

INTERNATIONAL ISLAMIC UNIVERSITY, ISLAMABAD



**ACADEMIC REGULATIONS FOR GRADUATE STUDIES
(ADMISSION, REGISTRATION, PERFORMANCE AND
EXAMINATIONS)**

**ALIGNED WITH THE HEC'S GRADUATE POLICY 2023 ADOPTED
BY THE ACAMDEMIC COUNCIL IN FALL 2023 (IMPLEMENTED
WITH EFFECT FROM SPRING 2024)**

1. TITLE AND SCOPE OF APPLICATION

1. These regulations may be called International Islamic University Academic Regulations for Graduate Studies (Admission, Registration, Performance and Examinations).
2. These Regulations shall apply to the candidates/students of PhD and MS/LLM or equivalent programs.
3. These rules, regulations and procedures shall come into force at once w.e.f. Spring 2024.
4. If any doubt arises regarding the interpretation of these regulations, the matter shall be referred by the concerned In-charge/Chairperson/Director of the department/institute/center through the Director/In-charge Directorate of Graduate Studies to the Vice President R & E, who may clarify the matter or refer to the Academic Council.
5. These rules shall be subject to change, based on revision in HEC policies enforced from time to time, after approval of the statutory forums of the university (BASR, Academic Council, BOG).

2. AIMS

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

- a. Let graduate students/scholars get abreast of the policies of the university (in line with HEC policies) to regulate their degree program.
- b. Help graduates monitor their progress as per approved academic calendars and deadlines and to plan their academic objectives/aims.
- c. The objective is to regulate graduate studies at IIU for efficiency and productivity in accordance with international standards of quality, research and criteria set by HEC.

3. DEFINITIONS

In these Regulations, unless there is anything that is in contradiction to the context and the IIUI Act and Statutes, the following expressions shall have the meanings assigned to them as follows: -

- i. **The University** means International Islamic University, Islamabad (IIUI).
- ii. **Academic Council** means Academic Council of IIUI.
- iii. **“BASR”** means **Board of Advanced Studies and Research** of IIUI.
- iv. **Comprehensive examination** means an examination based on course work of PhD and intended research area of student, 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 the statutory bodies.

- vi. **Foreign Evaluator** means a subject expert (outside the Country) other than the supervisor appointed by the competent authority to evaluate a PhD thesis.
- vii. **Internal Examiner** means a subject expert from within the department, cross-departmental/cross-faculty, within the university (other than supervisor) to evaluate the thesis of PhD or equivalent.
- viii. **External Examiner** means an external subject expert from outside the University, appointed to evaluate a PhD thesis and/or take the viva voce-examination of a research student of PhD/MS.
- ix. **Doctoral Advisory & Evaluation Committee (DAEC)** means a 3 to 4-member committee constituted by the competent authority for advising and monitoring the research work of each student comprising Chairperson/In-charge, Supervisor and two other faculty members with PhD in the relevant area/specialization.
- x. **Masters/MS or equivalent Degree** means all relevant degrees awarded after 18 years of schooling including LLM/MS/M.Phil. or equivalent.
- xi. **Doctorate Degree” PhD** means degree awarded at least after 21 years of schooling with mandatory research thesis.
- xii. **Graduate Student** means the student enrolled in an MS or PhD program after 16 years of education for a full-time study.
- xiii. **Full Time Research Student** means a student regularly conducting research under close supervision of their research supervisor and Chairperson of the Department after registration in each semester as per IIUI rules, regulations and procedure.
- xiv. **NTS** means National Testing Service, a national organization established for the conduct of various levels tests.
- xv. **ETC** means Education Testing Council.
- xvi. **ETS** means Educational Testing Service.
- xvii. **Graduate Assessment Test (Subject) “GAT”** refers to a test conducted to evaluate subject understanding of the student, conducted internationally or locally by National Testing Service (NTS) for admission to PhD programs.
- xviii. **Higher Education Aptitude Test (General) “HAT”** refers to a test conducted by ETC.
- xix. **Graduate Record Examination (General) “GRE”** refers to a test conducted by ETS.
- xx. **Mid-term Examination** means an examination conducted by the teacher/department during the semester.
- xxi. **Final-term Examination** means an examination conducted by the teacher/department/university at the end of each semester.
- xxii. **BOS** means (Departmental) Board of Studies.
- xxiii. **BOF** means Board of Faculty (Normally conducted at Faculty level to approve/finalize the MS/PhD Programs’ scheme of studies, structure and Research proposal of Graduate students, enrolled in any program of the faculty).

- xxiv. **Graduate Research Committee (GRC)** means a committee composed of all PhD faculty members in the department for evaluation of the research proposals of MS and PhD scholars.
- xxv. **Supervisor of PhD or equivalent** means a faculty member holding PhD or equivalent in related discipline, with some research work to 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 and approved by Faculty Board and the BASR.
- xxvi. **Co-supervisor** means a subject expert, who advises the student on part of a PhD research work or in conduct of some research experiments as recommended by the departmental Board of Studies/ and approved by the BASR.
- xxvii. **Synopsis** means the research proposal submitted in partial fulfillment of requirements of a PhD or MS program.
- xxviii. **Thesis** means a written report resulting from original research to be submitted for award of PhD or MS degree.
- xxix. Wherever the pronouns “his/her” or “their” are used in these Regulations, it covers both the genders.
- xxx. **Steering Committee for Graduate Programs:** All the matters and procedures regarding MS/PhD rules & regulations shall be presented before the Steering Committee for Graduate programs, headed by VP (R & E). This committee shall also address the grievances of graduate students, within the ambit of rules.
- xxxi. GEP-2023 means Graduate Education Policy introduced by Higher Education Commission of Pakistan.

Note: All other expressions shall have the meanings assigned to them by the University Act, Statutes and relevant rules and regulations.

SECTION-I

ACADEMIC REGULATIONS FOR PhD PROGRAMS

CHAPTER 1

ADMISSION

1.1 PREREQUISITES TO START A PhD PROGRAM

1. Any Teaching Department of the University may launch PhD programs, provided it fulfills the criteria laid down by HEC in terms of facilities, resources and faculty. There should be at least three (03) relevant Full-Time PhD Faculty members in a department, with PhD in the respective discipline, to launch the PhD program.
2. The program must be approved by the Academic Council of the university on recommendation of the concerned Board of Faculty and Board of Studies of the department, before applying for NOC to HEC.
3. For obtaining NOC from HEC, the respective Chairperson/In-charge of Department and Dean of Faculty, shall ascertain the purpose and need of program, nature of program, number of seats, criteria, facilities and available resources, and communicate the same through the Directorate of Graduate Studies (DGS) and Quality Assurance Department (QAD) of the university: The Check-list for the mandatory requirements, before applying for NOC can be accessed through the following link: -

<https://hec.gov.pk/english/services/faculty/Plagiarism/Documents/NOC-CheckkList%2028.12.20160001.pdf>.

4. After fulfillment of all the requirements, PhD program shall be offered by the concerned department/faculty as approved by the IIUI Statutory bodies.

Note: PhD program shall be a full-time program. It means, a PhD scholar shall be a full-time research student during the research work of a PhD program and is expected to work under the close supervision of the research supervisor appointed by the competent authority.

1.2 ADVERTISEMENT

The advertisement for the admission to PhD and/or MS program in national newspaper(s) and on the website of the university shall be processed by the office of the Director/Incharge Graduate Studies as per approved procedure.

1.3 REQUIREMENTS FOR ADMISSION IN PhD PROGRAM

1.3.1 ELIGIBILITY CRITERIA FOR ADMISSION

The minimum entry requirement for admission to PhD program shall be:

- i. MS or equivalent (18 years schooling degree) in relevant fields with CGPA 3.00/4.00 or 65% marks from Conventional/Annual System or 70% marks in

the semester system examination, where CGPA is not calculated.

- ii. A candidate for admission to a PhD program must have earned their MS/M.Phil. or equivalent degree by research work/thesis of minimum 6 Credit hours.
- iii. Statement of purpose/Research Proposal (of 2 to 3 pages) by the PhD candidate.
- iv. GRE/HAT General or equivalent entry test conducted by the university (department) with a passing score of 60%.

OR

GRE/HAT General or equivalent test, conducted by testing bodies accredited by HEC, with at least 60% score.

- 1.3.2 Admission in any PHD Program shall not be allowed on hope certificate.
- 1.3.3 Admission shall not be allowed if the CGPA is below 3.00 in MS or equivalent Degree Program.
- 1.3.4 Marks distribution in GRE type test shall be as under:-

General = 40% marks

Subject = 60% marks

Pattern of General part of the test shall be in line with the GRE general test conducted by ETS. The concerned faculties shall be responsible to prepare and conduct GRE test and ensure its quality in light of the spirit of HEC GEP-2023.

1.3.5 DETERMINATION OF ELIGIBILITY/CALCULATION OF MERIT FOR ADMISSION TO Ph.D. PROGRAM

1.3.5.1 PASSING CRITERIA FOR ADMISSION

A candidate for admission to a Ph.D. program will be required to earn at least 60% cumulative marks in three components of merit determination (Previous Qualification Marks (PQM) + Admission Test + Interview).

1.3.5.2. The merit shall be determined as per following formula:

- | | |
|--------------------------------------|---|
| i. Previous Qualification | 40 % |
| ii. Admission Test | 40% |
| iii. Interview | 20% |
| iv. *Research publication (article): | 5 extra Marks (to be adjusted in interview weightage) |

*Note: The candidate must be 1st or 2nd author of the research publication, which must have been published in an HEC recognized journal, at the time of admission (Volume No (DOI No.) should have been assigned to the publication).

1.4 PROCEDURE OF ADMISSION

- 1.4.1 A candidate seeking admission to PhD program, shall apply online, through the university website/admission portal, against the advertisement in print and electronic media. Only online application procedure shall be applicable and no hard copy of the form or credentials shall be required. However, the responsibility of the provided information in the application form shall rest upon the candidate. PhD candidates shall be required to upload a copy of MS Transcript, Degree and Research Statement, along with their application form. They shall also be required to bring a hard copy of their testimonials and Research Statement at the time of interview.
- 1.4.2 All the admissions of PhD programs will be processed by the Departmental Admission Committee. The Chairperson/In-charge of the Department/Institute will propose the constitution of the Departmental Admission Committee (DAC) through Dean to the Director/In-charge Directorate of Graduate Studies. The DAC will be notified by the Directorate of Graduate Studies, after approval of the Vice President (R & E).
- 1.4.3 The Departmental Admission Committee shall consist of the following:

1	Chairperson Departmental Admission Committee	Chairperson/In-charge of the Department / Institute. In case, the In-charge of the department is not a professor or an Associate Professor, the Dean of the Faculty will be the Chairperson of the Departmental Admission Committee
2	Member 1	One Senior Faculty member, preferably, Professor/Associate Professor, from the Department.
3	Member 2	One Senior Faculty member preferably with PhD qualification, from within the department, nominated by the Chairperson/Dean.
4	Member 3 (Co-opted member)	One Senior Faculty member preferably with PhD qualification in the same area of specialization, from another university, nominated by the Chairperson of the concerned Department.
5	Member 4 (Co-opted Member)	One Professor/Associate Professor/senior faculty member, from another university, having the same area/specialization, nominated by the Dean.

