



UNIVERSITY OF GUJRAT

UOG PHD PROGRAMS RULES & REGULATIONS 2015

Directorate of Advanced Studies & Research Board (ASRB)

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

C O N T E N T S

SECTION	HEADING
1.	Short Title and Commencement.
2.	Definitions.
3.	Pre-Requisites to start of PhD Programs.
4.	Advertisement.
5.	Eligibility Criteria to Apply for PhD Programs.
6.	Submission of Admission Application, Admission and Registration.
7.	Admission for UOG Employees.
8.	Authority of Admission.
9.	Medium of Instruction.
10.	Semester Regulations.
11.	Workload Requirement & Course Work.
12.	Change of Course(s)/Drop/Withdrawal.
13.	Repeating Course(s).
14.	Freezing of a Study Semester.
15.	Synopsis.
16.	Progress Report.
17.	Thesis Submission and Defense.
18.	Thesis Evaluation.
19.	PhD Comprehensive General Rules.
20.	Grade Points and class Attendance.
21.	Cancellation of Registration.

**UNIVERSITY OF GUJRAT
RULES & REGULATIONS FOR PhD 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 PhD programs.

1. Short Title and Commencement._

- (1) These Rules and Regulations shall be called the UOG PhD 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" stand for First External Examiner;
- (i) An expert of the subject having PhD qualification, serving at least as Assistant Professor in HEC recognized National Universities,
- (ii) An expert of the subject having PhD qualification, serving at least as Assistant Professor in a reputed Foreign University of technically advanced country.
- 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;

UOG PHD PROGRAMS RULES & REGULATIONS 2015

Advanced Studies & Research Board

- (v) "PhD Research Scholar" means student of PhD program after passing comprehensive examination and approval of his/her synopsis.
- (w) "PhD" stands for Doctor of Philosophy;
- (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;
 - (i) An expert of the subject having PhD qualification, serving at least as Assistant Professor in HEC recognized National Universities,
 - (ii) An experts of the subject having PhD qualification, serving at least as Assistant Professor in a reputed Foreign University of technically advanced country.Nominated by the Vice Chancellor from the panel forwarded by the 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 of PhD Programs._

- (1) Any teaching department of the University may launch PhD Programs provided it fulfills the criteria laid down by HEC in terms of facilities, resources and faculty. There should be at least three (03) relevant Full-Time PhD Faculty members in a department to launch the PhD Programs.
- (2) The Chairperson/HOD/Centre/School/Institute/Faculty/Constituent/Affiliated Postgraduate College of the UOG, launching PhD 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 PhD program in newspaper(s) and also on the UOG website as per academic calendar.

5. Eligibility Criteria to Apply for PhD Programs._

- (1) PhD candidate shall possess at least 18 years of education (MS/MPhil degree) or equivalent qualification in the relevant subject.
- (2) The candidate shall have at least First Division (in the Annual System) in MPhil/MS/equivalent degree or minimum CGPA 3.00 (out of 4.00 in the Semester System).

UOG PHD PROGRAMS RULES & REGULATIONS 2015

Advanced Studies & Research Board

- (3) The candidate must have earned at least 06 CH research in his/her MS/MPhil program.
 - (4) The candidate shall also have at least 60% marks in the annual examination system or 3.00 CGPA (out of 4.00 in the semester system) or 70% in the semester system examination; in terminal degree.
 - (5) 70% 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.
 - (6) 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 and 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 three ¹(03) senior most faculty members preferably with PhD qualification within the departments.
 - (iii) 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) ²The number of members to constitute the quorum for a meeting of the DRRC shall be four.

¹ 2nd Meeting of the ASRB held on January 22, 2016 increase the DRRC members from 02 senior faculty members to 03 senior faculty members and 02 subject specialist and notified vide notification #:UOG/ASRB/NC/01/1600 dated: Tuesday, April 26, 2016.

² Inserted vide notification #: UOG/ASRB/NC/01/1600 dated: Tuesday, April 26, 2016.

