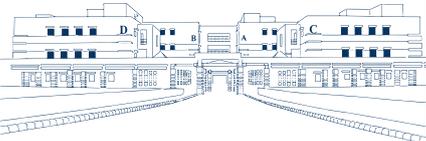




CAPITAL UNIVERSITY  
OF SCIENCE AND TECHNOLOGY



**ADMISSIONS**



**REGISTRATIONS**



**SCHOLARSHIPS**



**ASSESSMENTS**



**REGULATIONS**

# ACADEMIC REGULATIONS

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# Chapter 1

## Preamble and Definition

### 1 - Short Title and Commencement

- (1) These regulations may be called the Capital University of Science and Technology Undergraduate Programs Regulations.
- (2) These regulations shall come into force at once.

### 2 - Definitions

- (1) In these regulations, unless there is anything repugnant in the subject or context -
  - (a) “Academic Calendar” means a calendar published by the Registrar Office for academic activities of a semester.
  - (b) “Academic Council” means Academic Council of the university.
  - (c) “Active Registration” means a student is registered in a semester.
  - (d) “Board of advanced studies and research (BASR)” means board of advanced studies and research (BASR) of the university.
  - (e) “Consecutive Semesters” means two successive semesters i.e., spring and fall.
  - (f) “Controller of Examinations” means Controller of Examinations (CoE) of the university.
  - (g) “Credit Hour” means one hour of classroom teaching or three hours of lab teaching in one week.
  - (h) “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.

**Example:** If a student earned grade points  $g_1, g_2, \dots, g_n$  in  $n$  different courses of a program having credit hours  $h_1, h_2, \dots, h_n$ , respectively, then his/her CGPA in that program, is computed by using the following formula:

$$\text{CGPA} = \frac{h_1g_1 + h_2g_2 + \dots + h_n g_n}{h_1 + h_2 + \dots + h_n}$$

- (i) “Dean” means the Dean of the faculty in which the scholar is pursuing his/her studies.
- (j) “Defense committee” means a committee constituted by the Dean for the oral defense of a thesis.
- (k) “Degree Program” means the degree program in which the student is enrolled.
- (l) “Department” means the academic department of the university in which the student is admitted.
- (m) “Dissertation” means a piece of writing by a PhD scholar involving original study of a subject through academic research.
- (n) “External” means an expert from outside the department or the university.
- (o) “Fall semester” means last semester of the calendar year.
- (p) “Faculty” means a teaching entity of the university.
- (q) “Grade Point Average (GPA)” means the sum of the products of the earned grade points and the respective credit hours for all courses, divided by the total number of credit hours attempted in that semester.

**Example:** If at any time during the degree or by the conclusion of the degree, all the grade points earned by a student are  $g_1, g_2, \dots, g_m$  in  $m$  different courses having credit hours  $h_1, h_2, \dots, h_m$ , respectively, then his/her CGPA at that time, is computed by using the following formula:

$$\text{GPA} = \frac{h_1g_1 + h_2g_2 + \dots + h_m g_m}{h_1 + h_2 + \dots + h_m}$$

- (r) “Head of Department (HoD)” means head of an academic department in which a student/scholar is enrolled.
- (s) “Higher Education Commission (HEC)” means the Higher Education Commission of Pakistan established under Higher Education Commission Ordinance 2002.

- (t) “Student” means student of Capital university of Science and Technology registered for an undergraduate program.
- (u) “Semester” means a period of 16 weeks of teaching activities.
- (v) “Similarity index” means a report generated by a plagiarism checking software for a particular piece of writing.
- (w) “Spring Semester” means first semester of the calendar year.
- (x) “Summer semester” means a semester falling between spring and fall semesters having 8 weeks duration.
- (y) “Supervisor” means a professor/researcher appointed by the university to advise the scholar.
- (z) “Thesis” means a piece of writing by an MS/MPhil scholar involving original study of a subject through academic research.
- (aa) “Registrar” means registrar of the university.
- (ab) “Registration department” means registration department of the university.
- (ac) “Regular semester” means a Spring or a Fall semester.
- (ad) “Scholar” means a student who has been awarded admission in a MS/MPhil or in a PhD program of the university.
- (ae) “university” means the Capital university of Science and Technology.

## Chapter 2

# Undergraduate Regulations

### 3 - BS Admission Requirements

- (1) The university shall invite applications for admission to various undergraduate academic programs through a public advertisement.
- (2) The eligibility criteria governing admission to undergraduate programs shall be as follows:
  - (a) The applicant must have successfully completed at least twelve (12) years of education with relevant subjects, as prescribed by the university for the respective academic program at the time of admission; and
  - (b) The applicant must have successfully qualified the undergraduate admission test. Applicants who have taken a HEC approved test may, subject to the university's determination of equivalence, be granted exemption from the university's admission test.
- (3) The university may, upon the recommendation of the concerned department, admit a candidate holding an Associate Degree (in the same discipline) to the fifth semester of a four-year degree program. Such a candidate shall be required to complete all courses and laboratory work prescribed from the fifth semester onwards.
- (4) The university may admit an applicant holding a two-year B.A./B.Sc. degree (equivalent to fourteen (14) years of education) to a B.S. degree program. Such an applicant shall be placed in the fifth (5<sup>th</sup>) semester and shall be required to complete fifteen to eighteen (15–18) credit hours of deficiency courses, as determined by the concerned department.
- (5) In the case of a foreign qualification, the university shall require the applicant to provide certification from the Inter Board Coordination Commission (IBCC).

- (6) The university shall make the admission requirements and roadmap for each undergraduate degree program available on its website or in the prospectus published by the university from time to time.
- (7) An applicant awaiting result may apply for admission; however, if he/she fails to provide the result before the compilation of the merit list, the university shall use the last available result to determine the applicant's position on the merit list.
- (8) If a candidate awaiting result fails to provide the result within the time prescribed by the university authorities, or fails to attain the required percentage as announced by the university at the time of admission, the university shall have the authority to cancel his/her admission.
- (9) Admission to the university shall remain provisional until the candidate submits academic documents duly attested by the IBCC, HEC, or the Ministry of Education, as applicable. The university shall have the authority to cancel the admission in case of failure to submit the documents as aforesaid.
- (10) Admission shall be awarded on merit based on:
  - (a) the admission test;
  - (b) previous academic performance; and
  - (c) an interview, if deemed necessary by the department.
- (11) The university shall have the authority to determine the weightage of each component described in Regulation 3(10) and to conduct the interview as it considers appropriate.
- (12) Subject to Regulation 3(9), the admission of an applicant shall be confirmed upon receipt of the prescribed dues within the due date as indicated on the applicant's Challan Form.
- (13) If a first-semester student (new admission) decides to withdraw from the university after registration, he/she shall be entitled to a refund (excluding the admission fee) in accordance with the following details:
  - (a) 100% tuition fee refund:— up to 10<sup>th</sup> day of commencement of classes inclusive of week-end;
  - (b) 80% tuition fee refund:— from 11<sup>th</sup> to 15<sup>th</sup> day of commencement of classes inclusive of week-end;

