

**IIU RULES, REGULATIONS AND PROCEDURES  
REGARDING ADMISSION, REGISTRATION AND  
EXAMINATIONS OF MS OR EQUIVALENT AND PhD  
PROGRAMMES**

Approved by the BASR in its meeting held on 13<sup>th</sup> May, 2008 and  
Academic Council in its 50<sup>st</sup> meeting held  
on 05-11-2008 & 51<sup>st</sup> meeting held on  
7-2- 2009  
(As Amended up to February 2009)



**INTERNATIONAL ISLAMIC UNIVERSITY, ISLAMABAD**

**\*Flow chart of IIU procedure regarding award of PhD Degree**

Processed & conducted by Departmental Admission Committee	<b>Admission in PhD</b>	18 years qualification with CGPA 3.00 or as fixed by IIU time to time
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**Prescribed period**  
**Initial period 3-5 years**  
**Maximum period 7 years ( including 2 extensions of one year each in  
thesis submission)**

**Course work Phase (1-2 years)**

Normally 9 CH per semester in exceptional cases minimum 6 & maximum 12 CH per semester An advisor can be appointed during the course work for guidance of the student. This advisor can be latter on served as Supervisor	Registration in PhD course Work First Semester	Course work of 18CH has to be completed in 1-2 years period or in 2-4 semesters
	i-Registration in PhD course Work Second Semester ii-Preparation of initial research proposal iii-Comprehensive Examination ( to be conducted within 90 days of completion of course work) Evolution of Research Proposal/Synopsis	

**Research Work Phase (2-3 years )**

**First Semester thesis**

Supervisor will be allotted/approved, approval of the topic will be notified & student will start work on his thesis	Submission of Research Proposal/Synopsis in a seminar to Board of Studies/Research of the Department	Topic will be identified, modified and approved With in one semester
	Routed through Faculty Board	
	Approved by Board of Advanced Study & Research (BASR)	
Visit of libraries and centers of source material	<b>2<sup>nd</sup> semester thesis</b> Collection of Data	Close guidance by the supervisor & Submission of quarterly Progress reports
	<b>3<sup>rd</sup> semester thesis</b> Collection of Data & its analysis	
Preparation of initial draft of thesis		Close guidance by the supervisor & Submission of quarterly reports
Completing other formalities for submission of thesis	<b>4<sup>th</sup> semester thesis</b> Completion of thesis and submission for foreign evaluation Or getting extension	Presenting in initial seminar in the department

<b>Extension in Thesis Submission</b>		
Recommendation/satisfactory report of supervisor of supervisor	First extension up to one year by Dean	Payment of extension fee/notified by Directorate of academics
Recommendation/satisfactory report of supervisor of supervisor	Second extension up to an other one year by Vice President Academics	Payment of extension fee/notified by Directorate of academics
No degree	Maximum period 7 years completed /Submission for foreign evaluation, or admission cancelled	Submission for plagiarism check/ evaluation
Conditionally approved	Approved Publication of Research Paper in HEC approved Journal	Not approved
Viva Voce after incorporation of conditions	Viva Voce /Open defense	No further process
<b>Award of PhD degree</b>		

\* Students has to registered in every/each semester after payment of prescribed fee/dues

Approved by the IIUI Academic Council in its 51<sup>st</sup> meeting held on 7<sup>th</sup> February, 2009

**\*Flow chart of IIU procedure regarding award of MS or equivalent Degree**

Processed & conducted by Departmental Admission Committee	<b>Admission in MS/M.Phil or equivalent</b>	16 years qualification with CGPA 2.5 or as fixed by IIU time to time
<p>Prescribed period <b>Initial period 2-4 years</b> <b>Maximum period 5 years &amp; six months ( including 2 extensions of 9 months each in thesis submission)</b></p>		
<b>Course work Phase (1-2 years)</b>		
Normally 12 CH per semester in exceptional cases minimum 6 CH and Maximum 15 CH per semester	Registration in MS course Work First Semester	24 CH Course work has to be completed in 1-2 years period or 2-4 semesters
	i-Registration in MS course Work Second Semester ii-Preparation of initial research proposal	
<b>Research Work Phase (1-2 years )</b>		
<b>First Semester thesis</b>		
Supervisor will be	Submission of Research	Topic will be identified,

identified/approved, approval of the topic will be notified & student will start work on his thesis	Proposal/Synopsis in a Seminar to Board of Studies/Research of the Department	modified and approved At the start of research phase
	Approved by Faculty Board Notified by Directorate of Academics	
Visit of libraries and centers of source material	<b>1<sup>st</sup> semester thesis</b>	regular guidance & supervision of the thesis
	Collection of Data & its analysis	
Preparation of final draft of thesis	<b>2nd semester thesis</b>	regular guidance & supervision of the thesis
	Completion of thesis and submission for plagiarism check/ evaluation or getting extension	

#### Extension in Thesis Submission

Recommendation/satisfactory report of supervisor	First extension up to 9 months by Dean	Payment of extension fee/notified by Directorate of Academics
Recommendation/satisfactory report of supervisor of supervisor	Second extension up to nine months by vice President Academics	Payment of extension fee/notified by Directorate of academics
No degree	Maximum period 5 years & six months(including two extensions) completed /Submission for evaluation or admission cancelled	Submission for plagiarism Check & evaluation
Conditionally approved	Approved	Not approved
Viva Voce after incorporation of conditions	Viva Voce /Open defense	No further process
<b>Award of MS degree</b>		

\* Students has to registered in every/each semester after payment of prescribed fee/dues

Approved by the IIUI Academic Council in its 51<sup>st</sup> meeting held on 7<sup>th</sup> February, 2009

## **CHAPTER 1**

### **TITLE AND SCOPE OF APPLICATION**

1. These regulations shall be called “**IIU Rules, Regulations and Procedures regarding Admission, Registration and Examination in MS or equivalent, MS or equivalent leading to PhD, MS or equivalent based PhD at International Islamic University, Islamabad.**”
2. These Rules, Regulations and Procedures shall come into force from the date of its approval.
3. These Rules, Regulations and Procedures shall apply to a candidate/student of MS or equivalent and PhD programme.
4. In matters where these Rules, Regulations and Procedures are silent, other relevant Rules and Regulations of IIU shall apply.
5. If any doubt arises regarding the interpretation of these Regulations, the matter shall be referred by the Head/Chairman/Director of the department/institute/center concerned through the Director (Academics) to the President IIU, who may decide the case or refer to the Academic Council.

## **CHAPTER 2**

### **AIMS**

These rules, regulations and procedures are designed to regulate offering of MS & PhD programs of IIU in accordance with international standards of quality research and criteria of HEC. These are aimed to:

1. Prepare scholars who have a grasp of the discipline in general and a command over the area of specialization in particular.
2. Establish a cadre of specialists and professionals in different fields of scholarship who can provide effective leadership in quality research in various disciplines.
3. Prepare group of scholars who have the qualities and transferable skills necessary for the exercise of the initiative and personal responsibility, decision making in complex and unpredictable situations and the independent learning ability required for continuing research activity.
4. Provide opportunities of creation and interpretation of new knowledge,

through original Research.

