, and the students shall start their research work in the same semester. In case of delay in ASRB meeting, the Director ASRB, in anticipation approval of the ASRB may allow the scholars to start their research work (tentatively).
- (5)** Any change in the synopsis after the approval shall not be allowed; however, as a special case, on the recommendation of the Supervisor/Chairperson/HOD shall seek approval of Vice Chancellor through Director ASRB.
- (6)** Each candidate shall be assigned one supervisor and a co-supervisor shall be allowed. ¹⁹ The Research supervisor shall be from the respective department, however, Co-supervisor may be allotted as per UOG MS/MPhil rules and Regulation 2015, with proper justification by the DRRC. The co-supervisors from other universities (external co-supervisors) shall not be approved unless UOG does not have such instrumental facilities or a subject specialist among its existing faculty members for appointing as co-supervisor for a particular subject. In case a co-supervisor is opted from another university, supervisor will inform to Director ASRB with proof, through proper channel. Similarly, if a person from UOG is appointed as co-supervisor by another university, he/she will inform the Director ASRB and Registrar, through proper channel. ²⁰ If a Research Supervisor is deceased or terminated/dismissed from his/her job under any disciplinary action or declared absconder from the university, the department concerned immediately allot the new research supervisor to the scholar(s) through DRRC and Faculty Board. However, research scholar may acknowledge the contribution of the deceased or terminated/dismissed and absconder research supervisor in his/her thesis.
- (7)** For research work, distribution of total strength will be on the basis of 3:2:1 ratio for Professor, Associate Professor and Assistant Professor respectively. However, a teacher may opt less number of research scholar subject to the availability of resources. The total number of research scholars under the supervision of a teacher shall be according to HEC policy. In case of shortage of supervisors having PhD qualifications, senior faculty members ²¹ having MS/MPhil or equivalent degrees (with/without thesis) along with minimum 05 years relevant research/teaching/professional experience after getting MS/MPhil or

¹⁸ Inserted vide notification #: UOG/ASRB/NC/01/1582 dated: Monday, April 25, 2016.

¹⁹ Inserted vide Notification No. UOG/ASRB/Circular/01/11801 dated June 14, 2018 endorsed by 11th Academic Council held on June 26, 2018.

²⁰ Inserted vide Notification No. UOG/ASRB/Circular/01/11800 dated June 14, 2018 endorsed by 11th Academic Council held on June 26, 2018.

²¹ Substituted vide Higher Education Commission's letter #: 1-3/AD-QA/HEC/NQAC(21)/2016 dated March 18, 2016.

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equivalent degree can supervise the research of up to 05 MS/MPhil or equivalent students.

16. Progress Report._

- (1) Each student shall submit his/her progress report, semester wise, through his/her supervisor to the Director ASRB, on the UOG prescribed form.

17. Thesis._

- (1) There shall be no grace period in thesis submission. A scholar must submit the Thesis before the date of registration of next semester as mentioned in the academic calendar. After that date, he/she shall have to enroll for the subsequent semester(s).
- (2) After completion of the Thesis, the student shall submit two (02) paper bound copies of the thesis on UOG prescribed format to Supervisor concerned for scrutiny. Checking of the Plagiarism and compatibility with the UOG format shall be the responsibility of the student concerned. Upon satisfaction, the Supervisor concerned shall forward the thesis to the DRRC.
- (3) The DRRC, after scrutiny, shall forward two copies of thesis along with a panel of five external examiners (approved by the BOS) to the Director ASRB for the appointment of First External Examiner (FEE) and a Second External Examiner (SEE).
- (4) The Director ASRB, after receiving approval of the appointment by the Vice Chancellor for the FEE and SEE, shall forward the thesis to the FEE along with a form developed for this purpose.
- (5) In case of delay by the FEE (after first stipulated time period of 15 days), the Director ASRB shall remind him/her in writing and give him/her 07 more days to respond. After the expiry of the final deadline, the Director ASRB shall cancel the appointment of the FEE and send another copy of the paper bound thesis to the SEE.
- (6) The Director ASRB shall forward the comments of the External Examiner to the Chairperson/HOD.
- (7) The Chairperson/HOD concerned shall communicate the observation (if any) to the student concerned through Supervisor.
- (8)²²
 - a) "After the rectification of the desired minor corrections within 30 days from the day report dispatched to DRRC concerned by ASRB the student concerned along with his / her Supervisor shall request the Chairperson/HOD concerned to fix the date for Vive Voce. In case where student fails to rectify the desired minor corrections within 30 days, he/she shall register the subsequent semester(s) within maximum stipulated degree duration as restricted by HEC".
 - b) "In case of major corrections the student shall register the subsequent semester(s) within maximum stipulated degree duration as restricted by HEC and resubmit the thesis to the supervisor concerned after the rectification of the desired major corrections and Supervisor shall request the Chairperson/HOD concerned to fix the date for Vive Voce".²³ External Examiner shall evaluate the thesis without suggesting the changes in the title. However, in case of unavoidable changes of the title (if any) suggested by the external examiner, shall be considered as major change for the entire revision of the thesis accordingly.

²² Revised vide notification #: UOG/REG/12-AC/19/1534 dated: May 17, 2019 (12th Academic Council Meeting held on March 04, 2019, Agenda 16-IV).

