

UNIVERSITY OF TURBAT
TURBAT



GRADUATE RULES AND REGULATIONS
2024

DIRECTORATE OF GRADUATE STUDIES
UNIVERSITY OF TURBAT

Preface

University of Turbat (UoT) aims to provide quality education with graduate degree programs to students with advanced skills and knowledge in research. All the statutory bodies of UoT ensure quality education and standards related to higher education as determined by the Higher Education Commission (HEC) Pakistan from time to time. The Directorate of Graduate Studies is pleased to publish these regulations applicable to all graduate programs offered by the UoT.

The academic rules and regulations for graduate programs have been approved by the Academic Council in its 13th meeting after incorporating the amendment in the “Revised Graduate Rules of UoT 2023” which was approved by the Advanced Studies and Research Board and Academic Council in its 15th meeting. These regulations shall be read as "Graduate Rules and Regulations 2024 " which adopt the policy guidelines provided by HEC Graduate Education Policy from time to time.

Graduate Rules and Regulations 2024 covers all aspects of the academic life of students (MS/M.Phil. /PhD scholars) enrolled in graduate programs offered by UoT providing them with the knowledge which they need to plan their educational programs.

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1. Preamble

These rules called “Graduate Rules and Regulations 2024” shall apply to all MS/MPhil and PhD degree programs conducted in the Constituent and Affiliated Units of University of Turbat (UoT). These rules precede/surpass all other previous graduate rules and subject to change through approval of relevant statutory bodies of the university. These Rules shall be read in conjunction with the general rules/regulations of the University. In matters where these rules are silent, rules/regulations and procedures of UoT shall apply. In case of any doubt regarding the interpretation of these Rules and in matters not clearly covered under these and other rules/regulations of UoT, the matter shall be referred to the relevant bodies, for instance Academic Council or Syndicate for the final decision. Furthermore, MS/MPhil and PhD requirements set out by the HEC from time to time shall be complied with and shall take precedence over these Rules should there be a conflict.

2. Definitions

In these regulations, unless the context requires, following expressions shall have the meanings hereby assigned to them, respectively.

2.1 “**University**” means the University of Turbat.

2.2 “**MS/MPhil/PhD**” stands for Master of Science/Master of Philosophy/Doctor of Philosophy.

2.3 “**ASRB**” means Advanced Studies and Research Board as constituted under section 7 of the First Statutes of the Balochistan Universities Act, 2022.

2.4 “**Graduate Admission Committee**” means a Committee constituted by the Competent Authority for MS/MPhil and PhD admission.

2.5 “**Graduate Examination Committee**” means a Committee that will conduct the viva voce defense of the Scholar.

2.6 “**Candidate**” means a person seeking admission in MS/MPhil/PhD program at UoT.

2.7 “**Supervisor**” means a supervisor appointed for a research scholar.

2.8 “**Co-Supervisor**” means a member of academic and/or research staff of the university/industry who may be appointed to provide academic/technical and/or administrative assistance whenever there is a requirement/need.

2.9 “**Research Scholar**” means a scholar enrolled in MS/MPhil and PhD program.

- 2.10 “**Examiners**” means the Examiners as appointed as per these regulations.
- 2.11 “**Thesis**” means a thesis report encompassing original research performed by a scholar.
- 2.12 “**Related Subjects**” means subject(s) conducted by institution other than the one in which the scholar is enrolled.
- 2.13 “**Institution**” means a Department, Center, College, or an Institute of the University.
- 2.14 “**Center**” means a Center on the Campus Affiliated with the University.
- 2.15 “**Secretary**” means Dean Graduate Studies of the University.
- 2.16 “**A Credit Hour**” means teaching a theory course for 50-60 minutes each week throughout the semester.
- 2.17 “**Head**” means Chairman/Chairperson of Department or Director of Center or Institute, or Principal of the constituent college.

All other terms and expressions shall have the same meanings as assigned to them under the Balochistan Universities Act, 2022 or explained in these Regulations.

3. Faculty Graduate Research Committee (FGRC)

3.1 There shall be a Faculty Graduate Research Committee at department level. However, if the minimum required number (as per HEC criteria for each program) of PhD faculty is not available then committee may be constituted at the faculty level.

3.2 The composition of the Faculty Graduate Research Committee is as under:

- | | | |
|-------|--------------------------------------|---------------|
| 3.2.1 | Dean faculty | (Chairperson) |
| 3.2.2 | HoD | (Member) |
| 3.2.3 | Two Senior Faculties | |
| | (recommended by concerned Dean) | (Member) |
| 3.2.4 | Program Coordinator | (Member) |
| 3.2.5 | Dean Graduate Studies/Representative | (Member) |

3.3 Responsibilities of the committee include:

- 3.3.1 Conducting research proposal/synopses seminars of graduate students,
- 3.3.2 Evaluating and recommending research proposal/synopses to

AS&RB for approval,

3.3.3 Conducting progress seminar of graduate students prior to these defense,

3.3.4 Recommending the cases of appointment of supervisors and co-supervisors to AS&RB for approval.

4. The Graduate Examination/Defense Committee

The graduate examination committee will conduct viva voce defense of the Scholar.

The composition of the committee is as follows:

- (a) Professor/Associate Professor (Convener/Chairperson) recommended by the worthy Vice Chancellor
- (b) Head of Concerned Department (will be Ex-officio member of the Committee)
- (c) Examiner (s) External/Internal
- (d) Supervisor (s)
- (e) Dean /Director Graduate Studies
- (f) Controller/Additional controller of examinations

5. Graduate Admission Committee (GAC)

5.1 There shall be a Graduate Admission Committee (GAC). The committee will perform planning and execution of the graduate programs admissions and will supervise the process that begins from the advertisement of the admissions to the finalization of the merit of the prospective candidates.

The composition of the committee is as follows:

- (g) Dean Graduate Studies (will be Convener of the Committee).
- (h) Head of Concerned Department (will be Ex-officio member of the Committee).
- (i) Two PhD faculty from the concerned department (Head of Department will recommend to the Vice Chancellor for the approval).
- (j) One external member (in case when university conduct admission test itself. Concerned Dean will recommend panel of three faculties for the approval to the Vice Chancellor).
- (k) Director Graduate Studies shall be the secretary.

6. Grievance Redressal Committee (GRC)

6.1 A Grievance Redressal Committee shall be created to address students' grievances related to academic matters such as assessment & evaluation, conducting of examination, award of grade, delay in research proposal presentation and thesis submission.

6.2 The objective of the Grievance Redressal Committee (GRC) is to develop a responsive and accountable approach among all the stakeholders to maintain a harmonious educational atmosphere in the University.

6.3 Functions of the Committee:

6.3.1 To entertain students' grievances of the University of Turbat.

6.3.2 To provide proper opportunity to stakeholders to express their grievances freely and frankly without any fear of being victimized.

6.3.3 To ensure that there is no reprisal of any kind against any applicant, witness, or any other participant in the grievance redressal process by reason of such participation in the grievance process.

6.3.4 To protect the privacy and confidentiality of all parties during the inquiry, consistent with and subject to the policy guidelines

6.3.5 To obtain the facts through relevant sources in a fair and objective manner, to work out a resolution of the issues involved with the parties named in the grievance application.

6.3.6 To ensure speedy disposal of every grievance application within a maximum period of one month of the receipt of application.

6.4 The composition of the Grievance Redressal committee is as under:

- Chairperson (HoD)
- Member (Two Senior Faculties)
- Representative Dean Graduate Studies
- Member (Other than faculty/department recommended by Dean concerned)

7. Title of Degree

The Degree of MS/MPhil shall be awarded in all approved faculties and subjects taught at the University of Turbat and its affiliated colleges/institutions.

