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**RULES AND REGULATIONS FOR  
POSTGRADUATE EXAMINATIONS  
(PhD PROGRAM)**

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**EXAMINATIONS BRANCH**



**2022**  
**GRAND ASIAN UNIVERSITY SIALKOT**

# TABLE OF CONTENTS

<b>RULES AND REGULATIONS FOR POSTGRADUATE EXAMINATIONS (PhD PROGRAMS)</b> .....	<b>3</b>
COMMENCEMENT AND APPLICABILITY .....	3
DEFINITIONS.....	3
<b>1 ACADEMICS AND EXAMINATIONS (PhD PROGRAM)</b> .....	<b>5</b>
1.1 GENERAL.....	5
1.2 PhD COMPREHENSIVE EXAMINATION AND RESEARCH TOPIC APPROVAL .....	6
1.3 RESEARCH THESIS REQUIREMENTS AND PROCEDURE .....	7
1.4 TRANSFER OF CREDIT HOURS .....	11
1.4.1 NON-RESIDENTIAL CREDIT HOURS.....	11
1.4.2 RESIDENTIAL CREDIT HOURS .....	11
1.5 DEGREE REQUIREMENTS.....	11
1.6 DURATION OF PROGRAM .....	12
1.7 REMUNERATION OF SUPERVISOR(S) / EXTERNAL EXAMINER(S) AND FOREIGN EXPERTS.....	12
1.8 MISCELLANEOUS FEE AND OTHER DUES .....	12
1.9 NON-PAYMENT OF FEE AND CHARGES.....	13

# **RULES AND REGULATIONS FOR POSTGRADUATE EXAMINATIONS (PhD PROGRAMS)**

## **COMMENCEMENT AND APPLICABILITY**

- These Regulations shall be called “Grand Asian University Sialkot; Rules and Regulations for Postgraduate Examinations (PhD Programs)”.
- These rules shall come into force with immediate effect for doctoral degree programs of the University and shall be applicable for all enrolled students.
- In these regulations, the pronoun ‘he’ and its derivatives are used for both male and female persons. Depending upon the context, the words imparting the singular number include the plural number as well and vice-versa.

## **DEFINITIONS**

- i. “University” means the Grand Asian University Sialkot.
- ii. “Vice-Chancellor” means the Vice-Chancellor of the University.
- iii. “Dean” means the head of a Faculty of the University.
- iv. “Head of Department (HoD)” means the Head of an Academic Department of the University or Principal of a constituent college.
- v. “Student” means a student registered for the Postgraduate (Doctoral) degree program of the University.
- vi. “Supervisor” means a person holding PhD degree in the relevant field having demonstrated capability to conduct / supervise the PhD level research.
- vii. “Internal Examiner(s)” means such examiner(s) appointed under these rules.
- viii. “External Examiner(s)” means such examiner(s) to be appointed under these rules.
- ix. “Research Monitoring Committee (RMC)” means the Research Committee appointed under these rules, to monitor the PhD program.
- x. “Controller of Examinations” means the Controller of Examinations of the University.
- xi. “Academic Year” means a year consisting of two teaching semesters (Fall and Spring) of 18-20 weeks duration each inclusive of examinations, research or any other academic activity.
- xii. “Board of Postgraduate Studies (BPGS)” means the Board of Postgraduate Studies of each Academic Department of the University offering Postgraduate programs.
- xiii. “Board of Advance Studies and Research (BASAR)” means the Board of Advanced Studies and Research of the University.

- xiv. "Board of Governors (BoG)" means the Board of Governors of the University.
- xv. "Board of Faculty (BoF)" means the Board of each Faculty.
- xvi. "Academic Council" means the Academic Council of the University.
- xvii. "Director Postgraduate Studies" means the Director Postgraduate Studies of the Department concerned.
- xviii. "Director Board of Advanced Studies and Research" means the Director Board of Advanced Studies and Research of the University.