- (c) 60% tuition fee refund:— from 16<sup>th</sup> to 20<sup>th</sup> day of commencement of classes inclusive of week-end;
  - (d) 50% tuition fee refund:— from 21<sup>th</sup> to 30<sup>th</sup> day of commencement of classes inclusive of week-end;
  - (e) No fee refund:—from 31<sup>th</sup> day of commencement of classes inclusive of week-end.
- (14) If any information or documents are found to be incorrect or forged at any stage of study, the university shall have the authority to cancel the admission forthwith and withhold issuance of the transcript.
- (15) Every candidate seeking admission, or already admitted to the university, shall be bound to abide by all rules, regulations, and policies of the university as issued or amended from time to time.

#### **4 - Credit Transfer**

- (1) Transfer credits may be granted for coursework completed at an HEC-recognized Pakistani or foreign university. The applicant shall be required to submit the original transcript, issued by the university that conducted the examination, along with the application for credit transfer.
- (2) Each credit transfer case shall be examined on its merit by the admission department, in consultation with the respective HoD.
- (3) Transfer of courses/credits shall be permissible only if the candidate has secured a grade C+ or above therein, and such courses/credits are acceptable as part of the applicant's degree program.
- (4) Accepted credit hours against course(s), without grades, shall appear on the transcript.
- (5) The maximum credits accepted for transfer shall not exceed 50% of the total credit hours required for the degree program.
- (6) The department holds an exclusive right to accept or reject any request for transfer of credits.

#### **5 - Credit Hour**

- (1) A course credit hour is defined as one hour of class work per week for sixteen (16) weeks, and a laboratory credit hour is defined as three hours of practical lab work per week for sixteen (16) weeks.

## **6 - Academic Year**

- (1) There shall be two regular semesters, namely Fall and Spring, in each academic year. Each semester shall consist of sixteen (16) teaching weeks.
- (2) A summer semester shall be of eight (8) weeks' duration and shall be designated for internships and makeup courses. A limited number of courses may be offered during the summer semester at the discretion of the concerned department.

## **7 - Registration**

- (1) Subject to Regulation 7(2) below, the normal registration in a Spring or Fall semester shall be fifteen to eighteen (15–18) credit hours, while the maximum shall be twenty-one (21) credit hours. In a Summer semester, registration shall be limited to two courses, including associated laboratory work, if any.
- (2) The semester load of an individual student shall be determined by the department based on his/her GPA in the previous semester and the prescribed credit hours for that semester in the program's scheme of studies.
- (3) A full-time student shall be required to register for a minimum of nine (9) credit hours.
- (4) The final-year project shall be registered after the completion of the minimum course-work prescribed by the department from time to time.
- (5) The final-year project shall be registered in two parts, Part I and Part II, in two distinct semesters, neither of which may be a Summer semester.
- (6) It is mandatory to register the internship after fulfilling the prerequisite credit hours as prescribed by the respective department. The internship shall be graded in accordance with the standard university grading system.
- (7) Ordinarily, a student shall not be permitted to register for any course while engaged in an internship. However, the HoD may allow registration in one course under compelling circumstances.

## **8 - Add or Drop of a Course**

- (1) After registration of courses in a semester, a student may add or drop a course within the period specified by the Registration Department, and any course dropped within the allowed period shall be deemed as never registered.

## **9 - Assessment and Payment of Tuition Fee**

- (1) The university shall determine the credit-hour fee for each degree program on a yearly basis. Such fees may vary depending on the program and the degree, and the university shall have the authority to revise them from time to time.
- (2) After registration, a student's tuition fee shall be determined based on the credit hours registered and shall be payable on or before the date specified in the Challan Form.
- (3) Tuition fee for the registered credit(s) shall be paid within the due date to confirm registration. Non-payment of fee within the prescribed due date shall result in default status.
- (4) A student who defaults in the payment of fee shall not be permitted to appear on the attendance roll and shall therefore not be entitled to attend any class or laboratory work.
- (5) The attendance of a student shall be recorded in the portal from the date on which the dues have been cleared, and all earlier classes shall be marked as absent.
- (6) In a regular semester, if tuition fee is not paid within the prescribed period, the university may drop the registration of the course(s).
- (7) During the Summer semester, a course or laboratory work shall be treated as confirmed upon registration, and no add/drop facility shall be allowed thereafter and fee shall be charged accordingly.

## **10 - Attendance**

- (1) Students are required to attend 100% of classes for courses in which their registration is confirmed. For the sake of transparency, attendance status shall be updated daily on the LMS.
- (2) To ensure regular class attendance, the university shall have the authority to impose a fine for absenteeism as a disciplinary measure and deterrent.
- (3) If a student misses 25% of classes or laboratory work, for any reason whatsoever, he/she shall be declared deficient in the knowledge or training of that course or laboratory, as the case may be, and shall be required to repeat it.
- (4) A student shall be eligible to appear in the final examination of a course or laboratory only if he/she has secured at least 75% attendance in that course or laboratory.
- (5) No relaxation in the attendance requirement prescribed under Regulation 10(4) shall be granted under any circumstances.

- (6) Any student who fails to meet the prescribed attendance requirement in a course or laboratory shall be deemed to have withdrawn, and a grade of 'W' shall be officially recorded for that course or laboratory registration.

### **11 - Withdrawal**

- (1) If a student decides not to continue in a course after the add/drop period has ended, he/she may withdraw from the course within ten weeks from the start of the semester.
- (2) A course withdrawn shall be reported on the transcript with a W status and shall not be counted towards the calculation of GPA.
- (3) For the purpose of tuition fee assessment, a withdrawn course shall be classified as a registered course, and the fee paid shall be treated as fully consumed, with no refund admissible under any circumstances.

