

MS/M.Phil Regulations

1. Short Title and Commencement: (1) These regulations may be called the Capital University of Science and Technology Graduate Programs (MS/MPhil) Regulations, 2019.

(2) These regulations shall come into force at once.

2. Definitions - In these regulations, unless there is anything repugnant in, the subject or context -

- a) “Academic Council” means Academic Council of the University.
- b) “Board of advanced studies and research (BASR)” means board of advanced studies and research (BASR) of the University.
- c) “Controller of Examinations” means controller of examinations of the University.
- d) “Credit hour” means one hour of classroom teaching or three hours of lab teaching in one week.
- e) “Cumulative grade point average (CGPA)” means earned grade points multiplied by credit hours of that course, the sum of the product is then divided by the total number of credit hours attempted in the program.
- f) “Dean” means the Dean of the faculty in which the scholar is pursuing his/her studies.
- g) “Defense committee” means a committee constituted by the Dean for the oral defense of a thesis.
- h) “Department” means the department of the University in which a scholar is enrolled.
- i) “Thesis” means a piece of writing by a scholar involving original study of a subject through academic research.
- j) “External” means an expert from outside the department or the University.
- k) “Fall semester” means last semester of a calendar year.
- l) “Faculty” means a teaching entity of the University.
- m) “Grade point average (GPA)” means earned grade points multiplied by credit hours of that course, the sum of the product is then divided by the total number of credit hours attempted by the scholar in a semester.
- n) “Higher Education Commission (HEC)” means the higher education commission of Pakistan.
- o) “Registrar” means registrar of the University.

- p) “Registration department” means registration department of the University.
- q) “Regular semester” means a Spring or a Fall semester.
- r) “Scholar” means a student who has been awarded admission in a MS/MPhil program of the University and his registration is intact.
- s) “Semester” means a period of 16 weeks of academic activities.
- t) “Similarity index” means a report generated by a plagiarism checking software for a particular piece of writing.
- u) “Spring semester” means first semester of a calendar year.
- v) “Summer semester” means a semester falling between spring and fall semesters having 8 weeks duration.
- w) “Supervisor” means a professor/researcher having a minimum MS qualification appointed by the Dean to advise the scholar.
- x) “University” means the Capital University of Science and Technology.

3. Admission Requirements.— (1) The eligibility criteria for admission in the MS/MPhil Program shall be as follows:

- i. A qualifying degree (Bachelor or equivalent degree having sixteen years of education or four year education after Higher Secondary School Certificate) in the relevant discipline;
- ii. At least 2.0 (on the scale of 4.0) Cumulative Grade Point Average (CGPA) in the qualifying degree or 50% aggregate marks if the qualifying degree is earned from an annual system; and
- iii. Qualify university admission test or HEC approved test with minimum 50% marks;

(2) In addition to the requirements mentioned under (1) above an applicant who has obtained the qualifying degree from abroad shall provide an equivalence certificate from the Higher Education Commission (HEC) of Pakistan.

(3) An applicant who has already completed a part of credit hours of MS/MPhil Program in another HEC recognized University may be eligible for admission: Provided that only a maximum of four courses (12 Credit Hours), which are relevant to the applicants’ proposed degree program and having grades B or higher, may be considered for credit transfer: Provided further that the University shall have the exclusive right to accept or reject the request for credit transfer.

4. Degree Requirements.— (1) In order to be eligible for the degree of MS/MPhil one of the following options must be successfully completed by the MS/MPhil scholar with minimum CGPA of 2.50/4.00:

- a) 24 Cr. Hrs. coursework (8 courses) and Six (06) Cr. Hrs. Thesis;
- b) 27 Cr. Hrs. coursework (9 courses) and Three (03) Cr. Hrs. Project; or
- c) 30 Cr. Hrs. coursework (10 courses).

(2) The maximum allowable duration, inclusive of semester breaks, to complete the MS/MPhil degree shall be four years.

5. Registration.— (1) The maximum allowable courses for registration shall be equivalent to twelve (12) Cr. Hrs. in a Spring/Fall semester and six (06) Cr. Hrs. in a Summer semester.

