

The
University of
Faisalabad

Postgraduate Programs Regulations and Guidelines 2025-26

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Directorate of Academics



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This is admitted fact that research of today becomes the knowledge for tomorrow, which is translated into goods and services. Research conducted in an array of disciplines at Universities and DAIs is pivotal for the generation of new knowledge. The establishment of Higher Education Commission was aimed at accustoming and promotion of research culture in the universities throughout Pakistan. Universities are the hub of knowledge, where new knowledge is generated and implemented by the relevant stakeholders for solving daily life problems and eventually leading to societal progress and welfare.

Universities and DAIs assume the mandate of running the postgraduate programs. The introduction of Graduate Education Policy (GEP) – 2023 of HEC provides roadmap in this regard. The GEP – 2023 has been duly adopted by The University of Faisalabad (TUF). To facilitate running the postgraduate programs, it is pivotal to have a strong postgraduate office with the function of implementing statutes, regulations and policy relevant to the postgraduate programs. TUF is one of the leading universities in the private sector running strong postgraduate programs in the medical, allied health sciences, engineering, management, sciences, arts and social sciences, computational and information technology fields. The Postgraduate Office at TUF takes the responsibilities such as revision of postgraduate curricula, coordinating with relevant offices for ensuring quality and timely submission of synopsis and thesis as per given timelines. It will also assist in hunting research grants and other student- and teacher-centered academic issues. Quality assurance is of fundamental importance in the success of postgraduate programs at any institution. As provided in GEP – 2023, certain limits have been imposed for checking the submitted documents for award of Master's and Doctoral degrees. Access to online similarity index/plagiarism software named Turnitin (www.turnitin.com) has been provided, which is a key factor in enhancing and ensuring the quality of the degree programs offered at postgraduate level. As per limits imposed in GEP – 2023, acceptability of every synopsis and thesis is subject to meeting these limits.

Currently TUF is offering more than 40 MS, MPhil and PhD programs. The postgraduate students face various problems which are related to enrollment of courses, writing synopsis and thesis as per approved guidelines, delays in the evaluation of the thesis etc. These difficulties not only delay document processing but also jeopardize the output in terms of students pass out and research publication, which impact the ranking of TUF at international level. The guidelines in hand will help students, faculty and TUF management to cope with these issues and strengthen the postgraduate programs aptly.



Prof. Dr. Abdul Wahid

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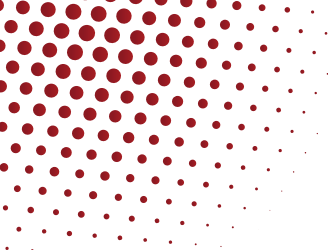
The institutions of higher learning are recognized from the strength of the postgraduate programs, quality of research performed and consequential research productivity in terms of students pass outs and publications. It is well-known that no quality research is possible without the availability of resources. Other than infrastructure, normally there are two kinds of resources required to conduct high quality research; human resource and funds to meet the lab/operational expenses. As their top-most priority, the academia and researchers at the universities always strive hard to strengthen their labs by hunting research grants by selling their ideas at competitive forums. The universities are bestowed with graduate students who attend with an intent to conduct research aimed at generating new knowledge in their fields of interest.

Every institution is governed by a framework of statutes, rules, regulations, policies and guidelines, which defines boundaries and limits, within which any program has to run. The existing regulatory structure of an institution has been enforced after a long evolutionary process, and is primarily meant for facilitating the relevant stakeholders (teachers, students and administration). Adherence to these statutes and regulations is pivotal for guarded, systematic and successful running of a program. These policies and guidelines provide way forward to pursuing any program as per the requirement of the offered degrees in line with the vision and mission of the university.

The HEC is a regulatory body to provide roadmap for achieving the vision and mission at a broader canvas countrywide. The HEC has recently (in 2023) given a Graduate Education Policy (GEP-2023), which not only provides the fundamental way forward for running MPhil and PhD programs. The policy specifically focuses on credit hour requirements, residential requirements and thesis writeup and submission guidelines. The introduction of the GEP-2023 has largely eliminated biases and differences existing in different degree awarding institutions, although liberty exists to a minor fraction for an institution to make modifications and adjustments according to their local requirements in the vision and mission, as the

case maybe. To harmonize the system of graduate education in different universities, the GEP-2023 provides definitions of Academic Calendar, Adjunct Faculty, Credit Hours, Intra-disciplinary Qualifications, Levels of Degree Programs and Sustainable Development Goals etc.

The University of Faisalabad (TUF) is a premier institution in the private sector, offering over 40 graduate programs in diversified disciplines with a current strength of more than 700. TUF has grown over time by attracting the talented students looking for quality education. The TUF has always endeavored to strengthen its graduate program by abiding by the HEC's policies enforced from time to time. With this spirit, TUF has adopted the GEP-2023 in toto, and accordingly made amendments in its existing regulations and policies to bring in harmony with GEP-2023. This has emphatically contributed to the smooth Master's and Doctoral programs at TUF.



Definitions of Useful Terms

Academic Calendar: A schedule of the whole academic year (including fall, spring and summer semesters, semester starting date, holidays during the semester, semester termination date, Mid-Term exam week, Final exam week, Result notification date etc.)

Accreditation Councils: A council established either by the Act of Parliament or under clause 10(e) of the HEC ordinance 2002 to carry out accreditation of institutions including their departments, faculties, and disciplines by giving them appropriate ratings.

Adjunct Faculty: A contractual faculty member, temporary or part-time, hired outside their fulltime profession such as researchers and scientists at any R&D or public/private sector organization, by educational institutions, typically colleges or universities, to teach specific courses or provide instructional support.

Credits Hours: A uniformly recognized measure of time and effort expended to acquire knowledge, skills, competencies, and recognition that a learner has successfully completed the prior course of learning, corresponding to the qualification at a given level. One credit hour is equal to one hour of student – teacher contact per week for the aforementioned purpose.

Graduate level: As defined in the National Qualifications Framework, this is equivalent to level-7 and level-8 qualifications.

Guidelines for the Implementation of Uniform Semester System: Policy guidelines issued by the Academic Division of HEC providing a uniform system to make Academic Year of Pakistani universities compatible with international standards.

H Index: Measured by Web of Science in terms of citation (No. of publications cited by that number of times, e.g., H-index 10 means 10 publication cited at least by 10 times each).

Intra-disciplinary Qualifications: Refers to sub-disciplines occurring within one of the ten broad disciplines defined by UNESCO's International Standard Classification of Education (ISCED-F-2013).

Level 6 Degree Programs: As defined and mentioned in the National Qualifications Framework including Bachelor (Hons): BS, B.E., B Arch., BSc (Eng), BSc (Agri), B.Tech (Hons), LLB, B.Com, MBBS, DVM, BDS, Pharm D etc.

Level 7 Degree Programs: As defined and mentioned in the National Qualifications Framework including MS, MPhil, MBA, MSc (Eng.), ME, M. Tech., LLM etc.

Level 8 Degree Programs: As defined and mentioned in the National Qualifications Framework, this includes PhD.

National Qualification Framework: An approved framework of Pakistan's national qualifications classifying them into eight hierarchical levels that is from level-1 to level-8, based on learning outcomes i.e., skill, competence and knowledge specified against each.

Sustainable Development Goals (SDGs): A framework of seventeen goals established by United Nations in 2015 addressing various social, economic, and environmental challenges to be met by 2030

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Chapter 1

FEATURES OF HEC GRADUATE EDUCATIONAL POLICY – 2023

1.1 Statement of Purpose

Since its inception, HEC has been introducing different policies to cater and regulate graduate programs, with focus on program level minimum criteria such as qualification for admission, entry test, CGPA, credit hours, coursework requirements, submission of dissertations, publications, criteria for supervisory control and faculty requirements. In 2021, the HEC issued the policy on PhD programs, which could not attract the attention of academia and researchers. The 2021 policy was criticized due to having an imbalance in teaching and research since it laid more focus coursework but not on research, which is also equally important.

Realizing the situation, the HEC opened wide discussion forums to come up with a consensus policy document and introduced in the name Graduate Education Policy (GEP) – 2023. The GEP-2023 provides an overall framework and is a kernel of success for the graduate programs. The GEP-2023 covers guidelines and instructions for the success of level 7 and 8 graduate programs. It lays special focus is on the doctoral research system and quality assurance. Brief of salient features described in the GEP-2023 in regulating the Master and Doctoral programs are as under:

1.2 General Provisions to Launch Graduate Programs

- (i)** The Act/Charter of the university allows the program to be offered.
- (ii)** The rationale for launching the program is established. It delineates that the need, scope, and objectives of launching the degree program in terms of market demand and supply (both students and resources) have been assessed; societal problems expected to be resolved have been identified, and employability of graduates that the prospective program is expected to enhance has been determined, satisfactorily through all the statutory bodies keeping in view the national research agenda and sustainable development goals.
- (iii)** The title of the program is defined in light of the “Criteria for Use of Titles/Nomenclature for the Degree” as listed in the National Qualification Framework (2015).
- (iv)** The curriculum of the program is consistent with the guidelines issued by the HEC and best international practices.

- (v) Admission policy is implemented with the following information:
 - (a) An Academic Calendar as per HEC and University policy
 - (b) Procedures and processes to submit application for admission explaining the manual and electronic ways.
 - (c) Processes ensuring the dissemination of admission information to prospective students.
 - (d) The documentary requirements for admission
 - (e) Merit determination criteria defined and explained.
 - (f) Minimum eligibility criteria for granting admission.
- (vi) The program completion requirements satisfy HEC's minimum criteria for awarding graduate degrees.
- (vii) The other requirements of HEC regarding the arrangement of relevant faculty (in terms of numbers, level, student-to-teacher ratio, student-to-supervisor ratio etc.), establishment of a library and laboratory have been met.
- (viii) The degree program has been approved for launch by all relevant statutory bodies of the university/HEI/DAI.
- (ix) If applicable, any necessary approvals are obtained by accreditation councils to launch the program.
- (x) Policies to inculcate a research culture by incorporating a system of research supervision that has been approved by relevant statutory bodies and governed following the guidelines delineated in this policy.
- (xi) Policies to ensure academic research ethics have been developed, approved by the relevant statutory bodies and implemented as prescribed in this policy.
- (xii) Policies to address academic grievances of graduate students have been outlined, approved by the relevant statutory bodies and implemented through a grievance management system, as advised in this policy.
- (xiii) If applicable, HEC's permission has been sought to launch a new graduate program

A: GUIDELINES FOR STUDENTS

1.3 MS/MPhil Equivalent Degrees (Level 7)

1.3.1 Admission to an MS/MPhil/Equivalent Degree Programs

- (i) **Basic Academic Qualification:** Sixteen years of schooling or 4 year education (minimum 120 credit hours) after HSSC/F.A./F.Sc./Grade 12 or Equivalent shall be required for admission in the MPhil/MS/Equivalent program.