5. Create professional growth to undertake pure and/or applied research and development at advance level, contributing substantially to the development of new techniques, ideas or approaches.

## CHAPTER 3

### DEFINITIONS

1. In these Regulations, unless there is anything repugnant to the context and the IIU Act and Statutes, the following expressions shall have the meanings assigned to them as follows.
  - (i) **The University** means International Islamic University, Islamabad (IIU).
  - (ii) **Academic Council** means Academic Council of IIU.
  - (iii) **Board of Advanced Studies and Research** “BASR” means Board of Advanced Studies and Research of IIU.
  - (iv) **Comprehensive examination** means an examination based on course work of Ph.D to be conducted and evaluated by the department concerned in accordance with rules & regulations.
  - (v) **Course** means an organized subject matter in which instruction is offered within a given period of time and for which credit towards graduation or certification is usually given and has been approved by statutory bodies.
  - (vi) **Foreign Evaluator** means a subject expert (outside the Country) other than the supervisor appointed by competent authority to evaluate a Ph.D thesis.
  - (vii) **Eternal Examiner** means a subject expert from outside the university other than supervisor to evaluate the thesis of MS or equivalent.
  - (viii) **External Examiner** means an external subject expert (outside the University) other than supervisor appointed to take the viva voce-examination of a research student of PhD or MS.
  - (ix) **Full Time Research Student** means a student regularly conducting research under close supervision of his/her research supervisor and Chairman of the Department after registration in each semester as per IIU rules, regulations and procedure.
  - (x) **NTS** means National Testing Service, a national organization established for the conduct of various levels tests.

- (xi) **Graduate Record Examination (General)** “GRE General” refers to a test conducted to evaluate graduate level general standard of the student conducted internationally or locally by National Testing Service (NTS) for admission in MS or equivalent programmes.
- (xii) **Graduate Record Examination (Subject)** refers to a subject GRE International or GRE subject test conducted locally by NTS or by the department concerned in the disciplines where subject GRE international is not available for admission in PhD.
- (xiii) **Graduate Assessment Test (General)** “GAT General” refers to a test conducted to evaluate graduate level general standard of the student conducted internationally or locally by National Testing Service (NTS) for admission in MS or equivalent programmes.
- (xiv) **Graduate Assessment Test (Subject)** refers to a subject GAT International or GAT subject test conducted locally by NTS or by the department concerned in the disciplines where subject GAT international is not available for admission in PhD.
- (xv) **Mid-term Examination** means an Examination conducted by the teacher/department during the semester.
- (xvi) **Final-term Examination** means an Examination conducted by the teacher/department/university at the end of each semester.
- (xvii) **MS or equivalent** means all relevant degrees awarded after 18 years of schooling including LL.M, MS, M.Phil, MA(Honors), MSc Honors, LL.M(Honors), MBA (Honors) or equivalent
- (xviii) **PhD** refers to an MS or equivalent based PhD or MS or equivalent leading to PhD.
- (xix) **Programme** means programme of studies, which leads to award of a degree to the students, after successful completion of all its requirements.
- (xx) **BASR** means IIU Board of Advanced Studies and Research.
- (xxi) **Supervised Project** means any duly graded review/visit/mini research report or term paper/case study or any documented report equivalent to six credit hours of work written and submitted by MS or equivalent students aspiring to continue with a PhD programme.
- (xxii) **Supervisor of PhD** means a Faculty member holding a PhD degree in related discipline with some research work in his/her credit, who qualifies to advise the student in the conduct and completion of research of PhD that has been recommended by the departmental Board of Studies/Research /Faculty Board and approved by BASR for PhD.
- (xxiii) **Supervisor of MS or equivalent** means a Faculty member holding

Ph.D/ MS or equivalent in related discipline with some research work in his/her credit, who qualifies to advise the student in the conduct and completion of research of MS or equivalent that has been recommended by the departmental Board of Studies/Research and approved by Faculty Board for MS or equivalent degree.

(xxiv) **Co-supervisor** means a subject expert, who advises the student on part of MS or equivalent or PhD research work or in conduct of some research experiments. He has been recommended by the departmental Board of Studies/Research and approved by BASR for PhD and Faculty Board for MS or equivalent.

(xxv) **Synopsis** means the research proposal submitted in partial fulfillment of requirements of MS or equivalent or a PhD programme.

(xxvi) **Thesis** means a written report resulting from original research to be submitted for award of PhD or MS degree.

2. All other expressions shall have the meanings assigned to them by the University Act, Statutes and relevant rules and regulations.
3. Wherever the pronoun she/he, his/her or himself/herself is used in these Regulations, it covers both the genders.

#### **CHAPTER 4**

#### **REQUIREMENTS FOR ADMISSION IN MS OR EQUIVALENT OR MS OR EQUIVALENT LEADING TO Ph.D PROGRAMME**

1. The MS or equivalent, MS or equivalent leading to PhD programme shall be offered by the concerned department/faculty as approved by the IIU Statutory bodies from time to time.
2. The minimum entry requirement for admission to MS or equivalent or MS or equivalent leading to PhD shall be:
  - i- 16 Years Graduate Degree (BS) with CGPA 2.5/4.00 or 2<sup>nd</sup> division from Conventional System where CGPA is not calculated or as fixed/prescribed by IIU from time to time.  
Or  
16 Years Master degree (MA/MSc) with CGPA 2.5/4.00 or 2<sup>nd</sup> division from Conventional System where CGPA is not calculated or as fixed/prescribed by IIU from time to time.
  - ii- Passing of GRE General/GAT General or equivalent entry test conducted by authorized body /department with at least



50% score as fixed/prescribed by IIU from time to time.

3. Candidates already registered in MS or equivalent degree programs in other Universities may be considered for admission on transfer basis. Such candidates shall however, be required to appear for entry test as prescribed by IIU and study any provisional/preparatory courses to be decided by the concerned department/faculty. In exceptional cases, the Department/Faculty may consider their requests for suitable exemptions in the courses already studied by them elsewhere. The percentage of exemption shall be decided by the Academic Council on the recommendation of the Department. Normally this percentage should not exceed 60% of the course work prescribed for the degree programme.
4. The criteria for admission and weight age of its components for MS or Equivalent and PhD e.g. entry test, qualifications, research, professional experience, publications, interview etc. shall be uniform within each faculty as approved by the President/BASR/Academic Council from time to time.

## **CHAPTER 5**

### **REQUIREMENTS FOR ADMISSION IN A PhD PROGRAMME**

1. The minimum entry requirement for admission to a PhD program shall be:
  - i- MS or equivalent (18 years schooling degree) in relevant field with CGPA 3.00/4.00 or First division from Conventional System where CGPA is not calculated or as fixed/prescribed by IIU from time to time.