- 1.4.3.1 The quorum for the committee meeting shall be three.
- 1.4.3.2 The Departmental Admission Committee will be responsible to determine the eligibility of the candidates for admission in PhD program, on the prescribed criteria as approved by the BASR and Academic Council, from time to time.
- 1.4.3.3 The Chairperson of the Departmental Admission Committee shall submit the merit list(s) of selected candidates, through the Dean of the faculty to the office of Directorate of Graduate Studies. The Directorate of Graduate Studies shall submit the list (as per approved criteria/number of seats) for approval of the Vice President Research & Enterprise (R & E).
- 1.4.3.4 After approval of the Lists from the Vice President (R & E), the Directorate of Graduate Studies shall get the lists displayed on IIUI website. The successful

candidates can download/print their Fee challans and offer letters, against their CNICs.

1.5. ADMISSION OF FOREIGNER/OVERSEAS CANDIDATES.

For admission of overseas/foreign candidates, the DAC shall determine the eligibility on the basis of their previous/paper qualification, statement of purpose submitted with the application form and an interview. Furthermore, TOEFL or GRE qualification shall be given preference.

1.6 UNIFORMITY OF ADMISSION CRITERIA

1.6.1 The criteria for admission and weightage of its components for PhD programs, e.g., entry test, qualifications, research/publications, professional experience, interview etc. shall be uniform within each faculty as approved by the Academic Council from time to time.

1.6.2 Any other requirement prescribed/notified by HEC or IIUI, from time to time.

1.7 ADMISSION TRANSFER POLICY

IIUI does not entertain transfer/migration requests, as per decision of the Academic Council of the university. However, candidates already registered in PhD programs in other universities may be considered for fresh admission in the university. Such candidates shall be required to appear for the entry test as prescribed by IIUI and study any provisional/preparatory courses to be decided by the concerned department/faculty. They shall also be required to fulfill prescribed coursework requirements for the program. 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/recommended by the Course Exemption Committee (CEC) of the Department/Faculty and these recommendations will be examined and notified by the Directorate of Graduate Studies. Normally this percentage should not exceed 50% of the course-work prescribed for the degree program.

1.8 ADMISSION OF IIUI/OTHER ORGANIZATIONS' EMPLOYEES

1.8.1 FOR IIUI EMPLOYEES

- i. IIUI employees may apply for admission to PhD or equivalent programs, through proper channels; i.e., with the recommendation of their sectional/departmental In-charge.
- ii. They shall be required to submit NOC (issued from HR section, after approval of Vice President A & F), at the time of joining/registration in the program.
- iii. They shall be granted 100% exemption in all components of Fee, if they qualify on top-four merit positions, amongst the list of employees/their wards. However, they will be entitled for fee exemption, upon submission of a surety bond, that they will serve the university for 3 years, after completion

of their study. If they fail to serve the university for the stipulated time period, they will have to refund the whole fee to the university, spent as their educational expenditure.

1.8.2 FOR NON-IIUI EMPLOYEES

In-service candidates shall be required to provide NOC and leave notification, from their departments/organizations, at the time of joining/registration for the program.

1.9 JOINING PROCESS OF SELECTED CANDIDATES

- 1.9.1 The successful candidates after qualifying, shall be required to deposit the fee in the respective branches of Allied bank (for female candidates) and HBL (for male candidates), within the prescribed time. However, designated banks may change from time to time.
- 1.9.2 After payment of fee, within the due date, candidates shall be required to submit formal joining in the admission office, along with all the required credentials, as laid down on the university website and admission offer letter. The joining procedure shall require submission of Joining form, along with a copy of all the testimonials, original documents (for verification only), 5 passport sized photographs etc. in the Directorate of Graduate Studies/admission office. Joining/Registration process will be completed within stipulated time. After the completion of this process, the Directorate of Graduate Studies will send Registered students' lists to the concerned Department (s).
- 1.9.3 In case of failure to deposit the fee as per specified dates, the admission offer shall automatically stand cancelled.
- 1.9.4 A student admitted to PhD program and a specialization thereof, shall not be allowed to change their specialization.

1.10 DEFERMENT OF ADMISSION

Deferment of admission shall not be allowed.

CHAPTER 2

REGISTRATION/COURSE WORK

2.1 DURATION OF COURSE WORK AND RESEARCH WORK

- 2.1.1 The course-work (and scheme of studies) for a PhD program shall be proposed by the Department, processed and approved through the Statutory Bodies, i.e., Board of Studies/, Faculty Board and then by the Academic Council.
- 2.1.2 The minimum duration of a PhD program shall be 3 years and maximum duration shall be 5 years (excluding extension period).
- 2.1.3 The minimum period for completion of PhD course work shall be two semesters (one year) and maximum, four semesters (two years).
- 2.1.4 Registration of courses on directed studies/supervision basis at MS and PhD level is not allowed. Departments have been provided with the guidelines to offer the courses in cases where student strength is not fulfilling the minimum number required to offer the course
- 2.1.5 The minimum period for completion of PhD thesis, after approval of synopsis from the BASR, shall be two semesters (one-year) and maximum six semesters (three years) without extension.
- 2.1.6 The duration of the PhD program shall be counted from the date of notification of admission of the student in the program. However, for the faculties like Usuluddin/Arabic/Shariah, where Arabic and/or English Language(s) and certain preparatory courses are prerequisite for starting the regular graduate coursework, the time period of students in the PhD programs of these faculties shall be counted from the registration of regular courses of the degree program.
- 2.1.7 The completion date of PhD degree shall be reckoned with the date of notification of the award of PhD degree.
- 2.1.8 The maximum duration shall be determined from the date of student enrollment untill the date of the completion notification of the PhD degree.

2.2 CREDIT HOURS/COURSE LOAD LIMIT PER SEMESTER.

A student registered in a PhD program shall be allowed to register between 6 to 9 credit hours in a semester while there shall be no limit of minimum credit hours, in case a student is registered in the final semester of the coursework. Maximum 12 credit hours of coursework can be registered in the last semester of course work.

2.3 COURSEWORK PASS PERCENTAGE

- 2.3.1 The PhD program will be of minimum 54 credits hours: out of 54 credit hours, 18 credit hours are specified for coursework and 36 credit hours for research work /thesis.
- 2.3.2 For PhD or equivalent degree program each course will need to be passed with minimum 70% marks (B Grade).
- 2.3.3. Every course of PhD shall carry a total of 100 marks which shall be distributed in the following manner:

- a. 50% marks for the semester work, including oral and written tests, term papers, assignments and participation in classroom discussions and presentations.
- b. 50% marks for terminal examinations.

2.3.4 In case the CGPA of a PhD student falls below 2.00, they shall be declared as Ceased and will be required to apply for fresh admission in the degree program as and when admissions are announced by the university.

2.4 REPEATING COURSE(S)

- 2.4.1 Whenever a student fails to secure the passing grade; i.e., 'B' grade (70% marks) in any course, they will have to repeat the course(s), whenever offered.
- 2.4.2 Registration of courses on directed studies/supervision basis at MS and PhD level is not allowed. Departments have been provided with the guidelines to offer the courses in cases where student strength is not fulfilling the minimum number required to offer the course.
- 2.4.3 In case a PhD student secures CGPA less than 3.0/4.0 after completing the requisite coursework, they shall be required to repeat up to 2 courses in order to bring their CGPA to the required level of minimum 3.0/4.0 CGPA, in maximum one semester, without violating the time-frame given for PhD completion.

2.5 COMPREHENSIVE EXAMINATION

- i. After the successful completion of course work, with at least 3.00/4.00 CGPA, the PhD scholar shall be required to appear in the comprehensive examination, in the consecutive semester, after course-work completion.
- ii. All PhD candidates shall be given maximum two consecutive chances to pass the Comprehensive Examination. The first chance shall be given within 90 days, after completion of coursework and the second chance will be given after two months (within 60 days) of the first chance.
- iii. After availing maximum two chances, if a student is declared 'Fail' in the comprehensive examination, their registration from the PhD program shall be cancelled.
- iv. The Chairperson/In-charge of a department shall be responsible to conduct the comprehensive examination of a PhD batch, right after completion of their course work (maximum within one semester). To avoid any delay in the conduct of the Comprehensive Examination, Chairpersons are required to devise a yearly schedule of the semester-wise Comprehensive Exams. The conduct of Comprehensive Examination shall be duly notified and intimated to the Dean of the Faculty and to the Directorate of Graduate Studies by the concerned department.
- v. Deans shall ensure timely notification/implementation of the Comprehensive examination schedule for every department.
- vi. A committee shall be notified for the conduct of comprehensive examination; comprising of following members:
 - a. Chairperson/In-charge of the Department (Convener).
 - b. Senior faculty members from all Specializations (at least one member from each specialization).
 - c. One External member from another department.

- vii. PhD comprehensive examination will be of 200 marks in total, based on written as well as oral examination. Distribution/allocation of marks is described as follows.: -
 - a. Written Exam: 100 marks examination of 3 hours duration based on general PhD coursework.
 - b. Oral exam: 100 marks examination from the specialized/focused research area.
- viii. Comprehensive exam cycle should be completed within 15 working days.
- ix. Comprehensive examination paper shall be set by the Comprehensive Examination Committee and the answer booklets shall be evaluated by the respective paper setters. The same committee shall be responsible to conduct the oral part of the comprehensive examination.
- x. The passing marks for each written part and oral Examination shall be **70%**.
- xi. The panel of examiners will declare the candidate as qualified or not qualified (passed or failed).
- xii. In case a scholar fails in any part of the written or oral examination, he/she shall have to reappear in the failed part only.
- xiii. In case the scholar fails to pass the Comprehensive Examination within stipulated time (one semester after completion of course work), their registration shall be considered as cancelled and said scholar shall have to get fresh admission in the PhD program. However, the scholar shall be able to get the results (DMCs) of the passed courses, on their request.
- xiv. Absentia of the candidate in comprehensive examination shall be considered as failed and the student's comprehensive examination chance shall be counted against this.
- xv. Once the scholar has successfully completed the Comprehensive Examination, the result will be sent to the Directorate of Graduate Studies. The Directorate shall notify the comprehensive examination result.
- xvi. Only those candidates who pass the comprehensive examination, will be allowed to continue with their PhD research work.