²³ Inserted vide notification no. UOG/ASRB/Circular/01/11804 dated June 14, 2018 (endorsed by 11th Academic Council Meeting held on June 26, 2018)

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- (9) The Chairperson/HOD concerned shall request to the Director ASRB to fix the date for Viva Voce.
- (10) ²⁴The Director ASRB shall fix the date of the Viva Voce after consulting the External Examiner concerned, however in case where External examiner or Chairperson/HOD or Supervisor concerned is not present physically, they shall be allowed to join the Final Viva Voce on Skype. The scholar concerned shall not be allowed for Final Viva Voce on Skype thus physical appearance of scholar concerned before the Final Viva committee is mandatory.
- (11) ²⁵The HOD/Chairperson along with Supervisor and External Examiner shall award the marks to the candidate out of 200 each and Chairperson/HOD shall submit the average award on the prescribed Performa and also forward the copies of Four hard bound and soft copies (03 writeable CD, PDF format along with complete file of turnitin) of final thesis to Director ASRB who will in turn forward it to the Controller of Examinations. The Controller of Examinations after checking all codal formalities shall stamp all the copies and distribute these copies within 10 working days to the followings under a covering letter:
- i) One copy to Library (Hard and Soft)
 - ii) One copy to Department concerned/ Supervisor Concerned (Hard)
 - iii) One copy to Scholar Concerned (Hard)
 - iv) One copy at Office of Controller of Examinations (Hard and Soft) for record

In case Chairperson/HOD is Supervisor, senior member of the department will chair the session.

- (12) ²⁶A Degree Completion Certificate and Transcript shall be issued by the Controller of Examinations.
- (13) In case the candidate fails to defend the theses, he/she may submit an appeal to the DRRC concerned for a second attempt. The DRRC may request to the Director ASRB to fix a date for Viva Voce of the candidate as a second attempt before the same examination panel. In case the candidate fails even after the second attempt, the DRRC may direct the same Supervisor or assign other Supervisor for the student on the same research title or a new one; however, he/she shall meet all requirements of the said degree in the stipulated time, otherwise his/her admission shall be cancelled.

18. Grade Points and Class Attendance._

- (1) The student shall obtain a minimum of 2.00 ²⁷CGPA out of 4.00 in each semester; however, the degree shall be awarded on obtaining minimum 2.50 CGPA.
- (2) Each subject shall carry 100 marks. The distribution of marks shall encourage research based learning and be decided by the teacher concerned accordingly. In case of paper based/review based teaching the department

²⁴ Revised vide notification #: UOG/REG/12-AC/19/1543 dated: May 17, 2019 (12th Academic Council Meeting held on March 04,2019, Agenda 16-XIII)

²⁵ Revised vide notification #: UOG/REG/12-AC/19/1537 dated: May 17, 2019 (12th Academic Council Meeting held on March 04,2019, Agenda 16-VII)

²⁶ Vide notification #: UOG/REG/12-AC/19/1537 dated: May 17, 2019 (12th Academic Council Meeting held on March 04,2019, Agenda 16-VII) point 5 " The degree issuance date on the transcripts of MS/MPhil/PhD students shall be the same as the submission date of the final thesis in all aspects".

²⁷ For the word "GPA", the word "CGPA" substituted vide notification #: UOG/ASRB/NC/01/1582 dated: Monday, April 25, 2016.

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concerned shall ensure that each course may end with a publishable research paper submitted by the student. Marks/grades shall be assigned on the basis of quality of work presented in the paper and its oral presentation by the student before the DRRC. The concerned teacher, through HOD/Chairperson shall submit final result to the Director ASRB who will forward it to the CE.

- (3) Where the exam-based evaluation is essential, the examination papers shall be set by the relevant teachers; however, DRRC may scrutinize the process to ensure research oriented assessment of the student during the examination and monitor the quality of the papers where required.
- (4) The student shall have to maintain a minimum of 70% class attendance in each course work/laboratory work (if applicable).

19. Cancellation of Registration._

- (1) The MS/MPhil registration of a scholar shall be cancelled by the Registrar on recommendation of Supervisor, Chairperson/HOD followed by approval of the Director ASRB, if the scholar:
 - i. Earns two consecutive adverse reports from his/her Supervisor,
 - ii. Remains absent (fail to contact) his/her supervisor or left the program without prior permission,
 - iii. Does not complete the course work within stipulated time,
 - iv. Does not qualify the Viva Voce even in the 3rd attempt,
 - v. MS/MPhil scholar maybe struck off the roll of the university on completion of the maximum permissible time duration of their respective degree program.
 - vi. Is found guilty of misconduct.
- (2) The aggrieved scholar may file an appeal against cancellation of his/her registration to the Vice Chancellor within period of thirty (30) days. The Vice Chancellor shall give him/her an opportunity to be heard in person. However, the decision of Vice Chancellor shall be final.

(Dr. Tahir Aqil)

Registrar
University of Gujrat

Copy of the above is forwarded for information, necessary action and record please:

- The Vice Chancellor, University of Gujrat
- The Controller of Examination, University of Gujrat
- University of Gujrat, Sub-Campus, Rawalpindi
- University of Gujrat, Sub-Campus, Narowal
- University of Gujrat, Sub-Campuses under Public Private Partnership
- Director SSC, University of Gujrat
- All Members of Academic Council, University of Gujrat
- All Members of the ASRB, University of Gujrat.
- All Academic Directors/Chairpersons/HODs/Constituent and Affiliated Colleges, University of Gujrat
- Archive file

These rules shall be applicable at once on all the students enrolled in MS/MPhil programs.

(Dr. Atif Ali jaffri)

Director
Advanced Studies and Research Board
University of Gujrat