

UNIVERSITY OF TURBAT
TURBAT



GRADUATE RULES AND REGULATIONS
2023 (REVISED)

DIRECTORATE OF ACADEMICS
UNIVERSITY OF TURBAT

Preface

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

The academic rules and regulations for graduate programs have been approved by the Academic Council in its 13th meeting after incorporating the amendment in the “Revised Graduate Rules of UoT 2021” which was approved by the Academic Council in its 12th meeting. These regulations shall be read as "Graduate Rules and Regulations 2023 (Revised)" which adopts the policy guidelines provided by HEC from time to time.

Graduate Rules and Regulations 2023 (Revised) covers all aspects of the academic life of students (MS/M.Phil. /PhD scholars) enrolled in graduate programs offered by UoT providing them with the knowledge which they need to plan their educational programs.

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1. Preamble

These rules called “Graduate Rules and Regulations 2023 (revised)” shall apply to all MS/M.Phil and PhD degree programs conducted in the Constituent and Affiliated Units of University of Turbat (UoT). These rules precede/surpass all other previous graduate rules and subject to change through approval of relevant statutory bodies of the university. These Rules shall be read in conjunction with the general rules/regulations of the University. In matters where these rules are silent, rules/regulations and procedures of UoT shall apply. In case of any doubt regarding the interpretation of these Rules and in matters not clearly covered under these and other rules/regulations of UoT, the matter shall be referred to the relevant bodies for instance Academic Council or Syndicate for the final decision. Furthermore, MS/M.Phil and PhD requirements set out by the HEC from time to time shall be complied with and shall take precedence over these Rules should there be a conflict.

2. Definitions

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

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

2.2 “**MS/M.Phil**” stands for Master of Science/Master of Philosophy.

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

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

2.5 “**Candidate**” means a person seeking admission in MS/M.Phil/PhD program at UoT.

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

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

2.8 “**Research Scholar**” means a scholar enrolled in MS/M.Phil and PhD program.

2.9 “**Examiners**” means the Examiners as appointed as per these regulations.

2.10 “**Thesis**” means a thesis report encompassing original research performed by a scholar.

2.11 “**Related Subjects**” means subject(s) conducted by institution other than the

one in which the scholar is enrolled.

2.12 “**Institution**” means a Department, Center, College, or an Institute of the University.

2.13 “**Center**” means a Center on the Campus Affiliated with the University.

2.14 “**Secretary**” means Registrar of the University.

2.15 “**A Credit Hour**” means teaching a theory course for 50-60 minutes each week throughout the semester.

2.16 “**Head**” means Chairman/Chairperson of Department or Director of Center or Institute, or Principal of the constituent college.

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

3. Faculty Graduate Research Committee (FGRC)

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

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

3.1.1 Chairperson (Dean faculty)

3.1.2 Member (HoD)

3.1.3 Member (Two Senior Faculties)

3.1.4 Member (Program Coordinator)

3.1.5 Member (Dean Academics /Representative)

3.3 Responsibilities of the committee include:

3.3.1 Conducting research proposal/synopses seminars of graduate students,

3.3.2 Evaluating and recommending research proposal/synopses to AS&RB for approval,

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

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

3.3.5 Conduct of Viva Voce and sending reports to ASRB through Dean Academics for award of degree.

4. Graduate Admission Committee (GAC)

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

The composition of the committee is as follows:

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

5. Grievance Redressal Committee (GRC)

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

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

5.3 Functions of the Committee:

- 5.3.1 To entertain students' grievances of the University of Turbat.
- 5.3.2 To provide proper opportunity to stakeholders to express their grievances freely and frankly without any fear of being victimized.
- 5.3.3 To ensure that there is no reprisal of any kind against any applicant, witness, or any other participant in the grievance redressal process by reason of such participation in the grievance process.

- 5.3.4 To protect the privacy and confidentiality of all parties during the inquiry, consistent with and subject to the policy guidelines
- 5.3.5 To obtain the facts through relevant sources in a fair and objective manner, to work out a resolution of the issues involved with the parties named in the grievance application.
- 5.3.6 To ensure speedy disposal of every grievance application within a maximum period of one month of the receipt of application.

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

- Chairperson (HoD)
- Member (Two Senior Faculties)
- Representative Dean Academics
- Member (Other than faculty if deem necessary)

6. Title of Degree

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

7. MS/M.Phil Programs

The MS/M.Phil programs at UoT will foster a broad understanding of the related subjects. This is materialized through a rigorous disciplinary and interdisciplinary program of study and a research-based education in related subjects for career or entry to PhD programs.

7.1 Admission Policy

A candidate must secure 60% marks in admission test conducted by the University or must secure 50% marks in admission test conducted by an authorized testing agency. This is mandatory for all the candidates.

7.2 Admission Criteria

- 7.2.1 The applicants must have completed 16 years of education or equivalent [e.g., BS/BBA/B. Com (4 years) M. A/M. Sc/ MBA/M. Com/M.Ed etc.] in the relevant field with a minimum CGPA 2.5 / 4 or 50% marks where CGPA is not given.
- 7.2.2 The students having valid GAT (Gen)/GRE (International) with a minimum 50% score will be exempted from appearing in pre-admission written entry test.
- 7.2.3 All the candidates who qualify the test will be required to appear for an interview to be conducted by the Graduate Admission Committee (GAC).