2.6 EXTENSION IN PHD PROGRAM

- 2.6.1 Two extensions of one year each shall be allowed after expiry of the maximum period; i.e., 5 years.
- 2.6.2 Only those students shall be eligible to apply for extension in their research work/thesis, whose synopsis/research proposals have been approved by the by BASR, within the prescribed period.
- 2.6.3 In case, a student fails to complete the course/research work within the maximum prescribed period and extended period, he/she has to take fresh admission in the program.

2.7 FAILURE TO COMPLETE PHD DEGREE WITHIN MAXIMUM TIME LIMIT

- 2.7.1 In case, a student fails to complete the course/research work within the maximum prescribed period and extended period, she/he has to take fresh admission in the program.
- 2.7.2 The University shall not award any Graduate Level Diploma/Certificate or another MS or equivalent degree to such students who fail to complete the required research work for obtaining a PhD within the maximum prescribed period and extended period.

2.8 MEDIUM OF INSTRUCTIONS AND RESEARCH

- 2.8.1 The language of instruction, examination & thesis for all disciplines of PhD other than, Urdu, Persian, Arabic, Shariah and Islamic Studies will be English. In the case of Language programs, the language of instruction will be the language of the degree program.
- 2.8.2 The students of three faculties; Shariah, Arabic and Islamic Studies can write PhD thesis in Arabic or English, if the BOS of the Department concerned allows it due to the nature/ material of the subject. The medium of instructions for coursework will be Arabic and English.

2.9 FREEZING/DEFERMENT OF SEMESTER

- 2.9.1 A student may freeze their studies owing to inevitable circumstances during the semester but they must apply for deferment before the start of mid-term exams. After mid-term exams, the request for deferment shall be referred to the Vice President (R & E) for approval.
- 2.9.2 A student, who has been granted deferment on medical/emergency grounds after commencement of the semester, will be allowed to resume his/her studies in the next semester after paying the semester fees. During the period of discontinuation of studies, the hostel, medical, transport and all other facilities shall be withdrawn which are normally available to regular students.
- 2.9.3 Freezing period (semesters) shall be counted in the total degree duration of the scholar and the maximum degree duration/expected date of degree completion shall not be changed in case of deferment.
- 2.9.4 The facility of freezing semester/deferment can only be allowed once or for one semester, during the 18 credit-hours course work phase. However, in the departments, where admission to PhD programs is offered once a year; second deferment can be granted on recommendation of the Chairperson/In-charge of the Department.
- 2.9.5 Deferment of studies shall not be allowed after completion of the coursework.
- 2.9.6 Deferment of admission shall not be allowed.

CHAPTER 3

RESEARCH PROPOSAL/SYNOPSIS PHASE OF PhD

1. A PhD student, after successfully completing 18 credit hours coursework and passing Comprehensive Examination in the consecutive semester (within the very next semester after coursework completion), shall apply for registration in thesis, along with a research idea/topic/research proposal draft.
2. Students shall prepare the Research Proposal according to the approved guidelines/format with the help of the proposed supervisor. Supervisor shall be allotted to every student, after completion of course work and comprehensive examination.

3.1 GRADUATE RESEARCH COMMITTEE (GRC)

- 3.1.1 Every department shall have a Graduate Research Committee (GRC). The GRC shall be comprised of all PhD faculty members, headed by the Chairperson and its composition shall be notified by the Dean.
- 3.1.2 The students' research proposal (drafts), along with allocated supervisors, shall be discussed in the GRC, before presenting the same to the BOS. The Board shall analyze and recommend the research area and suitability of the prospective Supervisor for the intended Research area of the scholar.
- 3.1.3 Minutes of the GRC meeting shall be compiled by the Chairperson's office, for information of all the members and for further perusal in BOS.

3.2 BOARD OF STUDIES (BOS)

- 3.2.1 There will be a Board of Studies (BOS) in each department, as prescribed in the IIUI Statutes. The BOS shall be headed by the respective Chairperson of the Department/institute/academy.
- 3.2.2 The composition of Board of Studies, as elaborated in the university statutes, shall be as follows: -
 - i. All Professors and Associate Professors in the University Teaching Department/Institute/Academy;
 - ii. One Assistant Professor and one Lecturer or their equivalent in the Institute to be appointed by rotation in order of seniority from the Department concerned;
 - iii. Three teachers other than University teachers to be appointed by the President. The number will be determined by the President according to the need of each Board; and One expert to be appointed by the President.
 - iv. The term of the office of members of the Board of Studies other than ex-officio members shall be three years.
 - v. The quorum for a meeting of Board of Studies shall be one-half of the total number of members, a fraction being counted as one.
 - vi. The Chairperson/Director of Institute/Academy shall be Chairperson and convenor of the Board of Studies.
- 3.2.3 Departmental Board of Studies (BOS) shall recommend the relevant supervisors to all the PhD scholars, based on recommendations of the Departmental Board. Hence, students shall be counted against the supervisor's load from the date of Departmental

Board of Studies (BOS). Department shall also notify the minutes of BOS, for information of the concerned faculty members, Dean and Directorate of Graduate Studies.

- 3.2.4 The concerned supervisor shall be required to present the proposal/synopsis of his/her supervisee, before the Board of Studies of the Department, for its recommendation and onward submission to the Board of the Faculty (BoF) after incorporating changes in the research proposal, as suggested by the GRC/DB/BOS.
- 3.2.5 The research proposal/synopsis of PhD may also be referred to Experts for opinion and evaluation, at BOS stage, if so desired or required. The reports of experts may also be placed along with Research Proposal/synopsis in the subsequent BOS meeting for consideration, if so required.
- 3.2.6 The Board of Studies (BOS) of the department will:
 - i. Help; improve the phrasing or re-phrasing of the research topic and in the development of the final research Proposal.
 - ii. Recommend/approve the topic, name of supervisor/Co-Supervisor and Research Proposal/Synopsis of the student for further processing.
- 3.2.7 If the Board suggests amendments in the research proposal, the scholar shall be required to submit the revised research proposal, along with a compliance report by the supervisor (on the incorporated amendments), to the Chairperson's office for inclusion of the same in the agenda of the proposed/scheduled Faculty Board (BOF). Only those Research Proposals/Synopses will be forwarded to the Faculty Board, which have been recommended by the Board of Studies of the Department.

3.3 BOARD OF FACULTY (BOF)

- 3.3.1 Allocated Supervisors shall be responsible to present the research proposal (s), before the respective Board of Faculty (BOF), for the Board's suggestions/approval. Same shall be submitted for approval, before the Board of Advanced Studies and Research (BASR), as per announced BASR schedule.

3.4 BOARD OF ADVANCED STUDIES & RESEARCH (BASR)

- 3.4.1 A summary of the proposal and Research Methodology shall be presented by the respective supervisor (s) before the BASR for approval.
- 3.4.2 After approval of the BASR, the candidature of the student for PhD program will be notified by the Directorate of Graduate Studies.
- 3.4.3 The contents of notification of approval of PhD topic and Research Proposal will include: -
 - i. Topic
 - ii. The name & address of Supervisor and Co-Supervisor (if applicable).
 - iii. Prescribed period of submission of thesis, with clear indication of the minimum and maximum timelines, as per prescribed degree duration.

3.5 PERMISSIBLE DURATION FOR SYNOPSIS APPROVAL

It is mandatory for the student to get the Research Proposal approved from BOF, within 3.5 years of date of enrollment in the PhD program. Subsequently the research

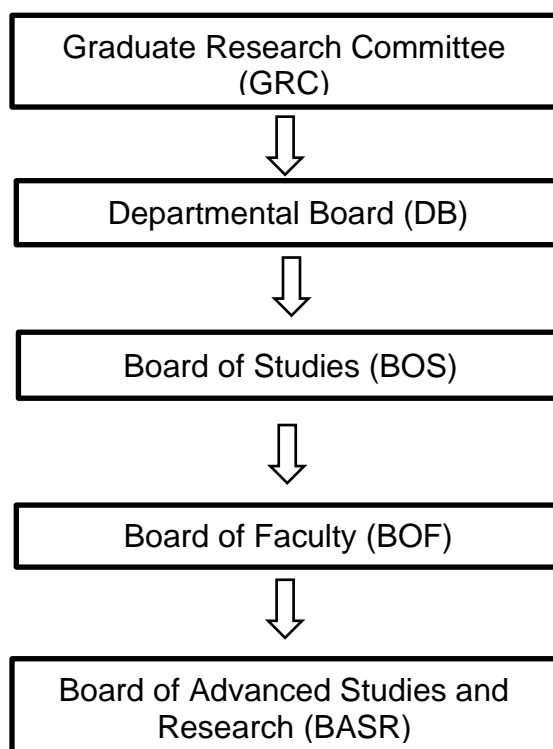
proposal must be approved by the BASR within 4.5 years (maximum), from the date of enrollment in the PhD program.

3.6 SCHEDULE FOR BOS/BOF MEETINGS

- 3.6.1 Chairpersons/In-charge of the departments shall ensure to convene preferably 2 meetings of BOS every semester. In this regard, a calendar will be issued, before commencement of every semester which should be disseminated for information of students, faculty and Directorate of Graduate Studies. However, more than 2 BOS meetings can be conducted, depending upon the strength of MS and PhD scholars, even if there are only 1 or 2 scholars waiting for the BOS.
- 3.6.2 Likewise, the Dean of the faculty shall ensure and announce the calendar for BOF meetings before commencement of every semester. There should be preferably 2 BOF meetings in every semester. However, more meetings can be conducted if there are even 1 or 2 pending scholars waiting to appear in the BOF.

3.7 PROCESS FOR SUBMISSION OF SYNOPSIS

- 3.7.1 The process for submission of synopsis shall be as follows:



- 3.7.2 All the Deans/DG, IIIE shall make sure for achieving the quality of research at their respective faculties/institute and increase the frequency of BOF meetings.
- 3.7.3 The minutes of BOF/BOS/DB along-with other formal documents shall be annexed with all agenda items to be submitted to the BASR.

CHAPTER 4

SUPERVISION AND MONITORING OF PhD RESEARCH

4.1. ROLE OF SUPERVISOR

1. Every PhD student will be allotted a qualified Supervisor, recommended/appointed by the BOS and then endorsed by the BOF.
2. The Supervisor will be expected to:
 - i. Guide in planning and conducting research.
 - ii. Supervise the student in the research work.
 - iii. Regularly hold monthly meetings with the student to follow up the progress being made by him.
 - iv. Certify the acceptability and adequacy of the thesis for external evaluation by the subject experts from technologically/academically advanced countries.
 - v. Submit a report at the end of every semester on the progress of the student to the Department/Institute.
 - vi. Intimate the Chairperson/In-charge for appropriate action if a 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 and subsequently approved by the BOF.
4. The Co-Supervisor (if appointed) shall be limited to:
 - i. Assist the Supervisor in the area of their specialization.
 - ii. Guide the student in the conduct of some experiments and develop part of their thesis in the area of their specialization/expertise.
 - iii. Have close collaboration with the Supervisor and the student.
 - iv. Submit the progress report at the end of each semester to the In-charge/Chairperson of the department.