Or

A minimum of 30 credit hours of course work and research work at MS or equivalent level with minimum of CGPA 3.0/4.00 or as fixed/prescribed by IIU from time to time.

II - Passing of GRE Subject/GAT Subject or equivalent entry test conducted by authorized body /department with at least 50% score.
2. Candidates already registered in a PhD or equivalent degree programs in an other universities may be considered for admission on transfer basis. Such candidates shall however, be required to appear for entry test as prescribed by IIU and study any provisional/preparatory courses to be decided by the concerned department/faculty. In exceptional cases, the Department/Faculty may consider their requests for suitable exemptions in the courses already studied by them

elsewhere. The percentage of exemption shall be decided by the Academic Council on the recommendation of the Department. Normally this percentage should not exceed 60% of the course work prescribed for the degree programme.

3. The criteria for admission and weight age of its components for MS or equivalent and PhD e.g. entry test , qualifications, research, professional experience, publications, interview and or equivalent in case of PhD admissions, etc. shall be uniform within each faculty as approved by the President/BASR/Academic Council from time to time.

## **CHAPTER 6**

### **PROCEDURE OF ADMISSION**

1. A candidate seeking admission to (i) an MS or equivalent (ii) an MS or equivalent leading to PhD or (iii) a PhD programme (Based on MS or equivalent) shall apply on the prescribed form to the Chairman/Director/Head of the concerned Department/Institute/Center, on the announcement of admission by the University.
2. A candidate seeking admission in MS or equivalent leading to PhD programme shall be registered first in MS or equivalent programme of 30(24+6) credit hours of course work and research project/project as per requirement of HEC.
3. For award of MS or equivalent or MS leading to PhD degree passing of GRE General/GAT General arranged by authorized Body/Department with minimum of 50% score will be prerequisite. However a student can be given admission in MS or equivalent or MS leading to PhD programme with the condition that he will pass GRE General/GAT General with at least 50% score with in a stipulated period.
4. For award of PhD degree passing of GRE Subject/GAT Subject arranged by authorized Body/Department with minimum of 50% score will be prerequisite. However a student can be given admission in a PhD programme provisionally with the condition that he/she will pass GRE Subject/GAT subject with minimum of 50% within a stipulated period.
5. Along with GRE/GAT General/Subject the university will continue to administer its own subject Admission test, which more than satisfies HEC requirement.
6. In the subjects where the GRE/GAT General/Subject is not available, the university will develop and organize its own GRE/GAT General/ Subject test

by including in the committee at least one expert from outside the university and approved by the HEC as PhD supervisors or an eminent expert.

7. All the admissions of MS or equivalent, MS or equivalent leading to PhD programme and PhD (MS or equivalent based) will be processed by the Departmental Admission Committee. The Chairman/Director/Head of the Department/Institute/ Center will propose constitution of Departmental Admission Committee through Dean to the President. The DAC will be notified after approval from the President.

8. The Departmental Admission Committee (DAC) shall consist of the following:

1	Chairman Departmental Admission Committee	Chairman/Director/Head of the Department / Institute / Center In case the Head of the department is not professor or Associate Professor the Dean of the Faculty will be the Chairman of the Departmental Admission Committee
2	Member 1	One Professor/Associate Professor of the Department
3	Member 2	One Senior Faculty member preferably with Ph.D qualification nominated by the Dean of the concerned faculty
4	Member 3	One Senior Faculty member preferably with Ph.D qualification nominated by the Chairman of the concerned Department.
5	Member 4	One Professor/Associate Professor nominated by the President from outside Department /Faculty/ University

9. The quorum for the Committee meeting shall be three.

10. The Departmental Admission Committee (DAC) will be responsible to:

- (i) Determine the eligibility of the candidates for admission in MS or equivalent and PhD on the prescribed criteria as approved by President/BASR/Academic Council from time to time.
- (ii) The chairman of the Departmental Admission Committee shall submit the merit list(s) of selected candidates of MS or equivalent and PhD to the Vice President Academics for approval as per approved criteria/ No. of seats through the Dean of the Faculty.
- (iii) After the approval of List from the competent authority, The Chairman of Admission Committee shall notify the admission of the selected candidates and send one copy of approved lists of selected candidates

along with admission forms to the Director Academics.

11. The Chairman Departmental Admission Committee shall issue admission letter to the selected candidates endorsing copy to Dean of the Faculty and Director Academics after scrutiny of admission forms and testimonials etc. The process for depositing of fee and registration will be completed by the Directorate of Academics within stipulated time. After the completion of this process the Academics Directorate will send list of finally admitted student to the concern Faculty/Department.
12. A candidate will become full time student of MS or equivalent or PhD Programme upon depositing the prescribed semester based fee for the programme and registering him in the courses of the programme. In case of failure to deposit the fee as per specified period/dates, the admission offered will automatically be stand cancelled.
13. A student admitted to an MS or equivalent or PhD programme and a specialization thereof, wherever applicable, shall not be allowed to change his/her program or specialization. The candidate shall have to apply for fresh admission to another program or specialization after successful completion or discontinuation of the earlier program/ specialization.

## **CHAPTER 7**

### **DURATION OF COURSE WORK / RESEARCH AND EXTENSION OF MS OR EQUIVALENT PROGRAMME**

1. The duration of MS or equivalent programme shall be 2-4 years and maximum duration shall be (after initial period) five and half years including two extensions of nine months each.
2. The minimum period of the (24 credit hours) course work for MS or equivalent shall be two semesters (one year) or maximum of 4 semesters (two years).
3. The minimum period to complete the remaining six credit hours research work/thesis for MS or equivalent shall be two semesters and the maximum period shall be four semesters (two years).After that a student may seek up to two extensions of nine months each.
4. Up to two extensions of nine month each is allowed in the period of submission of MS or equivalent thesis/research. A student interested in extension has to apply for extension on prescribed application from to the chairman of the department along with satisfactory progress report from the supervisor of research. The concerned

Chairman/Head/Director will forward application of the student along with his recommendation to the Dean of the Faculty. First extension of nine months will be allowed by the Dean. The second extension will be allowed by the Vice President Academics. The extended period will be notified by the Directorate of Academics.

5. The course of MS or equivalent studies shall be proposed by the Department, processed and approved through the Statutory Bodies, i.e. Board of Studies/Research, Faculty Board, Academic Council.
6. In case the student fails to complete the course/research work within the prescribed maximum period, she/he has to take fresh admission in the program.
7. The period of MS or equivalent shall be counted from the date of notification of admission of the student as per clause 10-11 of Chapter 6
8. A student registered in MS or equivalent degree programs shall be allowed to register between 6 to 15 credit hours in a semester while there shall be no minimum in case a student is registered in the final semester of the course work.
9. The period spent for theses evaluation shall not be counted in the maximum period of MS thesis.
10. The student shall be a full time research student during the research work of an MS programme and is expected to work under the close supervision of the research supervisor appointed by the competent authority/body.
11. The language of instruction, examination & thesis for all disciplines of MS or equivalent other than Urdu, Persian, Arabic, Shariah and Islamic Studies will be English. In case of Languages the language of instructions will be the same language. The students of Shariah and Islamic Studies can write MS thesis in Arabic or English. In Islamic Studies and Shariah the medium of instructions for course work will be Arabic & English. The students will have to prepare abstract of the research in both the languages i.e. Arabic & English.