7.3 Admission Procedure

- 7.3.1 Admission in MS/M.Phil programs shall be announced /advertised by the Registrar, University of Turbat as per policy.
- 7.3.2 Applications on prescribed forms must be submitted by the candidate in Departments/Centers/Institutes for admission offering MS/M.Phil.
- 7.3.3 Candidates having minimum sixteen years of education or four years education in the respective subject from HEC recognized institutions are eligible for admission in MS/M.Phil.
- 7.3.4 Candidates with a foreign degree 16 years of education equivalent to BS/BBA/B.Sc. (Hons.) MA/M.Sc. /MCS/ are also eligible for admission in MS/M.Phil.
- 7.3.5 M.Phil/MS degree program will be open for all those who qualify the admission criteria. However, serving candidates will have to submit N.O.C from their respective departments along with the application form. A study leave document from their respective employer for a period of two years has to be submitted at the time of admission. The candidate will be a full-time regular student for two years to complete the course work and research/thesis work.
- 7.3.6 The entry tests & interviews for admission to MS/M.Phil program of studies will be conducted through Graduate Admission Committee (GAC). Each faculty of the University of Turbat is responsible to sort and verify documents, and the suitability of the applicants. However, admission will be encouraged to promote higher studies and research at the University of Turbat, with existing and manageable resources.

7.4 Determination of Admission Merit

- 7.4.1 Admission merit would be determined as:
- Academic performance (terminal degree only) 30%
 - Admission test conducted by the University or any other body authorized by HEC + Interview (50% + 20%)
- 7.4.2 Academic performance shall be determined as follows:

In case two or more candidates score equal marks and are placed at the bottom of the merit

list, both / all of them shall be allowed admission in the relevant program

7.5 Duration of the Program

- 7.5.1 The minimum duration for completion of the MS/M.Phil program is 2 years from the date of enrolment in the program for Full Time regular scholars. The maximum duration for the completion of degree shall be four years.
- 7.5.2 There shall be two semesters in a year i.e., Fall and Spring, where each semester shall consist of 16-18 weeks including examinations.
- 7.5.3 A candidate for a Master degree shall not normally be permitted to submit a thesis for examination within the first year of candidature.
- 7.5.4 A candidate will be expected to present his/her thesis for examination within two years of the date of the initial enrolment in the course, excluding periods of approved leave of absence/ deferment.

8. Promotion & Probationary Period

If a student scores CGPA less than 1.5 at the end of any semester during the program of studies, the student shall be dropped from the university rolls (GPA of first semester is CGPA as well).

8.1 Probation/Cancellation of Admission

- 8.1.1 Whenever any student's CGPA falls between 2.0 and 2.5 he / she shall be placed on the probation for the next semester.
- 8.1.2 If the student fails to raise CGPA to 2.5 or above on availing the probation period, he / she shall be dropped from the university rolls. However, only one chance shall be given to reappear in additional examination.
- 8.1.3 The department is responsible to schedule additional examination within 60 days of declaration of the results. All students appearing in the additional exam shall register themselves in the failed courses by submitting re-appear form with a fee of Rs. 5000/= per course.
- 8.1.4 There shall be only one chance for the improvement of CGPA be in additional/extra examination with maximum three least graded courses.
- 8.1.5 Any scholar appearing in the additional examination for the purpose to improve his/her CGPA, he/she shall repeat all assignments, quizzes, project/field work/presentation, mid-term, and terminal examinations.

- 8.1.6 The student eligible to continue the study program and having failed in the course(s) shall repeat the course(s) whenever such course(s) shall be offered by the faculty provided the contents of course(s) remain unchanged.
- 8.1.7 The student can repeat the failed course(s) for a maximum of two times and can improve course(s) with (C/D grades) once in the entire study program.
- 8.1.8 The students have to register for the courses being repeated, within 10 days from the date of commencement of the semester.
- 8.1.9 A student can improve at most three courses during the entire degree program.
- 8.1.10 Students completing course work in both Semesters with minimum CGPA of 2.50 will be allowed to register Research Work.

9. Semester Freeze

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

10. Extension Policy

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

department/program coordinator.

11. Course Limit

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

11.1 Credit Hours

- 11.1.1 A credit hour means teaching a theory course for 50-60 minutes each week throughout the semester.
- 11.1.2 A student must complete a minimum of 24 CH Course work prescribed by the department for the MS/M.Phil degree with CGPA ≥ 2.5 .
- 11.1.3 A student must have attended at least 75% of the classes held in a course in order to be allowed to sit in the final semester examination.
- 11.1.4 Having obtained CGPA ≥ 2.5 , the candidate shall do a minimum of 6 credit hour thesis to qualify for MS degree.
- 11.1.5 One credit hour in laboratory or experimental work would require lab contact of at least two hours per week throughout the semester.
- 11.1.6 A course with 3 credit hours for theory and one credit hour for laboratory work will be denoted as 4 (3+1).