### **12 - Repeat and Substitute a Course**

- (1) A student receiving an 'F' grade shall be required to repeat the same course or its approved equivalent to obtain a passing grade. Both attempts shall be recorded on the transcript; however, only the grade earned in the subsequent attempt shall be counted towards the CGPA.
- (2) For the purpose of CGPA improvement, a student may repeat a maximum of six (6) courses. Both the original and the revised grades of all repeated courses shall be reflected on the transcript; however, only the higher grade shall be considered in the CGPA calculation.
- (3) A student may apply for the substitution of an elective course with another elective course for the purpose of improving the CGPA required for the award of the degree. Such substitution shall be subject to the approval of the HoD and shall be deemed equivalent to a repeat course.
- (4) A course, once substituted or bracketed, shall be final and irrevocable; under no circumstances shall the brackets, once applied, be removed.

### **13 - Examination and Grading**

- (1) A student shall be deemed eligible for the final examination upon compliance with Regulation 10(4) and inclusion of their name in the exam seating plan.
- (2) If a student misses the final examination, he/she shall be graded based on the sessional performance for the semester.

(3) At the end of each semester, letter grades shall be awarded according to the following distribution:

- |  |           |
|--|-----------|
| (a) Midterm Examination                  | 20%       |
| (b) Assignments, Quizzes, Projects, etc. | 30% – 40% |
| (c) Final Examination                    | 40% – 50% |

(4) The Office of the CoE shall conduct the midterm and final term examinations.

(5) Part I and Part II of a final year project shall be assessed and graded independently in the semester of registration.

(6) The final year project, spanning one year, shall be evaluated and graded based on:

- (a) supervisor’s assessment;
- (b) project oral presentation(s);
- (c) project report; and
- (d) project demonstration.

(7) The final year project shall be graded by a departmental committee upon submission of the project report. Late submission of the report shall result in a one-step reduction of the final grade (e.g., A to A-).

(8) A student shall be eligible to receive the program completion transcript only after submitting the final year project report.

(9) The university shall adopt the following definitions of grades:

<b>Grades</b>	<b>Definition</b>
A	- Excellent
B	- Good
C	- Satisfactory
D	- Poor but passing

F	- Failure
I	- Incomplete
N	- Continued
W	- Withdrawal
P	- Pass
NC	- No Credit
()	- Grade Replaced
S	- Satisfactory
US	- Unsatisfactory

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(10) The university generally follows a relative grading scheme, defined as follows-

<b>Letter Grades</b>	<b>Grade Points</b>
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
F	0.00

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(11) An 'I' (Incomplete) grade may be awarded, with prior approval of the HoD, to a student who fails to complete all course requirements due to reasons beyond their control; it shall not ordinarily be permitted in regular courses or lab work and must be converted to a final grade by the following semester, failing which it shall automatically be recorded as an 'F'.

#### **14 - Retake of Final Examination**

- (1) A retake of the examination may be considered under two extenuating circumstances:
  - (a) Serious illness of the student; or
  - (b) Death of an immediate family member.
- (2) The student must notify the Office of the CoE prior to the examination and submit a detailed application, supported by evidence of the exceptional circumstances, as soon as possible and no later than seven (7) days from the date of the examination.
- (3) In the case of personal illness, a certified medical certificate from a recognized hospital shall be required.
- (4) In the event of the death of an immediate family member (parent, sibling, child, or spouse), a death certificate from the appropriate authority must be submitted.
- (5) A three-member committee, consisting of the CoE and two Deans, constituted for this purpose, shall, if deemed necessary, interview the applicant and verify the submitted evidence to assess the authenticity of the request. The committee shall finalize its findings within two weeks of the result declaration date.
- (6) In cases where the retake application arises from the death of an immediate family member, only exams conducted on a single day shall be eligible for re-examination.
- (7) Upon approval of the retake by the retake committee, an 'I' grade shall be assigned to the eligible cases and must be converted into a final grade within four weeks of result declaration; failure to do so will result in automatic conversion to an 'F' grade.
- (8) A final letter grade for retake examinations shall be assigned in accordance with the absolute grading scale defined in the LMS.
- (9) If a student fails to attend all examinations of the registered courses, he/she shall not be eligible for a retake. Instead, the retake committee shall evaluate the case for a semester freeze or drop, and its decision shall be final.

#### **15 - Review of Grade**

- (1) A student may apply to the Office of the CoE for a review of a final grade within two weeks following the declaration of results.
- (2) The review of any grade shall be confined solely to checking for omissions or calculation errors.

- (3) The review process shall be initiated upon receipt of the requisite fee, as prescribed by the university from time to time.

## **16 - Probation and Expulsion**

- (1) An undergraduate student with a CGPA below 2.00/4.00 shall be placed on warning status upon declaration of the results.
- (2) A student who receives two consecutive warnings will be placed on probation for the subsequent semester. Failure to achieve a minimum CGPA of 2.00/4.00 by the end of that semester shall result in discontinuation from the program.

## **17 - Undergrad Degree Requirements**

- (1) Subject to Regulation 17(2), a student shall be awarded the degree upon completion of the following requirements:
  - (a) The program credit hours, as prescribed by the department from time to time.
  - (b) The internship and any other requirements prescribed by the department.
  - (c) Achieving a minimum CGPA of 2.00 on the scale of 4.00.
- (2) The minimum duration for an undergraduate degree shall be four years (eight regular semesters), and the maximum duration shall be seven years (fourteen regular semesters). For a two years degree program (four regular semesters), the maximum duration shall be three years (six regular semesters).
- (3) For the award of an Associate Degree, a student must complete all requirements listed in the respective roadmap within the allowed duration of 4–6 semesters.
- (4) A student enrolled in the BS (4-year) degree program who chooses to withdraw after the 4th semester may be awarded an Associate Degree, subject to the approval of the concerned department and provided that such award is not restricted by the respective regulatory council. The student must have a minimum CGPA of 2.00/4.00 and must have successfully completed at least 60 credit hours over a minimum of 4 semesters, including 34 credit hours of general education courses. The transition from the 4-year program to the Associate Degree shall be duly recorded on the transcript.
- (5) Upon successful completion of the credit hour requirements for an undergraduate degree, the student shall be awarded the degree at the convocation. Prior to the convocation, however, the student may obtain a program completion transcript and provisional certificate through the concerned HoD.