(2) A scholar who is not registered in a regular semester shall have an inactive registration status unless he/she is on a semester break.

(3) A scholar who has completed 30 Cr. Hrs. registration but couldn't complete the program shall have to register at least 01 Cr. Hr. in subsequent Spring/Fall Semester to continue to maintain his/her registration status active.

(4) An unauthorized absence from the University for two consecutive semesters shall lead to cancellation of the admission.

(5) In case of cancellation of admission under 5(4) a re-admission request may be considered provided that the scholar has a chance to complete the program within maximum allowable duration as mentioned under regulation 4(2) above.

(6) A scholar may add or drop a course within a specified period as announced by the Registration Department and a course so dropped or added shall be deemed to have been omitted or registered, as the case may be, from the start of registration.

(7) A scholar may withdraw a course within the specified period as announced by the Registration Department. A withdrawn course shall be reported on the transcript of the scholar with a 'W' grade.

(8) A withdrawn course shall not be counted towards the calculation of grade point average (GPA), but it shall be treated as a registered course for the evaluation of tuition fee.

(9) An elective course passed by a scholar may be substituted, with the approval of the concerned department, with another elective course on the request of the scholar.

6. Course Examinations.— (1) A scholar shall be eligible for final examination if he/she meets the requirements specified from time to time by the office of Controller of Examinations.

(2) Midterm and final term examinations shall be administered by the office of Controller of Examinations.

(3) Midterm and final term examinations of a course shall be as per the date sheet announced by the Controller of Examinations and if a scholar misses an examination for any reason, there shall be no re-examination.

(4) Scholar shall receive letter grades for the registered credits at the end of each semester as per the following scheme:

Marks	Letter Grades	Grade Points	Definition
90-100	A	4.00	Excellent
86-89	A-	3.67	Very Good
81-85	B+	3.33	Good
77-80	B	3.00	Acceptable
72-76	B-	2.67	Average
68-71	C+	2.33	Below Average
63-67	C	2.00	Poor
58-62	C-	1.67	Exceptionally Poor
Below 58	F	0.00	Fail
-	I	-	Work in Progress
-	W	-	Withdrawn
-	P	-	Pass
-	NC	-	Non Credit
-	S	-	Satisfactory
-	US	-	Unsatisfactory
-	()	-	Grade Replaced

(5) A scholar not satisfied with the awarded grade may file a petition to the office of Controller of Examinations for review of the final grade within fifteen days after the declaration of the result. The review of the grade shall be limited to omissions and calculation errors only.

(6) A scholar may repeat a course in which he/she has earned a B(negative) grade or below and the better grade, if so obtained, shall be counted.

7. Probation & Expulsion.— (1) A scholar shall be placed on probation in a semester if he/she fails to attain 2.5 (on a scale of 4.0) Grade Point Average (GPA).

(2) In case a scholar remains on probation for two consecutive semesters his/her case may be referred to the BASR for decision on his/her expulsion or otherwise.

8. Thesis Submission and Defense.— (1) A thesis shall be submitted as per the approved format and submission shall be allowed only if the scholar's registration in the program is intact.

(2) A thesis shall be cleared for defense if its similarity index is less than 20% in total and less than 5% from a single source, but similarity from the scholar's own published work carried out during the MS/MPhil studies shall be excluded.

(3) Thesis defense shall be arranged by the University within eight (08) weeks after the receipt of the thesis.

(4) Thesis shall be examined in an open defense by a thesis defense committee comprising of:

- | | | |
|------------------------|---|----------|
| a) Dean of the Faculty | - | Convener |
| b) external examiner | - | Member |
| c) internal examiner | - | Member |
| d) supervisor | - | Member |

(5) After the defense the convener of the defense committee shall invite the recommendations of examiners as to:

- a) thesis may be accepted as is;
- b) thesis may be accepted after minor revisions;
- c) thesis may be accepted after major revisions, or
- d) thesis may be rejected.