12. Course Work Evaluation

- 12.1 There shall be a continuous evaluation system of the student's performance. In addition to assignments, term papers, quizzes and class presentations, the following examinations in each course shall be held during the semester:
 - Mid Semester Examination
 - Final Semester Examination
- 12.2 The Mid Semester Examination shall be held by the end of the 8th week of class for each course from the commencement of the semester. The Final Semester Examination shall be held at the end of the semester.
- 12.3 The duration of the examinations:
 - Mid Semester Examination one to two hours
 - Final Semester Examination two to three hours

13. Marks, Grade Points, Letter Grades

13.1 Letter grades are used only for individual courses and not for semester GPA or

CGPA. Grade points for each letter grade are given below:

Marks Range	Grade Point	Grade
85 and above	4.00	A
80-84	3.70	A-
75-79	3.30	B+
70-74	3.00	B
65-69	2.70	B-
61-64	2.30	C
58-60	2.00	D
00-57	0.00	F

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

13.2 The percentage of marks or values of grades other than grade points shall not be reported on the transcript whether these are relative grades or absolute grades.

13.3 The course instructor, on his / her own accord or in consultation with the Dean / Chairperson of department of the concerned faculty / department, may decide to use curving for award of letter grades instead of using fixed percentages tabulated above.

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

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

14. Migration/Credit Transfer Policy

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

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

14.3 Migration/Credit transfer from UoT to some other University or vice versa shall be allowed after the completion of the prescribed formalities. Migrations/Transfers to and from the Higher Education Commission recognized universities/institutions (both public and private) shall be considered.

14.4 The students concerned shall obtain the migration certificate within 15 days after submission of the application.

- 14.5 Migration processing fee shall be charged. The following documents shall be attached by the candidate with the application for obtaining Migration Certificate.
- Attested copy of degree/result card.
 - Bank Challan showing the deposit fee.
- 14.6 Students seeking duplicate migration certificate from one university to another university shall be allowed such certificate on submission of an application supported by:
- An affidavit by the student, duly attested by a Magistrate, revealing that the original Migration Certificate issue by the university had been lost and was not used for any other purpose.
 - A cutting of daily newspaper in which the report regarding loss of Migration Certificate was published.
 - A certificate to the effect that the applicant had not been registered at the university for which migration certificate was issued.
- 14.7 A student who fails in the university examination and wants migration/credit transfer to another university shall be issued Migration Certificate on production of the original Result Card.
- 14.8 Once the Migration Certificate is issued, it can be cancelled, and admission restored within 3 weeks from the date of issuance of migration certificate. Such a student will have to provide a certificate from the respective Registrar that he/she had not been registered at the university for which the Migration Certificate was issued.
- 14.9 No Migration/Credit Transfer Certificate shall be issued to a student who had been debarred from appearing in the university examination or expelled from university/affiliated institute/college for misconduct till such time as the period of punishment lasts.
- 14.10 A regular student of the university/affiliated institute who desires migration to another university shall be issued Migration Certificate on the production of the Clearance Certificate.
- 14.11 If any question arises to the interpretation of any of the provisions of these rules, it shall be placed before the Vice Chancellor whose decision thereon shall be final and binding.
- 14.12 No credit hour of a course will be transferred if the grade is less than B.

14.13 University may enroll students (if they fulfill the criteria) for any course(s) and issue a transcript for the courses done. Fee for each course shall be charged.

14.14 Requirement for awarding of degree (Transfer of Credit Hours Cases):

- A student must have a proper admission in the graduate program of the university and should earn minimum of 50% of total credit hours of UoT graduate program from the university.

15. Fee Refund Policy

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

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

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

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

16. Appointment of Supervisor(s)

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

16.1 The Research Supervisor will be a faculty member having a MS/M.Phil /Ph.D. degree in the relevant field, publications to his / her credit. He/she shall be responsible for the guidance and supervision of research by the scholar during the period of his/her registration. In special circumstances (Sickness, Study Leave, Maternity Leave) there could be a Co-Supervisor who shall also have MS/M.Phil /Ph.D. degree in the relevant field.

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

16.3 A scholar must choose a Research Supervisor within two weeks after the completion of his/her course work or after commencement of third semester.

17. Alternative Supervision

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

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

18. Synopsis/Research Proposal Seminar Presentation

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

18.1 The scholar will prepare a synopsis (or research proposal) for the research study containing the background; methodology and feasibility of study in term of availability of source materials with the assistance of the Research Supervisor within three to four weeks after the completion of course work.

18.2 The Synopsis must be submitted through Directorate of Academics to check and scrutinize the research topic. The synopsis with recommendations of the Research Supervisor and Directorate of Academics shall submit for final approval to the AS&RB.

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

19. Research Rules

19.1 Scholars shall choose their Research Supervisor(s) not later than the first 2 weeks of the 3rd Semester.

19.2 Research Supervisor must be from the parent Department or from University of Turbat.

19.3 A plagiarism test will be conducted on the Dissertation using Turnitin before

its submission to the two external experts. The Turnitin software may/is not able to detect plagiarism of the thesis of languages like Balochi, Urdu, and other disciplines, so thesis is certified by two experts which are nominated by FGRC.