UOG PHD PROGRAMS RULES & REGULATIONS 2015

Advanced Studies & Research Board

(6) ³Final merit of the candidates shall be determined as under:

Total Marks (A to C)	100
MERIT DETERMINATION CRITERIA for PhD	
A TOTAL MARKS FOR ACADEMIC QUALIFICATION	60
Percentage Or CGPA) obtained in the respective degree	Marks for Two Years MPhil/MS Research Degree OR Equivalent (Maximum 60 Marks)
a) 60-69.99% (Annual System) Or CGPA 3.00-3.49 (Out of 4) (Semester System)	50
b) > 70.00 % (Annual System)	
c) Or CGPA \geq 3.50 (Out of 4) Semester System)	60
B TOTAL MARKS FOR GRADUATE PROGRAM SUBJECT BASED WRITTEN TEST (GPSBWT)	30
C TOTAL MARKS FOR INTERVIEW (a to c)	10
a) Subject Knowledge	02
b) Research Aptitude	02
c) Communication Skills	02
d) Personality	02
e) General Knowledge	02

Note: 70% 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 concerned. The Chairperson/HOD shall upload the list of provisionally selected candidates for admission on UOG website through Registrar 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.

³Revised vide Admission Policy 2019 approved by 7th Meeting of ASRB held on 26th June, 2019.

UOG PHD PROGRAMS RULES & REGULATIONS 2015

Advanced Studies & Research Board

- (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.
- (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 post graduate 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) **The 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 PhD 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 of Oriental Learning which shall be in their respective subject language).
- 10. Semester Regulations._**
- (1) **Semesters Schedule and Duration:**
- (i) There shall be two regular semesters (Fall & Spring) of 16-18 weeks duration each (inclusive of exams).
- (ii) PhD degree program shall be of 06-10 regular semesters (03-05 years) as Full-Time Program and 08-12 regular semesters (04-06 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 PhD 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:**

UOG PHD PROGRAMS RULES & REGULATIONS 2015

Advanced Studies & Research Board

- (i) ⁴Considering 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 03 year in Full-Time degree program and 02 years in Part-Time degree program.

11. Workload Requirement & Course Work._

- (1) ⁵Course work of 18 credit hours shall be completed minimum in the first year(two semesters) and maximum by the end of second year (four semesters) and followed by a comprehensive examination for granting candidacy as PhD researcher.
- (1a) ⁶Minimum 12 Credit Hours of Research Work for PhD Students.
- (2) The Chairperson/HOD concerned shall define the scheme of studies for the entire PhD degree program and get approval from the Board of Studies.
- (3) Each PhD student shall have to complete course work of 18 CH with at least 3.00 CGPA out of 4.00, preferably in the first two regular semesters. These courses may be from the same department or from some other faculty depending on his/her PhD studies or as advised by the Supervisor.
- (4) A minimum of 09 CH shall be offered by the department per semester for Full-Time Program; whereas 06 CH may be offered for Part-Time Program.
- (5) Each student is required to submit a periodic PhD Thesis Progress Evaluation Report through proper channel endorsed by the Supervisor concerned to the directorate of ASRB on the prescribed form.

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 exams. 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) In case a student earns less than 70% marks he/she shall be considered as failed and shall have to register the course(s) again.
- (2) 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 Chairperson/HOD/Teacher.
- (3) A student, who obtains CGPA between 2.50 and 3.00 upon the completion of entire approved course work, may be allowed to repeat once the course(s) of the previous semesters in which he/she obtained the lowest grades maximum by the end of second year (four semesters) in order to

⁴ Revised vide notification no. UOG/REG/DAC/ACD/18/JJ/568 dated August 01, 2018 (11th Academic Council Meeting held on June 25,2018 Decision of Extra Agenda item No. 03-X)

⁵ Revised vide notification no. UOG/REG/12-AC/19/1542 dated May 17, 2019 (12th Academic Council Meeting held on March 04,2019 Agenda Item no. 16-XII)

⁶ Inserted vide notification #: UOG/ASRB/NC/01/1600 dated: Tuesday, April 26, 2016.