- (ii) **Admission Test:** University is required to:
- (a) Conduct a rigorous admission test as an eligibility condition for admission to MS/MPhil/Equivalent programs, with a passing score of 50%. OR
 - (b) Accept the GRE/HAT General/Equivalent tests, with a passing score of 50%.
- (iii) **Intradisciplinary Qualifications:** The intradisciplinary admission may only be allowed, if:
- (a) The university/HEI policy allows, and
 - (b) The applicant has a strong interest in pursuing an MS/MPhil/equivalent degree in a different discipline.
 - (c) The applicant has passed GRE-Subject/equivalent test with minimum 50% marks in the discipline of admission and has taken 6-9 CH of deficiency courses of level 6.
 - (d) The admission committee is satisfied that the applicant's knowledge of primary area (level 6) has sufficiently prepared him or her to undertake the course of studies of the MS/MPhil/equivalent program (or, in the opinion of the admission committee, the preparation can be deemed satisfactory by taking a few additional courses after starting the program).

1.3.2 Coursework requirement

For the award of MPhil/MS/equivalent degree, candidates shall:

- (i) Either need to complete 30 credit hours of course work or
- (ii) Complete **24** credit hours of coursework along with a minimum of six (6) credit hours for research work/thesis.

1.3.3 Degree completion timeline

- (i) The MS/MPhil degree shall be awarded by the universities not before the completion of 1.5 years or three (03) regular semesters and not after completion of **four (04)** years or **eight (08)** regular semesters, save exceptions mentioned at clause 2.1.3(b).
- (ii) In case a student is unable to secure an MS/MPhil within the prescribed timeframe and claims for extension in duration, the university may constitute a committee to determine the causes of delay and the case will be taken to BASR for a decision. In the event of force majeure (i.e., delay on account of circumstance beyond the control of student), the university may grant an extension in the period of award of MS/MPhil degree in accordance with the duration limiting factor(s) and shall also take corrective measures in case the delay is caused by process or administrative reasons.

1.3.4 Credits transfer, evaluation and grading

- (i) The credit transfer of coursework from one university/DAI/HEI to another as well as to evaluate students' academic performance (both formative and summative) and award of grades, HEC's Policy Guidelines, issued from time to time, for implementation of the Uniform Semester Examination System in Higher Education Institutes of Pakistan shall be referred.
- (ii) The transfer of research work is permissible, provided that the host university (TUF) accepts the research conducted at the parent university prior to the credit transfer.

1.4 Minimum Requirements for Award of Doctoral Degree (Level 8)^(The students enrolled before the enactment of this policy shall also be dealt with following the procedure outlined in GEP-2023)

- (i) The MS/MPhil degree shall be awarded by the universities not before the completion of 1.5 years or three (03) regular semesters and not after completion of **four (04)** years or **eight (08)** regular semesters, save exceptions mentioned at clause 2.1.3(b).
- (ii) In case a student is unable to secure an MS/MPhil within the prescribed timeframe and claims for extension in duration, the university may constitute a committee to determine the causes of delay and the case will be taken to BASR for a decision. In the event of force majeure (i.e., delay on account of circumstance beyond the control of student), the university may grant an extension in the period of award of MS/MPhil degree in accordance with the duration limiting factor(s) and shall also take corrective measures in case the delay is caused by process or administrative reasons.

1.4.1 Qualification

- (i) Prior to admission into a PhD program, the student shall have been awarded MS/MPhil or equivalent degree as described in this policy OR
- (ii) Students pursuing MS/MPhil studies and interested in continuing to PhD may be granted provisional admission upon satisfaction with the Admission Committee regarding Statement of Purpose and students' commitment to the PhD program, provided that confirmation of the admission shall be subject to the fulfilment of the following conditions within a period of one year from the date of provisional admission:
 - (a) Award of MS/MPhil degree, as prescribed in this policy.

(b) Clearance of the admission test, as prescribed in this policy.

(iii) The admitting university has the right to accept or reject a candidate based on an MS degree without research.

1.4.2 Intra-disciplinary Qualifications

(Given by UNESCO (ISCED-F-2013). Qualifications within a broader field of study, allowing for specialization and exploration of diverse academic fields within that discipline; UNESCO Institute for Statistics, 2015)

Consistent with best practices internationally (including leading global universities), intradisciplinary admissions may only be allowed, if:

(i) Either need to complete 30 credit hours of course work or

(ii) The applicant has a strong interest in pursuing a PhD in a different discipline.

(iii) The applicant has passed GRE-Subject/Equivalent Test with minimum 60% marks in the discipline of admission and has taken 6–9 CH of deficiency courses of level 7.

(iv) The admission committee is satisfied that the applicant's knowledge of the primary area (level 7) has sufficiently prepared him or her to undertake the course of study of the doctoral program (or, in the opinion of the admissions committee, the preparation can be deemed satisfactory by taking a few additional courses after starting the program).

1.4.3 CGPA

(i) For admission in PhD programs, a minimum CGPA of 3.0 (out of 4.0 in the semester system) or 60% (in the annual system) in the MS/MPhil/equivalent degree being considered for admission, is required, whether such degree was obtained from Pakistani or foreign universities.

(ii) If the CGPA/Percentage is not mentioned on the transcript, the candidate must produce equivalent weightage from the parent university.

(iii) The students having strong demonstrated interest in obtaining PhD degree, but their CGPA is below 3.00 (out of 4.0 in the semester system) or 60% marks (in the annual system) in the most recent degree obtained, may be admitted to a PhD program after fulfilling the following requirements:

(a) Shall study additional courses of 9–12 CH of level 7 taking a zero semester at admission awarding university/HEI/DAI and score minimum 3.00 out of 4.00 GPA, and

- (b)** The admission committee is satisfied that the applicant's knowledge of primary area (level 7) has sufficiently prepared him or her to undertake the course of studies of the doctoral program.
- (c)** These requirements shall be in addition to any other requirements set in this policy for admission to a PhD program.

1.4.4 Admission Test

- (i)** University is required to:
 - (a)** Conduct the test equivalent to GRE/HAT General developed at the University, with the passing score of 60%. OR
 - (b)** Accept a test equivalent to GRE/HAT General, conducted by testing bodies accredited by HEC, with a passing score of 60%.
- (ii)** In addition to clause 2.4.4(i), the university may conduct subject test for admission in PhD programs, if required.

1.4.5 Statement of Purpose

As part of the application for admission to PhD programs, applicants shall be required to submit a statement of purpose, which shall form an integral part of the application. The admissions committee shall use the information provided to ascertain the preparedness and interest of the candidate in pursuing doctoral studies, and whether the department has the requisite resources to train and supervise the doctoral candidate in the subspeciality in which the applicant is interested. A statement of purpose shall, at least, include the following:

- (i)** Title of the potential research proposal
- (ii)** Clear articulation of the current understanding of the intended field and ideas for potential research
- (iii)** Explanation of the intended impact of the proposed research
- (iv)** The prospective candidates shall demonstrate passion and enthusiasm for the area of research.

1.4.6 Coursework and residency requirement

The following requirements shall be fulfilled before the award of a PhD Degree:

- (i)** The students shall complete the coursework of at least 18 credit hours if they are from the same discipline.
- (ii)** The courses shall be offered through regular classes (i.e., classes taught on campus by full-time faculty members of the university)

- (iii) The courses shall preferably be of 800 level.
- (iv) PhD degree should be based on research, not only on credit hours.

1.4.7 Comprehensive Examination

- (i) Following the completion of coursework, every PhD student shall be required to pass the comprehensive examination to be granted candidacy as a PhD researcher, with the provision that the student failing to pass the comprehensive exam, shall be allowed to retake the exam once.
- (ii) The required coursework, comprehensive exam, and defense of synopsis/research proposals should be completed within the 1st six semesters of the registration into a PhD program. The responsibility in this regard rests collectively with the PhD student and the university. In case of noncompliance, the registration shall be cancelled and transcripts for completion of coursework may be issued to the student.
- (iii) In an event of force majeure i.e., noncompliance on account of circumstances beyond the control of students, the university may consider the matter in accordance with the procedure prescribed at 2.4.7(iv)
- (iv) The following are the guidelines for conducting Comprehensive Examination:
 - (a) The exam should be based on recapitulation of the conceptual knowledge of the discipline to which the student is admitted.
 - (b) The exam shall cover the courses studied, preferably at the graduate level, conducted on one composite question paper.
 - (c) The evaluation shall be on an aggregate basis, expressed in terms of pass/fail and shall not be graded

1.4.8 Doctoral Dissertation

Each PhD researcher shall write a doctoral dissertation reflecting relevance, credibility, effectiveness, and legitimacy of the research. The dissertation must be an original and innovative contribution to knowledge that contributes to solving socioeconomic problems. To improve the quality of a doctoral dissertation, some regulations have been suggested in the following areas:

- (i) **Selection of Research Area**

The research area of the PhD researcher shall:

- (a)** Correspond to the community needs at regional and local levels and comply with the priority national research agenda
- (b)** Reflect the basic and pure research.
- (c)** Signify emerging areas of research that coincide preferably with sustainable development goals (SDGs)

(ii) Quality in Reporting

The quality of presentation and reporting in dissertation shall reflect the following characteristics:

- (a)** The document is well written.
- (b)** The contents are balanced, well organized, appropriately styled; clearly structured, and well cohered; and
- (c)** The document is free from grammatical and spelling errors and flawed terminology
- (d)** Minor shortcomings such as inaccurate use of acronyms and clumsy looking sentence structure have been addressed
- (e)** Quantitative research proposals must include a valid statistical design for data analysis.
- (f)** Formatting shall be compatible with international standards.

(iii) Methodological Quality

To produce PhD researchers capable of conducting research independently, ensuring the technical soundness of their PhD dissertations is integral. The following guidelines shall be useful in making the PhD research methodologically sound:

(a) Guidelines ensuring the quality of Qualitative Research:

A PhD research dissertation, based on the Qualitative Research methods should satisfy, at least, the following questions (Boaz and Ashbay 2003):

- (1)** "Does the research, as reported, illuminate the subjective meaning, actions and contexts of those being researched?"
- (2)** "Is there evidence of the adaption and responsiveness of the research design to the circumstances and issues of real-life social settings met during the course of the study?"
- (3)** "Does the sample produce the type of knowledge necessary to understand the structures and processes within which the individuals or situations are located?"
- (4)** "Is the description provided detailed enough to allow the researcher or reader to interpret the meaning and context of what is being researched?"
- (5)** "How are the different sources of knowledge about the same issue compared and contrasted?"
- (6)** "Are subjective perceptions and experiences treated as knowledge in their own right?"