(6) Thesis shall be graded by the members of the defense committee as per the following weightage:

- | | | |
|----------------------|---|-----|
| a) external Examiner | - | 40% |
| b) internal Examiner | - | 30% |
| c) supervisor | - | 30% |

(7) Subject to the distribution defined in sub-section (6), a letter grade shall be awarded as per the definition given in Section 6(4).

(8) In case of Fail (F) grade, the scholar can re-submit his/her thesis after a period of 90 days with a fresh registration of credit hours associated with the thesis.

(9) Thesis with minor revisions shall be submitted within 04 weeks from the date of examination, with a certificate from the supervisor that '*the revisions have been incorporated satisfactorily*' failing which, it shall be treated as re-submission.

(10) Thesis re-submission shall require a fresh registration of credit hours associated with the thesis.

(11) A thesis with major revisions shall be submitted within 12 weeks from the date of examination and shall be accepted with certificates from both external and internal

examiners that '*the revisions have been incorporated satisfactorily*' failing which, it shall be treated as re-submission.

(12) Thesis may be submitted anytime during a semester and the date of completion shall be the date of submission provided that the thesis is accepted either with no or minor revisions.

(13) In the case of a three (03) Cr. Hrs. Project, the Dean of the Faculty shall be responsible to make arrangements for the evaluation of a project by constituting a two member committee, one of them shall be the project advisor, and the committee after evaluation shall award a letter grade to the scholar's project as given in regulation 6(4).

(14) A scholar's MS/MPhil program completion shall be subject to the approval from the BASR and the semester of completion shall be the semester in which the thesis is submitted.

(15) List of scholars who have completed the MS/MPhil shall be issued under the seal of the Controller of the Examinations.

PhD Regulations

1. Short Title and Commencement: (1) These regulations may be called the Capital University of Science and Technology Graduate Programs (PhD) Regulations, 2019.

(2) These regulations shall come into force at once.

2. Definitions – In these regulations, unless there is anything repugnant in, the subject or context-

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- c) “Controller of Examinations” means controller of examinations of the University.
- d) “Credit hour” means one hour of classroom teaching or three hours of lab teaching in one week.
- e) “Cumulative grade point average (CGPA)” means earned grade points multiplied by credit hours of that course, the sum of the product is then divided by the total number of credit hours attempted in the program.
- f) “Dean” means the Dean of the faculty in which the scholar is pursuing his/her studies.
- g) “Defense committee” means a committee constituted by the BASR for the oral defense of a PhD dissertation.
- h) “Department” means the department of the University in which the scholar is admitted.
- i) “Dissertation” means a piece of writing by the scholar involving original study of a subject through academic research.
- j) “External” means an expert from outside the department or the University.
- k) “Fall semester” means last semester of a calendar year.
- l) “Faculty” means a teaching entity of the University.
- m) “Grade point average (GPA)” means earned grade points multiplied by credit hours of that course, the sum of the product is then divided by the total number of credit hours attempted in a semester.
- n) “Registrar” means registrar of the University.
- o) “Registration department” means registration department of the University.
- p) “Regular semester” means Spring or Fall semester.

- q) “Higher Education Commission (HEC)” means the higher education commission of Pakistan.
- r) “Scholar” means a student who has been awarded admission in a PhD program of the University and his registration is intact.
- s) “Semester” means a period of 16 weeks of academic activities.
- t) “Similarity index” means a report generated by a plagiarism checking software for a particular piece of writing.
- u) “Spring semester” means first semester of a calendar year.
- v) “Summer semester” means a semester falling between spring and fall semesters having 8 weeks duration.
- w) “Supervisor” means a professor/researcher having PhD degree appointed by the BASR to advise the scholar.
- x) “University” means the Capital University of Science and Technology.

3. Admission Requirements.— (1) An applicant desirous for admission in a PhD program shall be required to meet the following minimum eligibility criteria:

- i. MS/MPhil degree in the relevant discipline from a degree awarding institution recognized by the Higher Education Commission (HEC) of Pakistan;
- ii. At least 3.0 (on the scale of 4.0) Cumulative Grade Point Average (CGPA) in the MS/MPhil degree or 60% aggregate marks if the degree is earned from an annual system; and
- iii. Qualify University admission test or HEC approved test with minimum 60% marks.