8. MS/MPhil Programs

The MS/MPhil programs at UoT will foster a broad understanding of the related subjects.

This is materialized through a rigorous disciplinary and interdisciplinary program of study and a research-based education in related subjects for career or entry to PhD programs.

8.1 Admission Policy for MS/MPhil/Equivalent Degree Programs

Admission to an MS/MPhil/Equivalent Degree Programs basic academic qualification are

8.1.1 Sixteen years of schooling or 4-year education (minimum 120 credit hours) after HSSC/F.A./F. SC/Grade 12 or Equivalent shall be required for admission in the MPhil/MS/Equivalent program.

8.1.2 Admission Test: University is required to: a) Conduct a rigorous admission test as an eligibility condition for admission to MS/MPhil/Equivalent programs, with a passing score of 50%. OR b) Accept the GRE/HAT General/Equivalent tests, with a passing score of 50%.

8.1.3 Interdisciplinary Qualifications: The interdisciplinary admission may only be allowed, if:

a) The applicant has a strong interest in pursuing an MS/MPhil/equivalent degree in a different discipline.

b) The applicant has passed GRE-Subject/equivalent test² with minimum 50% marks in the discipline of admission and has taken 6-9 CH of deficiency courses of level 6.

c) The admission committee is satisfied that the applicant's knowledge of primary area (level 6) has sufficiently prepared him or her to undertake the course of studies of the MS/MPhil/equivalent program (or, in the opinion of the admission committee, the preparation can be deemed satisfactory by taking a few additional courses after starting the program).

8.1.4 The students having valid GAT (Gen)/HAT/GRE (International) with a minimum 50% score will be exempted from appearing in pre-admission written entry test.

8.1.5 All the candidates who qualify the test will be required to appear for an interview to be conducted by the Graduate Admission Committee (GAC).

8.2 Admission Procedure

8.2.1 Admission in MS/MPhil programs shall be announced /advertised by the Registrar, University of Turbat as per policy.

8.2.2 Applications on prescribed forms must be submitted by the candidate in Admission cell/Departments/Centers/Institutes for admission offering MS/M.Phil.

8.2.3 Candidates with a foreign degree 16 years of education equivalent to BS/BBA/B.Sc. (Hons.) MA/M.Sc. /MCS/ are also eligible for admission in MS/M.Phil.

8.2.4 MPhil/MS degree program will be open for all those who qualify the admission criteria. However, serving candidates will have to submit N.O.C from their respective departments along with the application form. A study leave document from their respective employer for a period of two years has to be submitted at the time of admission. The candidate will be a full-time regular student for two years to complete the course work and research/thesis work.

8.2.5 The entry tests & interviews for admission to MS/MPhil program of studies will be conducted through Graduate Admission Committee (GAC). Each faculty of the University of Turbat is responsible to sort and verify documents, and the suitability of the applicants. However, admission will be encouraged to promote higher studies and research at the University of Turbat, with existing and manageable resources.

8.3 Determination of Admission Merit

8.3.1 Admission merit would be determined as:

- Academic performance (terminal degree only) 30%
- Admission test conducted by the University or any other body authorized by HEC 50%
- Interview 20%

8.3.2 Academic performance shall be determined as follows:

In case two or more candidates score equal marks and are placed at the bottom of the merit list, both / all of them shall be allowed admission in the relevant program subject to availability of seats.

8.4 Duration of the Program

8.4.1 The minimum duration for the completion of the MS/MPhil program is 1.5 years from the date of enrolment in the program for Full Time regular scholars. The maximum duration for the completion of degree shall be four years.

8.4.2 There shall be two semesters in a year i.e., Fall and Spring, where each semester shall consist of 16-18 weeks including examinations.

8.4.3 A candidate for a Master degree shall not normally be permitted to submit a thesis for within the first year of candidature.

8.4.4 A candidate will be expected to present his/her thesis for examination within two years of the date of the initial enrolment in the course, excluding periods of approved leave of

absence/ deferment.

- 8.4.5 In case a student is unable to secure an MS/MPhil within the prescribed timeframe and claims for extension in duration, the university may constitute appropriate authority and determine the causes of delay. In the 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 MS/MPhil degree in accordance with the duration limiting factor(s) and shall also take corrective measures in case the delay is caused by process or administrative reasons.

9. Promotion & Probationary Period

If a student scores a CGPA less than 2 at the end of any semester during the program of studies, the student shall be dropped from the university rolls (GPA of first semester is CGPA as well).

9.1 Promotion/Probation/Cancellation of Admission

- 9.1.1 A student who is dropped out may be re-admitted in the same semester. A student be re-admitted only for one semester.
- 9.1.2 Whenever any student's CGPA falls between 2.0 and 2.5 he /she shall be placed on the probation for the next semester. Probation is allowed for one semester.
- 9.1.3 If the student fails to raise CGPA to 2.5 or above on availing the probation period, he / she shall be dropped from the university rolls. However, only one chance shall be given to reappear in additional examination.
- 9.1.4 The department is responsible to schedule additional examination within 60 days of declaration of the results. All students appearing in the additional exam shall register themselves in the failed courses by submitting re-appear form with a fee of Rs. 7500/= per course.
- 9.1.5 There shall be only one chance for the improvement of CGPA be in additional/extra examination with maximum three least graded courses.
- 9.1.6 Any scholar appearing in the additional examination for the purpose to improve his/her CGPA, he/she shall repeat all assignments, quizzes, project/field work/presentation, mid-term, and terminal examinations.
- 9.1.7 The student eligible to continue the study program and having failed in the course(s) shall repeat the course(s) whenever such course(s) shall be offered by the faculty provided the contents of course(s) remain unchanged.

- 9.1.8 The student can repeat the failed course(s) for a maximum of two times and can improve course(s) with (C grades) once in the entire study program.
- 9.1.9 The students have to register for the courses being repeated, within 10 days from the date of commencement of the semester.
- 9.1.10 A student can improve at most three courses during the entire degree program.
- 9.1.11 Students completing course work in both Semesters with minimum CGPA of 2.50 will be allowed to register Research Work.

10. Semester Freezing

- 10.1 A student shall be allowed to freeze his/her semester once only during entire program of MS/MPhil studies due to illness or circumstances beyond his/her control by giving a written application to the HOD on prescribed form.
- 10.2 Students can apply for semester freeze within the first week of the classes. No semester freeze shall be allowed after this time.
- 10.3 The case for freezing of the program and resumption thereafter shall be placed before the Dean Graduate Studies by the chairperson of the respective department through FGRC.
- 10.4 A student already registered shall not pay the registration / admission fee in order to resume the studies. However, the student has to complete the degree requirements within maximum duration of the program from the date of his/her enrolment (including the period of semester being freeze).
- 10.5 A student freezing a semester shall automatically forfeit his/her claim to the award of gold medal.

11. Extension Policy

- 11.1 The minimum and maximum period for completion of MS/MPhil program will be 1.5years and 4 years. The period shall be counted from the date of enrollment.
- 11.2 Extension for a specific period of MS/MPhil program after 2 years will be granted to research scholars who maintain their student status and are not absconders by providing full justification for extension through proper channel.
- 11.3 A progress report should be submitted by the supervisor and shall recommend by department/program coordinator.

11.4 Extension cases shall be recommended by FGRC to the AS&RB for approval.

11.5 A student required to submit extension fees as per approved policy.

12. Coursework Requirement for Award of MS/MPhil/Equivalent Degrees

For award of MPhil/MS/equivalent degree, candidates shall:

12.1 Either need to complete 30 credit hours of course work or

12.2 Complete 24 credit hours of coursework along with a minimum of six (6) credit hours for research work/thesis.

12.3 A student shall be allowed to enroll for a maximum of 12 Credit Hours (CH) course work in one semester.

12.4 A credit hour means teaching a theory course for 50-60 minutes each week throughout the semester.

12.5 A student must complete a minimum of 24 CH Course work prescribed by the department for the MS/MPhil degree with CGPA ≥ 2.5 .