(7) “How does the research move from a description of the data through quotation or examples to an analysis and interpretation of the meaning and significance of it?”

(b) Guidelines ensuring the quality of Quantitative Research:

A PhD dissertation with Quantitative Research methods should satisfy, at least, the following questions (Popay et al. 1998):

- (1)** “Reliability – are the results repeatable?
- (2)** Validity – does it measure what it says?
- (3)** Internal validity – do the research results indicate what they appear to be?
- (4)** External validity – can the results be generalized to other settings (ecological validity) and to other populations (population validity)?
- (5)** Replicability – are the results of the study reproducible?

(iv) Appropriateness of the Methods to the Aims of the Study

To achieve the research objectives, the alignment of the research approach and methods is necessary. Therefore, a PhD dissertation, at least, shall:

- (a)** Reflect a fair proportion of latest knowledge of contemporary techniques and methods in relation to study objectives.
- (b)** Contain detailed and easily comprehensible discussions regarding the applied methods and techniques.
- (c)** Justify the use of methods and techniques to achieve study objectives.
- (d)** Show evaluation of obtained results in relation with study objectives.

And:

- (e)** The methods and techniques used should justify the results obtained.
- (f)** The obtained results should support the study objectives.

(iv) Relevance to the Policy and Practice

The research should have significantly answered questions related to policy and practice in that area, establishing its usefulness and usability. Accordingly, a PhD dissertation, at least, shall:

- (a)** Reflect judicious evaluation of study results in relation with policy related aims and goals undertaken while starting the research.
- (b)** Discuss the practical implications of the study results in association with the developing practices in that area.

(c) Establish usefulness of the study results for devising policy as stated in the beginning.

(d) Discuss how the resulting policy would be useful for the organization/society.

And:

(e) The study output should be significant enough to be published or patented.

(f) The assessment of the results performed by the author must not be superficial and lacking substance.

1.4.9 External Evaluation of PhD Dissertation

(i) The PhD dissertation must be evaluated by:

(a) At least two external experts who shall be:

(1) 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

(2) Pakistan-based Distinguished National Professors, Meritorious Professors from any national university; or professors from top universities ranked by HEC; or professors from any Pakistani University having a minimum H-Index 30 for Sciences, 15 for Social Sciences or 8 for Art & Humanities as determined by Web of Science.

OR

(b) At least one external expert qualifying any one of the conditions mentioned at (a) above if the PhD candidate publishes dissertation research in a peer-reviewed journal that is classified by the HEC in category W for Sciences and X or above for Social Sciences.

(ii) The following general guidelines shall, at least, be observed while selecting external evaluator:

(a) **Relevance of Expertise:** in the same or related fields as in the dissertation.

(b) **No Conflict of Interest:** in personal, financial, or professional stakes in a particular decision or outcome.

(c) **Objectivity:** capable of making unbiased evaluations.

(d) **Diversity:** in terms of geography, culture, professional backgrounds etc.

(e) **Reputation:** must be good in the field, with a track record of fair and thorough evaluations.

(f) **Availability:** should have the time and availability to review the dissertation.

(g) **Professionalism:** capable of conducting themselves in a professional and respectful manner throughout the evaluation and defense process (if applicable).

(h) **Communication:** capable of providing clear and constructive feedback on the dissertation.

(i) **Confidentiality:** capable of maintaining confidentiality and protecting the intellectual property of the dissertation.

(j) Compatibility: well-versed with the research methodology, approach, and theories used in the dissertation.

1.4.10 Plagiarism, Similarity Test and Open Defense

(i) Under no circumstances shall a dissertation based on plagiarized research be acceptable. It is the primary responsibility of both PhD researchers and their supervisors to prevent plagiarism. To avoid plagiarism, it is important to follow the provisions outlined in this document i.e., Governing Research Supervision and Research Ethics.

(ii) For plagiarism **Committee on Publication Ethics (COPE)** guidelines must be followed.

(iii) If a PhD dissertation is found to be plagiarized, it will be handled in accordance with the Anti-Plagiarism Policy issued by the Higher Education Commission, Pakistan, as updated from time to time.

(iv) A similarity test (using similarity detection software; Turnitin) in accordance with the HEC's Anti-Plagiarism Policy, must be conducted on the dissertation before its submission to the external experts by the student.

(v) An open defense of the dissertation is required after positive evaluation of the dissertation by committee members. In general, the following minimum principles and guidelines shall be ensured:

(a) Public Announcement: On the university website and other forums of communication, so that anyone interested can participate.

(b) Public Access: Within or outside the university such as community/town halls or important public venues.

(c) Neutral Chair: To ensure that defense was conducted fairly and in accordance with the rules and regulations.

(d) Review Committee: To evaluate the dissertation and defense.

(e) Presentation: of the dissertation by the PhD researcher

(f) Question and Answer Session: To provide a basis for defense evaluation.

(g) Objective Evaluation: based on the quality of the research and the researcher's ability to defend.

(h) Final Decision: expressed in the following terms:

(1) Pass or

(2) Pass with minor amendments or

(3) Deferred for resubmission and re-defense or.

(4)) Fail (in exceptional circumstances and for the reasons to be recorded by the defense committee)

1.4.11 Research Publication

For award of PhD degree, a PhD researcher shall be required to publish research articles (*appearing online with valid DOI on website of an HEC's recognized research journal shall be considered published w.e.f. the date it appeared online with DOI*) meeting the following criteria:

- (i) At least:
 - (a) One research article in W category journal (*as categorized in HJRS at the time of acceptance of the research article*) or two research articles in X category journals, for Science disciplines
 - (b) One research article in X category journal or two research articles in Y category journals, for Social Science disciplines
- (ii) The PhD researcher shall be the first author of these publications.
- (iii) The research article shall be relevant to the PhD research work of the PhD researcher.
- (iv) The article shall be published after approval of the research synopsis.
- (v) The article shall be published in a relevant research journal.

1.4.12 Degree Completion Timeline

(The students enrolled before the enactment of this policy shall also be dealt following the procedure outlined in this document)

- (i) The PhD degree shall be awarded by the universities not before the completion of three years or six regular semesters and not after completion of eight years or 16 regular semesters, save exceptions mentioned at clause 3.12(iv).
- (ii) The completion date of PhD degree shall be reckoned with the date of notification of the award of PhD degree.
- (iii) The maximum duration shall be determined from the date of student enrollment until the date of the completion notification of the PhD degree.
- (iv) In case a student is unable to secure a PhD degree within the prescribed timeframe and claims for extension in duration, the university may constitute appropriate authority and determine the causes of delay. In the event of force majeure i.e., delay on account of circumstance beyond the control of student, the university may grant an extension in the period of award of PhD degree in accordance with the duration limiting factor(s) and shall also take corrective measures in case the delay is caused due to process or administrative reasons.

1.4.13 Credits Transfer, Evaluation and Grading

- (i) HEC's Policy Guidelines for the Implementation of Uniform Semester System shall also be applicable to Level-8 programs for credit transfer of coursework from one university to another, students' assessment, awards of grades, etc.
- (ii) The transfer of research work is permissible, provided that the host university accepts the research conducted at the parent university prior to the credit transfer.

1.4.14 Award of Post Graduate Diploma/Certificate

A student who successfully completes coursework and passes the comprehensive examination but is unable to defend a PhD synopsis/research proposal or does not complete the required research for obtaining a PhD degree within the specified timeframe, may be granted a Graduate Level Diploma/Certificate/transcripts or another MS/MPhil upon completion of necessary requirements as per HEC policies and the university rules and regulations.

B: GUIDELINES FOR FACULTY/SUPERVISORS

1.4.15 General Conditions to Supervise Doctoral Research

The “General Conditions to Supervise Doctoral Research” along with the “Criteria to be a PhD Supervisor” are applicable on fresh PhDs intending to supervise PhD research and effective from the date of enactment of this policy. All the previously approved supervisors shall remain approved until the date mentioned on their award letter.

The following general guidelines shall, at least, be observed while allocating a PhD supervisor. At the time of supervisor allocation, the supervisors:

- (i)** Shall be a PhD degree holder complying with the criteria and standards provided in this policy.
- (ii)** Must be relevant to the field of research in which the student intends to conduct research.
- (iii)** Should have NO CONFLICT OF INTEREST in personal, financial, or professional stakes.
- (iv)** Should have the time and availability to supervise PhD dissertation and give clear and constructive feedback.
- (v)** Should be capable of conducting themselves in a professional and respectful manner throughout the supervision process.
- (vi)** Should be capable of maintaining confidentiality and protecting the intellectual property of the dissertation.
- (vii)** Should, primarily, be a regular/adjunct faculty member of the supervisee’s University/HEI/DAI

In addition to the aforementioned guidelines:

- (viii)** The research supervisor shall be allocated to a doctoral student from the date of enrollment.
- (ix)** The supervisory workload of research supervisors should be determined based on the nature of the institution, availability of teaching and research facilities, and the academic standing of supervisors. However, it is mandated that the maximum supervisory load shall not exceed five PhD students, simultaneously. Further, fresh PhDs can supervise MS/MPhil and co-supervise PhD students, while a PhD faculty member, after two years of obtaining a PhD degree, can supervise one PhD student in 3rd year, two PhD students in 4th year and maximum up to 5 PhD students from 5th year onward, subject to fulfillment of other conditions provided in this policy.

- (x) The university/DAI/HEI shall allocate supervision/research space to the doctoral students.
- (xi) PhD research work completed under supervision is a shared property of supervisor and supervisee. All publications resulting from such research shall reflect the authorship of both parties and shall be subject to mutual consent.
- (xii) The guidelines for PhD supervision should be followed in letter and spirit, as prescribed in HEC policy.