4.2 REQUISITE QUALIFICATION AND EXPERIENCE FOR SUPERVISORS AND EXAMINERS

1. The Supervisor and the Co-Supervisor of PhD thesis are required to have PhD degree in relevant fields and meet all IIUI/HEC qualifications and experience requirements.
2. Close relatives of the scholar/student cannot be a supervisor or examiner.
3. HEC Policy regarding the allotment of PhD supervisors shall be followed:
 - i. The Maximum number of PhD students against the load of a supervisor (including Co-Supervision) shall not exceed five (5).
 - ii. Post-PhD experience of at least 2 years shall be mandatory for a faculty member to gain eligibility for supervision of a PhD Dissertation; however, while gaining the experience, a faculty member should co-supervise PhD theses with senior PhD faculty members.
 - iii. In case of Academic and non-academic Employees pursuing PhD degrees, they shall be supervised by a senior faculty member in terms of designation or rank.
 - iv. International Co-supervision shall not be allowed until there is a bilateral agreement (MOU) signed between the universities.

4. Following minimum Qualification for PhD supervisors/Internal and External Examiners, shall be followed:

s	Status	Policy
1.	Supervisor	Full-Time Faculty Member with PhD (minimum Lecturer) having 2-Years' post-PHD experience and 2 Research Publications in HEC recognized Journals.
2.	Internal Examiner	Full-Time Faculty Member with PhD (minimum Lecturer) having 2-Years' post-PHD experience and 2 Research Publications in HEC recognized Journals.
3.	External Examiner	Two External Examiners, at least Assistant Professor(s), but preferably Associate Professor(s) with PhD Qualification, from the BASR-approved list/panel.
4.	External/Foreign Evaluators	(At least) Assistant Professor or Equivalent with PhD in relevant field (list shall also be approved from BASR)

4.3 CHANGE OF SUPERVISOR

1. The change of Supervisor or Co-Supervisor for PhD shall only be allowed under the following circumstances, on recommendation of the Departmental BOS and endorsement of BOF:
 - i. On written regret with recorded reasons by the Supervisor/Co-supervisor.
 - ii. Migration abroad or in case of demise of the Supervisor or Co-supervisor.
 - iii. **Retirement of a Faculty Member/Switching to other University/Long leave:**
In case of Retirement of a faculty member or Switching to Other University, (through proper channel), or availing long leave, he/she shall be changed from supervision status, in the following stages of approval of research proposal: -
 - a. If the Board of Studies has not been conducted: new supervisor shall be allocated to the scholar.
 - b. If research proposal has been approved from the Board of Studies/Board of Faculty and is at BASR stage: new supervisor shall be allocated to the graduate. In this case, retired or switched supervisor may be allocated as Co-Supervisor.
 - c. If the proposal has been approved from BASR, then same supervisor shall continue supervision of thesis.
 - iv. **Termination/Removal from Services/Dismissal of Faculty Member:**
 - a. If a full-time faculty member is terminated/removed from services of the university/dismissed at any stage from the university, he/she shall not be eligible to continue supervision (and co-supervision), based on the university and HEC rules that they do not fulfill the criterion of being designated as faculty member of the university. Therefore, the concerned department shall immediately proceed with the case for change of supervisor to the concerned Board of Studies, so that (degree) time of the student can be saved.

- b. For any case, where all formal requirements for thesis submission in the examination section are met, and the thesis is duly submitted for viva voce examination, the terminated/removed/dismissed faculty member will be listed (entitled to remain) as "Supervisor" or "Co-supervisor", but will not attend the Viva-Voce examination of the scholar.
- v. **Conflict of interest between the supervisor and the student:**

In case of conflict or conflict of interest between the student and supervisor, request for the change of supervisor may be initiated by the student under special circumstances only. The request will be processed/initiated from the relevant forum (BOS/BOF), and shall be referred to the Steering Committee for Graduate studies. Afterwards approval of BASR shall also be required, if the Steering Committee recommends the request for change of supervisor.

CHAPTER 5

THESIS WRITING AND PLAGIARISM POLICY

5.1 THESIS WRITING GUIDELINES

- 5.1.1 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.
- 5.1.2 The Supervisor shall certify and sign the prescribed certificate that the contents mentioned are accurate to the maximum level.
- 5.1.3 The thesis shall not be considered as submitted if any of the evidence mentioned above is missing.
- 5.1.4 A minor change or rewording in the topic of the thesis, if needed without changing the main theme, shall be approved by the Vice President (R & E) on the recommendation of the In-charge/Chairperson, through the Dean. It shall be notified by the Directorate of Graduate Studies.
- 5.1.5 The student will be required to observe the guidelines regarding format, writing, referencing, paper, binding and other related matters as approved by IIUI, from time to time.
- 5.1.6 After the completion of thesis, the student will be required to submit an electronic copy of his thesis along with prescribed fee to the Directorate of Graduate Studies through the Dean/Chairperson/In-charge of the Department/Institute for further processing.

5.2 PLAGIARISM POLICY

- 5.2.1 The concurrent policy of HEC for plagiarism shall be applicable: At present, the permissible limit for plagiarism or similarity index of thesis is 19% with the condition that it should not exceed the limit of more than 5% from a single source.
- 5.2.2 The supervisor shall be responsible to check the plagiarism and similarity index of the thesis. After meeting the permissible requirements, it should be sent to the Directorate of Graduate Studies, well before the expiry of the maximum period for PhD degree, with documentary evidence of fulfilling all the requirements, prior to thesis submission.

5.3 SPECIAL PLAGIARISM COMMITTEE FOR PROGRAMS DEVOID OF ELECTRONIC PLAGIARISM

- 5.3.1 The plagiarism, if suspected (particularly for programs (Usuluddin/Arabic/Shariah) where electronic plagiarism check is not possible), will be determined by a special committee comprising of the following:

a)	Dean	Chairperson
b)	Chairperson/In-charge of the Department	Member
c)	Supervisor of the student	Member
d)	One subject expert, out of the approved Panel of national experts, other than the Evaluators of the thesis.	Member
- 5.3.2 The plagiarism committee shall be approved by the VP (R & E) on the Recommendation of In-charge/Chairperson through the Dean.
- 5.3.3 The quorum of the Committee shall be three.

- 5.3.4 In case a thesis is found to be a plagiarized version of another thesis, research work, etc. published or unpublished, their candidature for MS or PhD shall be cancelled and the student shall be debarred from admission to any program of any University (of Pakistan).
- 5.3.5 In case the plagiarism is proved, disciplinary action will be taken by the Examination Department, under the Regulations, with the approval of the President.
- 5.3.6 In case the plagiarism is proved after the award of PhD degree, the degree will be cancelled/ withdrawn retrospectively.

CHAPTER 6

SUBMISSION / EVALUATION OF PhD THESIS

6.1 OPEN SEMINAR BEFORE FOREIGN EVALUATION

1. After Plagiarism clearance, PhD scholars shall be required to present their thesis in an open seminar conducted at faculty level. After defense in open seminar, and incorporating (any) suggested changes (if the concerned supervisor deem it fit according to the research design), the dissertation shall be processed for foreign/external evaluation procedures.
2. After pre-defense in open-seminar, a student will be required to submit a copy of thesis in spiral binding/digital form to the In-charge/ Chairperson of the department, with the certificate and verified checklist from the Supervisor, for foreign/external evaluation process through the Directorate of Graduate Studies.
3. DAEC shall declare the seminar successful, and this declaration shall also be submitted along with thesis to the Directorate of Graduate Studies, to initiate foreign evaluation process.

6.2 EXTERNAL/FOREIGN EVALUATION OF PHD DISSERTATION

- i. The PhD dissertation shall 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.

6.3 EXTERNAL/FOREIGN EVALUATION PROCESS

- 6.3.1 Each Faculty and Department will prepare a Panel of External/Foreign Experts for evaluation of the PhD thesis which will be verified and approved by the BASR. External/Foreign Evaluators will only be selected under the prescribed rules of IIUI.
- 6.3.2 An External/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 selected under the prescribed rules of IIUI for thesis evaluation along with the panel of local/national eminent subject experts in the relevant discipline (for thesis evaluation and conduct of viva voce examination) will be submitted to the BASR for consideration and approval on the following format:

Name, Contact Details/Email	Designation	Qualification	Experience	Specialization Area
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- 6.3.3 The list should also be updated/refreshed annually.
- 6.3.4 The In-charge/ Chairperson shall forward soft copy of PhD thesis to the Dean along with proposed eight names of External/Foreign Evaluators from the approved panel of Experts, along with a copy of the BASR approved list.
- 6.3.5 The Dean shall forward a soft copy of the thesis along with the names of eight External/Foreign Evaluators/ experts on prescribed Proforma to the Directorate of Graduate Studies (DGS). DGS will Process the thesis after verification of the following information: -
- Status of the student. (Degree time, BOF Date and Topic).
 - Duly Signed and Stamped Plagiarism report of the thesis.
 - Necessary documents to be attached with the proforma: Plagiarism Report, BASR (acceptance) notification, Thesis completion certificate, and Panel of 8 External/Foreign Evaluators from the approved list.
- 6.3.6 The Vice President (R & E) will nominate/approve External/Foreign Evaluators as examiners/External Evaluators from the Panel, proposed by the In-charge/Chairperson/Dean (from the approved list).
- 6.3.7 Following procedure and timelines shall be followed for timely completion of External/Foreign Evaluation process: -
- Consent email will be sent to the proposed/approved foreign/external evaluators, with 2 weeks anticipated response time.
 - Reminder email will be sent to the foreign evaluators with 1 week anticipated response time. In case no response is received after one week, the consent of the substitute foreign evaluators shall be acquired through the same process.
 - 1st consent reminder shall be sent after one week (07 days).
 - 2nd consent reminder shall be sent after three (03) days positively.
 - Change of foreign evaluator shall be initiated after 14 days of initial consent.
 - Thesis shall be sent to the foreign/external Evaluators by the Directorate of Graduate Studies, after obtaining their consent and willingness to evaluate the thesis, while specifically mentioning the timeline of report submission i.e., between 1 to 4 weeks' time period, after the consent.
 - Upon receiving the consent from the foreign/external evaluator to evaluate PhD thesis, and in case report has not received until the end of 4th week, 1st reminder shall be sent at the start of the 5th week and final reminder shall be sent in the 6th week by giving two more weeks to send the evaluation report. Thereafter evaluator shall be changed without any delay.
 - Special request for delayed response submission from the evaluators may be entertained beyond 6 weeks, for 2 further weeks' time-frame.
 - If after expiry of 8 weeks, the report is not received, substitute foreign/external evaluators may be approached, after informing the initial evaluator.
- 6.3.8 PhD theses must not be forwarded to the same External/Foreign Evaluators and Local Evaluators more than three times, in a calendar year. Departments shall take care of this matter and a certification shall be attached/signed by the concerned Chairperson/In-charge, regarding the same.
- 6.3.9 A PhD thesis will be evaluated on an "Approved", "Not Approved" or "Conditionally Approved or Deferred" basis.
- 6.3.10 The report of the external evaluator shall state:
- The title of the thesis submitted by the student.