### **18 - Semester Break**

- (1) A student, under circumstances beyond his/her control, may apply for a semester break. Subject to approval, the student's enrollment shall remain intact upon payment of the prescribed fee during the break.
- (2) Failure to register in a semester, except where a semester break has been duly approved, shall result in forfeiture of enrollment for that semester.
- (3) Failure to register for two consecutive semesters shall result in the cancellation of admission.
- (4) A student with cancelled admission must apply for re-admission on the prescribed form.
- (5) A request for re-admission shall be entertained only if the applicant is able to complete the degree requirements within the prescribed maximum duration.

### **19 - Change of Program**

- (1) A student may apply for a change of program with the approval of the concerned HoDs. Upon approval of the transfer by the competent authority, the student shall be issued a new registration number.
- (2) Only relevant courses and their grades shall be transferred to the new program.
- (3) The student shall be required to pay the transfer fee, the amount and payment schedule of which shall be determined by the university from time to time

### **20 - Medal Award Policy**

- (1) A student desirous to compete for the award of a medal shall apply on the prescribed form to the office of Controller of Examinations within the announced time.
- (2) A medal shall be awarded only in the respective convocation announced by the Registrar office of the university.
- (3) Only those graduates shall be considered for the award of a medal who fulfill the following criteria:
  - (a) Completion of degree requirements, as defined in Regulation 17(1), within the normal degree duration;
  - (b) CGPA 3.50 or higher on the scale of 4.00;
  - (c) no 'F' grade in the transcript;

- (d) no transfer of credits from other universities/institutions; and
  - (e) no disciplinary proceedings leading to the award of punishment.
- (4) Subject to Regulation 20(3), Gold, Silver, and Bronze medals shall be awarded, in order of merit, to the top three students of each degree program, provided that a minimum of ten students from the same batch are graduating in the convocation.
- (5) If there is a tie in the award of a medal, all will be awarded the medals of the same category.

## **21 - Quaid-i-Azam Gold Medal**

- (1) A Quaid-i-Azam gold medal shall be awarded, in a convocation, to an overall best achiever of the university and shall be based on:
- (a) academics;
  - (b) co-curricular; and
  - (c) extra-curricular activities.
- (2) The Quaid-i-Azam Gold Medal for each convocation shall be awarded in accordance with the criteria specified in Regulation 21(1), as determined by a committee constituted for this purpose.
- (3) A student desirous of competing for the award of the Quaid-i-Azam Gold Medal shall apply on the prescribed form to the office of the CoE within the stipulated time.

## **22 - Removal of difficulties**

- (1) If any difficulty arises in implementing the provisions of these regulations, the Academic Council may, by order, take any action it deems necessary to remove the difficulty.

# Chapter 3

## MS/MPhil Regulations

### 23 - MS Admission Requirements

- (1) The eligibility criteria for admission in the MS/MPhil Program shall be as follows:
  - (a) 16 years of schooling or 4 years of education (minimum 120 credit hours) after HSSC/F.A./F.Sc/Grade 12 or Equivalent.
  - (b) The candidate must qualify the university Admission Test or an HEC-approved test with a minimum score of 50%.
- (2) Intra-discipline admission is allowed with 6–9 credit hours deficiency courses of undergraduate level and GRE Subject/Equivalent Test (Min. 50%) in the field selected for MS/MPhil.
- (3) In addition to the requirements mentioned under 23(1) above, an applicant who has obtained the qualifying degree from abroad shall provide an equivalence certificate from the HEC.
- (4) An applicant who has already completed a part of credit hours of MS/MPhil Program in an 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.

### 24 - 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 3.00/4.00:
  - (a) 24 credit hours coursework (8 courses), 2 credit hours Fahm-ul-Quran and 06 credit

hours thesis;

(b) 30 credit hours coursework (10 courses) and 2 credit hours Fahm-ul-Quran.

(2) The minimum duration for completing the MS/M.Phil program shall be 1.5 years (three regular semesters), while the maximum allowable duration shall be four years (eight regular semesters).

## **25 - Registration**

(1) The maximum allowable courses for registration shall be equivalent to twelve (12) credit hours in a Spring/Fall semester and six (06) credit hours 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 32 credit hours but has not finished the program is required to register for a minimum of one (1) credit hour in the following Spring or Fall semester to retain active registration status.

## **26 - Attendance**

(1) Scholars are required to attend 100% of classes for courses in which their registration is confirmed. For the sake of transparency, attendance status shall be updated daily on the LMS.

(2) To ensure regular class attendance, the university shall have the authority to impose a fine for absenteeism as a disciplinary measure and deterrent.

(3) If a scholar misses 25% of classes or laboratory work, for any reason whatsoever, he/she shall be declared deficient in the knowledge or training of that course or laboratory, as the case may be, and shall be required to repeat it.

(4) A scholar shall be eligible to appear in the final examination of a course or laboratory only if he/she has secured at least 75% attendance in that course or laboratory.

(5) No relaxation in the attendance requirement prescribed under Regulation 26(4) shall be granted under any circumstances.

(6) Any scholar who fails to meet the prescribed attendance requirement in a course shall be deemed to have withdrawn, and a grade of 'W' shall be officially recorded.

## **27 - Add or Drop of a Course**

- (1) After registration of courses in a semester, a scholar may add or drop a course within the period specified by the Registration Department, and any course dropped within the allowed period shall be deemed as never registered.

## **28 - Assessment and Payment of Tuition Fee**

- (1) The university shall determine the credit-hour fee for each degree program on a yearly basis. Such fees may vary depending on the program and the degree, and the university shall have the authority to revise them from time to time.
- (2) After registration, a scholar's tuition fee shall be determined based on the credit hours registered and shall be payable on or before the date specified in the Challan Form.
- (3) Tuition fee for the registered credit(s) shall be paid within the due date to confirm registration. Non-payment of fee within the prescribed due date shall result in default status.
- (4) A scholar who defaults in the payment of fee shall not be permitted to appear on the attendance roll and shall therefore not be entitled to attend any class.
- (5) The attendance of a scholar shall be recorded in the portal from the date on which the dues have been cleared, and all earlier classes shall be marked as absent.
- (6) In a regular semester, if tuition fee is not paid within the prescribed period, the university may drop the registration of the course(s).
- (7) During the Summer semester, a course shall be treated as confirmed upon registration, and no add/drop facility shall be allowed thereafter and fee shall be charged accordingly.

## **29 - Withdrawal**

- (1) If a scholar decides not to continue in a course after the add/drop period has ended, he/she may withdraw from the course within ten weeks from the start of the semester.
- (2) A course withdrawn shall be reported on the transcript with a W status and shall not be counted towards the calculation of GPA.
- (3) For the purpose of tuition fee assessment, a withdrawn course shall be classified as a registered course, and the fee paid shall be treated as fully consumed, with no refund admissible under any circumstances.