20. Thesis Submission

- 20.1 A research scholar shall be eligible to submit his/her thesis after completing courses and research work within the approved minimum period 2 years and maximum period 4 years.
- 20.2 The scholar shall submit four copies of thesis to the Research Supervisor as per University thesis report guidelines.
- 20.3 On completion of the research study, the candidate shall submit thesis to the Directorate of Academics through the Supervisor, Chairperson/Director and Faculty Dean along with the evidence of completion of all pre-requisites that include:
 - A certificate from the Controller of Examinations stating the completion of course work credits with CGPA.
 - Copy of research paper with letter of acceptance (if required)
 - Fee receipts of all paid dues.
- 20.4 The thesis shall include a signed certificate by the candidate that he/she has prepared and written thesis himself/herself and that this thesis has not been submitted at any other University. The certificate will be counter signed by the Research Supervisor.
- 20.5 The thesis shall be evaluated by one Internal Examiner and one External Examiner having a PhD degree from HEC recognized University in the related area of research.
- 20.6 The Research Supervisor will propose a panel of at least three experts as External Examiners for thesis evaluation or viva voce examination and will forward the same to the Dean Academics in a sealed cover. The Vice Chancellor will nominate two examiners from the panel of examiners.
- 20.7 The program coordinators after completing necessary formalities shall send three copies of the thesis to the Directorate of Academics who shall forward copies of the thesis to examiners for evaluation. After receiving the evaluation reports, the

Dean Academics shall forward them to the ASRB. The Dean Academics shall provide a copy of the evaluation report to the concerned scholar and Research Supervisor for incorporating comments/suggestions/objections in the thesis.

- 20.8 The response to the remarks of the External Evaluators and copy of the modified thesis with the recommendations of the Research Supervisor and DAC shall be submitted to the Advanced Studies and Research Board through Dean Academics for final decision.
- 20.9 On the recommendations of the Advanced Studies & Research Board; Directorate of Academics shall arrange an oral examination with consultancy of Chairperson/Director, Research Supervisor and Faculty Dean. The Oral examination shall be conducted by the Internal and External Examiner in the presence of Directorate of Academics. The Directorate of Academics, External Examiner and Supervisor will furnish a collective report on the thesis along with marks obtained for 06 credit hours in research with 200 marks. The report shall be sent to AS&RB and to the Controller of Examination.
- 20.10 In case, the External Examiner proposes revision of whole or a part of the thesis with the condition of re-submission of the revised thesis with the recommendation of degree, the revised thesis shall be re-submitted to the respective External Examiner following the same procedure defined for submission of thesis.
- 20.11 In case, the External Examiner proposes some revision without the condition of re-submission of thesis and recommend the award of the degree and shall be followed to get approval of oral examination from the AS&RB.
- 20.12 In case, the External Examiner does not recommend award of the degree, the Advance Studies & Research Board shall decide to send thesis to second examiner, if second examiner does not recommend the award of the degree or fail to send the report within 8 weeks then the thesis will be rejected along with the rejection of registration of the candidate.
- 20.13 In case, the second External Examiners does not recommend award of the degree, the thesis will be rejected along with the rejection of registration of the candidate.
- 20.14 If a scholar fails to defend his/her thesis in the oral examination in the second attempt, his/her registration shall stand cancelled.

21. Key Milestones for MS/M.Phil

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

22. Progress

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

23. Progress Reports

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

23.2 The student is required to indicate the work carried out during the previous six months or from commencement.

23.3 The progress shall include:

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

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

24. Leave of Absence

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

completion of course work is entitled to four weeks' annual leave (with the prior approval from principal supervisor).

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

25. Thesis Evaluation

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

- 25.1 The examination process shall be carried out to ensure that the student has satisfied Directorate of Academics regulations for the award of the degree.
- 25.2 The faculty Dean in consultation with the concerned chairperson and principal supervisor shall propose a panel of three examiners (other than UoT) to the Dean Academics for appointment of one examiner.
- 25.3 Examiners of theses shall be selected on the grounds of their academic and research competence in the areas of the submitted theses. They should be active in both research and scholarship.
- 25.4 The examiner shall not have a blood relation/ spouse, or co-authorship with the student to be examined.
- 25.5 The duration of examination process from the date of submission of thesis to its outcome shall not normally exceed three months.
- 25.6 The examination process shall be tracked by the Directorate of Academics. Students and supervisors shall be kept informed of progress at different stages of the process.
- 25.7 All the reports and results of an examination shall be communicated to the faculty graduate program coordinator by the Directorate of Academics.

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

- i) **Passed** without any amendments and the candidate may be awarded the degree **(NA)**.
- ii) **Passed, subject to minor amendments (MA)** as indicated in report to the satisfaction of the concerned Principal Supervisor.