UOG PHD PROGRAMS RULES & REGULATIONS 2015

Advanced Studies & Research Board

improve the CGPA so as to obtain the minimum of 3.00 failing shall result in cancellation of his/her registration.⁷

14. Freezing of a Study Semester._

- (1) A student may freeze his/her studies before the commencement of semester with the permission of Director ASRB on the recommendation of the Dean/Chairperson/HOD/Director/Principal on medical grounds as per UOG policy or due to unavoidable circumstances.
- (2) ⁸*****
- (3) ⁹*****
- (3a) ¹⁰A 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) ¹¹A 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) ¹²Total 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 Dean /Chairperson/HOD/Director/Principal 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.
- (9) The Director ASRB will notify the freeze status of the student. ¹³After completion of Freezed period, the resume/rejoining of studies of PhD scholar shall also be notified by the Director, ASRB.

⁷ Revised vide notification no. UOG/REG/12-AC/19/1542 dated May 17, 2019 (12th Academic Council Meeting held on March 04, 2019 Agenda Item no. 16-XII)

⁸ 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".

⁹ 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".

¹⁰ Inserted vide notification #: UOG/ASRB/NC/01/1600 dated: Tuesday, April 26, 2016.

¹¹ Inserted vide notification #: UOG/ASRB/NC/01/1600 dated: Tuesday, April 26, 2016.

¹² ⁸ Inserted vide notification #: UOG/ASRB/NC/01/1600 dated: Tuesday, April 26, 2016.

UOG PHD PROGRAMS RULES & REGULATIONS 2015

Advanced Studies & Research Board

- (10) The HEC fellowship awardee 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.

15. Synopsis._

- (1) By the second semester (Full-Time Program) and third semester (Part-Time Program), the students shall submit their areas of interest for 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 synopses.
- (2) ¹⁴After allotment of supervisor concerned by the second semester, student shall submit their synopsis minimum by the end of 3rd semester and maximum by the end of 6th semester.
- (3) The DRRC shall scrutinize the synopses.¹⁵ 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. After approval of the synopses, the registration of the students shall be confirmed by the Director ASRB, and the scholars 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).
- (4) 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 from Vice Chancellor through Director ASRB.
- (5) Each candidate shall be assigned one supervisor and a co-supervisor shall be allowed. ¹⁶The Research supervisor shall be from the respective department, however, Co-supervisor may be allotted as per UOG PhD 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 and Registrar, through proper channel. Similarly, if a person from UOG is appointed as co-supervisor by another university, he/she will inform the Director ASRB

¹³ 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)

¹⁴ Revised vide notification no. UOG/REG/12-AC/19/1542 dated May 17, 2019 (12th Academic Council Meeting held on March 04, 2019 Agenda Item no. 16-XII)

¹⁵ The process of PhD Synopsis external evaluation vide notification # UOG/REG/DAC/18/1/567 dated August 01, 2018 was canceled vide notification # UOG/REG/12-AC/19/1532 dated May 17, 2019. The same notification detailed process to deal in process synopses for external evaluation.

¹⁶ Inserted vide Notification No. UOG/ASRB/Circular/01/11801 dated June 14, 2018 endorsed by 11th Academic Council held on June 26, 2018.

UOG PHD PROGRAMS RULES & REGULATIONS 2015

Advanced Studies & Research Board

and Registrar, through proper channel. ¹⁷ 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.

- (6) For selection of supervisor, preference may be given to scholar's choice. The 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 students subject to availability of resources. The total number of students under the supervision of a teacher shall be according to HEC policy.
- (7) The maximum number of PhD students under the supervision of a Full-Time faculty member is five which may be increased to eight under special circumstances in certain teaching departments subject to prior approval of the Higher Education Commission (HEC).

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 Submission and Defense._

- (1) Prior to Thesis submission a PhD scholar shall have to present his/her research work as an open seminar in which all the departments of UOG may be invited. The members of DRRC and the participants may comment for the improvement of work and give suggestions, if any. Date time and venue shall be notified by the department with the intimation to the Director ASRB and CE.
 - (1a) Before submission of the Thesis for final viva, publication of at least one research paper in an HEC approved journal is required as detailed below.
 - "X" category or above in case of Natural Sciences
 - "Y" category or above in case of Social Sciences and Arts etc.
 - "Z" category journals for local regional languages only e.g Punjabi, Pushto, Sindhi, Balochi, Brahvi, Saraiki & Persian.ISI Master List Journals are also acceptable for all disciples.
 - (1b) DRRC is responsible for verification of following requirements of ASRB:
 - a. The paper was published in a journal, fulfilling HEC criteria of required categories for various disciplines.
 - b. The paper was already published at the time of request of scholar through convener DRRC received by ASRB for the conduct of final viva.
 - c. The contents of the paper are based on dissertation of PhD Scholar.
 - d. First author should be PhD Scholar and Co-authors for the paper submitted as HEC requirement of one paper before award of degree do not include names except supervisor and co-supervisor of concerned PhD Scholar as approved in synopsis.
 - e. The paper was not based on plagiarized material as reflected by Turnitin generated Originality Report produced by PhD Scholar and verified by concerned supervisor.
 - (1c) ASRB may ask convener DRRC for any query regarding section (1b) before the award of PhD degree.