1.4.16 Criteria to Be a PhD Supervisor

To be a PhD research supervisor, an individual shall meet the following requirements:

(i) General Requirements:

- (a) A PhD degree from an HEC recognized national/international university/degree awarding institute (DAI).
- (b) The research supervisor shall be given opportunities to attend and qualify course(s) on MS/MPhil/PhD Supervision which should also have contents on research ethics, publications, patents, etc. Such courses may include certified self-paced MOOCS, or a course designed/offered by National Academy of Higher Education (NAHE) or by a university in the following manner:
 - (1) Basic level course: to supervise students of MS/MPhil/equivalent degrees.
 - (2) Advance level course: to supervise PhD researchers.
- (c) A regular/adjunct faculty member or researcher at a public or private university or DAI, or position of researcher or scientist at any R&D or public/private sector organization. However, in the case of a non-faculty PhD supervisor, who otherwise meets the criteria of being a PhD supervisor, shall be taken as an adjunct faculty member, for a period not less than the minimum time required to complete the student's PhD research, prior to assigning a PhD supervision. Such a person shall also provide an NOC from the parent organization.

(ii) Publication Requirements

In addition to fulfilling the General Requirements, a PhD supervisor must publish research articles in the HEC's recognized research journals and the category specified in the HJRS for the publication year. These conditions are different for different disciplines and aim to ensure that the potential PhD supervisor is an active researcher:

(a) Specific Requirements for Science and Technology:

- (1) Within the last 3 years after PhD: at least one research publication in W category journal. OR
- (2) Within last 5 years after PhD: at least five research publications in X category journal.

(b) Specific Requirements for Social Science, Arts and Humanities and Business Education:

For indigenous and foreign PhDs:

Within the last 3 years after PhD: at least one research publication in W category journal. OR

Within the last 5 years after PhD: at least five research publications in X and Y category journal.

(c) Specific Requirements for Regional and National Languages:

For indigenous and foreign PhDs:

(1) Within the last 3 years after PhD: at least one research publication in X category journal. OR

(2) Within the last 5 years after PhD: at least five research publications in X or Y category journal.

1.4.17 Supervisory Process

To guide the supervisory process of doctoral dissertation towards the desired goals, the universities/DAIs/HEIs shall: i) devise a supervision manual and ensure its implementation, and ii) Constitute a Supervisory Committee for each individual doctoral student.

(i) The research supervision manual shall elaborate the following areas to guide supervisory process:

(a) Description of roles of supervisor & supervisee

(b) Prescription of supervision timespan

(c) Guidance about preparation for best supervision

(d) Guidance to discuss questions and problems with constructive comments by observing the elements of mutual respect.

(e) Guidance on setting reasonable amount of work and receiving constructive feedback

(f) Directions for supervision as per the social norms

(g) Provision of tentative timetable and schedule of meetings

(h) Provision of proformas/registers showing meetings and research records etc.

(i) Provision of grievances policy

(ii) HEC recommends the following composition to constitute a Supervisory Committee, for each doctoral researcher, to supervise the doctoral research:

Supervisor

Co-supervisor (if any)

Expert(s) from the field of research

Convener

Member

Member

C: GUIDELINES FOR ADMINISTRATION

1.4.18 University Directorate of Advance Studies and Research or Equivalent Department

- (i)** The head of the Directorate of Advance Studies and Research (DASR) or equivalent department shall not be less than a Dean or equivalent position.
- (ii)** The Directorate shall serve as the secretariate of the Board of Advance Studies/Equivalent Body. Such a board/body shall be responsible for the quality of all the graduate degree programs being offered by the university/DAI/HEI, as well as the research that shall be conducted under these programs.
- (iii)** The DASR/Equivalent Department shall prepare a graduate Studies Prospectus, describing the complete process for award of a graduate degree and ensuring that the booklet shall be available for guidance of all graduate students.
- (iv)** The DASR/Equivalent department shall monitor and ensure that thesis/dissertation is progressing in accordance with the time prescribed in the booklet. It includes, but is not limited to, the timely approval of the research synopsis, evaluation of the research thesis/dissertation in accordance with the HEC guidelines as well as its submission, and finally the conduct of open defense.

1.4.19 Teaching Assistantships and Research Assistantships

The university departments may offer Teaching and Research Assistantships to outstanding PhD enrolled students at various stages of their enrollment.

- (i)** Teaching assistantship provides an opportunity to PhD students to assist professors in preparing teaching and research materials for groups of students enrolled in their classes.
- (ii)** Research assistantships are paid fellowship stipends for outstanding research scholars for assisting a professor, who pays the research assistant out of the research grant s/he has received. The stipend varies based on the level of effort and budget available to the Principal Investigator.

(iii) Universities may have named scholarships to promote quality research by philanthropic donors based on priority themes and topics on the national research agenda.

1.4.20 Guidelines to Ensure Academic Research Integrity

To inculcate a culture of academic integrity, the universities/HEIs/DAIs shall:

- (i) Develop/adopt/adapt and regularly publicize policies promoting academic integrity and dealing with allegations of academic misconduct.
- (ii) Develop procedures to prevent foreseeable risks to academic and research integrity.
- (iii) Strengthen the system governing the conduct of doctoral research.
- (iv) All governing bodies must ensure that the occurrence of academic misconduct and breaches are monitored, and action taken to document and address the underlying cause.
- (v) Regularly educate and train students/faculty and admin staff about what constitutes academic or research misconduct and maintain good practices.
- (vi) Ensure that information to maintain academic integrity is available to all prospective and current students.
- (vii) Ensure that unauthorized access to private and sensitive information is detained/controlled.
- (viii) Regularly assess and ensure that academic and research integrity is maintained in accordance with developed policies and procedures. In this regard, it shall be ensured that a self-assessment checklist has been prepared and implemented.
- (ix) Acquire a license for similarity detection software and develop policies and procedures to ensure productive use. In this regard, some guidelines are provided in the following sections:

1.4.21 Guidelines on Ethics of Using Similarity Detection Software (for Administrators)

- (i) Universities/institutions need to apprise students/faculty members about the HEC Anti-Plagiarism Policy and Turnitin service.
- (ii) Administrators need to create accounts of all faculty members of their respective university/institution.

- (iii) The Administrators shall maintain their privacy and shall not disclose any report to anyone except the concerned person or to the concerned authorities, if required.
- (iv) If the instructor/scholar is involved in the screening of papers and theses of other authors, then the administrator shall report to the university authorities with evidence.

1.4.22 Guidelines on Ethics of using Similarity Detection Software (for Instructors)

- (i) COPE (Committee on Publication Ethics) guidelines shall be followed for publication and theses.
- (ii) Instructors are required to create classes and enroll students in them.
- (iii) Students/scholars should be informed that their work will be checked through anti-plagiarism services; therefore, they must follow proper documentation style in writing reports/papers/theses.
- (iv) References/bibliographies and tables of contents must be removed from the submitted documents. If these are included, the similarity index of the document will increase.
- (v) Instructors may allow students to view reports. The instructor shall maintain privacy and will not disclose any report to anyone except the concerned person and to the concerned authorities, if required.
- (vi) If a scholar/student is involved in checking papers and theses of any other person, the instructor shall report to university authorities about that with valid proof.
- (vii) Originality/similarity reports generated by Turnitin provide clues in the form of text matches as well as proverbs, universal truths, phrases, etc. Scholars/students must ensure that the documents they are submitting are in proper documentation style (i.e., IEEE, Chicago, MLA, APA, etc.) and are free of plagiarism.
- (viii) If the report has a similarity index of $\leq 19\%$, then the benefit of doubt may be given to the author; however, if any single source has a similarity index $\geq 5\%$ without citations then it needs to be revised.
- (ix) If the similarities of a report are from the author's own (previous) work, then they may be ignored only if the material has been cited by the author.

(x) Documents that are checked through this service have not yet been published and no benefit is acquired; therefore, no punishment or penalty is recommended. It is advised that similarities at a greater level should be taken care of in the light of the HEC plagiarism policy.

1.4.23 Guidelines on Interpreting Originality Report

(i) Develop/adopt/adapt and regularly publicize policies promoting academic integrity and dealing with allegations of academic misconduct.

(ii) The similarity index is based on the percentage of matched text out of the total number of words in a document.

(iii) Instructor/faculty members must verify each similarity index to identify potential clue to plagiarism.

(iv) If similarities in the document are significant, then the scholar/student may be guided, accordingly, or a case may be reported based on the evidence.

(v) The similarities in the document may contain matches with the author's previous work; they may be ignored if it is the same work.

(vi) Bibliography and quoted material may be excluded after verification. It is important to note that too much quoted material is not desired as per the policy.

(vii) Common phrases and proper nouns also appear as similarities in the report; therefore, every instructor or faculty member should ignore the matches returned from them.

(viii) The originality report will show similarities from three major sources: the Internet, periodicals, and student repositories. Similarities returned from the student repository may be ignored if they are the author's own work. Similarities from the student repository help in detecting collusions in the documents.

(ix) The graphs, tables, formulae, and other pictorial materials are not matched through the service; therefore, they will only offer similarities with text.

(x) Instructor/faculty members supervising students/scholars can provide verdicts of plagiarism after interpreting reports.

1.5 Managing the Grievances of Graduate Students

1.5.1 Principles and Purposes

The purpose of this section is to provide the minimum guidelines for universities/HEIs enabling them to establish a grievance management system, so that all grievances/complaints of graduate students/prospective students and stakeholders are addressed in a fair, equitable, and timely manner, by adhering to the following principles:

- (i)** Provide timely responses to grievances from students, potential students, or stakeholders.
- (ii)** The aim is to develop a culture in which grievances are viewed as opportunities for improvement.
- (iii)** Ensure that students or potential students are free to complain without fear of discrimination.
- (iv)** Ensure that staff are aware of grievance processes and are appropriately trained to ensure that the processes are consistently applied.
- (v)** Requires respectful behavior among all parties when handling grievances.
- (vi)** Communicate effectively in a timely manner to keep all parties up to date with the progress of grievances.
- (vii)** Ensure that all information is held at the utmost confidence.
- (viii)** Ensure that the principles of natural justice are applied.
- (ix)** To ensure that grievances are resolved to the satisfaction of all parties.

1.5.2 Guidelines to Establish a Grievance Management System

(i) The universities/HEIs shall develop/adopt/adapt a grievance management policy through their statutory bodies, covering:

- (a)** Aims of policy and nature of grievances. In general, all grievances of an academic nature include, but are not limited to, issues related to student progress, assessment, curriculum, and awards during study.
- (b)** Values to inculcate a culture in which grievances are viewed as an opportunity for improvement. In general, such values may include, but are not limited to, valuing diversity, inclusiveness, equality, confidentiality, and showing respect for all parties involved. Therefore, a culture of reporting through appropriate forums should be encouraged.