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

26. Thesis Defense & VIVA

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

26.1 The following defense process shall be followed:

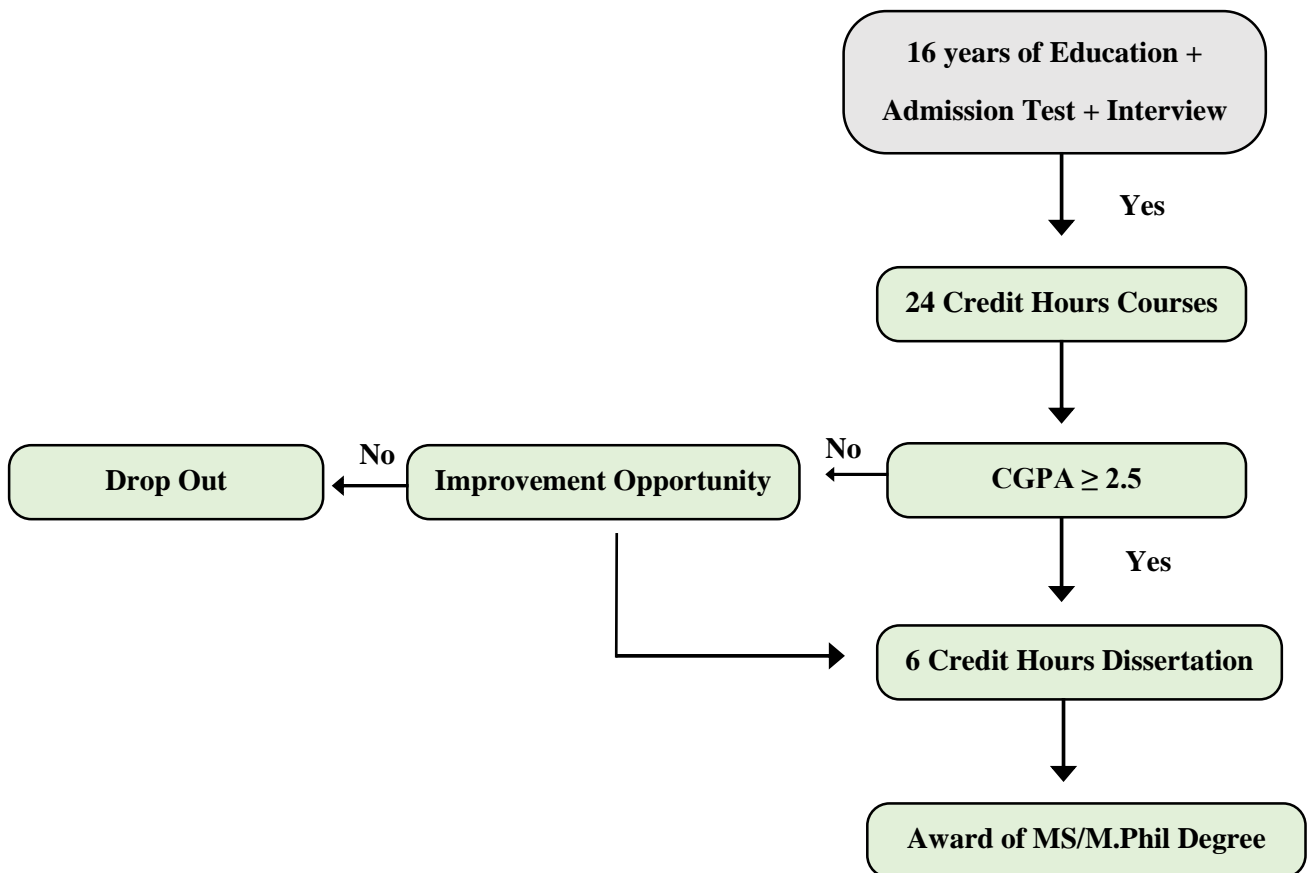
- The examiner who has evaluated the thesis shall be invited for the defense and viva.
- The date of defense shall be notified by the Dean Academics. The defense of thesis shall be open for all.

27. Award of MS/M.Phil Degree

27.1 A student shall be awarded MS/M.Phil degree subject to the fulfillment of key milestones mentioned in section 21.

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

28. Study Flow of MS/M.Phil



29. PhD Program

Doctor of Philosophy (PhD) is the highest university degree that is awarded in most disciplines. Those who are qualified at this level are expected to serve highly consequential functions in society, including in the fields of teaching and research. With in-depth training and immersion in a particular field of study, which includes making an original contribution to the area of study through the PhD dissertation, those holding PhD degrees are expected to have an expertise in their area of study that they can utilize in teaching and research, as well as in problem solving and innovation for addressing important societal challenges. While other degree programs aim to teach students the things that we (academic community) know, the purpose of a PhD program is to enable students to investigate what we don't know.

The program focuses on two aspects:

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

30. Admission in PhD Program

30.1 Admission Criteria and Merit determination

The applicant must possess:

- 30.1.1 HEC recognized MS/M.Phil. or equivalent from HEC recognized/DAI Degree with minimum of 30 credit hours (24 credit hour graduate level courses + 6 credit hours' thesis) in the relevant field with 1st Division or equivalent grade or CGPA 3 out of 4.
- 30.1.2 GRE (International) / GAT subject test with 60 % marks. A University Graduate Admission Committee may arrange a subject test after fulfilling all

conditions required by the Higher Education Commission. In University based test a student must secure 70% marks.