- ii. Name of the student.
 - iii. Approval, conditional approval or non-approval of the thesis.
 - iv. Reasons for non-approval or conditions for conditional approval where applicable.
- 6.3.11 If the approval is conditional, the Directorate of Graduate Studies shall send the conditions indicated by the External/Foreign Evaluator and copies of the thesis, if returned, to the Chairperson/In-charge of the department for onward transmission to the student, endorsing copies to the Dean and the DAEC.
- 6.3.12 PhD Thesis Evaluation by Two External/Foreign Evaluators**
1. If both the External/Foreign Evaluators do not approve the PhD thesis, the student shall be declared as 'failed'. In case the thesis is approved by one External/Foreign evaluator but disapproved by the second the same will be sent to a third External/Foreign evaluator. The report of the third evaluator will be considered final.
 2. Thesis will only be processed further for viva voce examination, if two External/Foreign Evaluators approve or conditionally approve PhD thesis.
 3. If a thesis is conditionally approved, the student shall be required to submit the revised thesis after incorporation of the suggestions of External/Foreign Evaluators, along with a report of DAEC, within 90 days (3-months' time-period) from the date of communication of the same to the student. However, VP (R & E) may approve an additional 30 days' extension after the deadline, in genuine cases only. This 30-days extension shall be granted upon submission of an application, duly endorsed by the DAEC and the Dean of the Faculty, respectively. The DAEC shall ensure that the conditions for approval as laid down by the External/Foreign Evaluator(s) are fulfilled to their satisfaction:
 4. 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 DAEC:
 -
 - (i) The Committee shall ensure and certify the fulfillment of the conditions to their satisfaction.
 - (ii) The thesis so submitted shall not be sent again to the External/Foreign Evaluators. It shall then be processed for viva-voce.
 5. In case both External/Foreign Evaluators deferred the thesis with potential amendments, it is mandatory to send the thesis again to the same External/Foreign Evaluators, after the advised duration (by the External/Foreign Evaluators). In that case, the thesis will be sent to the DAEC first, for implementation of the changes suggested by the External/Foreign experts. Approval of both the External/Foreign Evaluators is mandatory to process the thesis for local evaluation.
 6. If one External/Foreign evaluator defers the thesis and the other approves (or conditionally approves the thesis); in that case, the thesis will be sent to the DAEC first, for implementation of the changes suggested by the External/Foreign experts, it is mandatory to send the thesis again to the same External/Foreign evaluator.
 7. External/Foreign evaluation reports may be shared with the local examiner at the time of open defense (if necessary).
- 6.3.13 PhD Thesis Evaluation by One External/Foreign Evaluator**
1. If the External/Foreign Evaluator do not approve the PhD thesis, the same will be sent to a second External/Foreign Evaluator. The report of the second evaluator will be considered final.
 2. Thesis will only be processed further for viva voce examination, if the External/Foreign Evaluator approve or conditionally approve PhD thesis.

3. If a thesis is conditionally approved, the procedure/process for re-submission of the revised thesis shall be same as given in (6.3.12(3) and 6.3.12(4)) above.
4. In case External/Foreign Evaluator deferred the thesis with potential amendments, it is mandatory to send the thesis again to the same External/Foreign Evaluator, after the advised duration (by the External/Foreign Evaluators). In that case, the thesis will be sent to the DAEC first, for implementation of the changes suggested by the External/Foreign expert. Approval of the External/Foreign Evaluator is mandatory to process the thesis for local evaluation.

6.4 DOCTORAL ADVISORY AND EVALUATION COMMITTEE (DAEC)

- 6.4.1 There shall be a Doctoral Advisory and Evaluation Committee (DAEC) for every doctoral student comprising the following:
 - (i) Chairperson of the Department or his/her nominee (Member)
 - (ii) Supervisor of the student concerned (Convener)
 - (iii) One faculty member with relevant PhD degree (Member)
from the same department or the faculty
or a specialist (PhD) from outside the University.
- 6.4.2 The quorum of the committee shall be two.
- 6.4.3 The committee will be proposed by BOS and approved by the Vice President (R&E), on recommendation of the Chairperson/In-charge, through the Dean, after enrollment of students in the Research phase of the PhD degree program.
- 6.4.4 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 can also be done through electronic media/online mode, in addition to face-to-face meetings(s).
- 6.4.5 The Doctoral Advisory & Evaluation Committee shall monitor the progress of a student and submit the report at the end of every semester to the Chairperson/In-charge of the department. The report of DAEC shall be sent to the Directorate of Graduate Studies.
- 6.4.6 If two reports of the student are not satisfactory, the DAEC may issue a final warning to the student. Upon third unsatisfactory report, the report duly signed by the DAEC and endorsed by the In-charge/Chairperson, shall be submitted to the Directorate of Graduate Studies, along with the recommendation from the In-charge/Chairperson, to cancel the registration/candidature of the student for the PhD thesis. The Directorate of Graduate Studies will initiate the case for the approval of VP (R & E), and will notify the cancellation after the approval.
- 6.4.7 In case, the two consecutive progress reports of the student's research are not received from the department, the Directorate of Graduate Studies shall initiate a case for cancellation of candidature of the student and acquire the departmental recommendation for the same, to proceed further with the cancellation process.
- 6.4.8 Up to two extensions of twelve months each shall be allowed in the period of submission of a PhD or equivalent thesis/research (as elaborated in Chapter 2, section 2.7). A student interested in extension has to apply for extension on prescribed application form to the Chairperson of the department along with satisfactory progress report from the DAEC. The concerned Chairperson/In-charge will forward application form/extension proforma of the student, along with recommendation of the concerned supervisor, to the Dean of the Faculty. The extension request/form shall

be approved by the Vice President (R&E) and the extended period will be notified by the Directorate of Graduate Studies.

- 6.4.9 Students shall only be eligible to apply for the extension of Degree program ((1+1) 2 years), if the concerned In-charge/Chairperson, shall recommend and justify the reason for extension in the degree, based upon the (satisfactory) progress report from the DAEC.

6.5 RESEARCH PUBLICATION

1. PhD Students shall publish research paper in HEC approved Journal(s) or process research paper for publication, based on their thesis and shall ensure to get acceptance letter for publication, before the viva voce examination. However, they must get their paper published, before expiry of the maximum period, including extensions (7 years).
2. Notification for the conduct of Viva examination shall only be issued after receiving verification of Published article by the Quality Assurance Department (QAD) of the university. Supervisor will also endorse that the Research Article is extracted from the scholar's thesis.
3. In case, a student submits thesis before expiry of maximum degree duration, and requests for conduct of viva voce examination, and has got only acceptance letter for research publication; his/her thesis may be processed for viva voce examination, with the condition that they will get their research article published in HEC recognized Journal within maximum 6 months' period, from the date of thesis submission. This relaxation shall be applicable only for the cases, where maximum prescribed duration for PhD programs; i.e., 7 years, has not lapsed. The research paper must be published with the supervisor/co-supervisor, as co-authors.
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 and there shall be maximum five authors including supervisor and co-supervisor (if any).
 - 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.
 - v. The article shall be published in a relevant research journal.

CHAPTER 7

VIVA VOCE OF PhD THESIS AND LOCAL EVALUATION

7.1 LOCAL EVALUATION & VIVA VOCE EXAMINATION

5. After successful completion of External/Foreign evaluation, the thesis of a PhD candidate will be sent to two local examiners selected by Vice President (R & E) from a panel of eight subject experts, sent by the Chairperson and recommended by the Dean. This panel shall be drawn from the list approved by the BASR.
6. The Directorate of Graduate Studies will forward the soft copy of the thesis (Hard copy may be used only where desired by the concerned department/faculty/examiner) to Local Evaluators.
7. If the PhD thesis has been approved by two External/Foreign Evaluators and two Local Evaluators, and endorsed by DAEC regarding fulfillment of requisite changes/recommendations of External/Foreign Evaluators; the Vice President (R & E), on the recommendation of the Chairperson & Dean, shall appoint a Viva Voce Committee to conduct the Viva-Voce of the student for the defense of their thesis. The composition of the Viva Voce Committee shall be as follows:

1	Chairperson Viva Voce Committee	Chairperson/In-charge of the Department/ Institute. In case the In-charge of the department is not Professor or Associate Professor or not holding PhD degree the Chairperson 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 from another Department /Faculty/ University.

- 4 The quorum for the Committee meeting shall be three with mandatory participation of the External examiner and the Chairman of the committee.
- 5 After receiving evaluation reports from the local evaluators, the examination Department will send the report to the Department, and notify the same for arrangement of the Viva Voce examination.
- 6 The student shall be required to present himself for the purpose of viva-voce of their thesis, at such place and on such date(s) and time as the University may direct and notify to them. They will be required to defend their thesis, in an open defense.
- 7 The topic, date, time and place of Viva Voce will also be notified by the Chairperson of Viva Voce Committee through e-mails, as an invitation to all interested in the research, to attend the viva voce.

- 8 A letter/email will also be sent to the members of Viva Voce Committee and to the student, conveying the schedule of Viva Voce examination. A copy of this letter/email will also be sent to the concerned Dean, Directorate of Graduate Studies and PS to the President and Vice President (R & E).
- 9 The PhD student will be required to make a presentation of their research before the Viva Voce Committee and the audience.
- 10 If the thesis is declared acceptable but the student fails to satisfy the Viva-Voce Committee, the Committee may recommend to the Department to permit the student to present the same thesis, within a period of one month.
- 11 In case the student fails to defend their thesis to the satisfaction of the Viva-Voce Committee in the second chance, their candidature to PhD degree shall stand cancelled.
- 12 In case, the viva voce committee suggests some changes, the student shall be allowed to submit the thesis, after incorporation of the changes, within 30 days (1-month time), from the date of conduct of viva voce examination. However, VP (R & E) may approve an additional 30 days' extension after the deadline, in genuine cases only. This 30-days extension shall be granted upon submission of an application, duly endorsed by the supervisor and Chairperson and the Dean of the Faculty, respectively.
- 13 The procedure & rules for the second Viva Voce examination and committee shall be the same as for the first one.
- 14 The decision of the Viva Voce committee shall be communicated by the Chairperson/In-charge of the department to the Directorate of Graduate Studies for notification.