## **30 - Examinations and Grades**

- (1) A scholar shall be deemed eligible for the final examination upon compliance with Regulation 26(4) and inclusion of their name in the exam seating plan.

(2) If a scholar misses the final examination, he/she shall be graded based on the sessional performance for the semester.

(3) At the end of each semester, letter grades shall be awarded according to the following distribution:

- (a) Midterm Examination 20%
- (b) Assignments, Quizzes, Projects, etc. 30% – 40%
- (c) Final Examination 40% – 50%

(4) The Office of the CoE shall conduct the midterm and final term examinations.

(5) The university, in general, follows the relative grading scheme which has the following definition:

<b>Letter Grades</b>	<b>Grade Points</b>	<b>Academic Standing</b>
A	4.00	Excellent
A-	3.67	Very Good
B+	3.33	Good
B	3.00	Acceptable
B-	2.67	Average
C+	2.33	Below Average
C	2.00	Poor
C-	1.67	Exceptionally Poor
F	0.00	Fail
I	-	Incomplete
N	-	Continued
W	-	Withdrawn
P	-	Pass
S	-	Satisfactory

US	-	Unsatisfactory
NC	-	Non Credit
( )	-	Grade Replaced

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- (6) An 'I' (Incomplete) grade may be awarded, with prior approval of the HoD, to a scholar who fails to complete all course requirements due to reasons beyond their control; it shall not be permitted in regular courses or lab work and must be converted to a final grade by the following semester, failing which it shall automatically be recorded as an 'F'.

### **31 - Repeat and Substitute a Course**

- (1) A scholar receiving an 'F' grade shall be required to repeat the same course or its approved equivalent to obtain a passing grade. Both attempts shall be recorded on the transcript; however, only the grade earned in the subsequent attempt shall be counted towards the CGPA.
- (2) For the purpose of CGPA improvement, a scholar may repeat a maximum of three (3) courses. Both the original and the revised grades of all repeated courses shall be reflected on the transcript; however, only the higher grade shall be considered in the CGPA calculation.
- (3) A scholar may apply for the substitution of an elective course with another elective course for the purpose of improving the CGPA required for the award of the degree. Such substitution shall be subject to the approval of the Dean and shall be deemed equivalent to a repeat course.
- (4) A course, once substituted or bracketed, shall be final and irrevocable; under no circumstances shall the brackets, once applied, be removed.

### **32 - Retake of Final Examination**

- (1) A retake of the examination may be considered under two extenuating circumstances:
  - (a) Serious illness of the student; or
  - (b) Death of an immediate family member.
- (2) The scholar must notify the Office of the CoE prior to the examination and submit a detailed application, supported by evidence of the exceptional circumstances, as soon as possible and no later than seven (7) days from the date of the examination.

- (3) In the case of personal illness, a certified medical certificate from a recognized hospital shall be required.
- (4) In the event of the death of an immediate family member (parent, sibling, child, or spouse), a death certificate from the appropriate authority must be submitted.
- (5) A three-member committee, consisting of the CoE and two Deans, constituted for this purpose, shall, if deemed necessary, interview the applicant and verify the submitted evidence to assess the authenticity of the request. The committee shall finalize its findings within two weeks of the result declaration date.
- (6) In cases where the retake application arises from the death of an immediate family member, only exams conducted on a single day shall be eligible for re-examination.
- (7) Upon approval of the retake by the retake committee, an 'I' grade shall be assigned to the eligible cases and must be converted into a final grade within four weeks of result declaration; failure to do so will result in automatic conversion to an 'F' grade.
- (8) A final letter grade for retake examinations shall be assigned in accordance with the absolute grading scale defined in the LMS.
- (9) If a scholar fails to attend all examinations of the registered courses, he/she shall not be eligible for a retake. Instead, the retake committee shall evaluate the case for a semester freeze or drop, and its decision shall be final.

### **33 - Review of Grade**

- (1) A scholar may apply to the Office of the CoE for a review of a final grade within two weeks following the declaration of results.
- (2) The review of any grade shall be confined solely to checking for omissions or calculation errors.
- (3) The review process shall be initiated upon receipt of the requisite fee, as prescribed by the university from time to time.

### **34 - Probation and Expulsion**

- (1) Scholars with a CGPA below 3.00/4.00 shall be placed on warning status at the time of result declaration.
- (2) A scholar who receives two consecutive warnings will be placed on probation for the subsequent semester. Failure to achieve a minimum CGPA of 3.00/4.00 by the end of

that semester shall result in discontinuation from the program.

### **35 - Semester Break**

- (1) A scholar, under circumstances beyond his/her control, may apply for a semester break. Subject to approval, the student's enrollment shall remain intact upon payment of the prescribed fee during the break.
- (2) Failure to register in a semester, except where a semester break has been duly approved, shall result in forfeiture of enrollment for that semester.
- (3) Failure to register for two consecutive semesters shall result in the cancellation of admission.
- (4) A scholar with cancelled admission must apply for re-admission on the prescribed form.
- (5) A request for re-admission shall be entertained only if the applicant is able to complete the degree requirements within the prescribed maximum duration.

### **36 - Thesis Registration**

- (1) Upon successful completion of the prescribed course work comprising twenty four (24) credit hours with a CGPA of 3.00 or above, a scholar shall be allowed to register thesis.
- (2) A thesis shall preferably be registered for six (6) credit hours in a single semester. However, registration in two parts of three (3) credit hours each shall be permissible, provided such registrations are made in two different semesters.
- (3) Upon completion of six (6) credit hours as per 36(2), if the thesis is not ready for submission 'I' grade may be awarded and the scholar shall be required to register for 'continuation'. A maximum of two (2) continuations may be availed by a scholar.
- (4) If the scholar fails to submit the thesis upon expiry of the second continuation, the thesis shall be deemed withdrawn, and 'W' grade shall be recorded against all previous thesis registrations.
- (5) A scholar who has registered a thesis or its continuation shall be required to attend the university at least twice a week for consultation with his/her supervisor, on such days and times as may be determined by the respective supervisor.
- (6) Compliance with Regulation 36(5) shall constitute a mandatory condition for the conferment of 'I' grade in the registered research work.