## **CHAPTER 8**

### **DURATION OF COURSE WORK / RESEARCH, COMPREHENSIVE EXAMINATION AND EXTENSION OF PhD OR EQUIVALENT PROGRAMME**

1. The initial duration of a PhD programme shall be 3-5 years and maximum duration shall be seven years including up to two extensions of one year each.
2. The minimum period for completion of PhD course work shall be two semesters (one year) and maximum of four semesters (two years).
3. The minimum period for completion of PhD thesis shall be four semesters (Two

year) and maximum of six semesters (three years) without extension.

4. The course of a PhD programme shall be proposed by the Department processed and approved through the Statutory Bodies, i.e. Board of Studies/Research, Faculty Board, Academic Council.
5. In case the student fails to complete the course/research work within the prescribed maximum period and extended period, she/he has to take fresh admission in the program.
6. The duration of PhD programme shall be counted from the date of notification of admission of the student as per clause 10-11 of Chapter 6.
7. A student registered in a PhD degree programs shall be allowed to register between 6 to 12 credit hours in a semester while there shall be no minimum in case a student is registered in the final semester of the course work.
8. There shall be a comprehensive examination within 90 days of the completion of the course work for a PhD programme. The comprehensive examination will be conducted from the PhD course work. The students completing the PhD course work shall be allowed to appear in Comprehensive Examination, arranged and conducted by the department concerned as per rules of IIU/HEC. The pass percentage in Comprehensive Examination shall be 70%.
9. Only those candidates who will pass the comprehensive examination will be allowed to continue with their PhD research work after approval of the topic & research proposal/synopsis from BSAR and depositing the required fee.
10. Each PhD candidate will be given maximum three consecutive chances to pass the Comprehensive Examination.
11. After availing maximum three chances if student is declared fail in comprehensive examination, he/she will not be allowed to continue his studies and will not be awarded any degree.
12. The period spent for theses evaluation shall not be counted in the maximum period of a PhD thesis.
13. The student shall be a full time research student during the research work of PhD and is expected to work under the close supervision of the research supervisor appointed by competent authority/body.
14. The language of instruction, examination & thesis for all disciplines of PhD or equivalent other than Urdu, Persian, Arabic, Shariah and Islamic Studies will be English. In case of Languages the language of instructions will be the same language. The students of Shariah and Islamic Studies can write PhD thesis in Arabic or English. In Islamic Studies and Shariah the medium of instructions for course work will be Arabic & English. The students will have to prepare abstract of the research in both the languages i.e. Arabic & English.

## **CHAPTER 9**

### **REQUIREMENTS OF COURSE WORK OF MS OR EQUIVALENT AND PASS PERCENTAGE**

1. The course work of MS or equivalent will have a minimum of 24 credit hours and a research thesis of not less than 6 credit hours.
2. The MS or equivalent programme will be minimum of 30 credits hours or equivalent including minimum of 24 credit hours of course work and 6 credit hours for research work(Thesis).
3. The candidate seeking admission in MS leading to PhD programme has to complete course work of MS Level 24 Credit Hours and six credit hours of research project in lieu of thesis.
4. The research project will be approved and evaluated by Board of Studies/Research of the Department.
5. Board of Studies/Research of the Department shall recommend the topic of research, name of supervisor, co supervisor and Research Proposal/synopsis for presenting before Faculty Board for MS or equivalent.
6. The student opting for Research project for MS leading to PhD will be required to produce a mini report of approximately 15000-20000(Excluding appendices) words with relevant review of literature, methodology, conclusion drawn, complete references and annexure at the end of research project. The research project will be of 200 marks.
7. For the courses of MS or equivalent the individual subject courses will need to be passed with minimum 65% marks (C+ Grade), however the required CGPA for conversion(for old students enrolled in an MS leading to PhD Programme) from phase-1 to phase-11 i.e. MS or equivalent to PhD will be 3.00 out of 4.00.
8. The students of MS or equivalent with CGPA less than 3.00 out of 4.00 are allowed to repeat courses up to a maximum of 12 credit hours for improvement for their CGPA to 3.00 out of 4.00.
9. In case the CGPA of an MS student any time falls below 2.00, his/her degree shall be ceased.
10. All students of MS with a minimum CGPA of 2.7 or above shall be awarded MS or equivalent degree upon successful completion of a thesis of acceptable standard and fulfillment of other prescribed requirements.
11. Any student who completes his/ her course work of MS or equivalent programme with a minimum CGPA of 2.7 out of 4.00 but fails to write a thesis of acceptable standard may be awarded the respective degree, i.e. M.A/M.Sc/ MBA degree subject to condition of qualifying two extra courses (prescribed by the faculty department) of

3 credit hours each with the required grade and fulfillment of other prescribed requirements.

12. Every course of MS shall carry a total of 100 marks which shall be distributed in the following manner:

50% marks for the semester work, including oral and written tests, term papers, punctuality of attendance and participation in class room discussions and presentations.

50% marks for final term Examinations.

13. The letter grades and grade points for a course of MS shall be assigned on the basis of the aggregate marks obtained by the student in the final examinations and semester work in the manner approved by IIU statutory bodies from time to time:

## **CHAPTER 10**

### **REQUIREMENTS OF COURSE WORK OF PhD OR EQUIVALENT AND PASS PERCENTAGE**

1. The course work of PhD or equivalent will have a minimum of 18 credit hours and a research thesis of not less than 36 credit hours.
2. For the courses of PhD or equivalent the individual subject courses will need to be passed with minimum 70% marks (B Grade).
3. The students of PhD or equivalent with CGPA less than 3.00 out of 4.00 are allowed to repeat courses up to a maximum of 9 credit hours for improvement for their CGPA to 3.00 out of 4.00.
4. In case a PhD student secures CGPA less than 3.0/4.0, he/she shall be required to repeat up to 4 courses in order to bring the required GPA to a minimum of 3.0/4.0 in a maximum of two semesters without violating the time framework given for PhD completion. In case she/he fails to achieve the desired CGPA, he/she will be ceased from the roll of the university.
5. All students with a minimum CGPA of **3.00** or above shall be awarded PhD or equivalent degree upon successful completion of a thesis of acceptable standard and fulfillment of other prescribed requirements.
6. Course work of PhD level of at least 18 credit hours, followed by a comprehensive examination along with thesis of not less than 36 credit hours and oral defense will be essential for award of P.D degree.
7. Every course of PhD will carry a total of 100 marks which shall be distributed in the following manner:
  - i. 50% marks for the semester work, including oral and written tests, term papers, punctuality of attendance and participation in class



room discussions and presentations.

ii. 50% marks for final term Examinations.