(c) Roles and responsibilities of the principal authorities responsible for addressing academic grievances/complaints: In general, the Heads of the Departments/Directors/Deans and the Vice Chancellor/Rectors/Heads of Universities/HEIs shall be responsible for addressing the grievances of graduate students/prospective students and stakeholders in line with the grievance management policy of their relevant university/HEI.

(d) Complainant's rights, roles, and responsibilities: Procedures/processes and timelines for easily accessing grievance settlement procedure/system, lodging grievances/complaints, timely response thereto, and settlement thereof, up to the satisfaction of all parties must be ensured.

(e) Rules ensuring that the complainants shall have a fair opportunity to formally present their case and each party to a grievance may be accompanied and assisted by a support person (such as a family member, friend, counsellor, or other professional support person other than a legal representative) at any relevant meeting must be ensured.

(f) Methods and rules ensuring that complainants and respondents shall not be victimized and/or discriminated against at any time.

(g) Procedures of maintaining records and confidentiality.

(h) Guidance to give hearing to the parties involved, taking notes, reasoning for decisions to be written, and actions taken.

(i) Process elaborating how and when to launch an appeal in case the decision does not support the complainer or the accused.

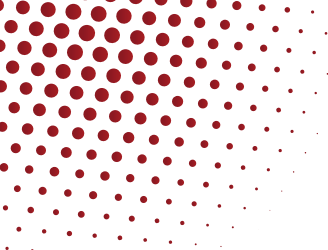
(j) Process to implement the decision and/or required corrective and preventive actions in case the decision supports the complaint.

(ii) The structure of the grievance management system shall be hierarchal, starting from the lowest authority such as Head/Chair of the Department, then Dean/Director of the faculty/institute, and shall finally be presented to the Academic Board/Committee constituted to hear grievances in case the grievance/complaint is not settled at each level. However, the intent of the system should be to resolve grievances/complaints at the lowest level with minimal impact.

(iii) To make the system more effective and efficient, the universities/HEIs shall develop a parallel, informal system to preempt grievances/complaints by allocating counselors to the students and mentors to employees. Counselors and mentors should be competent to use consultative and teaching approaches to raise awareness and prevent issues.

(iv) Further, to create awareness about the grievance management system and inculcate its values, the universities/HEIs shall conduct seminars and training for students, faculty, and non-academic staff.

(v) The system/policy shall be reviewed after an appropriate time to be decided by the board/committee constituted to hear the grievances.



Chapter 2

THE UNIVERSITY OF FAISALABAD GUIDELINES AND PROCEDURES REGARDING POSTGRADUATE PROGRAMS

2.1 The University of Faisalabad Guidelines for MS/MPhil/MBA Degree Program (AC 16.09.2023 adoption of GEP-2023)

As per GEP-2023, there is no timeline on the allotment of Research Supervisor to MPhil students. For allotment of supervisor from the date of enrollment to MPhil students, the following SOPs will be adopted.

2.1.1 Admission to the MS/MPhil/MBA programs

- (i)** For admission into the MS/MPhil/MBA programs, a minimum CGPA 2.0/4.0 (unless specified otherwise) in 16 years of degree programs is required.
- (ii)** A GAT/HAT (comprising 10% Analytical, 10% Quantitative Reasoning, 10% logical reasoning with 50% marks must be qualified prior to applying for admission in the MS/MPhil/MBA Programs.

2.1.2 Rules of Supervisory Committee (BASR 29.09.2022)

- (i)** The Supervisory Committee must be comprising of three regular faculty members. For MS/MPhil or equivalent students one (1) faculty member must be PhD.
- (ii)** The senior-most from amongst the three members will be the convener of the Supervisory Committee.
- (iii)** Students working on interdisciplinary topics shall have a co-supervisor who has knowledge of the subject/language. Co-Supervisor will be taken from outside the university.
- (iv)** Immediately after completion of course work, the BOS through PGRC shall recommend thesis title, Supervisory

Committee for approval of BASR, so that the students may not face difficulties in commencing and completing their research well in time.

(v) Supervisors shall ensure that synopses/theses are prepared according to the format approved by BASR in its meeting held on 31.12.2024.

2.1.3 Process for Selecting Research Supervisor and Constitution of Supervisory Committee

(i) The student shall apply on the prescribed form (Annexure 1) to select the supervisor of his/her preference falling within the area of research to be conducted by the scholar. However, Board of Studies shall ensure balanced distribution of students while recommending the allocation of supervisors for the approval of BASR.

(ii) The request of the student concerned shall be discussed by the respective Board of Studies and Board of Faculty to recommend the research supervisor's name from amongst the given preferences for approval of the BASR.

(iii) Efforts will be made to allocate the student to the first preference. However, if that is not possible, the second and third option will be considered.

(iv) The approval of BASR will be notified after the issuance and approval of the minutes of the meeting.

(v) The prior approval of the Rector can be sought with justification in anticipation of the BASR meeting in the event of the urgency of the matter.

(vi) Immediately after his/her allotment, the Research Supervisor shall constitute a Supervisory Committee by selecting two members relevant to the area of research selected by the student.

(vii) Students working on interdisciplinary topics shall have a Co-Supervisor and knowledge of the subject/language. Co-Supervisor will be recommended from outside the university.

(viii) Presence of the supervisor in the meeting of Faculty Board of Studies is mandatory.

(ix) Supervisors shall ensure that synopses/theses are prepared according to the approved format.

(x) Research Supervisor shall send quarterly progress report of the student jointly signed by the Research Supervisor and student, to the Postgraduate Office through the Dean of the faculty concerned on the prescribed form indicating the record of meetings of the student with Research Supervisor/Supervisory Committee (Annexure 2).

The Postgraduate Office will maintain the record of the progress of work done by the student.

2.1.4 Change of Supervisor

In case a change in Research Supervisor or title of Synopsis or members of Supervisory Committee is required by the student, the student shall apply on the prescribed form (Annexure 3) giving plausible justification(s) for the change duly supported by the documentary evidence. Rest of the procedure shall remain the same as outlined for the appointment of Supervisor/Members of Supervisory Committee.

2.1.5 Process for Approval of Synopsis and Research Proposal for MPhil/MS/MBA thesis

- (i) After the constitution of the Supervisory Committee, the candidate shall finalize the topic of synopsis at the latest by the end of second semester. Research synopsis shall be scrutinized through the technical committee (PGRC) and ethical committee.
- (ii) Title of research synopsis is approved by the Board of Advanced Studies & Research (BASR) on the recommendations of the Board of Studies and Board of Faculty.
- (iii) The synopses shall be run on Turnitin to ensure permissible SI limits and certified by the Supervisor.
- (iv) Synopsis prepared on the prescribed format (Annexure 4a-d) shall be submitted to the Postgraduate Office duly evaluated by the PGRC, Board of Studies and endorsed by Board of Faculty, along with Similarity Index (SI) Report issued by QEC (guidelines given in Section 2.3). A checklist (Annexure 5) duly filled in and signed by student and supervisor shall accompany the synopsis while submitting synopsis to Postgraduate Office for final checking.

2.1.6 Submission of MPhil/MS/MBA thesis

- (i) On completion of research work to the satisfaction of the Supervisor/Co-supervisor, the candidate shall embody the results of his/her research work in a thesis according to a prescribed format (Annexure 6).
- (ii) Before final submission of thesis to the Controller of Examinations, it shall have to be scrutinized by the Postgraduate Office as per checklist (Annexure 7) duly completed and signed by the scholar and the supervisor.
- (iii) Two copies of the thesis along with the SI report duly signed by Supervisor through QEC/Postgraduate Office, who shall forward the thesis to the Controller of Examinations for evaluation after necessary scrutiny.

2.1.7 Process of Checking Similarity Index

- (i)** Once the thesis is completely written, it will be initially checked by the supervisor of the student to remove any similarity index (SI) beyond the permissible limits (19% or less overall and 4% or less from the single source).
- (ii)** After doing the needful at the Supervisor's end, the thesis without adding references will be sent by the Supervisor to the QEC by email.
- (iii)** After checking SI, the QEC will upload the SI report on QEC web portal within 72 hours.
- (iv)** By entering his/her Registration Number, the student or the supervisor can view/download the report from the web portal of QEC.
- (v)** The checking of SI is free (without any charges) in the first attempt. However, for subsequent attempts, the student will be charged Rs. 1000/- for each attempt.

2.1.8 Evaluation of MPhil/MS/MBA Thesis

- (i)** Evaluation of thesis will be done by the Internal and External Examiners.
- (ii)** The External Examiner will be appointed by the Rector out of a panel of examiners approved by BASR while Research Supervisor will act as Internal Examiner.
- (iii)** Controller of Examinations will send the copy of thesis along with instructions/evaluation sheet to the External Examiner asking him/her to conduct thesis examination within 3-4 weeks.
- (iv)** After receiving consent and date of examination from External Examiner the Controller of Examinations will notify the venue, date and time of viva/defense.
- (v)** In case the thesis is evaluated as unsatisfactory, the candidate will be required to revise and resubmit his/her thesis for evaluation afresh within the stipulated time frame. However, this should remain within the prescribed maximum time limit for the degree.
- (vi)** A candidate can appear at the most two times for thesis defense/ examination.
- (vii)** If a candidate fails to submit his/her thesis/revised thesis within the approved period unless it is extended on valid reasons by the Rector, his/her case will be referred to BASR for dismissal from the program.
- (viii)** A candidate shall have to remain on roll of the university till the completion of him/her degree.

2.1.9 Award of MPhil/MS/MBA Degrees

- (i) A minimum number of credit hours as well as duration must be successfully completed.
- (ii) Degree shall be awarded to the candidate who has completed all the degree requirements by passing all courses specified in scheme of studies by securing the CGPA of 2.5.
- (iii) Six credit hours of research are mandatory for a candidate to obtain degree.
- (iv) Upon successful conduct of viva/defense, the student shall be declared eligible for the award of degree.

2.2 The University of Faisalabad Guidelines for PhD Program (BOG 27.12.2018 and BASR 29.09.2022)

The Academic Council of TUF at its meeting held on 16.09.2023 adopted the GEP-2023 in toto. Even before the introduction of GEP-2023, the BASR in its meeting held on September 29, 2022 approved the Rules for constitution of Supervisory Committee of a PhD student and roadmap of PhD Programs (Annexure 8) for effective governance of the PhD degree programs offered in different teaching departments.

2.2.1 Admission criteria for PhD programs

- (i) For admission into the PhD minimum CGPA 3.0 (out of 4.0 in the Semester System) or First Division (in the Annual System) in M Phil/MS/Equivalent is required.
- (ii) A subject test of specialization chosen at the PhD level must be cleared up prior to admission for the PhD Program.