### **37 - 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) Thesis defense shall be arranged by the university within eight (8) weeks after the receipt of the thesis.
- (3) A thesis shall be cleared for defense if its similarity index is less than or equal to 19% 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.
- (4) A thesis defense shall be arranged only if it is accepted by both the external and internal examiners.
- (5) If the thesis is accepted by one examiner and rejected by the other, the scholar shall be provided with the observations of the examiner who rejected the thesis and shall be required to incorporate the suggested changes and re-submit it within three (3) months for defense. Failure to re-submit the thesis within the stipulated period shall result in its withdrawal, and 'W' shall be recorded.
- (6) If the thesis is rejected by both External and Internal Examiners, the scholar shall be awarded 'F' grade in the thesis and shall be required to re-register, if so mandated.
- (7) Thesis shall be examined in an open defense by a thesis defense committee comprising of:
  - (a) The Dean of the Faculty or a Senior Professor - Convener
  - (b) External examiner - Member
  - (c) Internal examiner - Member
- (8) 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.

- (9) Thesis shall be graded by the members of the defense committee as per the following weightage:
- (a) External examiner - 50%
  - (b) Internal examiner - 50%
- (10) Subject to the distribution defined in Section 37(9), a letter grade shall be awarded as per the definition given in Section 30(5).
- (11) In case of Fail (F) grade, the scholar can re-submit his/her thesis after a period of ninety (90) days with a fresh registration of credit hours associated with the thesis.
- (12) Thesis with minor revisions shall be submitted within four (4) weeks from the date of examination, with a certificate from the internal examiner that *'the revisions have been incorporated satisfactorily'* failing which, it shall be treated as re-submission.
- (13) Thesis re-submission shall require a fresh registration of credit hours associated with the thesis.
- (14) A thesis with major revisions shall be submitted within twelve (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.
- (15) A thesis, whether registered or continued, may be submitted at any time during the semester; however, no submission shall be accepted after the last date of the semester as specified in the university Academic Calendar.
- (16) A scholar's MS/MPhil program completion shall be subject to the approval from the BASR. The date of completion shall be the date recorded by the Graduate Studies Office upon receipt of all deliverables.
- (17) List of scholars who have completed the MS/MPhil shall be issued under the seal of the CoE.

### **38 - Medal Award Policy**

- (1) A Gold Medal shall be awarded, in the respective convocation, to an MS/MPhil scholar who has completed the program with a CGPA of 4.00, provided that:
- (a) the degree has completed within the normal degree duration;
  - (b) no 'F' grade in the transcript;

(c) no transfer of credits from other universities/institutions; and

(d) no disciplinary proceedings leading to the award of punishment.

(2) If there is a tie in the award of the medal, all will be awarded the same medal.

**39 - Removal of difficulties**

(1) If any difficulty arises in implementing the provisions of these regulations, the Academic Council may, by order, take any action it deems necessary to remove the difficulty.

# Chapter 4

## PhD Regulations

### 40 - Admission Requirements

- (1) An applicant desirous for admission in a PhD program shall be required to meet the following minimum eligibility criteria:
  - (a) MS/MPhil degree in the relevant discipline from a degree awarding institution recognized by the HEC;
  - (b) At least 3.00/4.00 CGPA in the MS/MPhil degree or 60% aggregate marks if the degree is earned from an annual system;
  - (c) The candidate must pass the university Admission Test or an HEC approved test with a minimum of 60% marks.
  - (d) Statement of Purpose shall be submitted at the time of admission which should reflect applicant's research potential, clarity of the subject and its applications.
- (2) Intra-discipline applicants are allowed for admission with 6–9 Cr Hrs. graduate level deficiency courses provided the applicant has passed GRE Subject/Equivalent Test in the field selected for PhD.
- (3) 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.
- (4) An applicant who has already completed a part of PhD credit hours in an HEC recognized university may be eligible for admission subject to the following conditions:
  - (a) no transfer of credit hours against research work shall be made; and
  - (b) the university shall have the exclusive right to accept or reject the request for trans-

fer of credit hours against coursework.

- (5) The admission of an applicant in the PhD program shall be subject to the approval of the BASR.

#### **41 - Degree Requirements**

- (1) A PhD scholar shall be required to successfully complete the following requirements:
  - (a) 18 credit hours coursework and 02 credit hours Fahm-ul-Quran, if the scholar has earlier degree in the same discipline and the coursework is to be completed on campus;
  - (b) 30 credit hours research work;
  - (c) comprehensive examination;
  - (d) research work synopsis;
  - (e) dissertation foreign/external reviews;
  - (f) publication from PhD research work as per HEC requirement; and
  - (g) dissertation defense.

#### **42 - Registration**

- (1) The maximum allowable courses for registration shall be equivalent to nine (9) credit hours in a Spring/Fall semester and three (3) credit hours 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 PhD scholar who has completed registration for thirty two (32) credit hours but has not completed the program must register for at least one (1) credit hour in the subsequent Spring or Fall semester to maintain active registration status.

#### **43 - Attendance**

- (1) Scholars are required to attend 100% of classes for courses in which their registration is confirmed. For the sake of transparency, attendance status shall be updated daily on the LMS.
- (2) To ensure regular class attendance, the university shall have the authority to impose a fine for absenteeism as a disciplinary measure and deterrent.

- (3) If a scholar misses 25% of classes or laboratory work, for any reason whatsoever, he/she shall be declared deficient in the knowledge or training of that course or laboratory, as the case may be, and shall be required to repeat it.
- (4) A scholar shall be eligible to appear in the final examination of a course only if he/she has secured at least 75% attendance in that course.
- (5) No relaxation in the attendance requirement prescribed under Regulation 43(4) shall be granted under any circumstances.
- (6) Any scholar who fails to meet the prescribed attendance requirement in a course shall be deemed to have withdrawn, and a grade of 'W' shall be officially recorded.

#### **44 - Add or Drop of a Course**

- (1) After registration of courses in a semester, a scholar may add or drop a course within the period specified by the Registration Department, and any course dropped within the allowed period shall be deemed as never registered.

#### **45 - Assessment and Payment of Tuition Fee**

- (1) The university shall determine the credit-hour fee for each degree program on a yearly basis. Such fees may vary depending on the program and the degree, and the university shall have the authority to revise them from time to time.
- (2) After registration, a scholar's tuition fee shall be determined based on the credit hours registered and shall be payable on or before the date specified in the Challan Form.
- (3) Tuition fee for the registered credit(s) shall be paid within the due date to confirm registration. Non-payment of fee within the prescribed due date shall result in default status.
- (4) A scholar who defaults in the payment of fee shall not be permitted to appear on the attendance roll and shall therefore not be entitled to attend any class or laboratory work.
- (5) The attendance of a scholar shall be recorded in the portal from the date on which the dues have been cleared, and all earlier classes shall be marked as absent.
- (6) In a regular semester, if tuition fee is not paid within the prescribed period, the university may drop the registration of the course(s).
- (7) During the Summer semester, a course shall be treated as confirmed upon registration, and no add/drop facility shall be allowed thereafter and fee shall be charged accordingly.