CHAPTER 8

REQUIREMENTS FOR AWARD OF PhD DEGREE

1. 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 PhD degree.
2. 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.
3. Securing the final required cumulative grade point average i.e., 3.00/4.00 CGPA.
4. Passing Comprehensive Examination with 70% marks.
5. Submission and successful defense of a thesis/ dissertation, as prescribed.
6. One research article in W category journal or two research articles in X category journals, for Science disciplines and one research article in X category journal or two research articles in Y category journals, for Social Science disciplines.
7. Recommendation of the Viva Voce committee for the award of such a degree.
8. Completion of Hifz requirements as prescribed by the Academic Council of the University.
9. Incorporation of amendments/suggestions made during viva voce examination, and submission of thesis, within prescribed period: i.e., within three month of viva voce examination. The extension in the period of submission of the thesis will be allowed by the VP(R&E) on the recommendation of Supervisor/Chairperson/Dean and will be notified by the Directorate of Graduate Studies.
10. After Successful conduct of viva voce examinations, the student shall be required to submit only one (01) copy of the thesis in hard form with spiral binding, duly signed by the examination committee for processing of result and other formalities. Furthermore, a PDF/ Scanned copy of the same shall also be submitted to the DGS for record.
11. The Chairperson of the Department will send the personal file of the student after the Viva Voce examination along with the report of the Viva Voce Committee. The Directorate of Graduate Studies will notify the award of PhD degree to the student.

Time Frame for Different Phases of PhD

Stage	Minimum	Maximum
Course Work	2 Semesters (1 Year)	4 Semesters (2 Years)
Comprehensive Examinations	3 rd Semester	5 th Semester In case course-work completed in 4 semesters
Synopsis Approval from BOS	3 rd Semester	6 th Semester (3 Years)
BOF	3 rd Semester	7 th Semester (3.5 years)
BASR	4 th Semester	9 th Semester (4.5 Years)

Research (Article) Publication in HEC Recognized Journal	7 th Semester	14 th Semester (7 years): Acceptance and Publication in HEC recognized/impact factor Journal is mandatory.
Thesis Submission	After 1 year of BASR	14 th Semester (7 Years): Including 2 extensions of one year each.
Evaluation Phase-Viva Voce Examination	8 th year of the PhD Degree program shall be meant for evaluation purpose only. Thesis complete in all aspects must have been submitted to the examination section, latest by the end of 7 th year of the degree program.	

SECTION-II

ACADEMIC REGULATIONS FOR MS OR EQUIVALENT PROGRAMS

***Flow chart of IIUI procedure regarding award of MS or equivalent Degree**

Processed & conducted by Departmental Admission Committee	Admission in MS/M.Phil or equivalent	16 years qualification with CGPA 2.5 or as fixed by IIUI from time to time
<p>Prescribed period Initial period 2-3 years Maximum period 4 years (including 2 extensions of 6 months each in thesis submission)</p>		
Course work Phase (1st year)		
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 2 semesters
	i-Registration in MS course Work (Second Semester) ii-Preparation of initial research proposal	
Research Work Phase (2nd year)		
First Semester thesis		
Supervisor will be identified/approved, approval of the topic will be notified & student will start work on his thesis	Submission of Research Proposal/Synopsis in Board of Studies/Research of the Department	Topic will be identified, modified and approved At the start of research phase
	Approved by Faculty Board Notified by Directorate of Graduate Studies	
Visit of libraries and centers of source material	1st semester thesis	regular guidance & supervision of the thesis
	Collection of Data & its analysis	
Preparation of final draft of thesis	2nd -semester thesis	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 6 months	Payment of extension fee/notified by Directorate of Graduate Studies
Recommendation/satisfactory report of supervisor of supervisor	Second extension up to 6	Payment of extension fee/notified by Directorate of Graduate Studies
No degree	Maximum period Of 4 years (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
Award of MS degree		

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

CHAPTER 1

ADMISSION

1.1 PRE-REQUISITES TO START MS OR EQUIVALENT PROGRAM

- i. Any Teaching Department of the University may launch MS/MPhil programs provided it fulfills the criteria laid down by HEC in terms of facilities, resources and faculty. There should be at least two (02) relevant Full-Time PhD Faculty members in a department to launch the MS/MPhil program.
- ii. The department/faculty shall first get the program approved from the respective Board of Studies and then Academic Council, before applying for NOC from HEC, for the program.
- iii. For obtaining NOC from HEC, the respective Chairperson/ Incharge of Department and Dean of Faculty, shall ascertain the nature of programs/number of seats/criteria /facilities/available resources, and communicate the same through the Directorate of Graduate Studies and Quality Assurance Department (QAD) of the university: The Check-list for the mandatory requirements, before applying for NOC can be accessed at the following link
<https://hec.gov.pk/english/services/faculty/Plagiarism/Documents/NOC-CheckkList%2028.12.20160001.pdf>.
- iv. After fulfillment of all the above 3 requirements, MS or equivalent program shall be offered by the concerned department/faculty as approved by the IIUI Statutory bodies.

1.2 ADVERTISEMENT

The Director of Graduate Studies shall launch the advertisement for admission in MS/MPhil programs in newspaper(s) and also on the university website, as per approved procedure and academic calendar.

1.3 REQUIREMENTS FOR ADMISSION IN MS OR EQUIVALENT PROGRAM

1.3.1 ELIGIBILITY CRITERIA FOR ADMISSION

The minimum entry requirement for admission to MS or equivalent program shall be:

- i. 16 Years Graduate Degree (BS) with CGPA 2.5/4.00 **or** 60% marks from Annual/Conventional System where CGPA is not calculated **or 65% marks** in the semester system examination, where CGPA is not mentioned on terminal degree/transcript, except in MS Pakistan Studies/History programs **OR**
- ii. 16 Years Master's degree (MA/MSc) with CGPA 2.5/4.00 **or** 60% marks from Annual/Conventional System where CGPA is not calculated **or 65% marks** in the semester system examination, where CGPA is not mentioned on terminal degree/transcript, except in MS PakistanStudies/History programs.

- iii. Passing of GRE General type or equivalent entry test conducted by the university (department) with a passing score of 50%.

OR

GRE/HAT General/equivalent test, conducted by testing bodies accredited by HEC, with at least 50% score.

1.3.2 Admission in any MS or equivalent Program shall not be allowed on hope certificate.

1.3.3 Marks distribution in GRE type test shall be as under:-

General = 40% marks

Subject = 60% marks

Pattern of General part of the test shall be in line with the GRE general test conducted by ETS. The concerned faculties shall be responsible to prepare and conduct GRE test and ensure its quality in light of the spirit of HEC GEP-2023.

1.3.4 PASSING CRITERIA FOR ADMISSION

Candidates shall have to earn at least cumulative **50%** marks in the overall merit determination (Written Test+ Interview+ Previous Qualification Marks (PQM)).

1.4 DETERMINATION OF ELIGIBILITY FOR ADMISSION TO MS PROGRAM

- i. The merit of candidates shall be determined as per following division:
- ii. Previous Qualification (BS/M.Sc./M.A.): 40%
- iii. Admission Test: 40%
- iv. Interview: 20%

1.5 ADMISSION OF FOREIGNER/OVERSEAS STUDENTS

For admission of overseas/foreign candidates, the DAC shall determine the eligibility on the basis of their previous/paper qualification, statement of purpose submitted with the application form and an interview. Furthermore, TEFL or GRE qualification shall be given preference, where applicable.

1.6 PROCEDURE OF ADMISSION

- 1.6.1 A candidate seeking admission to MS or equivalent program, shall apply online, through the university website/admission portal, against the advertisement in print and electronic media. Only online application procedure shall be applicable and no hard copy of the form or credentials shall be required. However, the responsibility of the provided information in the application form shall rest upon the candidate. MS candidates shall be required to attach/upload copy of M.Sc./M.A./BS/LLB Transcript, Degree and Research Statement, along with their application form. They shall also be required to bring hard copy of their testimonials and Research Statement at the time of interview.
- 1.6.2 All the admissions of MS or equivalent programs will be processed by the Departmental Admission Committee. The Chairperson/Director/Incharge of the Department/Institute/Center will propose constitution of Departmental Admission Committee (DAC)

through Dean to the Directorate of Graduate Studies. The DAC will be notified by the Directorate of Graduate Studies, after approval of the Vice President (R&E).

1.6.3 The Departmental Admission Committee shall consist of the following: -

1	Chairperson Departmental Admission Committee	Chairperson/Incharge of the Department / Institute. In case, the Incharge of the department is not a Professor or Associate Professor, the Dean of the Faculty will be the Chairperson of the Departmental Admission Committee
2	Member 1	One senior faculty member, preferably, Professor/Associate Professor from the Department.
3	Member 2	One Senior Faculty member preferably with PhD qualification, nominated by the Chairperson/ Dean.
4	Member 3 (Co-opted Member)	One Senior Faculty member preferably with PhD qualification in the same area of specialization, from other department or another university, nominated by the Chairperson of the concerned Department.
5	Member 4 (Co-opted Member)	One Professor/Associate Professor/ senior Faculty member, from that area nominated by the Dean, from outside the Department /Faculty/ University.

1.6.4 The quorum for the Committee meeting shall be three.

1.6.5 The Departmental Admission Committee (DAC) will be responsible to determine the eligibility of the candidates for admission to MS or equivalent programs, on the prescribed criteria as approved by the President/BASR/Academic Council, from time to time.

1.6.6 After fulfillment of the admission test/interview and other laid down/advertised admission requirements, the list of short-listed candidates shall be compiled by the Departmental Admission Committee.

1.6.7 The Chairperson of the Departmental Admission Committee shall submit the merit list(s) of selected candidates, through the Dean of the faculty to the office of Director/In-charge Graduate Studies. The Directorate of Graduate Studies shall submit the list (as per approved criteria/number of seats) for approval of the Vice President (Research & Enterprise).

1.6.8 After approval of the Lists from the VP (R&E), the Directorate of Graduate Studies shall get the lists displayed on IIUI website. The successful candidates can download/print their Fee challans and offer letters, against their CNICs.

1.7 ADMISSION OF IIUI/OTHER ORGANIZATIONS' EMPLOYEES

1.7.1 FOR IIUI EMPLOYEES

- i. IIUI employees, may apply for admission to MS or equivalent programs, through proper channel; i.e., with the recommendation of their sectional/departmental Head.

- ii. They shall be required to submit NOC and Study Leave (issued from HR section, after approval of Vice President (AF & P), at the time of joining/registration in the program.
- iii. They shall be granted 100% exemption in all components of Fee, if they qualify on top-four merit positions, in the employees/their wards list of selected candidates. However, they will be entitled for fee exemption, upon submission of a surety bond, that they will serve the university for 3 years, after completion of their study/MS or equivalent program. If they fail to serve the university for the stipulated time period, they will have to refund the whole fee to the university, spent as their educational expenditure.