2.2.2 Rules of Supervisory Committee (BASR 29.09.2022)

- (i) The Supervisory Committee must be comprising of three regular faculty members.
- (ii) The senior-most from amongst the three members will be the convener of the Supervisory Committee.
- (iii) For PhD student all three members must be PhD.
- (iv) Students working on interdisciplinary topics shall have a co-supervisor who has knowledge of the subject/language. Co-Supervisor will be taken from outside the university.

(v) Immediately after completion of course work, the BOS through PGRC shall recommend thesis title, Supervisory Committee for approval of BASR, so that the students may not face difficulties in commencing and completing their research well in time.

(vi) The maximum number of PhD students under the supervision of full time faculty member is five, which may be increased to eight under special circumstances in certain teaching departments subject to prior approval of the HEC. The case shall be submitted to BASR for approval.

(vii) The candidate must start the research work for his/her thesis during the 3rd semester in consultation with his/her research supervisor. In case of change in Supervisor or title of synopsis or supervisory committee the same procedure shall be adopted.

(viii) Supervisors shall ensure that synopses/theses are prepared according to the format approved by BASR in its meeting held on 31.12.2024.

2.2.3 Process for Selecting Research Supervisor and Constitution of Supervisory Committee

Referred to section 2.1.3.

2.2.4 Change of Supervisor

Referred to section 2.1.4.

2.2.5 Comprehensive Examination

(i) Every PhD student shall have to pass the Comprehensive Examination

(ii) The Department/School shall be responsible for the conduct of Comprehensive Examination.

(iii) There shall be two chances to pass Comprehensive Examination with a gap of 1 to 6 months.

(iv) Examiners for comprehensive examination shall be appointed by Rector from the panel proposed by Dean of the respective faculty through PGRC and Board of Studies of the Department/School.

(v) There will be one paper (in depth) from one course and one paper (in breadth) from three courses from the list provided by the Head of Department as approved by the Board of Studies through PGRC.

(vi) Comprehensive Examination shall be comprised of Written part followed by the Oral one. A candidate shall be required to pass both of them to qualify separately.

(vii) In case a candidate fails to qualify written part, s/he shall not be considered for oral part of exam and shall appear in subsequent written exam. Failing the second attempt of written exam, the candidate shall lose the candidature of PhD and may be considered for readmission as per university policy.

(viii) In case a student qualifies the written test but fails in oral exam, s/he shall be required to pass the oral exam in next one (01) to three (03) months. In such case, the department shall arrange the oral part of exam within this period. If the candidate fails the oral test in second attempt, he/she will appear in the subsequent written test (and oral exam as well) again to qualify the Comprehensive Examination.

2.2.6 Process for Approval of Synopsis and Research Proposal for PhD Thesis

(i) Each PhD scholar shall write a synopsis for research thesis supported by review of literature concerning the topic after qualifying PhD comprehensive examination.

(ii) The scholar shall give a presentation/synopsis defense to PhD Research Committee and other invited audience on the proposed research. On the recommendation of Research Committee the research will be finalized, and the scholar will be allowed to continue his/her work; otherwise, he/she may be given one chance to defend the proposal before being dropped from PhD program.

(iii) The PhD synopsis will be duly evaluated by the Board of Studies and endorsed by the Board of Faculty prior to its defense before BASR. Presence of supervisor in the meeting of Board of Faculty is mandatory.

(iv) The synopses shall be run on Turnitin to ensure permissible SI limits and certified by the Supervisor before submission to Postgraduate Office. The synopsis shall accompany a checklist (Annexure-5) duly filled in and signed by student and supervisor to Postgraduate Office for final checking.

(v) Title of research, synopsis and the name of the supervisor/co-supervisor and members are presented to BASR on the recommendations of the Board of Studies and Faculty Board for final approval. The scholar shall defend the synopsis before BASR in the presence of his/her supervisor.

(vi) Supervisor shall send quarterly progress report of the student jointly signed by the Research Supervisor and student,

to the Postgraduate Office through the Dean of the faculty concerned on the prescribed form indicating the record of meetings of the student with Research Supervisor/Supervisory Committee (Annexure-2). The Postgraduate Office will maintain the record on the progress of work done by the student.

(vii) The students will have to incorporate required amendments and resubmit for internal defense within 30 days of the receipt of the reviews.

2.2.7 Process of Checking Similarity Index

Referred to section 2.1.7.

2.2.8 Submission of PhD Thesis

(i) On completion of his/her research work to the satisfaction of the Supervisor, the student shall embody the results of his research in a thesis, written in English or Urdu/Arabic (for Islamic Studies and Arabic). The thesis must make a distinct contribution to knowledge and give evidence of original research. The scholar should follow the format of thesis prescribed by the University (Annexure 4a-d).

(ii) Before final submission of thesis to the Controller of Examinations, it shall be scrutinized by the Postgraduate Office as per checklist (Annexure-7) duly completed and signed by the scholar and the supervisor.

(iii) Three copies of the thesis along with the SI report duly signed by Supervisor be submitted to Postgraduate Office along with checklist and SI report, who shall forward them to the Controller of Examinations for evaluation after necessary scrutiny.

(iv) Thesis may be submitted within 15 days after receipt of SI report from QEC, falling within permissible limits, to the office of Controller of Examinations for foreign/external evaluation.

2.2.9 Evaluation of PhD Thesis

(i) Finally submitted thesis shall be sent to two PhD experts from academically advanced foreign countries (as provided by HEC) from the panel of experts approved by the BASR for evaluation.

(ii) The controller of examinations shall send the thesis for evaluation within ten days after report issued from QEC indicating SI 19% or less overall and 4% or less from single source.

(iii) Controller of Examinations will send the copy of thesis along with instructions/evaluation sheet to the two Foreign

Examiners requesting them to send evaluation report within four weeks.

(iv) In case no response about accepting thesis for evaluation is received from external examiners up to 5th week, followed by two reminders to be sent in 6th and 7th week, the fresh examiner(s) will be appointed by the Rector from within the existing list.

(v) If the report of one foreign examiner is positive and the others is negative, the thesis shall be sent to 3rd examiner whose report about accepting or rejecting the thesis shall be final.

(vi) In case both the foreign examiners reject the thesis, the remarks shall be conveyed to the supervisor to revise and resubmit thesis according to comments of both the foreign examiners. Such theses shall be resubmitted according to the procedure as given in section 3.2.5(ii).

(vii) Upon receipt of positive evaluation reports from two foreign examiners and incorporation of amendments suggested by the foreign examiners (if any) by the student, duly certified by the Supervisor, the Controller of Examinations shall make arrangements for conducting evaluation of thesis by two local External Examiners following the process given in 3.1.4(ii) above. If local examiners also propose amendments, these shall also be required to be incorporated in the thesis by the student in consultation with the Supervisor followed by a certificate from Supervisor at the time of submission of revised thesis.

(viii) In case the thesis is evaluated as unsatisfactory, the candidate shall revise his/her thesis and resubmit the same for evaluation according to the procedure as given above. However, this should remain within the prescribed maximum time limit for the degree.

(ix) If a candidate fails to resubmit his/her revised thesis within the approved period unless it is extended on valid reasons by the Rector, his/her case shall be referred to BASR for dismissal from the program.

(x) After receiving revised/amended thesis and having consent of date from External Examiners, the Controller of Examinations will notify the venue, date and time for conducting viva/defense Examination.

(xi) The arrangements for conducting online viva voce/defense examination can also be made for External Examiner or student under specific circumstances, after following the prescribed SOPs.

2.2.10 Process of PhD Thesis Defense

(i) The candidate shall defend his/her thesis after completion of his/her research work under the approval of his/her supervisor.

(ii) The defense of the research work may be open to other members of the academic community. The Controller of Examinations will notify the venue, date and time of the final defense in consultation with the Head of School. The defense of research work shall be publicly notified.

(iii) The result of defense (Pass/Fail) shall be sent to Head of School with a copy to Director, BASR duly signed by the supervisor.

(iv) After successful presentation of research work in the seminar. The supervisor will recommend the evaluation of thesis by external examiner.

(v) The Rector, on the recommendation of the Board of Studies, shall appoint the panel of Examiners for public defense seminar on the thesis comprising two external examiners out of the panel of at least five experts, recommended by Board of Studies.

(vi) Presentation on the basis of foreign evaluator's reports (as per remarks/observations/ suggestions) will be given by the scholar in front of Examiners at the time of Defense of Thesis:

(a) Scholar should provide both copies of theses (original and amended) to Internal & External members at the time of thesis defense.

(b) Photocopies of the comments/suggestions of foreign evaluators should be provided to the examiners well before the conduct of thesis defense.

(c) Scholar must ensure that soft copies of both the thesis are available at the time of thesis defense.

(d) Soft copies of comments/observations/suggestions of the foreign evaluators and subsequent corrections/replies of these should be available with the scholar at the time of thesis defense and these be clearly indicated with Chapter, Page, line and Fig No. etc., on both copies.

(e) Scholar should highlight in the soft copy of amended thesis; the changes made in the light of foreign evaluator's remarks and explain them during thesis defense from this soft copy.

(f) In case of disagreement on the observation{s) of external examiners and if no amendment is made on this point, it should be brought into the notice of external examiner for final verdict.

(vii) The Controller of Examinations shall notify the panel of Examiners, date and place of examination and ensure proper advertisement {Press/News/University Web site and Notice boards) of the notice of examination in order to maximize the presence of interested persons in the open presentation of the scholar before the examiners. Examination Branch will ensure the following for the conduct of public defense seminar:

- (a) Availability and readiness of conference hall with sound system, multimedia and laptop or desktop computer
- (b) Necessary documentation/papers for examination.
- (c) Light refreshment after seminar.
- (d) The Controller of Examinations will send the copies of thesis to external examiners three weeks before the examination and ensure their availability for the conduct of public defense and seminar.
- (e) Public Defense Seminar will be conducted in conference hall and the presentation of the research work will be made by scholar in front of audience followed by Q/A session.
- (f) The seminar will be open for all. The presence of Supervisory Committee is mandatory
- (g) The panel of examiners shall submit its report recommending that the candidate be declared to have satisfied the examiners, or

(1) The candidate should again appear for oral examination, after a stipulated period.

(2) In case of recommendation, the candidate can avail only one chance to reappear/defend his/her thesis.

(viii) The thesis will be resubmitted by the scholar after revision according to the directions of the supervisor/Foreign Experts.