**46 - Withdrawal**

- (1) If a scholar decides not to continue in a course after the add/drop period has ended, he/she may withdraw from the course within ten weeks from the start of the semester.
- (2) A course withdrawn shall be reported on the transcript with a W status and shall not be counted towards the calculation of GPA.
- (3) For the purpose of tuition fee assessment, a withdrawn course shall be classified as a registered course, and the fee paid shall be treated as fully consumed, with no refund admissible under any circumstances.

**47 - Examinations and Grades**

- (1) A PhD scholar shall be deemed eligible for the final examination of courses upon compliance with Regulation 43(4) and inclusion of their name in the exam seating plan.
- (2) If a scholar misses the final examination of any course, he/she shall be graded based on the sessional performance for the semester.
- (3) At the end of each semester, letter grades shall be awarded to registered courses according to the following distribution:

(a) Midterm Examination	20%
(b) Assignments, Quizzes, Projects, etc.	30% – 40%
(c) Final Examination	40% – 50%

- (4) The Office of the CoE shall conduct the midterm and final examinations.
- (5) The university, in general, follows the relative grading scheme which has the following definition:

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<b>Letter Grades</b>	<b>Grade Points</b>	<b>Academic Standing</b>
A	4.00	Excellent
A-	3.67	Very Good
B+	3.33	Good
B	3.00	Acceptable

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B-	2.67	Average
C+	2.33	Below Average
C	2.00	Poor
C-	1.67	Exceptionally Poor
F	0.00	Fail
I	-	Incomplete
N	-	Continued
W	-	Withdrawn
P	-	Pass
S	-	Satisfactory
US	-	Unsatisfactory
NC	-	Non Credit
( )	-	Grade Replaced

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- (6) An 'I' (Incomplete) grade may be awarded, with prior approval of the HoD, to a scholar who fails to complete all course requirements due to reasons beyond their control; it shall not be permitted in regular courses or lab work and must be converted to a final grade by the following semester, failing which it shall automatically be recorded as an 'F'.

#### **48 - Repeat and Substitute a Course**

- (1) A scholar receiving an 'F' grade shall be required to repeat the same course or its approved equivalent to obtain a passing grade. Both attempts shall be recorded on the transcript; however, only the grade earned in the subsequent attempt shall be counted towards the CGPA.
- (2) For the purpose of CGPA improvement, a scholar may repeat a maximum of two (2) courses. Both the original and the revised grades of all repeated courses shall be reflected on the transcript; however, only the higher grade shall be considered in the CGPA calculation.
- (3) A scholar may apply for the substitution of an elective course with another elective

course for the purpose of improving the CGPA required for the award of the degree. Such substitution shall be subject to the approval of the Dean and shall be deemed equivalent to a repeat course.

- (4) A course, once substituted or bracketed, shall be final and irrevocable; under no circumstances shall the brackets, once applied, be removed.

#### **49 - Retake of Final Examination**

- (1) A retake of the examination may be considered under two extenuating circumstances:
  - (a) Serious illness of the student; or
  - (b) Death of an immediate family member.
- (2) The scholar must notify the Office of the CoE prior to the examination and submit a detailed application, supported by evidence of the exceptional circumstances, as soon as possible and no later than seven (7) days from the date of the examination.
- (3) In the case of personal illness, a certified medical certificate from a recognized hospital shall be required.
- (4) In the event of the death of an immediate family member (parent, sibling, child, or spouse), a death certificate from the appropriate authority must be submitted.
- (5) A three-member committee, consisting of the CoE and two Deans, constituted for this purpose, shall, if deemed necessary, interview the applicant and verify the submitted evidence to assess the authenticity of the request. The committee shall finalize its findings within two weeks of the result declaration date.
- (6) In cases where the retake application arises from the death of an immediate family member, only exams conducted on a single day shall be eligible for re-examination.
- (7) Upon approval of the retake by the retake committee, an 'I' grade shall be assigned to the eligible cases and must be converted into a final grade within four weeks of result declaration; failure to do so will result in automatic conversion to an 'F' grade.
- (8) A final letter grade for retake examinations shall be assigned in accordance with the absolute grading scale defined in the LMS.
- (9) If a scholar fails to attend all examinations of the registered courses, he/she shall not be eligible for a retake. Instead, the retake committee shall evaluate the case for a semester freeze or drop, and its decision shall be final.

### **50 - Review of Grade**

- (1) A scholar may apply to the Office of the CoE for a review of a final grade within two weeks following the declaration of results.
- (2) The review of any grade shall be confined solely to checking for omissions or calculation errors.
- (3) The review process shall be initiated upon receipt of the requisite fee, as prescribed by the university from time to time.

### **51 - Probation and Expulsion**

- (1) Scholars with a CGPA below 3.00/4.00 shall be placed on warning status at the time of result declaration.
- (2) A PhD scholar who receives two consecutive warnings will be placed on probation for the subsequent semester. Failure to achieve a minimum CGPA of 3.00/4.00 by the end of that semester shall result in discontinuation from the program.

### **52 - Semester Break**

- (1) A PhD scholar, under circumstances beyond his/her control, may apply for a semester break. Subject to approval, the student's enrollment shall remain intact upon payment of the prescribed fee during the break.
- (2) Failure to register in a semester, except where a semester break has been duly approved, shall result in forfeiture of enrollment for that semester.
- (3) Failure to register for two consecutive semesters shall result in the cancellation of admission.
- (4) A scholar with cancelled admission must apply for re-admission on the prescribed form.
- (5) A request for re-admission shall be entertained only if the applicant is able to complete the degree requirements within the prescribed maximum duration.

### **53 - Comprehensive Examination**

- (1) A PhD scholar is required to register for the comprehensive examination, which shall be conducted in each regular semester (Spring and Fall).
- (2) List of the PhD registered scholars who shall appear in the PhD comprehensive examination shall be issued under the seal of CoE.