# 1 ACADEMICS AND EXAMINATIONS (PhD PROGRAM)

## 1.1 GENERAL

- (a). The candidate shall apply for PhD admission through a process described by the University. The Dean of Faculty concerned depute two faculty members with Director Postgraduate Studies for scrutiny of applications. The Board of Postgraduate Studies (BPGS) shall recommend the PhD students to the Director BASAR who shall obtain approval from the Vice Chancellor and notify accordingly.
- (b). The department shall recommend a co-supervisor if the research is of multidisciplinary nature and involves combining expertise from two or more departments / organizations or universities. The BPGS shall recommend the name of co-supervisor to the Director BASAR who shall obtain approval from the Vice Chancellor and then notify accordingly. The co-supervisor shall also act as Internal Examiner / member of the following committees:
  - (i) PhD Research Monitoring Committee
  - (ii) PhD Qualifying / Comprehensive Examination
- (c). After the completion of course work of the student, the Vice Chancellor on the recommendation of the Board of Postgraduate Studies, shall constitute a Research Monitoring Committee comprising the following:
  - (i) Dean of the respective Faculty
  - (ii) Head of the respective Department
  - (iii) Supervisor / Co-supervisor
  - (iv) Three out of four experts holding PhD degree in the relevant field from outside the University
  - (v) One faculty member holding PhD degree of relevant field from the Department
  - (vi) Director BASAR
- (d). The Dean of the respective Faculty shall chair the meetings of Research Monitoring Committee (RMC) and the Supervisor concerned shall record the minutes of all such meetings. To conduct an RMC meeting, the availability of two external experts is mandatory, otherwise the RMC meeting shall not be considered to held.
- (e). At the beginning of each semester, the PhD students shall register themselves for the courses / research work offered by the department on prescribed registration forms according to the schedule notified by Director BASAR. The students shall pay full fee on semester basis as prescribed by the University.
- (f). The student shall be required to complete eighteen (18) credit hours of PhD level

course work in his department concerned with the consent of his supervisor. After registration in PhD program, a maximum of two courses shall be allowed other than that from the department concerned.

- (g). The PhD student shall be required to maintain a minimum CGPA of 2.50 at the scale of 4.00 of his course work, failing which he shall be terminated from his PhD program.

## **1.2 PhD COMPREHENSIVE EXAMINATION AND RESEARCH TOPIC APPROVAL**

- (a). After completion of 18 credit hours of PhD level course work, the PhD student shall be required to pass the PhD Comprehensive Examination. Failure to appear for comprehensive examination within one year after the completion of course work, shall result in termination of candidature / registration of the student from his PhD program.
- (b). The comprehensive examination shall have three parts:
  - (i) Written Test of 03 Hour duration comprising Core Courses of the PhD program of that specialization.
  - (ii) Written Test of 02 Hour duration comprising Elective Courses of the PhD program of that specialization.
  - (iii) Oral presentation on the Core Area of research.
  - (iv) The main theme of the oral presentation shall be the literature review in the area of research to demonstrate that the student is fully aware of the current research already done in this area.
  - (v) The pass marks for each written test shall be 50%. If the student fails in written tests / oral presentation, he shall be given additional two chances to pass.
  - (vi) The result of PhD comprehensive examination shall be submitted to the Director BASAR by the respective department for notification accordingly.
- (c). The comprehensive examination mentioned in clause 1.2 (b) for the student shall be prepared and conducted by PhD Research Monitoring Committee of the student. The Head of Department concerned shall notify the venue, date and time in consultation with the PhD supervisor concerned.
- (d). After passing PhD comprehensive examination, the student shall write a report based on the literature review on prescribed format. He shall then appear for presentation in front of PhD Research Monitoring Committee and other invited audience for PhD research topic approval.
- (e). Comprehensive examination must be passed by the student within two years otherwise he shall no more a PhD student.