2.2.11 Award of Degrees

- (i) A minimum number of credit hours as well as duration must be successfully completed.
- (ii) Degree shall be awarded to the candidate who has completed all the degree requirements by passing all courses specified in scheme of studies by securing at least 2.5 for PhD degree program. MS/ PhD Candidates, in addition to completing the course work shall have to present an acceptable thesis on the basis of approved program of research.
- (iii) In case of migration/credit hour transfer, a student shall have to earn a minimum of 50% of the credit hours out of total credit hours from the University to be eligible for the award of the degree
- (iv) Publication of research article(s) in HEC 'W', 'X' or 'Y' category journal(s) as per requirement of subject is mandatory.
- (v) **Degree completion certificate.** Each School shall forward the degree completion form of a student subject to the fulfillment of all prescribed conditions to the controller of examinations for degree notification.
- (vi) Presentation on the basis of foreign evaluator's reports (as per remarks/observations/ suggestions) will be given by the scholar in front of Examiners at the time of Defense of Thesis:

2.3 Guidelines for Checking Similarity Index

2.3.1 Responsibility and Role of Supervisor and Scholar

- (i)** Supervisors are responsible for guiding students regarding Plagiarism Policy and keeping record of meeting with the student.
- (ii)** After having guidance from the Supervisor, the scholar shall be responsible for any subsequent irregularity

2.3.2 Submission of Documents for Checking Similarity Index

- (i)** All synopses/theses/reports shall be sent by the Supervisor/Researcher to Quality Enhancement Cell (QEC) using official email (dd.qec@tuf.edu.pk), with CC to the student's university email, for Turnitin Originality Report.
- (ii)** The document must be submitted in MS Word (doc) file; multiple files shall not be accepted. The file must follow the naming format:
 - For Synopsis of a Student: S-RegistrationNo-StudentCode
 - For Thesis of a Student: T-RegistrationNo-StudentCode
 - For Student Report: R-RegistrationNo-StudentCode
 - For Project Report: P-Department-EmployeeCode
- (iii)** Similarity index shall be checked before final submission and evaluation of thesis.
- (iv)** While forwarding documents, the Supervisors must state if they or their supervisors have already run their theses on Turnitin so that necessary steps are taken to avoid getting high SI.
- (v)** There is a provision of only THREE ATTEMPTS (first submission + two attempts) for achieving 19% or less Similarity Index with 4% or less from a single source. Failing to do so will result in the case being forwarded to the Plagiarism Standing Committee (PSC) of the University.
- (vi)** The soft copy must include the following: title of the work, student's name, registration number, university email, supervisor's name, department name
- (vii)** The document must be submitted in non-repository mode to avoid future false positives. Footnotes and the references section must be removed before submitting file, as they may increase the Similarity Index.
- (viii)** The originality report will be issued by QEC within 72 hours of submission of document.
- (ix)** After reviewing the report, the student and the supervisor shall sign and forward it to Postgraduate Office along with thesis, as per checklist (Annexure-7) available for the purpose.

2.3.3 Manipulation and Misconduct on Plagiarism Check

- (i)** Manipulation or misconduct related to plagiarism checks will result in disciplinary action. To maintain transparency and authenticity of the final submission, the Postgraduate Office reserves the right to check the SI of finally submitted documents by using Turnitin software. If any significant difference is noted between the documents submitted to the QEC and the Postgraduate Office, it will not be processed further.
- (ii)** Any attempt to manipulate content to bypass plagiarism detection (e.g., white text, character substitutions etc.) will be reported to Plagiarism Standing Committee of the University for punitive action.
- (iii)** Students/supervisors/researchers must retain a copy of the final Turnitin report within the acceptable range at the time of final thesis submission.

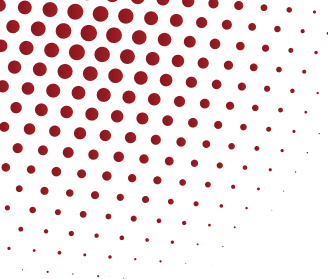
2.4 Guidelines for Student Grievance Redressal

2.4.1 Constitution of Grievance Redressal Committee

A five member Standing Committee is constituted comprising two senior faculty members, relevant Head of the Department and Dean headed by the Controller of Examinations to redress the grievances of the students about any course instructor or grades or for any other issue.

2.4.2 Submission of and Resolution Grievance

- (i)** The student shall submit the grievance against the faculty/staff with designation on the prescribed Grievance Report Form (Annexure-9) with Checklist (Annexure-10) duly signed and supported by documentary evidence to the Head of the Committee constituted for the purpose within (07) seven working days of the grievance occurred.
- (ii)** The Head of the Committee shall call the meeting of the Committee within five (05) working days. It will be mandatory for the Committee to provide an opportunity of personal hearing to the student and Faculty/Staff concerned.
- (iii)** The faculty/staff shall give his/her response within five (05) working days on the Grievance Response Form (Annexure-11). The Committee shall formulate recommendations at the earliest or within five (05) days before the start of registration for the new semester, whichever comes earlier for consideration of the Rector. The decision of the Rector shall be final and will be binding on all parties.
- (iv)** In case the Faculty/Staff accused of grievance does not file his/her reply with the given time frame, ex-party recommendations shall be made for final decision of the Rector.



Chapter 3

EXAMINATION RULES AND POLICIES

3.1 Preamble

As per provisions of the Charter of The University of Faisalabad and statutes, regulations and policies framed thereafter, the University offers graduate programs in various disciplines in accordance with the Graduate Education Policy – 2023 of Higher Education Commission (HEC). After grant of admission, the students enroll themselves in respective level 7 or level 8 degree programs. The Examination Branch is responsible for conducting examinations and notification results at the end of each semester. The University of Faisalabad adopted the Graduate Education Policy 2023 and updated its policy on examinations accordingly. The University offers courses of study in Fall and Spring as regular semesters with a minimum of 16 weeks of teaching (excluding examinations). A Summer session is offered only for deficiency/failure/repetition courses. The statutes, regulation and policies governing the conduct of examinations and notification of results are given below.

3.2 Level 7 (MS/MPhil) and Level 8 (PhD) Educational Structure

3.2.1 Credit hours

There are 30 credit hours including a minimum of 24 Credit Hours of Course Work + 06 Credit Hours for Thesis or the candidates will either need to complete 30 credit hours of course work, if provided in the Scheme of Studies. Course load per semester for regular full-time students is 09-12 credit hours.

3.2.2 Academic calendar

The university publishes a Graduate catalogue which includes the schedule of its whole academic year (including fall, spring semesters), Admission requirements, Academic Programs offered, key financial aid policies of the University and scholarship opportunities for the convenience of students and Faculty members. The calendar includes the following information:

- (i) Semester starting date
- (ii) Holidays during the semester
- (iii) Semester termination date
- (iv) Mid-Term exam week
- (v) Final exam week
- (vi) Result notification and transcript issues dates. Each transcript will have course grades, semester grade point average (GPA) and cumulative GPA (CGPA).
- (vii) Controller of Examinations will be responsible for issuing the transcripts (and degree supplement form on request) to students and their faculty advisors in a timely manner to facilitate enrollment for the next semester or graduation. In case university is closed due to unusual circumstances, then special makeup classes shall be arranged converting weekends or holidays to working days to cover the lapsed period of the students

3.2.3 Enrolment/registration in courses

(i) Enrolment in regular semester

- (a) A student shall enroll himself/herself for each semester consecutively till the completion of degree program in which s/he was admitted.
- (b) Student shall have to comply with the schedule for enrolment (payment of dues + submission of enrolment form) as notified from time to time.
- (c) An application for enrollment on the prescribed form accompanied by the prescribed fees receipts shall be presented to the Registrar Office through the Department concerned according to notified schedule. Merely submission of fee or enrolment form doesn't mean completion of enrolment formalities.
- (d) Failing to enroll timely shall lead to the cancellation of semester registration. However s/he is eligible to register when the same semester is offered next time subject to meeting the criteria of maximum duration of the program.

(ii) Add and drop of courses

- (a) The students may make any change (add/drop) in the enrolled course(s) within second week of classes commencement as per the relevant procedure prescribed by the University.
- (b) No add and drop will be allowed after the third week of classes commencement.

(iii) Withdrawal of courses

(a) Students may be allowed to withdraw course(s) during 4-6 weeks of classes commencement after following the prescribed procedure. In such a case the transcript shall record that the student enrolled in the course and withdrew. Consequently, grade 'W' will be awarded to the student which shall have no impact on the calculation of the CGPA of the student

(b) A student withdrawing after the 6th week shall be automatically awarded "F" grade which shall count in the GPA and will form part of the transcript.

3.2.4 Attendance

(i) Attendance in classes is mandatory

(ii) A student having minimum 75% attendance in lectures and practical's (where applicable) separately shall be allowed to take the mid and final semester examination of the course.

(iii) For a student participating and representing the University in sports/co-curricular activities of inter university/national/international level events, as verified by the Director of sports/co-curricular, the days actually spent by the student in such events shall be excluded from total lectures delivered. The percentage attendance shall be calculated after excluding this period.

3.2.5 Cancellation of Enrolment

(i) If a student fails to attend any lecture during the first four weeks after the commencement of the semester as per the announced schedule, his/her admission shall stand cancelled without any notification.

(ii) For re-admission the student shall have to pay the prescribed re-admission fee as notified by the University from time to time.

(iii) A student may be allowed re-admission twice during the entire degree program.

3.2.6 Freezing of semester

(i) If a student is not enrolled in any course in a semester, s/he will not be considered a regular student of University in that period. The student may then enroll in these courses in a subsequent semester. However, s/he will have to meet pre-requisites of any course taken. In addition, it is understood that the university is not required to offer all courses in each semester.

(ii) If a student is unable to sit in the final examination on medical grounds or under the circumstances beyond his/her control to be determined in each case, may be allowed to freeze an enrolled semester except first semester. Such a student may submit application prior to commencement of final examination to the HOD along with documentary evidences in support to his/her grounds, for onward consideration of the Registrar. A notification in this respect will also be issued by the Department concerned after due permission of the Registrar under intimation to all concerned. The student will also be required to pay 10% of tuition fee as freezing charges. Provided that if full fee of semester has already been paid, the remaining fee after deduction of freezing charges, shall be adjusted towards dues of upcoming semester(s) as per Policy. The grounds to freeze a semester shall be:

- (1) Iddat
- (2) Maternity/Delivery
- (3) Death of blood relation family member
- (4) Any other genuine and plausible reason (as determined by the Competent Authority)

3.2.7 Resumption of studies

(i) The re-admission will be subject to the condition that the student had to complete his/her degree program within the maximum admissible limit of semesters prescribed for the degree. Provided that s/he had to study/adjusted in the 'Scheme of Studies' in vogue in the semester at the time of re-admission. However, during freeze period such student may enroll his/her failed course(s) according to approved 'Scheme of Studies' for clearing backlog on payment of prescribed per credit hour fee, enabling him/her to complete degree within the minimum duration of semesters.