¹⁷ Inserted vide Notification No. UOG/ASRB/Circular/01/11800 dated June 14, 2018 endorsed by 11th Academic Council held on June 26, 2018.

UOG PHD PROGRAMS RULES & REGULATIONS 2015

Advanced Studies & Research Board

- (2) 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).

18. Thesis Evaluation._

- (1) After completion of the Thesis, the student shall submit six (06) paper bound copies of the Thesis on UOG prescribed format and one CD as soft copy, to the 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.
- (2) If the Thesis of a scholar is proved to be plagiarized after its evaluation or declaration of result, previous result of the candidate will be cancelled and he/she will be declared as failed in Thesis examination. Such a candidate shall not be re-admitted to PhD program under any circumstances.
- (3) The DRRC, after scrutiny, shall forward six paper bound copies of the Thesis on UOG prescribed format and one CD as soft copy along with a panel of 10 external examiners from technologically/Academically advanced countries and 05 from Pakistan (approved by the BOS) to the Director ASRB for the appointment of Foreign and National examiners.
- (4) ¹⁸The Director ASRB, after receiving approval of the appointment by the Vice Chancellor shall send Dissertation (both hard and soft form) to three (03) Foreign Examiners, after comments / evaluation reports received from Three Foreign examiners the Director ASRB shall open the evaluation reports and forward the comments of Foreign examiners to the Chairperson / HOD / Convener DRRC concerned.
After incorporation of suggested changes by the foreign examiners, scholar concerned shall submit revised copy of Dissertation to ASRB. The Director ASRB after receiving approval of appointment by the Vice Chancellor shall send revised Thesis (both hard as well as electronic form) to One (01) National Examiner. After comments / evaluation reports received from One National examiner the Director ASRB shall open the evaluation report and forward the comments of National examiner to the Chairperson / HOD / Convener DRRC concerned.
- (5) In case of delay by any examiner (after first stipulated time period of 30 days), the Director ASRB shall remind him/her in writing and give him/her 15 more days to respond. After the expiry of the final deadline, the Director ASRB shall cancel his/her appointment and send Thesis (hard and soft) to another examiner.
- (6) The Director ASRB shall forward the comments of examiners to the Chairperson/HOD.
- (7) The Chairperson/HOD concerned shall communicate the observation (if any) to the student concerned through Supervisor.
- (8) ¹⁹ There must be at least two positive reports from Foreign (technically/academically advanced country) and one from National examiner for authentication and originality of the research work, However;

¹⁸ Inserted vide notification no. UOG/REG/12-AC/19/1548 dated May 17, 2019 (12th Academic Council Meeting held on March 04, 2019 Agenda Item no. 16-XVIII)

¹⁹ Inserted vide notification no. UOG/REG/12-AC/19/1548 dated May 17, 2019 (12th Academic Council Meeting held on March 04, 2019 Agenda Item no. 16-XVIII)

UOG PHD PROGRAMS RULES & REGULATIONS 2015

Advanced Studies & Research Board

scholar shall incorporate recommendations of two foreign examiners out of three through DRRC for submission of revised copies to ASRB for National Examiner evaluation and shall incorporate recommendations of One national examiner before the conduct of Final Viva Voce. The DRRC of department concerned shall be responsible and ensure the incorporation of changes in PhD dissertation / thesis desired by examiners (Foreign and National) before the conduction of Viva Voce of the scholar concerned.