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

30.1.4 **Graduate Admission Committee(GAC)**

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

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

30.2 Course Work

30.2.1 The student shall have to complete minimum of 18 CH course work.

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

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

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

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

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

31. Probation/Cancellation of Admission

- 31.1 A scholar with GPA/CGPA in between 2.50 and 3.00 will be put on probation for one semester. In case that the next semester is a course work semester, the scholar will qualify for registering thesis credits only if he/she can improve his/her CGPA to 3.00. In case that the scholar has completed the course work, he/she will request to re-appear in maximum three least graded courses in an additional / extra examination. There shall be only one chance for the improvement of CGPA in an additional / extra examination with maximum three least graded courses.
- 31.2 If the student fails to raise CGPA to 3.0 or above on availing the probation period, he / she shall be dropped from the university rolls.
- 31.3 Any scholar appearing in the additional / extra examination for the purpose to clear an F grade in a course or to improve his/her CGPA, he/she shall repeat all assignments, quizzes, project/field work/presentation, mid-term and terminal examinations
- 31.4 The student eligible to continue the study program and having failed in the course(s) shall repeat the course(s) whenever such course(s) shall be offered by the Faculty provided the contents of the course(s) remain unchanged.
- 31.5 A student can improve at the most two courses during the entire degree program.
- 31.6 A consecutive willful absence of two weeks during course work and accumulative 60 days' absence during research work on part of the student may culminate in cancellation of admission upon approval from AS&RB. Such cases shall be forwarded by the chairperson/supervisor through Dean of the faculty.

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

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

The appointment of principal supervisor and co-supervisor(s) shall be processed through Graduate Research Committee to Dean Academics for approval by Advanced Studies &

Research Board (AS&RB).

33. Alternative Supervision

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

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

34. Doctoral Qualifying Examination (DQE)

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

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

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

34.4 The result of DQE on qualified/Not qualified basis shall be placed before the Dean Academics for approval and notification by the Controller of Examinations.

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

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

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

35. Program Duration and Extension

The minimum duration for completion of PhD program is 3 years. A candidate shall be allowed to submit thesis after completion of three years from the date of enrollment. The maximum duration for completion of degree shall be 8 years. Extension for a specific

period in case of PhD program, after 5 years will be granted on full justification to those students who maintain their status active and are not absconders. Further, if the extension is fully justified should be 5+2 and in case of extremely justified cases 5+2+1. Extension mechanism shall be through proper channel, it shall begin by applying to department and obtaining the approval of supervisor and placed in GRC. The recommendations shall be forwarded to ASRB through Dean Academics.

36. Synopsis/Research Proposal Seminar Presentation

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

37. Research Proposal

The research proposal will provide a justification for the proposed research. The justification should demonstrate that the student is familiar with the key literature in the area and that the candidate can critically evaluate it and use it to build an argument to justify the research question. In addition, the proposal should demonstrate that the student has the methodological knowledge and skills to carry out the research.

38. Confirmation of PhD Candidature

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

- 38.1 Completion of course works with CGPA \geq 3.00
- 38.2 Success in Doctorate Qualifying Examination
- 38.3 Approval of the research proposal/synopsis by AS&RB.

39. Semester Freeze

- 39.1 A student shall be allowed to apply for semester freeze of at the most one semester during his / her entire program of studies.
- 39.2 The case for freeze of the semester and resumption thereafter shall be placed before the Dean Academics by the chairperson of the respective department through the Dean of the faculty.

39.3 A student already registered shall not pay the registration / admission fee in order to resume the studies. However, the student has to complete the degree requirements within maximum duration of the program from the date of his/her enrolment (excluding the period of semester being deferred).

40. Course Limit

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

41. Credit Hours

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

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

42. Progress

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

43. Progress Reports

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

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

43.2 The student shall submit the progress report to the principal supervisor who shall make recommendations on it. The report shall be forwarded to the Directorate of Academics by the principal supervisor through the relevant faculty dean/

chairperson/ graduate program coordinator.

44. Leave of Absence

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

45. Examination

Once a student has submitted thesis it shall be sent to the examiners for evaluation.

The principles governing examination at Directorate of Academics are:

- 45.1 The examination process shall be carried out to ensure that the student has satisfied the Directorate of Academics regulations for the award of the degree.
- 45.2 The faculty Dean in consultation with the concerned chairperson and principal supervisor shall propose a panel of seven examiners (four examiners from HEC approved list of technologically/academically advanced countries for evaluation of Thesis is provided in Annex and three from within Pakistan) to the Directorate of Academics for seeking of appointment of three examiners (two foreign and one from Pakistan) by the Vice Chancellor.
- 45.3 Examiners for thesis shall be selected on the grounds of their academic and research competence in the area of the submitted thesis. They should be active in both research and scholarship.
- 45.4 The examiner shall not have a blood relation/ spouse, or co-authorship with the student to be examined.
- 45.5 The duration of examination process from the date of submission of thesis to its outcome shall not normally exceed six months
- 45.6 The examination process shall be tracked by the Directorate of Academics. Students and supervisors shall be kept informed of progress at different stages of the

process.