12.6 A student must have attended at least 75% of the classes held in a course in order to be allowed to sit in the final semester examination.

12.7 Having obtained CGPA ≥ 2.5 , the candidate shall do a minimum of 6 credit hour thesis to qualify for MS/MPhil degree.

12.8 One credit hour in laboratory or experimental work would require lab contact of at least two hours per week throughout the semester.

12.9 A course with 3 credit hours for theory and one credit hour for laboratory work will be denoted as 4 (3+1).

13. Course Work Evaluation

13.1 There shall be a continuous evaluation system of the student's performance. In addition to assignments, term papers, quizzes and class presentations, the following examinations in each course shall be held during the semester:

- Mid Semester Examination
- Final Semester Examination

13.2 The Mid Semester Examination shall be held by the end of the 8th week of class for each course from the commencement of the semester. The Final Semester Examination shall be held at the end of the semester.

- 13.3 The duration of the examinations:
- Mid Semester Examination one to two hours
 - Final Semester Examination two to three hours
- 13.4 Assessment/Marks distribution

Sessional	Mid Term	Final Term
30	30	40

14. Marks, Grade Points, Letter Grades

14.1 Letter grades are used only for individual courses and not for semester GPA or CGPA. Grade points for each letter grade are given below:

Marks Range	Grade Point	Grade
85 & above	4.00	A+
80-84	3.70-3.90	A
75-79	3.40-3.60	B+
70-74	3.00-3.30	B
65-69	2.50-2.90	C+
60-64	2.00-2.40	C
00-59	0.00	F

Detail grade point table annexed in the appendices

*Fraction in marks is to be rounded as a whole number.

14.2 Mid-semester and final semester answer books of each student should be shown to the student after marking.

14.3 Re-evaluation of answer books is not allowed after declaration of result; however, in such cases, a student may apply for recounting of marks.

15. Migration/Credit Transfer Policy

15.1 A migration committee shall be constituted by the Vice Chancellor to deal the migration cases/credit hour transfer cases.

15.2 Criteria for evaluation will be transparent and will be strictly followed.

15.3 Migration/Credit transfer from UoT to some other University or vice versa shall be allowed after the completion of the prescribed formalities. Migrations/Transfers to and from the Higher Education Commission

recognized universities/institutions (both public and private) shall be considered.

- 15.4 The students concerned shall obtain the migration certificate within 15 days after submission of the application.
- 15.5 Migration processing fee shall be charged. The following documents shall be attached by the candidate with the application for obtaining Migration Certificate.
- Attested copy of degree/result card.
 - Bank Challan showing the deposit fee.
- 15.6 Students seeking duplicate migration certificate from one university to another university shall be allowed such certificate on submission of an application supported by:
- An affidavit by the student, duly attested by a Magistrate, revealing that the original Migration Certificate issue by the university had been lost and was not used for any other purpose.
 - A cutting of daily newspaper in which the report regarding loss of Migration Certificate was published.
 - A certificate to the effect that the applicant had not been registered at the university for which migration certificate was issued.
- 15.7 A student who fails in the university examination and wants migration/credit transfer to another university shall be issued Migration Certificate on production of the original Result Card.
- 15.8 Once the Migration Certificate is issued, it can be cancelled, and admission restored within 3 weeks from the date of issuance of migration certificate. Such a student will have to provide a certificate from the respective Registrar that he/she had not been registered at the university for which the Migration Certificate was issued.
- 15.9 Migration/Credit Transfer Certificate shall be issued to a student who had debarred from appearing in the university examination or expelled from university/affiliated institute/college for misconduct till such time as the period of punishment lasts.
- 15.10 A regular student of the university/affiliated institute who desires migration to another university shall be issued Migration Certificate on the production of the Clearance Certificate.

- 15.11 any question arises to the interpretation of any of the provisions of these rules, it shall be placed before the Vice Chancellor whose decision thereon shall be final and binding.
- 15.12 No credit hour of a course will be transferred if the grade is less than B.
- 15.13 University may enroll students (if they fulfill the criteria) for any course(s) and issue a transcript for the courses done. Fee for each course shall be charged.
- 15.14 Requirement for awarding of degree (Transfer of Credit Hours Cases):
- A student must have a proper admission in the graduate program of the university and should earn minimum of 50% of total credit hours of UoT graduate program from the university.
- 15.15 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. Furthermore, the student must appear before FGRC and fulfill other research requirements.

16. Fee Refund Policy

16.1 The admission and registration fee deposited shall not be refunded to a student in any case.

16.2 Security fee shall be refundable provided no outstanding fee/dues against the student and the relevant quarters, i.e., the office of Department Chair, Lab, Library, Student Affairs Office, Hostel, and Account section, provide their clearance certificate.

16.3 Prospectus charges and the application processing fee shall not be refunded.

16.4 However, if any student requests for cancellation of his/her admission within 15 days from the date of commencement of classes, he/she will be entitled for full refund of tuition, laboratory, examination, and library fees.

17. Appointment of Supervisor(s)

The appointment of principal supervisor and co-supervisor (If any) shall be processed through Faculty Graduate Research Committee to Directorate of Graduate Studies for approval by Advanced Studies & Research Board (AS&RB).

17.1 The Research Supervisor will be a faculty member having a MS/M.Phil /Ph.D. degree in the relevant field, publications to his / her credit. He/she shall

be responsible for the guidance and supervision of research by the scholar during the period of his/her registration. In special circumstances (Sickness, Study Leave, Maternity Leave) there could be a Co-Supervisor who shall also have MS/MPhil /Ph.D. degree in the relevant field.

17.2 In teaching Department/Centers/ Institutes a Research Supervisor will not have more than twelve (12) MS/MPhil scholars at a time as per HEC guidelines.

17.3 The teacher to student ratio shall be 1:12, where a supervisor can supervise a total of twelve (12) MS/MPhil/PhD students at a time with no more than five (5) of these students being PhD students. Graduate teaching and supervision load shall be adjusted, accordingly.

17.4 A scholar must choose a Research Supervisor within the first semester.

18. Alternative Supervision

18.1 In case the principal supervisor leaves the university, the student may be provided with alternate supervision. The Chairperson in consultation with the Dean shall place the matter in the Faculty Graduate Research Committee. The graduate research committee shall recommend alternate supervision (principal supervisor/ co-supervisor) for the student.

18.2 The leaving principal supervisor, however, may act as co-supervisor till the completion of the degree of the concerned student.

18.3 The scholar may apply for the change of supervisor through FGRC. A student can request for the change of supervisor with proper justification only once in entire degree program.

19. Synopsis/Research Proposal

A student has to defend his/her research proposal/synopsis in a seminar at the respective department/faculty in the presence of Faculty Graduate Research Committee. Its recommendations shall be forwarded to AS&RB through Dean Graduate Studies office for consideration.

19.1 The scholar will prepare a research proposal for the research study containing the background, literature, methodology and feasibility of study in term of availability of source materials with the assistance of the Research Supervisor no later than the second week of the third semester (the format is annexed in appendices). Further, Word counts for Research Proposal/Synopsis is

2000 to 5000 word for sciences and 3000 to 6000 words for social sciences.

19.2 A student has to defend his/her research proposal/synopsis in a seminar at the respective department/faculty in the presence of FGRC. Its recommendations shall be forwarded to AS&RB through Directorate of Graduate Studies for consideration.