1.7.2 FOR NON-IIUI EMPLOYEES

In-service candidates shall be required to provide NOC and Study Leave Notification from their departments/organizations and 2 years study leave for the desired MS or equivalent program, at the time of joining/registration for the program.

1.8 MIGRATION/TRANSFER CASES

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 IIUI 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 50% of the course-work prescribed for the degree program.

1.9 UNIFORMITY OF CRITERIA FOR ADMISSION

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

- 1.9.1 Any other requirement prescribed/notified by HEC or IIUI, from time to time.

CHAPTER 2

REGISTRATION

2.1. JOINING PROCESS OF SELECTED CANDIDATES

- 2.1.1. The successful candidates, after generating their fee challans and offer letters from the IIUI website, shall deposit the fee in the respective branches of Allied Bank (for female candidates) and HBL (for male candidates). Afterwards, they will submit their joining, along with a copy of all the testimonials, original documents (for verification only), 5 passport sized photographs etc. Joining/Registration process will be completed by the Directorate of Graduate Studies within stipulated time. After the completion of this process, the Directorate of Graduate Studies will send lists of admitted/joined/registered students to the concerned Faculty/Department.
- 2.1.2. In case of failure to deposit the fee as per specified period/dates, the admission offered will automatically stand cancelled.
- 2.1.3. A student admitted to MS or equivalent program and a specialization thereof shall not be allowed to change their 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.

2.2 DURATION OF COURSE WORK AND RESEARCH WORK

- 2.2.1. The course of MS shall be proposed by the Department, processed and approved through the Statutory Bodies, i.e., Board of Studies/, Faculty Board and then by the Academic Council.
- 2.2.2. 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.
- 2.2.3. The duration for MS or equivalent program shall be 2-3 years and maximum duration shall be (after initial period) four years, including two extensions of six months each.
- 2.2.4. The minimum period of the course work (24 Credit Hours) for MS or equivalent shall be two semesters (one year) or maximum of 4 semesters (two years).
- 2.2.5. The minimum period for completion of the remaining six credit hours MS research work/thesis, after approval of Synopsis from BOF, shall be one semester and the maximum period shall be two semesters (one year).
- 2.2.6. The period of MS shall be counted from the date of admission of the student in the MS program. However, time period spent in preparatory or provisional courses shall not be counted towards the regular degree duration of a student.

2.3 CREDIT HOURS/COURSE LOAD LIMIT PER SEMESTER

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.

2.4 COURSEWORK PASS PERCENTAGE

- 2.4.1 The MS or equivalent program will be minimum of 30 credits hours. Out of 30 credit hours, 24 credit hours are specified for course work and 6 credit hours for research work.
- 2.4.2 For the courses of MS or equivalent, the pass percentage for all the courses shall be minimum 65% marks (C+ Grade).
- 2.4.3 Every course of MS shall carry a total of 100 marks which shall be distributed in the following manner:
- 2.4.4 50% marks for the semester work, including oral and written tests, term papers, punctuality of attendance and participation in class room discussions and presentations.
- 2.4.5 50% marks for final-term Examinations.
- 2.4.6 In case the CGPA of an MS student, falls below 1.70, their degree shall be ceased and they will be required to apply fresh admission.

2.5 REPEATING COURSE(S)

- 2.5.1 Whenever a student fails to secure the passing grade; i.e., 'C+' in any course, he/she will have to repeat the course(s), whenever offered in the subsequent semester(s).
- 2.5.2 The student of MS or equivalent with CGPA less than 2.70/4.00, upon the completion of MS course-work, may be allowed to repeat up to maximum 2 courses, in which he/she obtained the lowest grades in order to improve the CGPA, up to the limit of 2.70. But this shall only be allowed before starting Research Work. However, in such case, there shall be no relaxation in the prescribed time of total degree duration.

2.7 EXTENSION IN MS OR EQUIVALENT PROGRAM

- 2.7.1 After expiry of the maximum period of 3 years, MS student may seek up to two extensions of six months each, in the period for submission of MS or equivalent thesis/research. A student interested in extension has to apply for extension on prescribed application form to the Chairperson of the department along with satisfactory progress report from the supervisor of research. The concerned Chairperson/In-charge will forward application of the student along with his recommendations to the Dean of the Faculty. First extension of six months will be allowed by the Dean. The second extension will be allowed by the Vice President (R&E). The extended period will be notified by the Directorate of Graduate Studies.
- 2.7.2 Only those students shall be eligible to apply for extension in their research work/thesis, whose synopsis/research proposals have been approved by the BOF.

2.8 FAILURE TO COMPLETE MS DEGREE WITHIN MAXIMUM TIME LIMIT

In case, a student fails to complete the course/research work within the maximum prescribed period, they have to take fresh admission in the program.

2.9 MEDIUM OF INSTRUCTIONS AND RESEARCH

- 2.9.1 The language of instruction, examination & thesis for all disciplines, other than, Urdu, Persian, Arabic, Shariah and Islamic Studies will be English. In case of Languages, the language of instructions will be the language of the degree program.
- 2.9.2 The students of three faculties; Shariah, Arabic and Islamic Studies can write MS thesis in Arabic or English, if the BOS of the Department concerned allows it due to nature/ material of the subject. The medium of instructions for course work will be Arabic & English.

2.10 FREEZING OF SEMESTER

- 2.10.1 A student may freeze their studies owing to inevitable circumstances during the semester but the same must be before the start of mid-term exams. After mid-term exams, the request for deferment shall be referred to the Vice President (R&E), whose decision shall stand final.
- 2.10.2 A student, who discontinues studies on medical/emergency ground after commencement of semester, will be allowed to resume their studies in the next semester after paying semester fees. During the period of discontinuation of studies, the hostel, medical, transport and all other facilities shall be withdrawn which are normally available to regular students. After resuming studies in next semester, student will only register the courses having no pre-requisite. In case where a pre-requisite course(s) exists, they shall first register the pre-requisite course(s) as and when offered in subsequent semesters.
- 2.10.3 Freezing period (semesters) shall be counted in total degree duration and the maximum degree duration shall not be changed in case of deferment.
- 2.10.4 The facility of freezing semester/deferment can only be allowed once during the 24 credit-hours course work phase.
- 2.10.5 Deferment of studies shall not be allowed after completion of course work.
- 2.10.6 Deferment of admission, shall not be allowed.

CHAPTER 3

RESEARCH PROPOSAL/SYNOPSIS PHASE OF MS

1. An MS student, after successfully completing 24 credit hours course work (in minimum one year and maximum two years), shall apply for registration in thesis along with a research idea/topic/research proposal draft.
2. Registration of courses on directed studies/supervision basis at MS and PhD level is not allowed. Departments have been provided with the guidelines to offer the courses in cases where student strength is not fulfilling the minimum number required to offer the course
3. Students shall prepare the Research Proposal according to the approved guidelines/format with the help of the proposed supervisor. Supervisor shall be allotted to every student, after completion of course work.

3.1 GRADUATE RESEARCH COMMITTEE (GRC)

- 3.1.1 Every department shall have a Graduate Research Committee (GRC). The GRC shall be comprised of all PhD faculty members, headed by the Chairperson and its composition shall be notified by the Dean.
- 3.1.2 The students' research proposal (drafts), along with allocated supervisors, shall be discussed in the GRC, before presenting the same to the BOS. The Board shall analyze and recommend the research area and suitability of the prospective Supervisor for the intended Research area of the scholar.
- 3.1.3 Minutes of the GRC meeting shall be compiled by the Chairperson's office, for information of all the members and for further perusal in BOS.

3.2 BOARD OF STUDIES (BOS)

- 3.2.1 There will be a Board of Studies (BOS) in each department, as prescribed in the IIUI Statutes. The BOS shall be headed by the respective Chairperson of the Department/institute/academy.
- 3.2.2 The composition of Board of Studies, as elaborated in the university statutes, shall be as follows: -
 - i. All Professors and Associate Professors in the University Teaching Department/Institute/Academy;
 - ii. One Assistant Professor and one Lecturer or their equivalent in the Institute to be appointed by rotation in order of seniority from the Department concerned;
 - iii. Three teachers other than University teachers to be appointed by the President. The number will be determined by the President according to the need of each Board; and One expert to be appointed by the President.
 - iv. The term of the office of members of the Board of Studies other than ex-officio members shall be three years.
 - v. The quorum for a meeting of Board of Studies shall be one-half of the total number of members, a fraction being counted as one.
 - vi. The Chairperson/Director of Institute/Academy shall be Chairperson and convener of the Board of Studies.

- 3.2.3 Departmental Board of Studies (BOS) shall recommend the relevant supervisors to all the MS (or equivalent) scholars, based on recommendations of the Departmental Board. Hence, students shall be counted against the supervisor's load from the date of Departmental Board of Studies (BOS). Department shall also notify the minutes of BOS, for information of the concerned faculty members, Dean and Directorate of Graduate Studies.
- 3.2.4 The concerned supervisor shall be required to present the proposal/synopsis of his/her supervisee, before the Board of Studies of the Department, for its recommendation and onward submission to the Board of the Faculty (BoF) after incorporating changes in the research proposal, as suggested by the BOS.
- 3.2.5 The Board of Studies (BOS) of the department will:
 - 4 Help; improve the phrasing or re-phrasing of the research topic and in the development of the final research Proposal.
 - 5 Recommend/approve the topic, name of supervisor/Co-Supervisor and Research Proposal/Synopsis of the student for further processing.
- 3.2.6 If the Board suggests amendments in the research proposal, the scholar shall be required to submit the revised research proposal, along with a compliance report by the supervisor (on the incorporated amendments), to the Chairperson's office for inclusion of the same in the agenda of the proposed/scheduled Faculty Board (BOF). Only those Research Proposals/Synopses will be forwarded to the Faculty Board, which have been recommended by the Board of Studies of the Department.

3.3 BOARD OF FACULTY (BOF)

- 3.3.1 Allocated Supervisors shall be responsible to present the research proposal (s), before the respective Board of Faculty (BOF), for the Board's suggestions/approval.
- 3.3.2 After approval/endorsement of the research proposal from the Departmental Board of Studies, same will be presented by the recommended/allotted supervisor before the Faculty Board, for their recommendation/suggestion/approval. The suggestions of the Faculty Board shall be incorporated in the research proposal.
- 3.3.3 Research Proposals of MS scholars shall only be presented for ratification, in the BASR. However, if BASR desires to acquire details of a research proposal, the same shall be presented before the BASR, as per their requirement.
- 3.3.4 Approval of BOF shall be considered final and date of MS dissertation/thesis shall be counted from the date of approval of the research proposal from BOF.