(2) A PhD applicant having MS/MPhil degree from abroad shall submit an equivalence certificate from the HEC indicating his/her academic eligibility for admission in the PhD program.

(3) An applicant who has already completed a part of PhD credit hours (Cr. Hrs.) in another HEC recognized University may be eligible for admission subject to the following conditions:

- i. no transfer of Cr. Hrs. against research work shall be made; and
- ii. the University shall have the exclusive right to accept or reject the request for transfer of Cr. Hrs. against course work.

(4) The admission of an applicant in the PhD program shall be subject to the approval of the board of advanced studies and research (BASR).

4. Degree Requirements.— (1) A PhD scholar shall be required to successfully complete the following requirements:

- a) 18 Cr. Hrs. course work;
- b) 30 Cr. Hrs. research work;
- c) comprehensive examination;
- d) research work synopsis;
- e) dissertation foreign reviews;
- f) publication of at least one research paper in a reputed research journal, and
- g) dissertation defense.

(2) Subject to regulation 5(10) a PhD scholar shall cease to continue his/her studies if he/she fails to complete 18 Cr. Hrs. coursework within four regular semesters with at least 3.00/4.00 CGPA,.

5. Registration.— (1) The maximum allowable registration in a Spring or Fall semester shall be nine (09) Cr. Hrs. while in a Summer semester it shall be three (03) Cr. Hrs.

(2) A PhD scholar shall register in each regular semester.

(3) A PhD scholar who is not registered in a regular semester shall have an inactive registration status unless the scholar is on a semester break.

(4) A PhD scholar who has completed 48 Cr. Hrs. registration but did not complete the degree program shall register at least one Cr. Hr. in subsequent regular semester to continue to maintain his/her registration status active.

(5) An unauthorized absence of the Scholar from the University for two consecutive regular semesters shall lead to cancellation of the admission.

(6) Where the admission of a scholar has been cancelled, the re-admission request may be considered, if supported by the Supervisor, and if the scholar has a chance to complete the program within maximum allowed duration.

(7) A PhD scholar may add or drop a course within a specified period announced by the Registration Department and a course so added or dropped shall be deemed to have been registered or omitted, as the case may be, from the start of registration.

(8) A scholar may withdraw a course within the time limits announced by the Registration Department and a course so withdrawn shall be reported on the transcript with 'W' grade.

(9) A withdrawn course shall not be counted towards the calculation of Grade Point Average (GPA). However, it shall be treated as a registered course for the evaluation of tuition fee.

(10) A PhD scholar may repeat up to a maximum of six (06) Cr. Hrs. to improve his/her CGPA but if he/she fails to obtain 3.0/4.0 CGPA after registering 24 Cr. Hrs. coursework he/she shall cease to be the student of the University.

6. Course Examinations.— (1) A scholar shall be eligible for final term examination only if he/she meets the requirements specified from time to time by the office of Controller of Examinations.

(2) Midterm and final term examinations shall be administered by the office of Controller of Examinations.

(3) Midterm and Final Term examinations of a course shall be as per the datesheet announced by the Controller of Examinations and if a scholar misses an examination for any reason, there shall be no re-examination.

(4) Scholar shall receive letter grades for the registered credits at the end of each semester as per the following scheme:

Marks	Letter Grades	Grade Points	Academic Standing
90-100	A	4.00	Excellent
86-89	A-	3.67	Very Good
81-85	B+	3.33	Good
77-80	B	3.00	Acceptable
72-76	B-	2.67	Average
68-71	C+	2.33	Below Average
63-67	C	2.00	Poor
58-62	C-	1.67	Exceptionally poor
Below 58	F	0.00	Fail
-	I	-	Work in progress
-	W	-	Withdrawn
-	P	-	Pass
-	S/US	-	Satisfactory/Unsatisfactory
-	NC	-	Non credit
-	()	-	Grade replaced

(5) A scholar not satisfied with the awarded grade may file a petition to the office of Controller of Examinations for the review of the final grade within fifteen days after the declaration of the result. The review of the grade shall be limited to omissions and calculation errors.