- (9)** In cases where two of the three examiners find that the Thesis is wholly inadequate it may be rejected by the ASRB.
- (10)** ²⁰ **a)** "If any of the examiners (Foreign or National) suggests minor modification/revision of Dissertation, the scholar shall be required to rectify desired modifications within 30 days duly certified by the supervisor concerned from the day report dispatched to DRRC concerned by ASRB. In case where scholar 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)** If any of the examiners (Foreign or National) suggests major modification / revision of the Dissertation the scholar shall register the subsequent semester(s) within maximum stipulated degree duration as restricted by HEC and resubmit the thesis duly certified by the supervisor concerned. ²¹ 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.
- (11)** The revised version of the Thesis/Dissertation shall be approved by the same examiner who suggested modification/revision of the Thesis.
- (12)** If any of the examiners finds the Thesis adequate but suggests minor modifications/revision, this may be incorporated without referring again to the examiner as required in clause.
- (13)** After rectification of the desired corrections (if any), the Supervisor shall request the Chairperson/HOD concerned to fix the date for vive voce. Similar is the case if the Thesis is adjudged as adequate by all examiners.
- (14)** The Chairperson/HOD concerned shall request the Director ASRB to fix the date for Viva Voce.
- (15)** ²²The Director ASRB shall fix the date of the Viva Voce after consulting the National 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.

²⁰ Revised vide notification # UOG/REG/12-AC/19/1534 dated May 17, 2019 ((12th Academic Council Meeting held on March 04,2019 Agenda Item no. 16-IV)

²¹ Inserted vide notification no. UOG/ASRB/Circular/01/11804 dated June 14, 2018 (endorsed by 11th Academic Council Meeting held on June 26,2018)

²² Revised vide notification # UOG/REG/12-AC/19/1543 dated May 17, 2019 ((12th Academic Council Meeting held on March 04,2019 Agenda Item no. 16-XIII)

UOG PHD PROGRAMS RULES & REGULATIONS 2015

Advanced Studies & Research Board

- (16)** ²³The Chairperson/HOD along with Supervisor and External Examiners (National who evaluated the Thesis) shall conduct the viva voce and declare the candidate as qualified or not qualified (passed or failed). ²⁴Following HEC Policy there will be open defense of PhD. He shall submit the award on the prescribed Performa to ASRB. Furthermore, he shall also forward seven copies of hard bound final Thesis as well as soft copy (05 writeable CD, PDF format along with complete file of turnitin), to Director ASRB who will in turn forward it to the Controller of Examinations within Seven (07) working days. 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 HEC (Hard and Soft)
 - (ii)** One copy to PHEC (Hard and Soft)
 - (iii)** One copy to Library (Hard and Soft)
 - (iv)** One copy to Department concerned / Supervisor Concerned (Hard)
 - (v)** One copy to Scholar Concerned (Hard)
 - (vi)** One copy to ASRB (Hard and Soft)
 - (vii)** One copy at Office of Controller of Examinations (Hard and Soft) for record.
- a)** Additionally, the office of the Controller of Examinations shall be responsible to submit one copy of the thesis to the Chief Librarian for inclusion in the repository; however, the departments shall be responsible to forward copies of the theses to the Chief Librarian for the previous students.
- b)** In case Chairperson / HOD is Supervisor, senior member of the department will chair the session.
- (17)** A Degree Completion Certificate and Transcript shall be issued by the Controller of Examinations.
- (18)** 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 to 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.
- (19)** ²⁵Minimum marks require for qualifying the PhD research work shall be 70%. However, same shall not be calculated in CGPA and total percentage of obtained marks.

19. PhD Comprehensive General Rules._

²³ Revised vide notification # UOG/REG/12-AC/19/1537 dated May 17, 2019 ((12th Academic Council Meeting held on March 04,2019 Agenda Item no. 16-VII)

²⁴ ASRB 7th meeting endorsed HEC letter no 1-4(MS/PhD)/QAD/HEC/2018/86/293 dated December 03, 2018 open defense of Dissertation is essential part of PhD Program after positive evaluation of Dissertation).

²⁵ Inserted vide notification #: UOG/ASRB/NC/01/1600 dated: Tuesday, April 26, 2016.