8. The letter grades and grade points for a courses of PhD shall be assigned on the basis of the aggregate marks obtained by the student in the final examinations and semester work in the manner approved by IIU statutory bodies from time to time:

## **CHAPTER 11**

### **CANDIDACY FOR RESEARCH OF MS OR EQUIVALENT**

1. The Name of Supervisor, topic of Research and Synopsis of MS or equivalent will be routed/ recommended through the Board of Studies/Research of the department.
2. Board of Faculty on the recommendation of The Board of Studies/Research of the department will approve the Topic of Research, Synopsis, Outlines and name of the supervisor for MS or equivalent research.
3. After the approval of topic of Research, Synopsis Outlines and name of the supervisor for MS or equivalent the candidature of the student for MS or equivalent programme will be notified by the Director Academics after the approval/ issuance of minutes of Faculty Board.
4. The contents of notification of approval of MS or Equivalent topic and Research Proposal will include:
  - i. Topic
  - ii. The name & addresses of Supervisor Co-Supervisor if applicable.
  - iii- Prescribed of submission of thesis within the minimum & maximum period.
5. The minimum and maximum period of PhD research/Thesis will be counted from the date of the approval of topic Faculty Board.
6. The student shall be required to deposit the prescribed fee of MS thesis in each semester to remain as full time registered student for the minimum prescribed period.
7. Up to two extensions of nine months each is allowed in the period of submission of an MS or equivalent thesis/research. A student interested in extension has to apply for extension on prescribed application form to the Chairman of the department along with satisfactory progress report from the supervisor of research. The concerned Chairman/Head/Director will forward application of the student along with his recommendation to the Dean of the Faculty. First extension of nine months will be allowed by the Dean. The second extension will be allowed by the Vice President Academics. The extended period will be

notified by the Directorate of Academics.

## **CHAPTER 12**

### **CANDIDACY FOR RESEARCH OF PhD**

1. A PhD student, after successfully completing of 18 credit hours course work(in maximum two years) and passing Comprehensive Examination (with in sixty days after course work completion), shall apply to the Head/Chairman/Director for his/her admission in Research thesis on prescribed application form along with required number of copies of Synopsis/Research Proposal .
2. On completion of all eligibility requirements and after verification of successful completion of course work and comprehensive examination (where applicable) the Chairman of the department will place the research Proposal of the Student before the Board of Studies/Research of the Department for its recommendation to Faculty Board and Board of Advance Studies and Research.
3. The students shall be required to deposit prescribed fee in each semester till the completion of thesis without violating the prescribed maximum period of seven years including two extensions.
4. There will be a Board of Studies/Research in each Department as prescribed in IIU Statutes. The composition of the Board of Studies/Research will be as mentioned in IIU Statutes.
5. The Board of Studies/Research of the department will:
  - (i) Help; improve the phrasing or rephrasing of research topic and in the development of final synopsis/Research Proposal.
  - (ii) Finalized the Research Proposal/Synopsis after holding a seminar by the student.
  - (iii) Recommend the topic, name of supervisor and Research Proposal/Synopsis of the student for further processing.
  - (iv) Only that Research Proposals/Synopsis will be forwarded to Faculty Board/BASR by Head/Chairman/Director/Dean that has been recommended by the Board of Studies/Research of the Department.
6. The research synopsis shall be prepared in accordance with the guidelines/format approved by BASR.
7. After approval from the Board of Studies/Research the PhD synopsis will be discussed in the Faculty Board. PhD synopsis will be submitted for final approval to Board of Advance Studies and Research along with the recommendation of the Faculty Board.

8. The research proposal/Synopsis of PhD may also be referred to Experts for expert opinion and evaluation. The reports of experts may also be placed along with Research Proposal /synopsis in the meeting of BSAR for consideration if so required.
9. Board of Advance Studies and Research (BASR) will approve the Topic of Research, name of supervisor/co supervisor, Research Proposal/Synopsis.
10. After the approval of topic of Research, Synopsis Outlines and name of the supervisor the candidature of the student for PhD programme will be notified by the Director Academics after the approval/issuance of minutes of BASR or any authority appointed by BASR.
11. The contents of notification of approval of PhD topic and Research Proposal will include:
  - i) Topic
  - ii) The name & addresses of Supervisor Co-Supervisor if applicable.
  - iii) Prescribed period of submission of thesis within the minimum & maximum period.
12. The minimum and maximum period of PhD research/Thesis will be counted from the date of the registration in thesis.
13. The student shall be required to deposit the prescribed fee of PhD thesis in each semester to remain as full time registered student for the minimum prescribed period.
14. Up to two extensions of twelve months each is allowed in the period of submission of a PhD or equivalent thesis/research. A student interested in extension has to apply for extension on prescribed application form to the Chairman of the department along with satisfactory progress report from the supervisor of research. The concerned Chairman/Head/Director will forward application of the student along with his recommendation to the Dean of the Faculty. First extension of twelve months will be allowed by the Dean. The second extension will be allowed by the Vice President Academics. The extended period will be notified by the Directorate of Academics.

## **CHAPTER 13**

### **SUPERVISION AND MONITORING OF PhD RESEARCH**

1. Every PhD student will have a qualified Supervisor to be mutually identified by the department and finally appointed by the BASR on the recommendation of the Board of Studies/research.
2. The Supervisor will be expected to:

- (i) Guide in planning and conducting research.
- (ii) Supervise the student in the research work.
- (iii) Certify the acceptability and adequacy of the thesis for external evaluation by the subject experts from technologically/academically advanced countries.
- (iv) Submit a report at the end of each semester on the progress of the student to the Department/Institute.
- (v) Intimate the Head/Chairman/Director for appropriate action if student's progress is unsatisfactory.

3. There may be a Co-Supervisor in the multi-disciplinary field of research recommended by the Board of Studies/Research and subsequently approved by the BASR for PhD and Faculty Board for MS or Equivalent.

4. The Co-Supervisor (if appointed) shall be limited to:

- i) Assist the Supervisor in area of his/her specialization.
- ii) Guide the student in the conduct of some experiments and develop part of his/her thesis in area of his/her specialization/expertise.
- iii) Have close collaboration with the Supervisor and the student.
- v) Submit the progress report at the end of each semester to the Head/Chairman/Director of the department/Institute /Center.

5. The Supervisor and the Co-Supervisor of a PhD thesis are required to have a PhD degrees in relevant fields and meet all IIU qualifications and experience requirements.

6. The change of Supervisor or Co-Supervisor for PhD shall only be allowed under the following circumstances by BASR/President:

- i) On written regret with recorded reasons by the Supervisor/Co-supervisor.
- ii) Migration abroad or in case of death of the Supervisor or Co-supervisor.