19.3 The student shall be given two chances to get the research proposal approved within maximum period of six months from the date of conducting first proposal defense. If fail to defend his/her research proposal will be terminated from the program.

20. Research Rules

20.1 Scholars shall choose their Research Supervisor(s) no later than the second week of the 2nd Semester.

20.2 Research Supervisor must be from the concerned Faculty/Department from the University of Turbat.

20.3 A plagiarism test will be conducted on the Dissertation using Turnitin before its submission to the external experts. The Turnitin software may/is not able to detect plagiarism of the thesis of languages like Balochi, Urdu, and other disciplines. In addition to similarity index tested by a plagiarism software, the thesis shall be certified by two anonymous experts—nominated by Directorate of Graduate Studies.

21. Thesis Submission and Evaluation

21.1 A research scholar shall be eligible to submit his/her thesis after completing courses and research work within the approved minimum period 1.5 years and maximum period 4 years.

21.2 The scholar shall submit three copies of the thesis at the Directorate of the Graduate Studies after fulfillment of the following requirements:

- a. A certificate from the Controller of Examinations stating the completion of course work credits with CGPA.
- b. The thesis shall include a signed certificate by the candidate that he/she has prepared and written thesis himself/herself and that this thesis has not been submitted to any other University. The certificate will be counter signed by the Research Supervisor.

- c. The approval of the supervisor for the submission of thesis.
- d. The approval of the Directorate of Graduate Studies for the fulfillment of the thesis approved guidelines.
- e. Copy of research paper with letter of acceptance (if required)
- f. Certificate of plagiarism from QEC/Directorate of Graduate Studies.

21.3 The Directorate of Graduate Studies shall place the thesis to the ASRB for its approval for evaluation and examination.

21.4 On the recommendation of the ASRB the Directorate of Graduate Studies shall send the thesis for the external evaluation. In addition to the supervisor evaluation of thesis, the thesis shall also be evaluated by an External Examiner (PhD) from an HEC recognized University with related research experience from the field.

21.5 The supervisor shall propose a panel of three experts as External Examiners for thesis evaluation and viva voce examination through HOD to the Directorate of Graduate Studies in a sealed cover. The Vice Chancellor shall select/appoint the external examiner.

21.6 The scholar shall submit three copies of the thesis after fulfilling all requirements mentioned above to the Directorate of Graduate Studies. The directorate of Graduate Studies will place all submitted theses in ASRB for the approval and process for the external evaluation.

21.7 The evaluation reports will be placed in ASRB for the approval. The viva voce/oral examination will be conducted by the viva voce/defense committee. Further, the viva voce/defense committee shall furnish a collective report on the thesis along with marks obtained for 06 credit hours in research with 200 marks equally distributed between examiners. The report shall be sent to AS&RB through Directorate of Graduate Studies.

21.8 In case, the External Examiner proposes revision of whole or a part of the thesis with the condition of re-submission of the revised thesis with the recommendation of degree, the revised thesis shall be re-submitted to the respective External Examiner with the fulfilling of the all above requirements

21.9 The thesis evaluation report shall be placed in the ASRB for approval. On the recommendation of the ASRB the graduate examination committee shall conduct the viva voce/oral examination. The Committee shall furnish a report of the examination including the marks along with credit hours equally distributed between the supervisor

and the external examiner.

The examiner shall evaluate the thesis, provide a written report and make one of the following recommendations:

- i) **Passed** without any amendments and the candidate may be awarded the degree (**NA**).
- ii) **Passed, subject to minor amendments (MA)** as indicated in report to the satisfaction of the concerned Principal Supervisor.
- iii) **Passed, subject to substantive amendments (SA)** along the lines as indicated in the report'. The Graduate studies shall constitute a committee comprising of principal supervisor and one senior faculty member nominated by the faculty dean. The student shall submit a detailed report outlining the amendments to the satisfaction of the committee without further reference to the examiner.
- iv) The thesis may be **re-submitted (R)** to the examiner after completing the required extra work and revision indicated in the report.

20.1 In case of the failure of oral examination in the second attempt the Graduate Examination Committee shall recommend the case to the FGRC for the degree with course work (if policy permits) within the timeframe of the program.

22. Key Milestones for MS/MPhil Program

- A minimum of 24 CH course work with minimum CGPA of 2.5
- Successful defense of synopsis/research proposal and its approval by AS&RB
- A minimum of 6 CH research work / thesis / Course work as per program requirement
- Thesis defense and viva Voce

23. Progress

After completing of the coursework and assigning research supervisor, students are required to maintain their progress in alignment with the approved research proposal timeline. This progress will be closely monitored and documented by the principal supervisor and the graduate program coordinator within the respective faculty. Subsequently, the progress report of each semester shall be submitted to the Directorate of graduate studies through the concerned HOD.

24. Progress Reports

24.1 A progress report shall be completed and submitted by the end of spring and fall semesters.

24.2 The progress shall include:

- stages of the research work completed,
- goals met over the previous six months and goals set for the next six months,
- problems experienced and the level of satisfaction with the supervisory relationship.

24.3 The student shall submit the progress report to the principal supervisor who shall make recommendations on it. The report shall be forwarded to the Directorate of Graduate Studies by the principal supervisor through the relevant faculty dean/ chairperson/ graduate program coordinator.

25. Leave of Absence

For any unforeseen reason, when a student cannot continue with his/her studies for a short period of time, the student may seek an official leave of absence. During an approved leave of absence, the student shall not pursue the studies or consume any University resources in terms of supervision and other support services. A student is not allowed to avail the semester break during his research work/ thesis; however, the student during research work and after completion of course work is entitled to four weeks' annual leave (with the prior approval from principal supervisor).

Request for leave specifying the reasons, shall be made on the appropriate form. The leave beyond four weeks shall be determined by the Advance Studies and Research Board (AS&RB) on recommendation of the principal supervisor. The decision with respect to an application for leave shall be notified by the Directorate of Graduate Studies.

26. Thesis Defense & Viva Voice

The Dean Graduate Studies in the light of examiner's report and consequent incorporation of the required amendments in the thesis shall announce a student eligible for defense and viva.

26.1 The following defense process shall be followed:

- The examiner who has evaluated the thesis shall be invited for the

defense and viva.

- The date of graduate examination committee/defense shall be notified by the Directorate of Graduate Studies. The defense of thesis shall be open for all.