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

46. Examiners' Reports

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

If two examiners from technologically/academically advanced countries recommend thesis of the candidate for the award of PhD degree, the AS&RB shall advise Dean Academics for conduct of public defense.

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

- i. Passed** without any amendments and the candidate may be awarded the degree (NA)*.
- ii. Passed, subject to minor amendments** as indicated in report to the satisfaction of the concerned Principal Supervisor (MA)*.
- iii. Passed, subject to substantive amendments** along the lines as indicated in the report'. The DA Office shall constitute a committee comprising of principal supervisor and one senior faculty member nominated by the faculty dean. The student shall submit a detailed report outlining the amendments to the satisfaction of the committee without further reference to the examiner.
- iv.** The thesis may be **re-submitted** to the examiner after completing the required extra work and revision indicated in the report (R)*.
- v. Not recommended** for the awarded the degree of Doctor of Philosophy however the candidate may be considered for award of MS or equivalent degree
- vi. Failed** and not recommended for awarded of Doctor of Philosophy degree.

47. Thesis Public Defense & VIVA

The Dean Academics in the light of examiners' report and consequent incorporation of the

required amendments in the thesis shall announce a student eligible for defense and viva.

The following defense process shall be followed:

47.1 The examiner (from within Pakistan) who has evaluated the thesis shall be invited for the public defense and viva.

47.2 In case the examiner (from within Pakistan) is not available, the alternate from the panel of internal examiners shall be invited for the public defense and viva after seeking approval from the Vice Chancellor through Dean Academics.

47.3 The date of open defense of PhD candidate shall be notified by the Dean Academics. The defense of thesis shall be open for all interested persons.