UOG PHD PROGRAMS RULES & REGULATIONS 2015

Advanced Studies & Research Board

- (1) After the successful completion of course work with at least 3.00 CGPA, the scholar shall have to appear and pass the comprehensive examination in very next semester.
- (2) The Chairperson/HOD of the department concerned with the consent of Supervisor and DRRC will notify the date of examination after course completion. The schedule will be intimated to Director ASRB and Controller of Examinations.
- (3) The Comprehensive Examination Committees for Written and Oral Parts shall be as following:
 - (i) Chairperson/Head of Department concerned (Convener).
 - (ii) Supervisor, Co-supervisor
 - (iii) DRRC
- (4) The PhD Comprehensive Examination shall be of following two Parts;
 - (i) The Written Part (100 marks)
 - (ii) The Oral Part (100 marks)
- (5) The Written Part of Comprehensive Examination (100 marks) shall consist of one paper of three parts (or three papers of 100 marks as whole) of 3-6 Hours and shall be conducted on date as per notified by the department concerned with intimation to Director ASRB and CE.
- (6) The paper shall consist of part of subject in which candidate is doing his/her PhD and completed PhD course work. The paper will be set by the supervisor, co-supervisor, one or more external examiners and DRRC.
- (7) For Comprehensive Examination, external examiners from other universities may be invited depending upon need of the department and non-availability of the expert of that field (the local expert may be on long leave or on ex-Pakistan leave).
- (8) The answer book of paper shall be evaluated by the respective paper setters.
- (9) Every member of the Comprehensive Examination (Oral Part) shall evaluate the scholar out of hundred marks (on prescribed performa) and Convener of committee shall compile and submit the average marks obtained by the scholar within a week of the conduct of examination.
- (10) The scholar shall have to pass written and oral Comprehensive Examination with at least 3.00 CGPA (out of 4.00 in semester system).
- (11) The panel of examiners will declare the candidate as qualified or not qualified (passed or failed).
- (12) In case the scholar fails either any of the written or oral part of Comprehensive Examination, he/she shall have to reappear in the fail part only.
- (13) To clear the Comprehensive Examination the scholar shall be given two chances after the first attempt.
- (14) The scholar shall have to successfully complete the oral and written examinations (all parts) by the end of fourth regular semesters for Full-Time Program and by the end of sixth regular semester for Part-Time Program.
- (15) In case the scholar cannot successfully complete the Comprehensive Examination within stipulated time, his/her registration shall be considered as cancelled and said scholar shall have to leave the university or to get admission again. However, the said scholar shall be awarded the transcript in any way, on his/her request.

UOG PHD PROGRAMS RULES & REGULATIONS 2015

Advanced Studies & Research Board

- (16) Once the scholar has successfully completed the Comprehensive Examination, the result will be sent to Directorate ASRB. The Director ASRB shall notify his/her candidature as "Confirmed PhD Scholar". The result of comprehensive Examination will be sent to Controller of Examinations for record.
- (17) Absentia of the candidate in any part/portion shall be considered as failed in that part/portion and the scholar shall have to appear again in the examination whenever offered next time.
- (18) Director ASRB may issue certificate before completion of the degree program reflecting the completed theory courses while final transcript shall be issued by the controller of examinations.

20. Grade Points and Class Attendance._

- (1) The student shall obtain a minimum of 2.50 ²⁶CGPA out of 4.00 in each semester; however, the degree shall be awarded on obtaining minimum 3.00 CGPA.
- (1a) ²⁷The student having CGPA less than 2.50 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 the entire degree program and it is the student's responsibility to comply with the prerequisites of all courses for which he/she enrolls in subsequent semester.
- (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 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).

21. Cancellation of Registration._

- (1) The PhD registration of a scholar shall be cancelled by the Registrar on recommendation of Supervisor, Chairperson/HOD through 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,

²⁶ For the word "GPA", the word "CGPA" substituted vide notification #: UOG/ASRB/NC/01/1600 dated: Tuesday, April 26, 2016.

²⁷ Inserted vide notification #: UOG/REG/17/1397 dated July 07, 2017.

UOG PHD PROGRAMS RULES & REGULATIONS 2015

Advanced Studies & Research Board

- (iv) Does not qualify the Viva Voce examination even in the 3rd attempt,
 - (v) PhD scholar may be struck off the roll of the university on completion of the maximum permissible time duration of their respective degree programs.
 - (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 the 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 PhD programs.


(Dr. Atif Ali Jaffri)
Director ASRB
University of Gujrat