- (f). On the positive recommendation of RMC, the topic of research shall be finalized and the student shall be allowed to continue his work; otherwise he shall be dropped from the PhD program.
- (g). The meeting of RMC shall be notified by the Director BASAR on the recommendation of supervisor in consultation with the members of RMC. The meeting shall be chaired by the respective Dean of Faculty.
- (h). During the studies every student shall be required to submit quarterly progress report to the Dean of Faculty concerned on prescribed form through the BASAR. In case, two consecutive progress reports are unsatisfactory, admission of the student shall be cancelled forthwith.
  - (i) If a PhD student fails to submit two consecutive progress reports, this period shall be considered as Absence from the PhD program. His admission shall then be suspended and a notification shall be issued by the BASAR to this effect. His admission shall be restored by the Dean of Faculty concerned on the recommendation of the Head of Department on the:
    - Justification of delay properly endorsed by the supervisor;
    - Payment of fine per month for his absence as prescribed by the University
  - (ii) In case of absence for more than six months to one year, the suspension can be removed by the Dean of Faculty concerned on the recommendation of supervisor and the Head of Department concerned.
  - (iii) In case of absence for more than one year, the case shall be referred to the Academic Council for appropriate decision.

### **1.3 RESEARCH THESIS REQUIREMENTS AND PROCEDURE**

- (a). The RMC shall evaluate the progress made by the student after approval of research topic.
- (b). On completion of research work to the satisfaction of the supervisor, the student shall embody the results of his research in a thesis, written in English and require acceptance of paper in the HEC recognized Journal. The thesis must make a distinct contribution to knowledge and give evidence of original research.
- (c). It shall be required to submit an anti-plagiarism certificate produced using TURNITIN software with less than 19% similarities.
- (d). Selection of foreign evaluators:
  - (i) The foreign evaluators shall be selected from the latest references relevant to the research topic cited in the PhD thesis. The foreign evaluators should be PhD experts from the HEC list of technologically and advanced foreign countries.
  - (ii) The name of foreign evaluators shall be recommended in the RMC meeting.

- (iii) The BASAR shall contact foreign experts for the evaluation of PhD research thesis. Student and supervisor shall not be allowed to approach the foreign evaluators themselves in any case.
- (e). Thesis shall be submitted within a minimum period of three (03) years, however there shall be at least one year duration elapsed between date of approval of research topic and the submission of thesis. The maximum time for completion of PhD studies shall be eight years with at least three years residency period. This period shall be counted from the date of registration of the student.
- (f). The student shall submit seven (07) copies of his research thesis written on a prescribed format. On the request of PhD supervisor, RMC shall first evaluate the thesis and recommend the foreign evaluation as per the date notified by Director BASAR.
- (g). The RMC shall recommend a panel of six (06) foreign evaluators to the Director BASAR. Two evaluators shall be approved by the Vice Chancellor out of this panel.
- (h). Two copies of research thesis shall be sent to the two PhD experts / foreign evaluators from the HEC list of technologically / academically advanced foreign countries as approved by the Vice Chancellor.
- (i). On the receipt of Foreign Evaluation reports;
- (i) A presentation shall be given by the student in front of RMC as per instructions given below:
- The student shall provide both copies of thesis (i. original forwarded to evaluators and ii. after the amendments as suggested by the evaluators) to all members of RMC through his supervisor.
  - Photocopies of the comments / suggestions of foreign evaluators shall also be provided to all RMC members well before the meeting of RMC through the supervisor.
  - The student shall ensure that soft copies of both the thesis are available at the time of subject RMC meeting.
  - Soft copy of comments / observations / suggestions of the foreign evaluators and subsequent corrections / replies of these shall be available with the student at the time of RMC meeting and these be clearly indicated with Chapter, Page, Line and Fig No. etc. on both the copies.
  - The student shall highlight in the soft copy of amended thesis, the changes made in the light of foreign evaluator's remarks and explain these to the members of RMC from that soft copy.
- (ii) The thesis shall be resubmitted by the student after revision according to the



directions of the committee / foreign experts. In this meeting, RMC may recommend changes in the title of thesis, which shall then be the final thesis title subject to the approval by the Vice Chancellor.