48. Award of PhD Degree

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

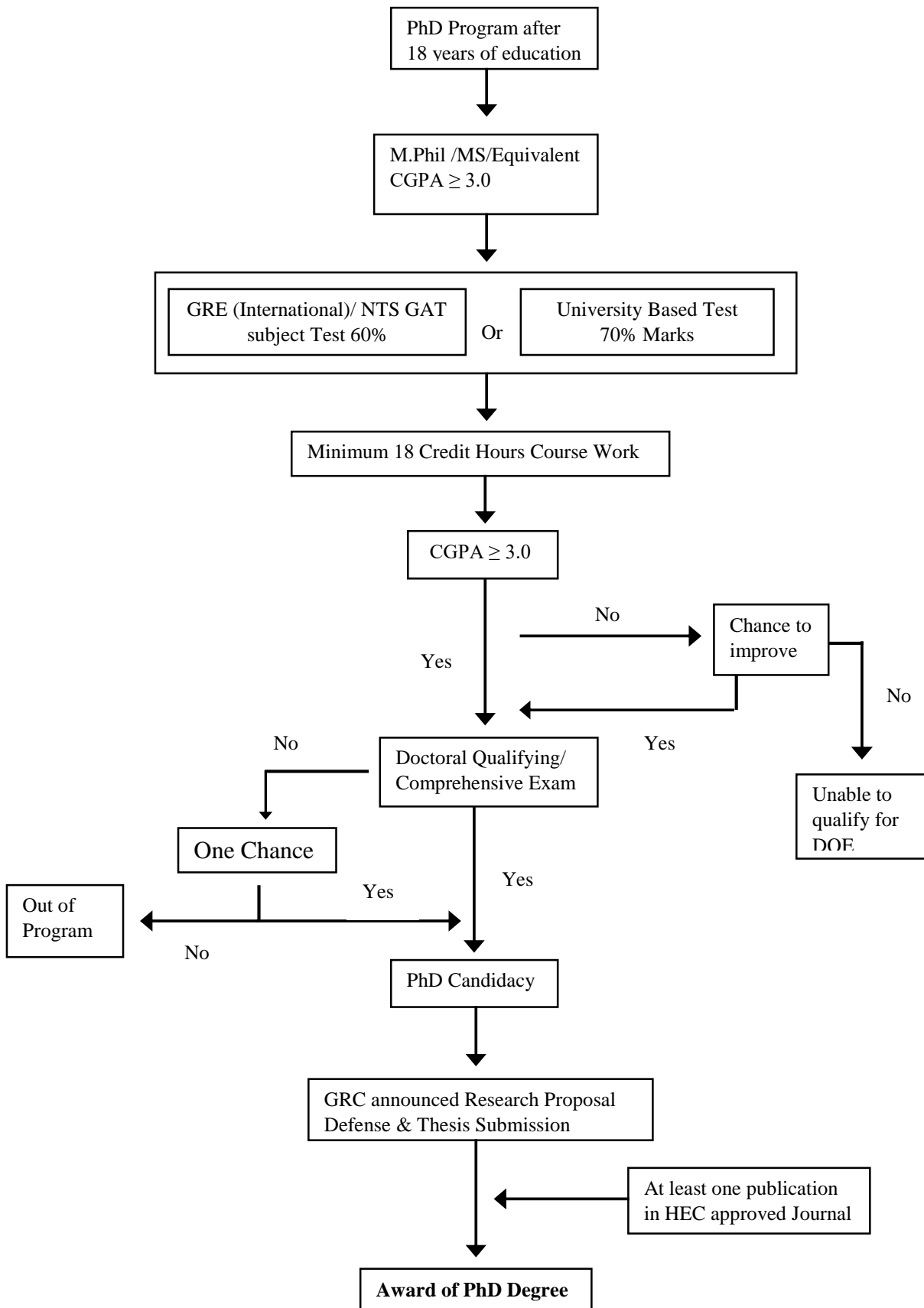
48.1 Confirmation of PhD candidature

48.2 Positive examiners' reports / addressal of reviewers' comments

48.3 Successful public defense and viva

48.4 Publication of at least one paper in a journal as per HEC policy before the award of the PhD degree.

Study Flow of PhD Program



49. Ethical Consideration

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

50. Appendices

(Appendix-1)

Appointment of Supervisor

Department of _____

Student Name: _____

Father Name: _____

Roll No: _____

Program: _____

Areas of Specialization: _____

Research title _____

Supervisor Name: _____

Supervisor Department _____

Student Signature: _____

Supervisor Endorsement:

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

Supervisor Signature: _____

Supervisor Stamp:

For Office Use Only:

Authorization by Head of Department

HOD Signature

HOD Stamp:

Dean Academics

Copy to:

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

Appointment of Co-Supervisor

Department of _____

Student Name: _____

Father Name: _____

Roll No: _____

Program: _____

Areas of Specialization: _____

Research title _____

Supervisor Name: _____

Supervisor Department _____

Student Signature: _____

Supervisor Endorsement:

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

Supervisor Signature: _____

Supervisor Stamp:

For Office Use Only:

Authorization by Head of Department

HOD Signature

HOD Stamp:

Dean Academics

Copy to:

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

Progress Report of Scholar

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

Student's Name: _____ Registration No. _____

Faculty/Department: _____ Campus: _____

Title of Thesis: _____

Report for Research Period: _____ From: to: _____

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

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

Excellent b. Satisfactory c. Unsatisfactory

Principal Supervisor's Name & Signature: _____

Date: _____

HOD Signature

HOD Stamp:

Dean Academics

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

(To be filled in by the supervisor)

1. Name of Scholar: 2. Registration No.

3. Name of Supervisor:

4. Name of Department:

5. Name of University.....

6. Present Studies Status:

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

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

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

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

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

9. Extension required 6 Months

1 Year:

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

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

Quarter 1	Quarter 2	Quarter 3	Quarter 4

12. Comprehensive Remarks and recommendation of Supervisor:

Signature & Stamp by Supervisor: _____

Date: _____

Signature & Stamp by Chairman of the department: _____

Date: _____

Approval of Research Proposal

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

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

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

I take this opportunity to remind you that you must complete your thesis, and defend it successfully, by _____; this is the date which marks the end of the Extended Duration of your program. However, to remain eligible for honors and awards, you must complete the thesis, and successfully defend it, by the end of week-10 of the semester.

I wish you every success.

Dated: _____

(HOD)

Distribution:

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

Research Proposal Evaluation

Student's Name: _____ Reg. No. _____

Program: _____ Discipline: _____

Faculty/Department: _____

Proposed title of Research: _____

Assessment Report

Evaluation Criteria	Marks
(1) Research Topic:	20
Clarity	
Depth	
Justification w.r.t. degree program and background study	
(2) Quality of the written Proposal:	20
All essential elements (topic, literature review, problem definition, etc.)	
Studently write-up	
(3) Comprehension of Subject matter:	20
Knowledge of background literature	
Ability to form a hypothesis and objectives	
(4) Knowledge of Method:	20
Methodology of work presented with intelligibility	
Awareness of modern hardware/ software tools	
(5) Presentation of the Proposal:	20
Demonstration of professionalism	
Level of confidence	
Answers to questions	
Total (Out of 100)	

(Minimum Passing score 60%) Based on my above assessment: *(Please initial the appropriate box)*

I recommend the research proposal.

I recommend the research proposal but suggest modifying the topic/title.

I am not convinced and do not recommend the research proposal.

Comments:

Expert's Name:

_____ Signature:

_____ Date: _____

Request for Semester Freeze

University of Turbat

The Head of Department

Registration: _____

University of Turbat

Enrollment: _____

_____ Campus

Semester: _____

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

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

The reason for dropping this semester is _____

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

I UNDERTAKE:

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

Date: _____

Student's Signature

HOD'S OFFICE USE ONLY

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

Frozen before commencement of semester (No Fee Required)

Approved with full fee adjustment

Approved with Half fee adjustment

Approved without fee adjustment

Date: _____

Student Advisor

PGP Coordinator

Head of the Department

STUDENT'S RECEIPT

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

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

I _____ S/D/o _____ Student of

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

The reason for dropping this semester is _____

Frozen before commencement of semester (No Fee Required)

Approved with full fee adjustment

Approved with Half fee adjustment

Approved without fee adjustment

Date: _____

Student Advisor

PGP Coordinator

Head of the Department

FLOW DIAGRAM OF MS/MPHIL THESIS