3.4 PERMISSIBLE DURATION FOR SYNOPSIS APPROVAL

- 3.4.1 It is mandatory for the student to get the Research Proposal approved from BOF, within 2 years of admission/registration date in MS Program. However, in the departments/faculties where number of credit hours of course work is more than 24, synopsis must be approved from BOF within 2.5 years. Synopses approval from BOF cannot be allowed after expiry of maximum prescribed period for MS program; i.e., 3 years.
- 3.4.2 A student who successfully completes coursework but is unable to defend a MS or equivalent synopsis/research proposal shall not be allowed to take 2 courses in lieu of the research work.

3.5 SCHEDULE FOR BOS/BOF MEETINGS

- 3.5.1 It will be the responsibility of the Chairperson to arrange preferably 2 BOS meetings in every semester. In this regard, a calendar shall be issued, before commencement of every semester and should be displayed on the Notice Boards and IIUI website. However, more than 2 BOS meetings can be conducted, depending upon the strength of MS and PhD Students.
- 3.5.2 Likewise, Dean of the faculty shall ensure and announce the calendar for BOF meetings before commencement of semester. There should be preferably 2 BOF meetings in every semester. However, more meetings can be conducted if there are even 1 or 2 pending scholars waiting to appear in the BOF
- 3.5.3 After the approval of BOF minutes, also specifying the Supervisor's name and Synopsis outline, the candidature of the student for MS program will be notified by the Directorate of Graduate Studies.
- 3.5.4 The contents of notification of approval of MS topic and Research Proposal will include
 - i. Topic
 - ii. The name & address of Supervisor and Co-Supervisor (if applicable).
 - iii. Prescribed period of submission of thesis within the minimum and maximum period.

CHAPTER 4

SUPERVISION AND MONITORING OF MS RESEARCH

4.1. ROLE OF SUPERVISOR

1. Every MS student will be allotted a qualified Supervisor, recommended/appointed by the BOS and then endorsed by the BOF.
2. The maximum number of students per supervisor for MS or equivalent research will normally be seven (7) as per approved policy of HEC. It may be changed subsequent upon the changes in HEC policy.
3. Close relative of the scholar/student cannot be a supervisor or examiner.
4. The Supervisor will be expected to:
 - i. Guide in planning and conducting research.
 - ii. Supervise the student in the research work.
 - iii. Regularly hold monthly meetings with the student to follow up the progress being made by him.
 - iv. Certify the acceptability and adequacy of the thesis for external evaluation by the subject experts from technologically/academically advanced countries.
 - v. Submit a report at the end of every semester on the progress of the student to the Department/Institute.
 - vi. Intimate the Chairperson/In-charge for appropriate action if a student's progress is unsatisfactory.

4.2 QUALIFICATION/DESIGNATION AND EXPERIENCE REQUIREMENT FOR SUPERVISORS:

S. No.	Status	Policy
1.	Supervisor	Full-Time Faculty Member with PHD OR Full-Time Faculty member with MS, having 3-Years' Post MS experience and (at least) 2 Research publications in HEC recognized Journals.
2.	Internal Examiner	Full-Time Faculty Member with PHD OR Full-Time Faculty member with MS, having 3-Years' Post MS experience and (at least) 2 Research publications in HEC recognized Journals.
3.	External Examiner	(At least) Assistant Professor with PHD

4.3 MONITORING OF RESEARCH

1. Supervisor shall monitor the progress of the research work of the student and submit the report at the end of every semester to the Chairperson/In-charge of the department. This report shall be sent to the Directorate of Graduate Studies.
2. If one report of the student is not satisfactory, the Chairperson office shall issue a warning to the student. Upon second unsatisfactory report, the report duly signed by the Supervisor and endorsed by the In-charge/Chairperson, shall be submitted to the Directorate of Graduate Studies, along with the recommendation from the In-charge/Chairperson, to cancel the registration/candidature of the student for the MS thesis. Directorate of Graduate Studies will process the case for the approval of VP (R & E), and will notify the cancellation after the approval.
3. In case, the two consecutive progress reports of the student's research are not received from the supervisor, the Directorate of Graduate Studies shall initiate a case for cancellation of candidature of the student and acquire the departmental recommendation for the same, to proceed further with the cancellation process.

CHAPTER 5

THESIS WRITING AND PLAGIARISM POLICY

5.1 THESIS WRITING GUIDELINES

- 5.1.1 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.
- 5.1.2 The Supervisor shall certify and sign the prescribed certificate that the contents mentioned are accurate to the maximum level.
- 5.1.3 The thesis shall not be considered as submitted if any of the evidence mentioned above is missing.
- 5.1.4 The student will be required to observe the guidelines regarding format, writing, referencing, paper, binding and other related matters as approved by IIUI, from time to time.
- 5.1.5 After the completion of thesis, the student will be required to submit an electronic copy of his thesis along with prescribed fee to the Directorate of Graduate Studies through the Chairperson/In-charge of the Department/Institute for further process.

5.2 COMPLETION OF THESIS

- 1. It will be the responsibility of the student to work in close liaison with the Supervisor and submit the assigned tasks in due time. In case the two consecutive progress reports of the students' research work are not received from the supervisor, his/her candidature is liable to be cancelled.
- 1. 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 them for obtaining any degree from another university or institution.
- 2. The student will also ensure in the declaration certificate that they have followed all the IIUI requirements regarding typing, formatting and binding of thesis.

5.2 PLAGIARISM POLICY

- 1. The concurrent policy of HEC for plagiarism shall be applicable: At present, the permissible limit for plagiarism or similarity index of thesis is 19% with the condition that it should not exceed the limit of more than 5% from a single source.
- 2. The supervisor shall be responsible to check the plagiarism and similarity index of the thesis. After meeting the permissible requirements, it should be sent to the Directorate of Graduate Studies, well before the expiry of the maximum period for MS degree, with documentary evidence of fulfilling all the requirements, prior to thesis submission.
- 3. In case the thesis is found to be plagiarized beyond the given limit; i.e., 19%, it will be returned to the student for revision and re-submission within one month along with a certificate of supervisor and In-charge/Chairperson showing that the thesis is revised accordingly. However, student will be provided two chances, to reduce the plagiarism limit/similarity index. If thesis is found plagiarized in third attempt, case may be referred to the Dean. Dean will constitute a committee comprising of senior faculty members, to decide about the matter.

4. After getting clearance of plagiarism check, a student of MS or equivalent will be required to submit a copy of thesis to Chairperson/In-charge/Director with the certificate and verified checklist from the Supervisor for evaluation by Internal/External Evaluators.

CHAPTER 6

SUBMISSION, EVALUATION AND VIVA VOCE OF MS OR EQUIVALENT THESIS

6.1 SUBMISSION OF THESIS

1. Thesis must be submitted at least after six months of approval from BOF.
2. The thesis must be submitted at least one month before the expiry of the maximum period for MS degree with documentary evidences of fulfilling all the requirements prior to thesis submission. Last one months will be considered only for the evaluation process.
3. Upon completion of research, the student through his Supervisor will submit soft copy of the thesis to the Chairperson/In-charge, along with duly filled and signed Evaluation Proforma for submission of thesis, a signed and stamped Plagiarism report and thesis completion Certificate.

6.2 EVALUATION OF THESIS

1. Each Faculty and Department will prepare a Panel of Local Experts for evaluation of MS or equivalent thesis and conduct of Viva Voce Examination.
2. 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 and 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 and Internal Examiners in relevant discipline will be submitted to the BASR through Faculty Board for consideration on the following format:

S. No	Name, Designation Address & contact No.	Qualification	Experience	Specialization
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3. The Chairperson/In-charge shall forward soft copy of MS or equivalent thesis to the Dean along with proposed names of four external and two internal examiners along with a copy of BASR approved panel of experts.
4. The Dean shall forward the thesis along with the list of experts to serve as internal examiner and External examiner, to the Directorate of Graduate Studies for the processing of the same for the approval of the VP (R&E).
5. Vice President (R & E) will approve the name of one expert as External examiner from the Panel proposed by the In-charge/Chairperson or from the approved list of examiners.
6. The Directorate of Graduate Studies will forward the soft copy of the thesis (Hard copy may be used only where desired by the concerned department/faculty/examiner) to Internal/External Examiners. after obtaining their consent and willingness to evaluate the thesis within a prescribed time limit i.e., preferably within four (4) weeks.
7. The thesis will be evaluated on “Approved”, “Not Approved” or “Conditionally Approved” basis.
8. The report of the evaluators shall state:
 - i. The title of the thesis submitted by the student.
 - ii. Name of the student.

- iii. Approval, conditional approval or non-approval of the thesis.
 - iv. Reasons for non-approval or conditions for conditional approval where applicable.
9. If the approval is conditional, the conditions can be conveyed to the student during or before the Viva Voce by the Chairperson/In-charge of the department/Institute. Both Internal and external Examiners shall submit evaluation reports on or before the Viva Voce Examination to the Graduate Studies department/Research Section.
 10. 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 sent to a third evaluator/examiner out of the two standby evaluators. The report of the third will be considered final.
 11. On the recommendation of the Chairperson/In-charge/Dean, Vice President (R&E) shall appoint a Viva Voce Committee for the defense of the student. The Viva Voce Committee shall consist of the following:

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

12. After the examination question answering and discussion, and in the light of evaluation reports submitted by examiners, the Viva Voce 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 period of one month. 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 VP(R&E) on the recommendation of Supervisor/Chairperson/Dean and will be notified by the Directorate of Graduate Studies.
 - iii. or reject the thesis.
13. 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.
14. The thesis of MS or equivalent shall be of 100 marks and it will be equivalent to Credit Hours as described in IIUI rules. Every member of the Viva Voce Committee shall individually mark the thesis. The final grade will be worked out on the bases of average of all these individual marks. The Viva Voce Committee will convey the result of the student to the Examination Department on Prescribed Proforma, duly signed by all the members of the Viva Voce Committee.
15. Supervisor, External examiner and internal examiner will be paid remuneration after the Viva Voce of the student as per IIUI rules and prescribed rates.
16. The plagiarism, if suspected, will be treated according to the rules as framed by IIUI, from time to time.

CHAPTER 7

AWARD OF MS OR EQUIVALENT DEGREE

7.1 CGPA REQUIREMENT

All students of MS with a minimum CGPA of 2.7 or above shall be awarded MS or equivalent degree upon successful completion of 24 credit hours course-work, 6 credit hours research work/thesis of acceptable standard and fulfillment of other prescribed requirements.

7.2 GENERAL REQUIREMENTS

- i. Successful completion of prescribed course work and research/thesis.
- ii. Successful completion of any provisional/preparatory course(s)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 MS 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 shall be required to submit one (01) copy of thesis in hard form with spiral binding, duly signed by the examination committee for processing of result and other formalities. Furthermore, a PDF/ Scanned copy of the same shall also be submitted to the DGS for record.