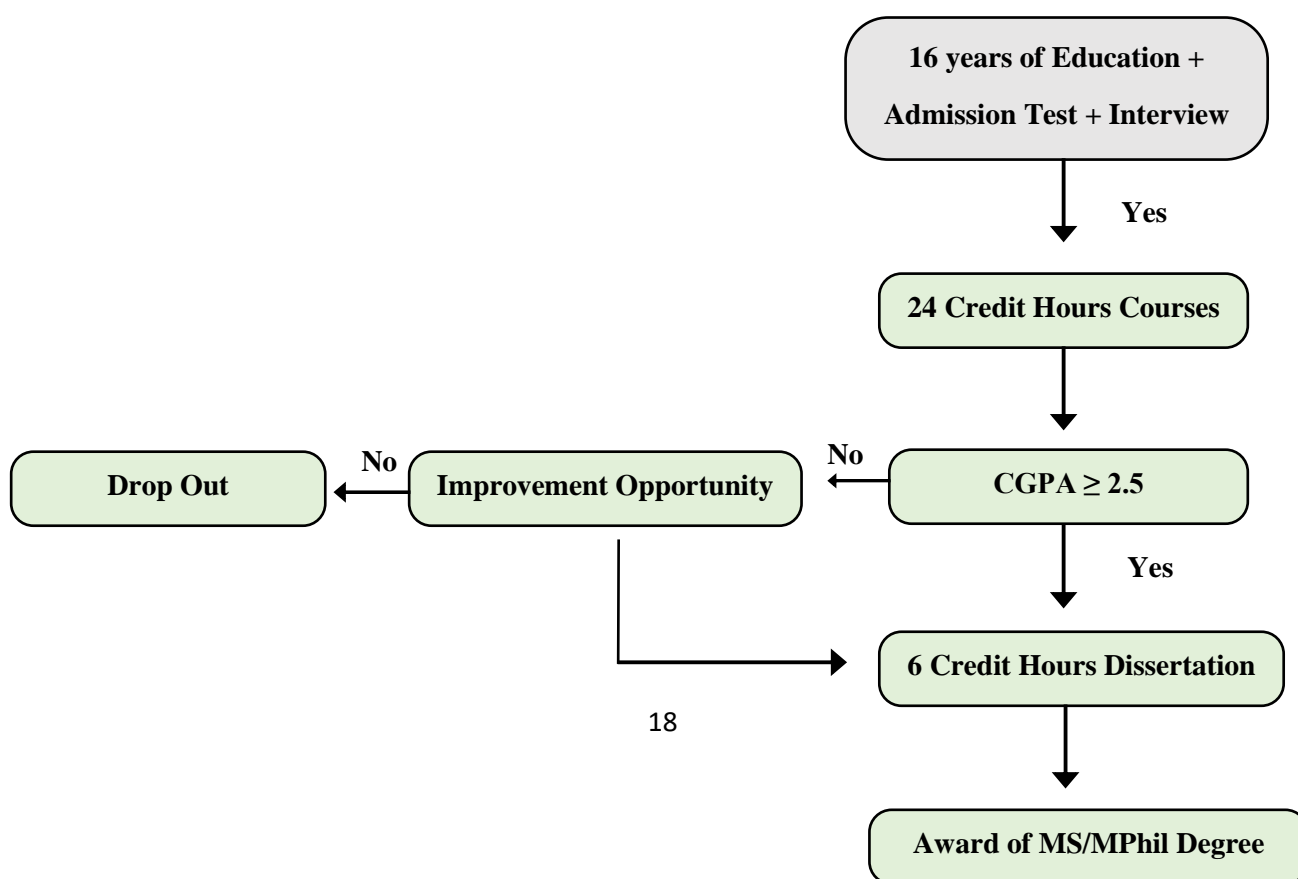
27. Award of MS/MPhil Degree

27.1 A student shall be awarded MS/MPhil degree subject to the fulfillment of the following key requirements:

- a. A minimum of 24 CH course work with minimum CGPA of 2.5
- b. Successful defense of synopsis/research proposal and its approval by AS&RB
- c. A minimum of 6 CH research work / thesis / Course work as per program requirement
- d. Thesis defense and viva voce

27.2 The concerned chairperson and Dean through Directorate of Graduate Studies, on the basis of examiner's report and fulfillment of all other conditions, shall advise the controller of examinations to process the case for the award of MS/MPhil degree.

28. Study Flow of MS/MPhil



29. PhD Program

Doctor of Philosophy (PhD) is the highest university degree that is awarded in various disciplines. Those who are qualified at this level are expected to serve better in the society, including in the fields of teaching and research. With in-depth training and immersion in a particular field of study, which requires an original contribution to the area of study, those holding PhD degrees are expected to have an expertise in their area of study that they can be utilized in teaching and research, as well as in problem solving and innovation for addressing important societal challenges.

The program focuses on two aspects:

- 29.1 Coursework, to provide grasp of research skills and knowledge in the field of study.
- 29.2 A closely supervised thesis.
- 29.3 The main objectives of PhD program are to enable the students to;
 - acquire competency as an independent researcher, able to plan and carry out research, and use and disseminate its outcomes and implications,
 - make original contribution to knowledge through research,
 - understand the uses of theory and of theoretical frameworks,
 - evaluate and apply the research of others to issues emerging in their research,
 - understand academic research as a form of professional practice,
 - demonstrate intellectual leadership.

30. Admission in PhD Program

30.1 Admission Criteria and Merit determination

The applicant must possess:

- 30.1.1 a) HEC recognized MS/M.Phil. or equivalent from HEC recognized/DAI Degree with minimum of 30 credit hours in the relevant field with 1st Division or equivalent grade or CGPA 3 out of 4.
- b) If the CGPA/Percentage is not mentioned on the transcript, the candidate must produce equivalent weightage from the parent university.
- c) The students having strong demonstrated interest in obtaining PhD degree, but their CGPA is below 3.00 (out of 4.0 in the semester system) or 60% marks (in the annual system) in the most recent degree obtained, may be admitted to a PhD

program after fulfilling the following requirements:

- i. Shall study additional courses of 9-12 CH of level 7 taking a zero semester at admission awarding university/HEI/DAI and score minimum 3.00 out of 4.00 GPA, and
- ii. The admission committee is satisfied that the applicant's knowledge of primary area (level 7) has sufficiently prepared him or her to undertake the course of studies of the doctoral program.
- iii. These requirements shall be in addition to any other requirements set in this policy for admission to a PhD program

30.1.2 Admission Test

a) University is required to:

- i. Conduct an entry test equivalent to GRE/HAT General, developed at the University, with the passing score of 60%. OR
 - ii. Accept a test equivalent to GRE/HAT General, conducted by testing bodies accredited by HEC, with a passing score of 60%.
- b) In addition to clause 3.4(a), the university may conduct subject test for admission in PhD programs, if required.

30.1.3 Merit determination will be 50% for admission test, 30% for terminal qualification/degree and 20% for interview.

30.1.4 Intra-disciplinary Qualifications

Consistent with best practices internationally (including leading global universities), interdisciplinary admissions may only be allowed, if:

- i. The university/HEI policy allows, and
 - ii. The applicant has a strong interest in pursuing a PhD in a different discipline.
 - iii. The applicant has passed GRE-Subject/Equivalent Test⁶ with minimum 50% marks in the discipline of admission and has taken 6-9 CH of deficiency courses of level 7.
- iv. The admission committee is satisfied that the applicant's knowledge of the primary area (level 7) has sufficiently prepared him or her to undertake the course of study of the doctoral program (or, in the opinion of the admissions committee, the preparation can be deemed satisfactory by taking a few additional courses after starting the program).

30.1.5 Statement of Purpose

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. 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 sub-specialty in which the applicant is interested. A statement of purpose shall, at least, include the following:

- i. Title of the potential research proposal
- ii. Clear articulation of the current understanding of the intended field and ideas for potential research
- iii. Explanation of the intended impact of the proposed research
- iv. The prospective candidates shall demonstrate passion and enthusiasm for the area of research

30.1.6 Graduate Admission Committee(GAC)

There shall be a Graduate Admission Committee (GAC). The committee will perform planning and execution of the graduate programs admissions and will supervise the process that begins from the advertisement of the admissions to the finalization of the merit of the prospective candidates. The composition of the committee is as follows:

- a) Dean Graduate Studies (will be Convener of the Committee).
- b) Head of Concerned Department (will be Ex-officio member of the Committee).
- c) Two PhD faculty from the concerned department (Head of Department will recommend to the Vice Chancellor for the approval).
- d) One external member (in case when university conduct admission test itself. Concerned Dean will recommend panel of three faculties for the approval to the Competent Authority/Vice Chancellor).
- e) Director Graduate Studies shall be the secretary

31. Course Work and Residency Requirements

The following requirements shall be fulfilled before the award of a PhD Degree:

31.1 The student shall have to complete minimum of 18 CH course work if they are from the same discipline.

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

31.3 The courses shall preferably be of 800 level.

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

31.5 The principal supervisor may recommend foundation non-credit courses, if required.

31.6 A student must have attended at least 75% of the classes held in a course in order to be allowed to sit in the final semester examination.