- (j). Based on the fact that the thesis made a distinct original contribution to the field of knowledge, research publications, the evaluation report of the foreign experts and the presentation given by the student in front of RMC, the RMC shall submit its report to the Director BASAR on a prescribed form recommending that:
- The minor revision suggested by the foreign experts has been incorporated in the research thesis, the thesis is now satisfactory. The final examination may be arranged to enable the student to defend his thesis.
- (k). For the award of PhD degree, there must be a publication of at least one publication in the Journal of International Repute from the list of HEC recognized impact factor journals and two research papers in HEC approved journals. The date of publication of the paper must be after the date of recommendation of research topic by the RMC provided that the research topic / proposal is approved by the BASAR. The research paper for the award of PhD degree shall be considered only if the student's paper has been published in the HEC recognized impact factor journal as a first author.
- (i) The inclusion of name(s) of other author(s) in research publication for the requirement of PhD Degree shall be decided by the RMC.
- (ii) The BASAR shall verify the status of the Journal's Papers for the requirement of PhD degree in collaboration with Director QEC. In case the status is not clearly defined, the case shall then be referred to HEC for further clarification.
- (l). As per Clause Section 1.3 (j), the Vice Chancellor on the recommendation of the Board of Postgraduate Studies, shall appoint the panel of examiners comprising the following:
- (i) The supervisor / co-supervisor who shall act as the internal examiner(s).
- (ii) Two external examiners out of the panel of four recommended by the Board of Postgraduate Studies other than RMC members.
- (m). The Controller of Examinations shall notify the panel of examiners, date and place of examination and ensure proper advertisement (Press / News / University website and Notice Boards etc.) in order to maximize the presence of interested persons in the open presentation prior to oral examination of the student before the examiners. Examinations Branch shall ensure the following for the conduction of final examination and public defense seminar:
- (i) Availability and readiness of Seminar Hall or other suitable place in the University with sound system, multimedia and laptop or desktop computer.

- (ii) Necessary documentation / papers for examination.
  - (iii) Light refreshment after seminar.
- (n). Public Defense Seminar:
- The internal examiner shall send the copies of thesis to external examiners three weeks before the final examination and get confirmation about their availability and intimate accordingly to the Controller of Examinations for the conduct of public defense seminar and final examination.
  - Public Defense Seminar shall be conducted in the Seminar Hall or at other suitable place in the University. The presentation of the research work shall be made by the student in front of audience followed by Question / Answer session.
  - The supervisor / internal examiner shall introduce the student to the audience before the seminar.
  - The seminar shall be open for all, however the presence of the Dean / Head of Department, all Faculty Members and all Master's and PhD students of the department concerned is mandatory.
  - Oral examination shall be held in the conference room of the respective department.
  - The examiners shall conduct the oral examination. The panel of examiners shall submit its report recommending that:
    - The student is declared to have satisfied the examiners, or
    - The student should again appear for oral examination, after a stipulated time period.
- (o). The student shall be admitted to PhD degree provided that he has been declared to have satisfied the examiners during the oral examination in accordance with the regulations.
- (p). The maximum number of PhD students under the supervision of a full time faculty member shall not be more than five.
- (q). There shall be at least three (03) PhD faculty members in a department to launch a PhD program. However, in extraordinary cases, even one (01) PhD teacher could start a PhD program if justified properly and approved by the HEC.
- (r). In case of absence / retirement of the existing supervisor and subsequently appointment of new appropriate PhD supervisor, the PhD student shall be given the choice for the change of supervisor from the existing faculty through the BPGS. Otherwise, the internal member of RMC shall act as a supervisor in case of absence / retirement of the existing supervisor for the existing cases of PhD.

## **1.4 TRANSFER OF CREDIT HOURS**

### **1.4.1 NON-RESIDENTIAL CREDIT HOURS**

The credits of a maximum of two courses (06 credit hours) passed at a percentage of at least 70% or Grade “B” at an institute recognized by Accreditation Bodies concerned may be transferred at this university. The credits can be transferred provided that the courses for which the student is applying for transfer must be read at other institution / university being a regular student of the same degree (PhD) in which he was seeking admission before his transfer of credits is considered and that the Board of PGS concerned allows such transfer by assessing the relevance and contents of the subjects must be same.

### **1.4.2 RESIDENTIAL CREDIT HOURS**

The credits of maximum of two courses (06 credit hours) passed at percentage of at least 70% or Grade “B” at this university may be transferred. The credits can be transferred provided that the subject for which the student is applying for transfer must be read at this university being a regular student of the relevant degree in which he seeks admission before his transfer of credits is considered and that the concerned Board of PGS allows such transfer of credit hours by assessing the relevance and contents of the subjects must be same.