7. Probation & Expulsion.— (1) A scholar shall be placed on probation in a semester if he/she fails to attain 3.0 (on a scale of 4.0) GPA or his/her research evaluation is unsatisfactory.

(2) In case a scholar remains on probation for two consecutive semesters his/her case may be referred to the BASR for decision on his/her expulsion or otherwise.

8. Comprehensive Examination.— (1) A PhD scholar is required to qualify the comprehensive examination within a maximum of two attempts. Maximum duration to qualify comprehensive examination shall be two years from the date of admission.

(2) A PhD scholar is required to register for the comprehensive examination, which shall be conducted in each regular semester (Spring or Fall).

(3) List of the PhD registered scholars, who shall appear in the PhD comprehensive examination shall be issued under the seal of Controller of Examinations.

(4) For a given program, the courses and the course contents of the comprehensive examination shall be defined by the scholar's respective department.

(5) A PhD scholar is required to qualify both oral and written parts of the comprehensive examination with a cumulative qualifying score of at least 60%.

(6) A PhD scholar who registered the comprehensive examination but did not appear in the examination shall be deemed to have consumed one chance with W grade.

(7) A PhD scholar may drop the registration of the comprehensive examination and such a request shall be considered if it is communicated in writing by the scholar at least two working days before the holding of examination.

(8) A PhD scholar who failed the comprehensive examination in the second attempt or completed two years as a PhD scholar but did not qualify the comprehensive examination shall cease to continue his/her studies.

9. Research Synopsis.— (1) Research synopsis shall be submitted as per the approved format and it shall be qualified by the PhD scholar at least two semesters prior to the dissertation submission. The semester in which it is qualified shall be counted and the date of qualification shall be the date of examination, subject to the approval by the BASR.

(2) Subject to the BASR approval, the synopsis shall be examined by a committee, constituted by the Chairman BASR on the recommendation of the Dean, comprising of:

- | | |
|------------------------------------|----------|
| a) Dean of the faculty/his nominee | Chairman |
| b) one external examiner | Member |
| c) one internal examiner | Member |
| d) supervisor | Member |

(3) A synopsis shall be evaluated as:

- a) accepted as is;

- b) accepted with revisions;
- c) rejected.

(4) In case of revision, the revised synopsis shall be submitted within four weeks, failing which the synopsis shall be rejected.

(5) A rejected synopsis may be submitted at any time during a semester for re-examination with a certificate from the supervisor that '*reasons of rejection have been addressed adequately*'.

(6) Recommendations of synopsis evaluation committee shall be placed before the BASR for approval or otherwise.

(7) There shall be a maximum of two chances to qualify the PhD research synopsis, and if a scholar fails to qualify the synopsis even after passage of four years from the admission, he/she shall cease to be the student of the University.

10. Research.— (1) Research credits registered by a PhD scholar shall be evaluated by the scholar's supervisor at the end of each semester with satisfactory or unsatisfactory grade, and a scholar with unsatisfactory performance shall be placed on probation.

(2) A PhD dissertation, as per the approved format, may be submitted after the completion of 30 research Cr. Hrs. subject to the conditions that the scholar must have an active registration status at the time of submission and having completed three years of duration.

(3) A PhD dissertation shall be cleared for foreign review if its similarity index is less than 20% in total, and less than 5% from a single source. Similarity from the student's own published work carried out during the PhD studies shall be excluded.

(4) In case of any ambiguity in plagiarism assessment, the following committee shall evaluate the case and submit its recommendations to the BASR for decision:

- a) concerned Dean (Convener)
- b) concerned Head of Department
- c) scholar's Supervisor
- d) Director Graduate Studies/Research

(5) A PhD dissertation shall be reviewed by at least two foreign experts from a technologically / academically advanced country as per the list published by the HEC from time to time.