- (3) For a given program, the courses and the course contents of the comprehensive examination shall be defined by the scholar's respective department.
- (4) A PhD scholar is required to qualify the comprehensive examination with a cumulative qualifying score of at least 60%.
- (5) 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.
- (6) 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.
- (7) A PhD scholar who fails the comprehensive examination on the second attempt shall cease to continue his/her studies.

#### **54 - Research Synopsis**

- (1) After qualifying the comprehensive examination, the scholar shall be required to register for three (3) credit hours of research synopsis. Such credit hours shall be counted towards the total research credit requirement and shall be evaluated on a Pass/Fail basis at the end of the semester.
- (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) The Dean of the faculty/his nominee approved by Chairman BASR - Chairman
  - (b) BASR nominee - 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 and 'F' grade shall be recorded.
- (5) A rejected synopsis shall be re-registered and 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) A scholar shall be allowed a maximum of two attempts to qualify the PhD research synopsis. Failure to do so within three (3) years of admission shall result in termination of the scholar's enrollment at the university.

### **55 - Research Registration and Evaluation**

- (1) Upon successful completion of the research synopsis, a PhD scholar shall be required to register for thesis credit hours, which shall be evaluated on a Satisfactory (S) or Unsatisfactory (US) basis, as applicable.
- (2) A component of the thesis shall preferably be registered for six (6) credit hours in a given semester; however, registration for three (3) credit hours shall also be permissible.
- (3) The maximum permissible research credit hours in a Spring or Fall semester shall not exceed nine (9), whereas the upper limit for a Summer semester shall be three (3) credit hours.
- (4) Upon completion of thirty (30) credit hours, if the thesis is not ready for submission, the scholar shall be required to register for one (1) credit hour 'continuation', if so permitted by the university.
- (5) A scholar who has registered a thesis or its continuation shall be required to attend the university at least twice a week for consultation with his/her supervisor, on such days and times as may be determined by the respective supervisor.
- (6) Compliance with Regulation 55(5) shall constitute a mandatory condition for the conferment of 'S' grade in the registered research work.
- (7) Out of the prescribed thirty (30) research credit hours, a PhD scholar is required to register six (6) credit hours against the mandatory 'research paper'. A Satisfactory grade shall be awarded only upon publication; if a paper has been submitted but not yet published, an 'I' grade shall be assigned, which shall be converted in the subsequent

regular semester to either Satisfactory or Unsatisfactory, as applicable.

- (8) Under Regulation 55(7), a scholar may, through the respective Dean and with supporting evidence, request the continuation of the 'I' grade for one additional semester, which may be granted under exceptional circumstances.
- (9) Research credits registered by a PhD scholar shall be evaluated at the end of each semester and a scholar with unsatisfactory performance shall be placed on probation.
- (10) If a PhD scholar is awarded two consecutive Unsatisfactory (US) grades, the scholar shall cease to be a student of the university.
- (11) An Unsatisfactory grade, as per standard university grading policy, has to be repeated by the scholar.
- (12) Submission of a PhD dissertation, in accordance with the prescribed format, shall be permissible only after the successful completion of thirty (30) research credit hours, provided that the scholar has active registration status at the time of submission.
- (13) A PhD dissertation shall be cleared for foreign/external review if its similarity index is less than or equal 19% in total, and less than 5% from a single source. Similarity from the scholar's own published work carried out during the PhD studies shall be excluded.
- (14) 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
- (15) A PhD dissertation shall be reviewed by at least two foreign/external experts who shall be:
  - (a) 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
  - (b) Pakistan-based Distinguished National Professors, Meritorious Professors from any national university; or Professors from top universities ranked by HEC; or Pro-

fessors 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.

- (16) BASR shall approve a panel of five foreign/external reviewers proposed by the concerned Dean in consultation with the supervisor.
- (17) A foreign/external review recommending minor revisions shall be accepted under the Supervisor's certificate and if a reviewer is asking for major revisions, it shall be sent back to the concerned reviewer, after corrections, if so desired by the reviewer otherwise a local review shall be arranged to certify that the revisions have been incorporated satisfactorily.
- (18) A PhD dissertation must have at least two out of three positive foreign/external reviews to make the scholar eligible for the final defense.
- (19) 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.
- (20) A PhD dissertation shall be examined, in an open defense, by a defense committee comprising of:
  - (a) The Dean of the faculty or a Senior Professor approved by Chairman BASR - Chairman
  - (b) Two External Examiners - Members
  - (c) One Internal Examiner - Member
- (21) If the Dean of the concerned faculty is himself the supervisor, a senior faculty member shall be appointed by the Chairman BASR to serve as the chairman of the defense committee.
- (22) 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 55(19) shall be presented in the next BASR meeting for approval or otherwise.
- (23) After the defense, the chairman of the defense committee shall invite the recommendations of the examiners that:
  - (a) dissertation may be accepted as is;

- (b) dissertation may be accepted after minor revisions;
  - (c) dissertation may be accepted after major revisions; or
  - (d) dissertation may be rejected.
- (24) A dissertation with minor revisions shall be submitted within four (4) weeks from the date of defense and shall be accepted with a certificate from the supervisor that *'the revisions have been incorporated'*.
- (25) A dissertation with major revisions shall be submitted within twelve (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'*.
- (26) If a dissertation requires major revisions, a re-defense before the same committee may be required; however, the BASR may waive the re-defense after reviewing the examiners' certificates.
- (27) If, after the final defense, a scholar fails to submit the corrected version of his/her dissertation within specified time, the case shall be referred to the BASR for final decision.
- (28) In case of a difference of opinion among the defense committee examiners, the recommendations of the majority shall prevail for the purpose of approval by the BASR.
- (29) 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.
- (30) A scholar whose dissertation has been rejected by the BASR based on the recommendations of the defense committee shall cease to be a student of the university. The scholar may challenge this decision to the Academic Council of the university.
- (31) 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 of the defense committee, 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.

- (32) Each scholar is required to publish research article(s) out of his PhD research work, after qualifying PhD synopsis, as per the following:-
- (a) **Sciences and Technology:** One W–Category or Two X–Category publications.
  - (b) **Social Sciences:** One X–Category or Two Y–Category publications.
- (33) 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.
- (34) 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.
- (35) By auditing the compliance for the award of PhD degree, a PhD completion notification shall be issued under the seal of the CoE.

#### **56 - Removal of difficulties**

- (1) If any difficulty arises in implementing the provisions of these regulations, the Academic Council may, by order, take any action it deems necessary to remove the difficulty.

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