7. The close relative of candidate shall not be the supervisor, external evaluator and member of the Viva Voce Committee. In case the Supervisor or the examiner is found to be a close relative, the President shall make the substitution on the recommendation of Dean/Chairman/Director/Head.

8. The Maximum number of PhD students under a supervisor will normally be five (5) which may be increased to eight (8) under special circumstances in teaching departments.

9. There will be a Doctoral Advisory Committee for every doctoral student comprising the following:

- (i) Chairman/Director of the Department/Institute/Center  
Chairman  
Concerned

- |       |   |        |
|-------|---|--------|
| (ii)  | Supervisor of the student concerned   | Member |
| (iii) | One faculty member with PhD degree from the<br>Member<br>department or the faculty concerned or a specialist<br>holding PhD degree in the discipline from outside the University. |        |

10. The quorum of the committee shall be two.
11. The committee will be approved by the President on recommendation of the Chairman through the Dean.
12. The Doctoral Advisory Committee will meet as often as possible to study and review the student's research work and suggest improvements/changes. The consultation could also be through electronic media in addition to face to face meetings(s).
13. The Doctoral Advisory Committee will monitor the progress of a student and send the report at the end of each semester to the Chairman/Director.

## **CHAPTER 14**

### **REQUIREMENTS OF PhD/MS THESIS**

1. A thesis must be a distinct contribution to knowledge and offer evidence to originality, shown either by the discovery of new facts or by the exercise of independent critical judgment.
2. The Supervisor shall certify and sign the prescribed certificate that the contents mentioned are accurate to the maximum level.
3. The thesis shall not be considered as submitted if any of the evidences mentioned above is missing.
4. A minor change or rewording in the topic of the thesis, if needed without changing the main theme, shall be approved by the President on the recommendation of the Head/Chairman/Director through the Dean. It should be notified by the Director (Acad).
5. The student will be required to observe the guidelines regarding format, writing, referencing, paper, binding and other related matters as approved by IIU time to time.
6. After the completion of thesis the student will be required to submit electronic copy of his thesis along with prescribed fee to the Deputy Director Examinations through Head/Chairman/Director of the Department /Center / Institute for plagiarism check by HEC provided software.
7. In case the thesis is found to be plagiarized beyond the given limit, it will be returned to the student for revision and resubmission within one month along

with a certificate of supervisor and Head/Chairman/Director of the Department/Center/Institute showing that the thesis is revised accordingly.

8. After getting clearance of plagiarism check, a student of MS or equivalent will be required to submit five and a student of PhD will be required to submit six composed/type written spiral bound copies of the thesis to Chairman Head/Chairman/Director with the certificate and verified checklist from the Supervisor for evaluation by External/Foreign Evaluators.
9. The final copies of the thesis will contain an abstract on prescribed format of not more than 500 words.
10. The thesis must be submitted at least one day before the expiry of the maximum period for MS/PhD degree with documentary evidences of fulfilling all the requirements prior to thesis submission.

## **CHAPTER 15**

### **COMPLETION, SUBMISSION AND EVALUATION OF PhD THESIS**

1. On receipt of two consecutive unsatisfactory reports from Supervisor the candidature for the thesis may be cancelled.
2. It will be the responsibility of the student to get the progress report from the Supervisor and submit to the Head/Chairman/Director of the Department/Center/Institute concerned at the end of each semester.
3. In case the two consecutive progress reports of the students' s research are not received from the supervisor, the candidature is liable to be canceled on the recommendation of the doctoral advisory committee of the student
4. Upon completion of PhD research, the student will be required to submit six spiral bound copies of the thesis to the Head/Chairman/Director of the Department/Center/Institute concerned through his Supervisor in a manner described in Chapter 14.
5. The student shall also submit a declaration along with his thesis that the thesis she/he is submitting has not already been submitted or published and shall not in future be submitted by her/him for obtaining any degree from any other university or institution.
6. On completion of the research, the Supervisor will send six spiral bound copies of the thesis to the Chairman/Director with a signed certificate along with a checklist.
7. Each Faculty and Department will prepare a Panel of foreign Experts for evaluation of the PhD thesis.
8. A foreign evaluator for thesis evaluation must be PhD in the relevant discipline

with some research work/publications to his credit. A panel of qualified foreign external subject experts from technologically/academically advanced countries for thesis evaluation along with the panel of local national eminent subject experts in relevant discipline for conduct of viva voce examination will be submitted to BASR for consideration and approval on the following format:

Name	Designation	Qualification	Specialization	Experience
Phones , E-mail and Contact			in the area	

9. The Chairman/Director/Head shall forward two copies of PhD thesis to the Dean along with proposed six names of Foreign Evaluators from approved panel of Experts from technologically/Academically advanced countries along with a copy of approved panel.
10. The Dean shall forward two copies of the thesis along with the names of six foreign external evaluators' experts to the President IIU.
11. The President will approve two names of foreign experts as examiners/External Evaluators from the Panel proposed by the Head/Chairman/Director/Dean or from the approved list of BSAR. Two additional names will also be approved by the President as stand by Foreigner Evaluators.
12. Thesis shall be sent to the foreign Evaluators by Examination Department after obtaining their consent and willingness to evaluate the thesis within a prescribed time limit i.e. preferably within three months.
13. A PhD thesis will be evaluated on "Approved", "Not Approved" or "Conditionally Approved" basis.
14. The report of the external evaluator shall state:
  1. The title of the thesis submitted by the student.
  2. Name of the student.
  3. Approval, conditional approval or non-approval of the thesis.
  4. Reasons for non-approval or conditions for conditional approval where applicable.

(The examination Department will develop an Evaluation Performa for this purpose)
15. If the approval is conditional, the Examinations department shall send the Conditions indicated by the Foreign Evaluator(s) and copies of the thesis, if returned, to the Chairman/Director/Head for onward transmission to the

student endorsing copies to Dean and the Supervisor.

16. If both the Foreign Evaluators do not approve the PhD thesis, the student shall be declared as failed. In case thesis is approved by one evaluator but disapproved by the second the same will send to the third foreign evaluator out of the two stands by evaluators. The report of the third will be final.
17. Thesis will only be processed further for viva voce examination, when/if two foreign evaluators approve or conditionally approve PhD thesis.
18. If a thesis is conditionally approved, the student will be permitted to submit the revised thesis within six months from the date of communication of the decision by the Chairman/Director/Head of the Department/Institute/Center within the maximum period allowed for completion of PhD.
19. The Committee comprising the following will ensure that the conditions for approval as laid down by the Foreign External Evaluator(s) are fulfilled to their satisfaction:

(i) Chairman/Director of the Department/Institute	Chairman
(ii) Supervisor	Member
(iii) & (iv) Two senior faculty members holding PhD	Member
Degree from within the Department/Faculty or from	
Outside the University, provided no senior faculty	
Member(s) possessing PhD is/are available in the	
Department/Center/Institute/Faculty.	
20. The committee shall be approved by the President on recommendation of the Chairman/Director/Head through the Dean.
21. The quorum of the committee shall be three including the Chairman/Director.
22. The Procedure for re-submission of the thesis by the student after meeting the conditions shall be the same as that for the first submission i.e. through the Supervisor.
  - (i) The Committee, constituted under Clause-19 of this Chapter will ensure and certify the fulfilling of the conditions to their satisfaction.
  - (ii) The thesis so submitted shall not be sent again to the foreign external evaluators. It shall then be processed for viva-voce, as per clause-16 of this Chapter.
23. Every PhD Student shall publish at least one research paper in HEC approved Journal/s or process a research paper for publication based on his/her thesis/ research and shall ensure to get a letter of acceptance for publication from HEC approved Journal/s, well in advance before the viva voce examination.