(6) BASR shall approve a panel of three foreign reviewers out of five proposed by the concerned Dean in consultation with the supervisor.

(7) A foreign review recommending revisions shall be accepted under the Supervisor's certificate and if a review is asking for major revisions, it shall be sent back to the concerned reviewer, after corrections, if so desired by the reviewer.

(8) A PhD dissertation must have at least two out of three positive foreign reviews to make the scholar eligible for the final defense.

(9) The Dean shall propose the examiners for the final defense, in consultation with the supervisor, for the approval of the BASR. The Chairman of the BASR may allow the conduct of the defense in anticipation of the BASR approval.

(10) A PhD dissertation shall be examined, in an open defense, by a defense committee comprising of:

- | | |
|---------------------------|----------|
| a) Dean of the faculty | Chairman |
| b) two external examiners | Members |
| c) one internal examiner | Member |
| d) supervisor | Member |

Provided that if the Dean of the concerned faculty himself is the supervisor, then a senior faculty member shall be appointed by the BASR as the chairman of the defense committee.

(11) The chairman of the defense committee shall ensure the fairness in the conduct of the defense and the recommendations received from the members under regulation 10(12) shall be presented in the next BASR meeting for approval or otherwise.

(12) After the defense, the chairman of the defense committee shall invite the recommendations of the examiners that:

- e) dissertation may be accepted as is;
- f) dissertation may be accepted after minor revisions;
- g) dissertation may be accepted after major revisions or
- h) dissertation may be rejected

(13) A dissertation with minor revisions shall be submitted within 04 weeks from the date of defense and shall be accepted with a certificate from the supervisor that '*the revisions have been incorporated*'.

(14) A dissertation with major revisions shall be submitted within 12 weeks from the date of examination and shall be accepted with certificates from both external and internal examiners that '*the revisions have been incorporated satisfactorily*'.

(15) A dissertation with major revision requires re-defense by the same defense committee, however, the re-defense can be waived-off by the BASR by evaluating the certificates furnished by the examiners.

(16) If, after the final defense, a scholar fails to submit the corrected version of his/her dissertation, within specified time then, unless a time extension request is made in writing and approved by the Chairman BASR, his/her dissertation may be rejected with the approval of the BASR.

(17) In case of difference of opinion by the defense committee examiners, the recommendations of majority shall prevail for the purpose of approval of the BASR.

(18) A dissertation may be rejected if the examiners are convinced, for reasons to be recorded, that most of the research work presented in the scholar's dissertation is not carried out by him/her independently and there is a significant external help involved and the scholar does not have reasonable strength of knowledge on the material presented in the dissertation.

(19) A scholar whose dissertation has been rejected by the BASR on the recommendations of the defense committee shall cease to be the student of the University.

(20) If the chairman of the defense committee observed that in his opinion the conduct and the recommendations of the examiners were not fair, he may submit his written observations to the BASR with the request that the defense may be nullified, and upon receiving the report of the Chairman, the BASR may nullify the oral defense and direct that a fresh defense be arranged by constituting a new defense committee which may comprise of one or more examiners different from the previous examiners.

(21) Publication of at least one research paper from the PhD research work, after the approval of synopsis, representing Scholar's sole affiliation with the University as the principal author, in the HEC approved (W-category) Journal, shall be a requirement. A co-author from outside the University is not allowed except for the approved collaborative research.

(22) A scholar's PhD degree completion shall be subject to BASR approval, and the date of completion shall be the date on which the case is approved.

(23) A minimum duration for the PhD degree shall be three (03) years and the maximum allowable duration, inclusive of semester breaks, shall be seven (07) years from the date of admission. However, the BASR can relax the upper limit to a maximum of one year.

(24) By auditing the compliance for the award of PhD degree, a PhD completion notification shall be issued under the seal of the Registrar.

11. Removal of difficulties.— If any difficulty arises in giving effect to the provisions of these regulations, the Academic Council may, by order, do anything which appears to it to be necessary for the purpose of removing the difficulty.