## **1.5 DEGREE REQUIREMENTS**

- (a). Completion of course work (18 credit hours after PhD admission) under the relevant clauses.
- (b). Passing the qualifying examination / comprehensive within one year after the completion of course work.
- (c). Proposal defense in the presence of PhD Research Monitoring Committee (RMC).
- (d). At least one publication in the Journal of International Repute from the list of HEC recognized impact factor journals and two research papers in HEC approved journals. The date of acceptance of the Research Paper must be after the date of recommendation of research topic by the RMC provided that the research topic is approved by the BASAR. In research publications for PhD degree, the name of students, supervisors and co-supervisors are acceptable only. The inclusion of name(s) of other author(s) in research publications for the requirement of PhD degree shall be decided by the RMC.
- (e). Satisfactory reviews from the two foreign experts form technologically / academically advanced countries approved by the Vice Chancellor.
- (f). Successful defense of thesis (written in the prescribed format) in an open seminar followed by oral examination by the examiners appointed by the Vice Chancellor.

## 1.6 DURATION OF PROGRAM

The minimum duration for PhD degree program shall be three (03) years and maximum duration for the completion of the degree shall be eight (08) years.

## 1.7 REMUNERATION OF SUPERVISOR(S) / EXTERNAL EXAMINER(S) AND FOREIGN EXPERTS

- (a). The remuneration of Rs. 8,000/- per month per PhD student for research work for three years shall be paid to PhD thesis supervisor in four equal installments as follows:
- (i) 1<sup>st</sup> Installment  $\frac{1}{4}$  of total amount after completing course work
  - (ii) 2<sup>nd</sup> installment  $\frac{1}{4}$  of total amount after topic approval
  - (iii) 3<sup>rd</sup> installment  $\frac{1}{4}$  of total amount after journal paper publication
  - (iv) 4<sup>th</sup> installment  $\frac{1}{4}$  after qualifying for the award of PhD degree
- (b). All members of the PhD RMC including PhD thesis supervisor / co-supervisor shall be paid Rs. 8,000/- each on the approval of the thesis topic of the student.
- (c). PhD thesis supervisor shall be paid Rs. 100,000/-. However, in case of having co-supervisor, the supervisor shall be paid Rs. 50,000/- and other members of the PhD RMC shall be paid Rs. 20,000/- each on the award of PhD degree to the student.
- (d). US\$ 600/- shall be paid to the each foreign expert for evaluation of the PhD thesis.
- (e). The PhD external examiner(s) shall be paid Rs. 10,000/- each as examination remuneration.

## 1.8 MISCELLANEOUS FEE AND OTHER DUES

Miscellaneous Fee / Dues	In Pakistani Rupees
<b>Payable at the time of admission (Non-Refundable)</b>	
Admission Fee (First Semester)	20,000
Re-enrollment Fee	10,000
<b>Security Fee (Refundable)</b>	
University Security Fee	25,000
<b>Recurring Fee</b>	
Registration Fee	10,000
Tuition Fee per Course or Research Fee in case of completed Course Work	20,000
Examination Fee per Course	3,000

Miscellaneous Fee / Dues	In Pakistani Rupees
<b>Other Dues</b>	
Research Evaluation Fee for Foreign Evaluators	100,000
Thesis Examination Fee	10,000
Semester Transcript of Awards	1,000
Provisional Certificate Fee	2,000
PhD Degree	5,000
Thesis Re-evaluation Fee	10,000
Late Fee after due date	100 per day and / or as the competent authority may determine
Prospectus Fee	2,500
Document Verification Fee	3,000

### **1.9 NON-PAYMENT OF FEE AND CHARGES**

A fine of Rs. 100/- per day or as determined by the competent authority shall be charged for a period of 20 days after the last date fixed for payment of fee and charges. After that, the name of the defaulter shall be struck off the rolls of the University and he shall have to pay re-enrollment fee of Rs. 10,000/- along with the other fee after the notification of re-enrollment. Application to this effect shall be submitted to the Dean of Faculty concerned. In case of a special hardship, a student may apply to the Dean of Faculty concerned for remission of the late fee fine. The Dean of Faculty concerned shall allow re-enrollment.