31.7 The student must complete prescribed course work with CGPA ≥ 3.0 .

31.8 Any student, who gets CGPA < 3.0 , shall have to improve CGPA up to ≥ 3.0 before Doctoral Qualifying Examination (DQE).

31.9 Failing to improve CGPA up to ≥ 3.0 , the student shall do a minimum of 6 CH thesis to qualify for MS/MPhil. degree provided that CGPA is ≥ 2.5 .

32. Probation/Cancellation of Admission

32.1 A scholar with GPA/CGPA in between 2.50 and 3.00 will be put on probation for one semester. In case that the next semester is a course work semester, the scholar will qualify for registering thesis credits only if he/she can improve his/her CGPA to 3.00. In case that the scholar has completed the course work, he/she will request to re-appear in maximum three least graded courses in an additional / extra examination. There shall be only one probation for the whole program for the improvement of CGPA in an additional / extra examination with maximum three least graded courses.

32.2 If the student fails to raise CGPA to 3.0 or above on availing the probation period, he / she shall be dropped from the university rolls.

32.3 Any scholar appearing in the additional / extra examination for the purpose to clear an F grade in a course or to improve his/her CGPA, he/she shall repeat all assignments, quizzes, project/field work/presentation, mid-term and terminal examinations

32.4 The student eligible to continue the study program and having failed in the course(s) shall repeat the course(s) whenever such course(s) shall be offered by the Faculty provided the contents of the course(s) remain unchanged.

32.5 A student can improve at the most two courses during the entire degree program.

32.6 A consecutive willful absence from research work that is accumulative 60 days' absence during research work on part of the student may culminate in cancellation of admission upon approval from ASRB. Such cases shall be forwarded by the chairperson/supervisor through Dean of the faculty.

33. Appointment of Supervisor/Co-Supervisor (s)

A student may choose a principal supervisor at the time of admission from within the department subject to the willingness of the supervisor and area of specialization. In case the student is unable to find a suitable supervisor, the Faculty Graduate Research Committee shall assign the principal supervisor. The supervisor once assigned, shall recommend co-supervisor(s) for the student. The supervisor credentials shall be according to the HEC Graduate Education Policy (GEP).

The appointment of principal supervisor and co-supervisor(s) shall be processed through Faculty Graduate Research Committee to Dean Graduate Studies for approval by Advanced Studies & Research Board (AS&RB). In addition, a Supervisory Committee, for each doctoral researcher shall be formed, to supervise the doctoral research:

- | | |
|---|----------|
| a. Supervisor | Convener |
| b. Co-supervisor (if any) | Member |
| c. Expert(s) from the field of research | Member |

34. Alternative Supervision

A scholar can change the supervisor through FGRC with legitimate justification once in the entire degree program. In case the principal supervisor leaves the university, the student may be provided with alternate supervision. The Chairperson in consultation with the Dean shall place the matter in the Faculty Graduate Research Committee. The faculty graduate research committee shall recommend alternate supervision (principal supervisor) for the student.

The leaving principal supervisor, however, may act as co-supervisor till the completion of the degree of the concerned student.

35. Doctoral Qualifying Examination (DQE)

The required coursework, comprehensive exam, and defense of synopsis/research proposals should be completed within the 1st 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.

35.1 After obtaining provisional transcript from the office of the Controller of Examinations (CoE) and with the completion of the requirements of the course work, the Dean Graduate Studies shall announce the candidate eligible for Doctoral Qualifying Examination (DQE).

35.2 The faculty Dean in consultation with concerned chairperson shall nominate a panel of two experts (with PhD qualification) from within faculty.

35.3 The panel of experts along with the supervisor (s), Dean and chairperson of the department shall be responsible for paper setting, pattern, schedule and conduct of DQE.

35.4 The result of DQE on qualified/Not qualified basis shall be submitted to the Directorate of Graduate Studies for the notification.

35.5 The result of DQE shall be confirmed by Advanced Studies and Research Board (AS&RB).

35.6 After success in DQE the student shall defend research synopsis / proposal.

35.7 In case a student is unable to qualify the DQE, the candidate may be allowed to re-appear for the last chance.

36. Program Duration and Extension

The minimum duration for completion of PhD program is 3 years. A candidate shall be allowed to submit thesis after completion of three years from the date of enrollment. The maximum duration for completion of degree shall be 8 years. Extension for a specific period in case of PhD program, after 5 years will be granted on full justification to those students who maintain their status active and are not absconders. Further, if the extension is fully justified, it should be 5+2 and in case of extremely justified cases 5+2+1. Extension mechanism shall be through proper channel, it shall begin with the student applying to department and obtaining the approval of supervisor and placed in FGRC. The recommendations shall be forwarded to ASRB through Dean Graduate

Studies.

37. Synopsis/Research Proposal Seminar Presentation

A student has to defend his/her research proposal/synopsis in a seminar at the respective department/faculty in the presence of Faculty Graduate Research Committee. Its recommendation shall be forwarded to AS&RB through Directorate of Graduate Studies for consideration. In addition to the proposal defense, a student has to present a progress seminar in the presence of Faculty Graduate Research Committee.

38. Research Proposal

The research proposal will provide a justification for the proposed research. The justification should demonstrate that the student is familiar with the key literature in the area and that the candidate can critically evaluate it and use it to build an argument to justify the research question. In addition, the proposal should demonstrate that the student has the methodological knowledge and skills to carry out the research (the general format is annexed in appendices). Further, Word counts for Research Proposal/Synopsis is 2000 to 5000 word for sciences and 3000 to 6000 words for social sciences.

39. Confirmation of PhD Candidature

Each research student is admitted under probation and becomes a confirmed candidate only when the following conditions have been met:

39.1 Completion of course works with CGPA ≥ 3.00

39.2 Success in Doctorate Qualifying Examination

39.3 Approval of the research proposal/synopsis by AS&RB.

40. Semester Freezing

40.1 A student shall be allowed to apply for semester freeze of at the most two semesters during his / her entire program of studies. However, the student cannot avail the option of freezing two semesters consecutively.

40.2 The case for freeze of the semester and resumption thereafter shall be placed before the Dean Graduate Studies by the chairperson of the respective department through the Dean of the faculty.

40.3 A student already registered shall not pay the registration /

admission fee in order to resume the studies. However, the student has to complete the degree requirements within maximum duration of the program from the date of his/her enrolment (excluding the period of semester being deferred).

41. Course Limit

A student shall be allowed to enroll for a maximum of 9 credit hour course work in one semester.

42. Credit Hours

42.1 A student must complete a minimum of 18 CH Course work prescribed by the department for the PhD degree program with CGPA ≥ 3.0 .

42.2 Any student who obtains CGPA < 3.0 shall be given one chance for each subject (with C grades) to Improve CGPA to ≥ 3.0 .

43. Progress

After the completion of course work and assigning research supervisor(s), the student has to maintain progress consistent with the timeframe approved in the research proposal. The progress shall be monitored and documented by the principal supervisor and graduate program coordinator of the relevant faculty and shall subsequently be communicated to the Directorate of Graduate Studies under intimation to the chairperson and faculty dean.

44. Progress Reports

44.1 The bi-annual progress report shall be completed by the end of spring and fall semesters. The student is required to indicate the work carried out during the previous six months or from commencement. The progress shall include:

- stages of the research work completed,
- goals met over the previous six months and goals set for the next six months,
- problems experienced and the level of satisfaction with the supervisory relationship.

44.2 The student shall submit the progress report to the principal supervisor who shall make recommendations on it. The report shall be forwarded to the Directorate of Graduate Studies by the principal supervisor through the relevant faculty dean/ chairperson/ graduate program coordinator.