## CHAPTER 16

### VIVA VOCE OF PhD THESIS

1. If the PhD thesis has been approved by two External Foreign Evaluators and the committee constituted to ensure fulfilling the conditions( In case of conditional approval), as the case may be, the President shall, on the recommendation of the Chairman & Dean appoint a Viva Voce Committee to conduct the Viva-Voce of the student for the defense of his/her thesis. The composition of the Viva Voce Committee shall be as follows:

1	Chairman Viva Voce Committee	Chairman/Director/Head of the Department / Institute / Center In case the Head of the department is not Professor or Associate Professor or not holding PhD degree the Chairman of the Viva Voce Committee will be Dean of the Faculty
2	Member 1	Supervisor of the Student
3	Member 2	One Internal Examiner Senior Faculty member with PhD Qualification nominated by the Dean of the concerned faculty
4	Member 3	One External Examiner with PhD Qualification From the approved panel
5	Member 4	One Professor/Associate Professor nominated by the President from outside the Department /Faculty/ University

2. The quorum for the Committee meeting shall be three. The Viva Voce committee shall be approved by the President on the recommendation of the Chairman/Director/Head through the Dean.
3. After receiving evaluation reports from foreign evaluators the examination Department will send its copies along with personal file of the student to the Department / Institute / Center for arrangement of the Viva Voce.
4. The student will be required to present himself for the purpose of viva-voce of his thesis, at such place and on such date(s) and time as the University may direct and notify to him/her. She/he will be required to defend his/her thesis.
5. The PhD viva voce will be an open defense. The topic, date, time and place of Viva Voce will also be notified by the Chairman of Viva Voce Committee on

Notice Boards as an invitation to all interested in the research and wanted to attend the viva voce.

6. A letter will also be written to the members of Viva Voce Committee and to the student conveying the schedule of Viva Voce. The copies of this letter will also send to concerned Dean, Director Academics and PS to President and Vice President (Academics).
7. The PhD student will be required to make a presentation of his/her research before the Viva Voce Committee and the audience.
8. If the thesis is declared acceptable but the student fails to satisfy the Viva-Voce Committee, the Committee may recommend to the Department/Institute/Center to permit the student to present the same thesis to a further oral examination within a period of one month.
9. In case the student fails to defend his/her thesis to the satisfaction of the Viva-Voce Committee in his second attempt, his/her candidature to PhD degree shall stand cancelled. However, she/he may apply for fresh admission in research thesis.
10. The procedure & rules for second Viva Voce Committee shall be the same as for the first one.
11. The decision of Viva Voce committee shall be communicated by the Chairman/Director/Head to Examination Department for notification.
12. The plagiarism , if suspected ( particularly in cases where electronic plagiarism check is not possible) , will be determined by the committee comprising the following:
  - a) Dean Chairman
  - b) Chairman/Director of the Concerned Member  
Department/Institute/Center.
  - c) Supervisor of the student Member
  - c) One subject expert, out of the approved Member  
Panel of national experts, other than the  
Evaluators of the thesis.
13. The plagiarism committee shall also be approved by the President on the Recommendation of Head/Chairman/Director through the Dean.
13. The quorum of the Committee shall be three.
14. In case the plagiarism is proved, disciplinary action will be taken by the Examinations Department under the Regulations, with the approval of the President .
15. In case a thesis is found to be a plagiarized version of another thesis, research work, etc. published or unpublished, his/her candidature for MS or PhD shall be cancelled and the student shall be debarred from admission to any

programme of any Pakistani University.

16. In case the plagiarism is proved after the award of PhD degree, the degree will be cancelled/ withdrawn retrospectively.

## **CHAPTER 17**

### **REQUIRMENTS FOR AWARD OF PhD DEGREE**

1. Successful completion of prescribed course work of 18 CH with in prescribed period.
2. Successful completion of any provisional/preparatory course/s.
3. Securing the final required accumulative grade point average i.e. 3CGPA.
4. Passing Comprehensive Examination with 70% marks.
5. Submission and successful defense of a thesis/ dissertation as prescribed.
6. Recommendation of the Viva Voce committee for the award of such a degree.
7. Completion of Hifz requirements as prescribed by the academic Council of the University.
8. Incorporation of amendments/suggestions/comments made during viva voce with in prescribed period.
9. The student will submit six hard/ bound copies of the approved thesis to the Chairman/Director/Head as per IIU specifications. Out of these six one copy will send to HEC
10. The Chairman of the Department will send personal file of the student after Viva Voce examination along with report of Viva Voce Committee. The Examination Department will notify the award of PhD degree to the student.

## **CHAPTER 18**

### **COMPLETION, SUBMISSION, EVALUATION AND VIVA VOCE OF THESIS OF MS OR EQUIVALENT**

1. A student of MS or equivalent after the successful completion of his course work (preparatory and basic courses) is required to register for thesis/Research from the area of his/her specialization. He/she shall register for all the credit hours meant for the thesis in the academic program during the semester he/she got registered for research/thesis.
2. If a student of MS or equivalent fails to complete his thesis in prescribed period he/she shall be required to re-register for all credit hours meant for the thesis in the beginning of every subsequent semester, keeping in view the permissible

period in this regard, till he/she successfully completes his research thesis and obtains MS or equivalent degree. However, the registration against the thesis credit hours will be shown only once in the students' transcript.

3. A student of MS or equivalent is allowed to register for a topic of thesis only when she/he fulfils the following requirements:

i-Successful completion of prescribed coursework with minimum CGPA of 2.00

ii-The proposed research topic should be original and not the one already researched at the university level, except when there is further scope of making additional contribution to knowledge.

4. A student seeking registration in MS or equivalent research has to prepare a research Proposal/Synopsis and detailed outlines in consultation with proposed supervisor and Chairman/Director/Head of the Department.

5. On the recommendation of the Board of Studies/Research of the Department the topic, Research proposal/synopsis and name of the supervisor of a student of MS or equivalent will be placed for approval before the Faculty Board. After the approval from the Faculty Board it will be notified by the Directorate of Academics.