45. Leave of Absence

For any unforeseen reason, when a student cannot continue with his/her studies for a short period of time, the candidate may seek an official leave of absence. During an approved leave of absence, the candidate shall not pursue the studies or consume any University resources in terms of supervision and other support services. A student is not allowed to avail the semester break during his research work/ thesis; however, the student during research work and after completion of course work is entitled to four weeks' annual leave (with the prior approval from principal supervisor). Request for leave specifying the reasons, shall be made on the appropriate form. The leave beyond four weeks shall be determined by the Advance Studies and Research Board (AS&RB) on recommendation of the principal supervisor. The decision with respect to an application for leave shall be notified by the Directorate of Graduate Studies.

46. Thesis Submission and Examination

Once a student has submitted the thesis it shall be sent to the examiners for evaluation. The principles governing examination at Directorate of Graduate Studies are:

- 46.1 The examination process shall be carried out to ensure that the student has satisfied the Graduate rules and regulations for the award of the degree.
- 46.2 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.

46.3 Examiners for thesis shall be selected on the grounds of their academic and research competence in the area of the submitted thesis. They should be active in both research and scholarship.

46.4 The examiner shall not have a blood relation/ spouse, or co-authorship with the student to be examined.

46.5 The duration of examination process from the date of submission of thesis to its outcome shall not normally exceed six months

46.6 The examination process shall be tracked by the Directorate of Graduate Studies. Students and supervisors shall be kept informed of progress at different stages of the process.

46.7 A plagiarism test in accordance with the University's Plagiarism Policy/HEC's Plagiarism Policy must be conducted on the thesis before its submission to the external examiners.

47. Examiners' Reports

The reports received in sealed covers from the examiners shall be placed before the Advance Studies and Research Board (AS&RB) by the Directorate of Graduate Studies.

If the examiners recommended the thesis of the candidate for the award of PhD degree, the AS&RB shall advise Directorate of Graduate Studies for the conduct of public defense.

Each examiner shall examine the thesis, provide written report on prescribed proforma, and make one of the following recommendations:

- i Passed** without any amendments and the candidate may be awarded the degree (NA)*.
- ii Passed, subject to minor amendments** as indicated in report to the satisfaction of the concerned Principal Supervisor (MA)*.
- iii Passed, subject to substantive amendments** along the lines as indicated in the report'. The Directorate of Graduate Studies shall constitute a committee comprising of principal supervisor and one senior faculty member nominated by the faculty dean. The student shall submit a detailed report outlining the amendments to the satisfaction of the committee without further reference to the examiner.
- iv.** The thesis may be **re-submitted/Re-defense** to the examiner after completing the

required extra work and revision indicated in the report (R)*.

v. Not recommended for the awarded the degree of Doctor of Philosophy however the candidate may be considered for award of MS or equivalent degree

vi. Failed and not recommended for awarded of Doctor of Philosophy degree.

48. Thesis Public Defense & Viva Voce

Graduate Examination Committee will conduct the public defense and Viva voce examination. The Directorate of Graduate Studies in the light of examiners' report and consequent incorporation of the required amendments in the thesis shall announce a student eligible for defense and viva. The following defense process shall be followed:

- 48.1 The examiner (from within Pakistan) who has evaluated the thesis shall be invited for the public defense and viva.
- 48.2 In case the examiner (from within Pakistan) is not available, the alternate from the panel of internal examiners (PhD faculty) shall be invited for the public defense and viva after seeking approval from the Vice Chancellor through Dean Graduate Studies.
- 48.3 The date of open defense of PhD candidate shall be notified by the Dean Graduate Studies. The defense of thesis shall be open for all interested persons.

49. Award of PhD Degree

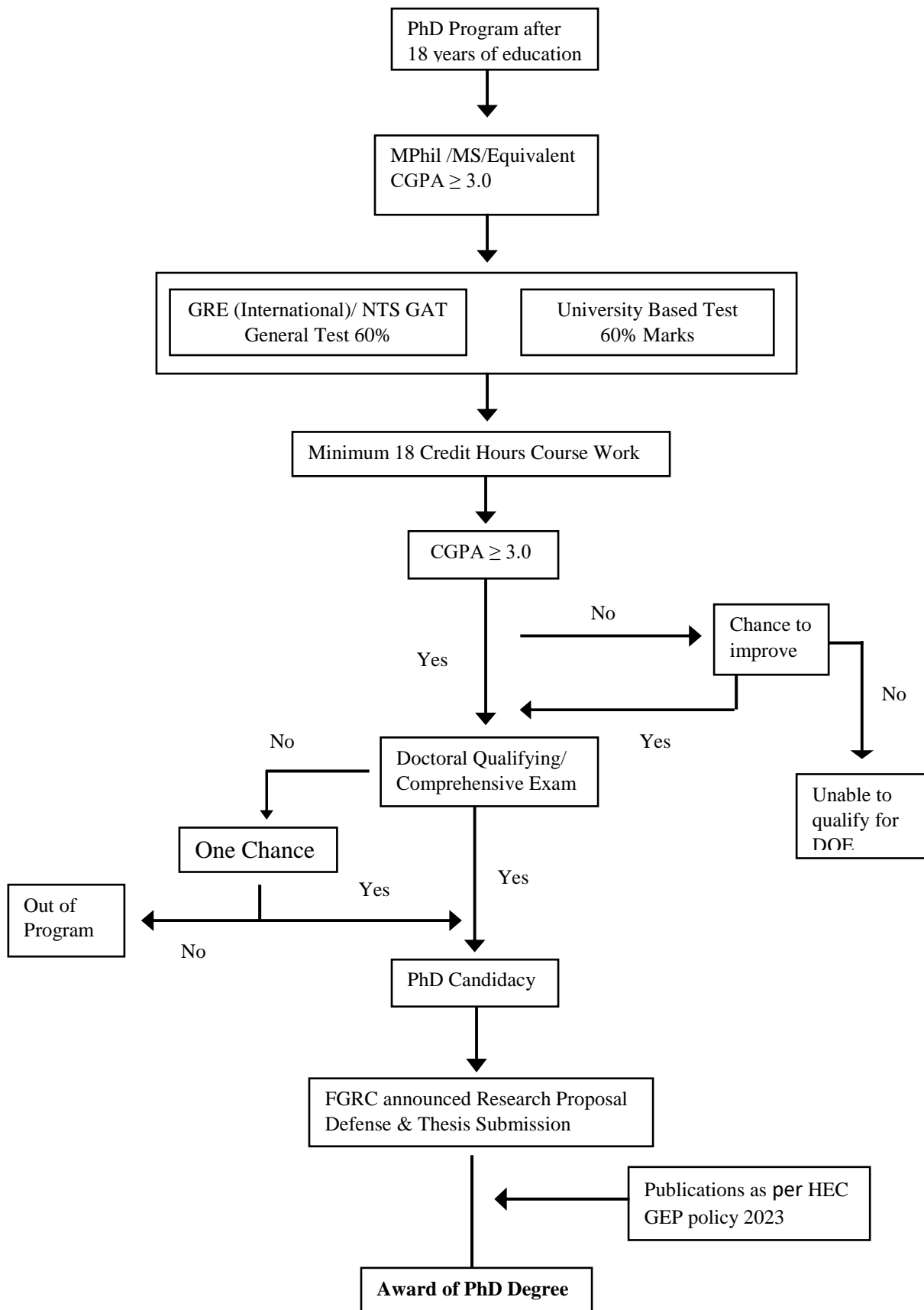
A student shall be awarded PhD degree subject to the fulfillment of the following requirements:

- 49.1 Confirmation of PhD candidature
- 49.2 Positive examiners' reports / addressal of reviewers' comments
- 49.3 Successful public defense and viva
- 49.4 For award of PhD degree, a PhD researcher shall be required to publish research articles meeting the following criteria:
 - i. At least:
 - 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
 - ii. The PhD researcher shall be the first author of these publications.
 - iii. The research article shall be relevant to the PhD research work of the PhD researcher.

iv. The article shall be published after approval of the research synopsis/proposal.

v. The article shall be published in a relevant research journal.