6. The supervisor of MS or equivalent shall be a PhD and not less the rank of Assistant professor. However in the subjects where PhDs are not available easily such as Law, business administration, public administration and English languages. M.Phil /MS/LLM or equivalent degree holder Assistant Professor's can also supervise research/thesis of MS or equivalent.

7. The maximum number of students per supervisor for MS or equivalent research will normally be five (5) which may be increased to Eight (8) under special circumstances in teaching departments.

8. A supervisor of MS or equivalent research is expected to:

i-Provide academic guidance to the student at all stages of research.

ii- Regularly hold monthly meetings with the student to follow up the progress being made by him.

iii- Give permission to the student to make a journey and to remain off-campus for a period not exceeding six months if the nature of research so required, after getting the approval of the Dean of the Faculty.

iv- Submitting regularly quarterly progress reports of the student in the research to the department. On receipt of two consecutive unsatisfactory reports from Supervisor the candidature for the thesis may be cancelled.

9. It will be the responsibility of the student to get the progress report from the Supervisor and submit to the Head/Chairman/Director of the

- department/Institute/Center concerned.
10. In case the two consecutive progress reports of the students' s research are not received from the supervisor, the candidature is liable to be canceled.
  11. On completion of MS or equivalent research, the student will be required to submit five spirals bound copies of the thesis in typed form as prescribed in Chapter 14.
  12. The student shall also submit a declaration that the thesis she/he is submitting has not already been submitted or published and shall not in future be submitted by him/her for obtaining any degree from another university or institution.
  13. The student will also ensure in this certificate that s/he has followed all the IIIU requirements regarding typing formatting and binding of MS or equivalent thesis.
  13. Upon completion of research, the student through his Supervisor will send copies of the thesis to the Chairman/Director along with duly filled and a signed application form for submission of thesis and the checklist.
  14. Each Faculty and Department will prepare a Panel of Local Experts for evaluation of MS or equivalent thesis and conduct of Viva Voce.
  15. The subject experts for thesis evaluation of MS or equivalent must be PhD or MS or equivalent (In the subjects where PhDs are not available easily) in the relevant discipline & not below the designation of Assistant Professor with some research work/publications to their credit. A panel of experts for thesis evaluation and serving in the Viva Voce Committee as external & Internal Examiners in relevant discipline will be submitted to the Faculty Board/BASR through Faculty Board for consideration on the following format:

S.No	Name , Designation Address & contact No.	Qualificatio n	Experience	Specialization
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16. The Chairman/Director shall forward the required number of copies of MS or equivalent thesis to the Dean along with proposed names of three external and three internal examiners along with a copy of Faculty Board/BASR' s approved panel of experts..
17. The Dean shall forward the thesis along with the names of two external and two internal experts to serve as internal examiner and External examiner to the Vice President (Academics).
18. Vice President (Academics) will approve the name of one expert as External examiner and one expert as internal examiner from the Panel proposed by the Head/Chairman/Dean or from the approved list of Faculty Board/ BASR. Two

additional names will also be approved by the Vice President (Academics) as stand by Internal/External Examiners /Evaluators.

19. Thesis shall be sent to the Internal/External Examiners by Examination Department after obtaining their consent and willingness to evaluate the thesis within a prescribed time limit i.e. preferably within six weeks.
20. The thesis will be evaluated on “Approved”, “Not Approved” or “Conditionally Approved” basis.
21. The report of the evaluators shall state:
  - ii- The title of the thesis submitted by the student.
  - iii- Name of the student.
  - iv- Approval, conditional approval or non-approval of the thesis.
  - v- Reasons for non-approval or conditions for conditional approval where applicable.

If the approval is conditional, the conditions can be conveyed to the student during or before the Viva Voce by the Head/Chairman/Director of the department/Center/Institute. Both Internal and external Examiners shall submit evaluation reports on or before the Viva Voce to the Examination department.

22. If both the External Evaluators and Internal do not approve the MS thesis, the Student shall be declared as fail. In case thesis is approved by one evaluator but disapproved by the second the same will be send to the third evaluator/examiner out of the two stands by evaluators. The report of the third will be final.
23. On the recommendation of the Head/Chairman/Director/Dean, Vice President Academics shall appoint a Viva Voce Committee for the defense of the student. The Viva Voce Committee shall consists of the following:

1	Chairman Viva Voce Committee	Supervisor of the Student
2	Member 1	External Examiner/Evaluator
3	Member 2	Internal Examiner/Evaluator

24. External Examiner must be from the outside of the University. However in exceptional circumstances Vice President Academics on the recommendation of Chairman/Dean can appoint an Academic Staff member with in University not less then the rank of Associate Professor to serve as External Examiner.
25. After the examination question answering and discussion, and in the light of evaluation reports submitted by examiners, the Viva Voice Committee shall take one of the following decisions:
  - i-Approve the thesis and shall award a Grade to the student.

ii-Ask the student to improve the thesis by rewriting /revision and incorporate the suggestions of the Viva Voce Committee within a period of three months. The Viva Voce Committee shall appoint one of its members for ensuring that the suggestions of the Viva Voce Committee have been incorporated. The grade recommended by the committee for the thesis will be subject to the student's compliance with the committee's instructions to improve the thesis and remove flaws in a manner satisfying the member appointed to review the thesis. The extension in the period of resubmission of the thesis will be allowed by the president on the recommendation of Supervisor/Head/Dean and will be notified by the examination Department.

iii-or reject the thesis.

26. Members of the Academic Staff and students of senior classes may also be allowed to attend the Viva Voce Open defense however they shall have no right to participate in the actual discussion.
27. The thesis of MS or equivalent like all courses shall be assigned 100 marks and it will be equivalent to Credit Hours as described in IIU rules. Every member of the Viva Voce Committee shall individually mark the thesis. The final grade will be worked out on the basis of average of all these individual marks. The Viva Voce Committee will convey the result of the student to the Examination Department on Prescribed Performance duly signed by all the members of the Viva Voce Committee.
28. Supervisor, External examiner and internal examiner will be paid remuneration after the Viva Voce of the student as per IIU rules and prescribed rates.
29. The plagiarism, if suspected, will be treated by the rules as framed by IIU time to time.

## **CHAPTER 19**

### **REQUIREMENTS FOR AWARD OF MS OR EQUIVALENT DEGREE**

- i. Successful completion of prescribed course work.
- ii. Successful completion of any provisional/preparatory course/s.
- iii. Securing the final required accumulative grade point average.
- iv. Submission and successful defense of a thesis/ dissertation as prescribed.
- v. Recommendation of the Viva Voce committee for the award of such a degree.

- vi. Completion of Hifz requirements as prescribed by the academic Council of the University.
- vii. Any amendments/suggestions/comments made during viva voce may be communicated to the student by the Viva Voce Committee within a week from the date of viva voce for incorporation. One member of the Viva Voce Committee (as already mentioned in rules) shall certify the incorporation of amendments.
- viii. The student will submit five bound copies of the approved thesis in hard binding to the Chairman/Director as per IIU specifications and Format.