50. PhD Program Flow Diagram



51. Ethical Consideration

In executing research, the post graduate students shall explicitly consider the ethical considerations and implications of various aspects of the research. Formally, if the proposed course of research raises ethical issues, then student need to obtain a formal ethical clearance from the university Ethics Committee before undertaking the research.

52. Appendices

(Appendix-1)

Appointment of Supervisor

Student Name: _____ Father Name: _____

Roll No: _____ Program: _____

Areas of Specialization: _____

Research _____ title

Supervisor Name: _____ Supervisor Department _____

Student Signature: _____

Supervisor Endorsement:

I agree to supervise Mr./Ms. _____ Registration No. _____ of
program _____ for the project paper/research in the above-mentioned area of
specialization and research title.

Supervisor Signature: _____

Supervisor Stamp:

For Office Use Only:

Authorization by Head of Department

HOD Signature Stamp:

Copy to:

1. Dean Graduate Studies
2. HoD
3. Scholar's file (Directorate Office)
4. Concerned Scholar

(Appendix-2)

Appointment of Co-Supervisor

Student Name: _____ Father Name: _____

Roll No: _____ Program: _____

Session _____ Area of Specialization:

Research title _____

Co-Supervisor Name: _____ Department _____

Student Signature: _____

Co- Supervisor Endorsement:

I agree to supervise Mr./Ms. _____ Registration No. _____ of
program _____ for the project paper/research in the above-mentioned area of
specialization and research title.

Co-Supervisor Signature: _____

Co-Supervisor Stamp:

For Office Use Only:

Authorization by Head of Department

HOD Signature & Stamp:

Copy to:

1. Dean Graduate Studies
2. HoD
3. Scholar's file (Directorate Office)
4. Concerned Scholar

(Appendix-3)

Progress Report of Scholar

(To be completed by the Principal Supervisor and sent to the Directorate of Graduate Studies through the Program Coordinator/HOD)

Student's Name: _____ Registration No. _____

Faculty/Department: _____ Program: _____

Semester: _____ Session: _____

Title of Thesis: _____

Report for Research Period from: _____: to: _____

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

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

Excellent b. Satisfactory c. Unsatisfactory

Principal Supervisor's Name & Signature: _____

Date: _____

HOD Signature & Stamp

Performa for Extension in Time limit of MS/MPhil/PhD Studies

(To be filled in by the supervisor)

1. Name of Scholar: 2. Registration No.

3. Name of Supervisor:

4. Name of Department:

5. Present Studies Status:

Date of Enrollment in MS/M.Phil /Direct PhD						
Completion date of MS/M.Phil						
Date of Start of PhD						
ASRB Approval Date						
Research Topic						
Current Status of in PhD Studies	Course Work	Research Work	Thesis Writing	Submission	Evaluation	PhD Completed
Expected date of PhD completion/Completed						

7. Academic Progress and Achievements made till to date (Please attach details of Research Publication etc.)

.....
.....
.....
.....

8. Reasons for Delay (Please attach details if any)

.....
.....
.....
.....

9. Extension required 6 Months 1 Year:

10. Period of Extension Date: From: (Day.....Month..... Year) To (DayMonth.....Year.....)

11. Proposed activity plan and targets for the extended time period:

Quarter 1	Quarter 2	Quarter 3	Quarter 4

12. Comprehensive Remarks and recommendation of Supervisor:

Signature & Stamp by Supervisor: _____

Date: _____

Signature & Stamp by Head of the department: _____

(Appendix-5)

Approval of Research Proposal

Mr/Miss/Ms/Mrs _____ Registration No. _____

Dear MS/MPhil Student, I am pleased to inform you that your research proposal

has been approved. You may, therefore, continue your research on this theme and produce a quality thesis, as per the HEC requirements.

I take this opportunity to remind you that you must complete your thesis, and defend it successfully, by _____; this is the date which marks the end of the Extended duration of your program.

I wish you every success.

Dated: _____

(HOD)

Distribution:

- Dean Graduate Studies
- Controller of Examination
- Student's File (with the HOD/Program Coordinator)
- Scholar

Research Proposal Evaluation

Student's Name: _____ Reg. No. _____

Program: _____ Discipline: _____

Faculty/Department: _____

Proposed title of Research: _____

Assessment Report

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

Based on my above assessment: *(Please initial the appropriate box)*I recommend the research proposal. I recommend the research proposal but suggest modifying the topic/title. I am not convinced and do not recommend the research proposal.

Comments: _____

Expert's Name: _____ Signature: _____ Date: _____

Request for Semester Freeze

University of Turbat

The Head of Department

Registration: _____

University of Turbat

Enrollment: _____

Program _____

Semester: _____

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

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

The reason for dropping this semester is _____

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

I UNDERTAKE:

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

Date: _____

Student's Signature

HOD'S OFFICE USE ONLY

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

Frozen before
commencement of semester
(No Fee Required)

Approved with full fee
adjustment

Approved with Half fee
adjustment

Approved without fee
adjustment

Date: _____

Student Advisor

PGP Coordinator

Head of the Department

STUDENT'S RECEIPT

REQUEST FOR SEMESTER FREEZE (MS / M.Phil / PhD)

NOTE: (Student should preserve this slip till joining the next semester and till such time he/she receive his/her Final Transcript)

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

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

The reason for dropping this semester is _____

Frozen before
commencement of semester
(No Fee Required)

Approved with full fee
adjustment

Approved with Half fee
adjustment

Approved without fee
adjustment

Date: _____

Student Advisor

PGP Coordinator

Head of the Department

Marks & Grading sheet

(Appendix-8)

% Marks Range	Grade Point Value	Letter Grade
Grade: A		
85 and above	4.00	A+
84	3.90	A
83	3.90	A
82	3.80	A
81	3.70	A
80	3.70	A
Grade: B		
79	3.60	B+
78	3.60	B+
77	3.50	B+
76	3.40	B+
75	3.40	B+
74	3.30	B
73	3.30	B
72	3.20	B
71	3.10	B
70	3.00	B
Grade: C		
69	2.90	C+
68	2.80	C+
67	2.70	C+
66	2.60	C+
65	2.50	C+
64	2.40	C
63	2.30	C
62	2.20	C
61	2.10	C
60	2.00	C
Grade: F		
Less than 60 (00-59)	0.00	F

Format /Component of the Research Proposal/Synopsis (MPhil/PhD)

1. Title
2. Summary/Abstract
3. Keyword
4. Introduction
 - 4.1. Background of the study
 - 4.2. Objectives/Questions
 - 4.3. Problem statement
 - 4.4. Significant of the study
5. Review of Literature
6. Plan of Work and Methodology
7. Feasibility of the proposed research
8. Ethical consideration (If Any): A legal Permission Statement and Ethics Committee Report from the Institution Review Board (IRB) or Ethical Review Committee of the University of Turbat (UoT) are required in fields involving human subjects, animals, or sensitive data.
9. Bibliography and references

APA style

Note: It's important to note that the content and structure may vary based on specific institutional or program requirements, as well as the nature of the research topic.

Word counts for Research Proposal/Synopsis (2000 to 5000 word for sciences and 3000 to 6000 words for social sciences)

FLOW DIAGRAM OF MS/MPHIL THESIS