(ii) In case a student discontinues a semester without permission, s/he may seek re-admission, in the same semester next year or in the subsequent year with the permission of the Registrar on the recommendations of the HOD concerned. Provided that s/he has not already exhausted the maximum residential requirements for the degree and has minimum GPA/ CGPA required for continuation of studies. Provided further that in order to keep his/her admission intact, such student shall have to pay gap semester(s) fee as per admissible credit hours rates prescribed in the semester from where s/he discontinue studies.

(iii) During the freeze semester, *bona fide* status of a student shall remain suspended

3.2.8 Promotion to next semester criteria

(i) A student is required to secure a minimum **SGPA 1.00** at the end of semester-I for promotion to semester-II

(ii) Minimum CGPA of 1.75 and 2.25 will be required for a student at the end of semester-II and semester-III to onward respectively for continuation of studies.

(iii) In case any student fails to secure minimum prescribed CGPA, s/he will be promoted to next semester on probation ONCE. If a student fails to improve SGPA after semester-I and CGPA at the end of semester-II to onward, for continuation of studies, his/her admission shall stand cancelled without any prior notice. Such students shall not be allowed to continue studies or seek admission as a fresh candidate.

(iv) Provided that

(a) a student is required to qualify 50% of the enrolled courses in a semester, the fraction will be ignored.

(b) Provided further that a student shall not be allowed enrolment of any course(s) for improvement of grade after declaring degree completed.

(v) In case of valid reason / excuse, the period of study may be extended for one additional year (Two Semesters) in all University programs. The student(s) who will not complete studies within stated periods including extension shall be struck off from the rolls of the University. The students who have been given the right to extend the duration of study for one additional year are required to pay new registration fee along with normal fee for that academic year

3.2.9 Examinations

(i) In each semester, students may be required to appear in quizzes, tests, midterms, final examinations, presentations (individual/group), group discussion, and submit projects/ assignments/lab reports etc. These assessment marks (to be determined by the teacher concerned) will have different weightage contributing towards the overall assessment in percent marks. This weight age may be determined on the basis of following guidelines:

Nature of Examination	Weightage Marks
Quizzes	10
Mid Semester Examinations	25
Assignments/Presentations	15
Sessional Examination	10
Final Examination	40

Note: In case of a course with the composition of 4(3+1), (03 credit hour theory and 01 credit hour practical) the weightage for the practical shall be considered 25% or as specified by the respective accreditation council.

(ii) In the beginning of a semester, the Instructor of each course should hand out a syllabus providing information to students that defines attendance policy, grade distribution policy, assessment criteria, paper specification, examination dates, schedule of material to be taught, take home assignment policy, required and recommended reading materials and any other information important for the successful completion of the course and its requirements.

(iii) Mid Semester Examination will be conducted in the mid of a semester from the syllabus prescribed for the mid examination.

(iv) Final Semester Examination covering the full syllabus with at least 20% of the course of mid examination as well shall be held at the end of each semester.

3.2.10 Evaluation of practical

(i) Practical shall be assessed by the concerned teacher/internal examiners, except where there is a specific requirement from Accreditation Council. In that case the recommendation by the respective council shall take precedence. Furthermore this assessment shall be based on evaluation in two parts:

- (1)** Continuous assessment based on each practical- (conduct of = 50% practical by steps, notes, notebook)
- (2)** Final Practical /Viva Voce= 50%

- (ii)** Project/thesis shall always be assessed by a panel of examiners which may include minimum one external and internal examiner appointed by Rector on the recommendations of Board of Studies.
- (iii)** Project shall be completed within the specified period as notified by the Head of Department. In case of extension, the student shall have to enroll in the next semester and pay the semester fee.
- (iv)** The pass marks in each course shall be 50%.
- (v)** Pass criterion in a course having Practical Part: The candidates who fail in theory or practical will be treated as Fail in that subject. Such candidates must enroll in the failed subject (both theory and Practical) and appear in each part as and when the course is offered. A candidate must obtain at least 50% marks separately in theory as well as practical parts each to qualify that course.
- (vi)** Sessional marks awarded on the basis of assignment, test, quiz, etc. shall be displayed/ shown to the students 14 days before the final examination.
- (vii)** In case a student did not appear in the mid and final examinations due to discontinuation of the semester, his/her SGPA/CGPA should not be calculated.
- (viii)** The Controller of Examination shall be responsible for the conduct of examinations. The date sheets shall be finalized on the recommendations of the Heads of the Department.
- (ix)** If a student is required to participate in sports/co-curricular activities representing the University, on the dates of examination, arrangements will be made by the Department for holding Special Examination for him/her as soon as his/her sports/co-curricular activities are over.
- (x)** There will be no Supplementary/Special Examination in a Semester System; if a student fails in a course, s/he is required to repeat it. An incomplete grade will be awarded by the faculty only in exceptional cases beyond the control of a student such as serious accidents, family tragedy, serious health ailments, etc.

3.2.11 Grading policy

University follows absolute grading Methods. Attributes of absolute grading method are as under:-

- (i)** Fixed Percent Scale.
- (ii)** Total Point Method.
- (iii)** Easy to calculate grades.

- (iv) Easy for students to understand.
- (v) Consistency gives illusion of fairness
- (vi) Reduces competition between students.
- (vii) Tie point systems explicitly with a domain of tasks, behaviors, or knowledge upon which the assessment will be based.

3.2.12 Grading system

- (i) The grading shall be carried out on a scale of 4.
- (ii) The marks obtained by a candidate in each course are converted out of 100.
- (iii) These marks are changed into grade points and letter grades according to the following criteria:

Marks Range	Grade Point	Letter Grade
85 – 100	4.00	A
80 – 84	3.70	A-
75 – 79	3.30	B+
70 – 74	3.00	B
65 – 69	2.70	B-
60 – 64	2.30	C+
58 – 59	2.00	C
55 – 57	1.70	C-
50 – 54	1.00	D

Below 50	0.00	F
	0.00	I

(iv) The Grade/Grade Point shall be assigned for each course according to Grading Table above, whereas, no letter grades shall be assigned to GPA/CGPA. GPA/CGPA shall be calculated up to two decimal places.

(v) Fraction of total marks obtained in a course shall be rounded to the nearest whole, e.g. 60.5 shall be considered as 61, 60.4 will be considered as 60.

3.2.13 Award of 'I' grade

(i) A student who appeared in mid semester examination of enrolled course(s) in a regular semester but could not appear in final examination under the circumstances beyond his/her control such as serious accident, family tragedy (in blood relations), serious health ailments, etc except lecture shortage, will be awarded 'I' 'incomplete grade' upto a maximum of 50% courses enrolled in a semester'.

(ii) The concerned student should have to intimate the reason(s) for not appearing in writing with documentary evidences, if any, to the concerned teacher. The teacher after examining/ determining careful and ensuring genuineness of the reason(s) in exceptional cases, will forward the result of requisite courses(s) with 'I' grade after due approval of Department Head. Afterword's, such written request will be forwarded to the Examination Office with a copy to the Registrar Office, for further necessary action and record respectively.

(iii) The provision of 'I' grade will be applicable in regular semesters of an academic year i.e. Fall and Spring and not in Summer Semester.

(iv) The grade 'I' will not be counted while calculating grade-point average (GPA) of relevant semester. The student concerned will be required to appear in 'I' grade course(s) immediately after declaration of results without any charges, according to the schedule to be notified by the Examination Office for the purpose. If a student fails to qualify 'I' grade course(s) or again failed to appear according to schedule under any circumstances, the grade 'I' will be replaced with 'F' automatically in the course(s) concerned.

3.2.14 Computation of Semester GPA and CGPA

(i) GPA

This is figure ranging, preferably from 0.00 to 4.00 be used to indicate the performance of a student in the semester concerned. A standard scale of 0.00 to 4.00 is as under:

$$\text{GPA} = \frac{\text{Sum overall courses in a semester (course credit hours x grade points)}}{\text{Total semester credit hours}}$$

(ii) CGPA

This is figure ranging, preferably from 0.00 to 4.00 be used to indicate the performance of a student in the semester concerned. A standard scale of 0.00 to 4.00 is as under:

$$\text{GPA} = \frac{\text{Sum of overall courses taken in all semester (course credit hours x grade points)}}{\text{Earned total credit hours taken in all semesters}}$$

3.2.15 Requirement for the award of degree

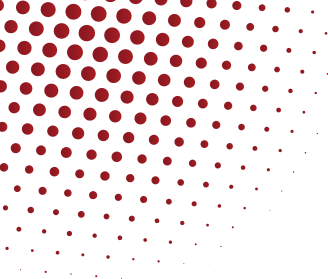
- (i) A minimum number of credit hours as well as duration must be successfully completed.
- (ii) MS/PhD Candidates, in addition to completing the course work shall have to present an acceptable thesis on the basis of approved program of research.
- (iii) 6 credit hours of research are mandatory for M Phil candidates. MS degree will be awarded to those candidates who complete their degree without research thesis
- (iv) In case of migration/credit hour transfer, a student shall have to earn a minimum of 50% of the credit hours out of total credit hours from the University to be eligible for the award of the degree
- (v) **Degree Completion Certificate** Each Department shall forward the degree completion form of a student subject to the fulfillment of all prescribed conditions to the controller of examinations for degree notification.
- (vi) A MS/MPhil student must have regular admission in the MS/MPhil program of the University, and should earn a minimum of 15 credit hours.

3.2.16 Rechecking of examination script

- (i)** The result is notified after due compiling of award lists and scripts by the Examination Office. However, if still a student is not satisfied with marking, s/he can submit application for rechecking of script to the Examination Office through the. It is clarified that re-checking does not mean re-assessment/re-evaluation/re-marking of the answer book.
- (ii)** On receipt of application, the Controller of Examinations can arrange re-checking of script by any faculty member from the relevant discipline. The Controller of Examination or any officer or re-checking committee if appointed, shall see that:
 - (1)** There is no computational mistake in the grand total on the title page of the answer book.
 - (2)** The total of various parts of a question has been correctly made at the end of each question.
 - (3)** All totals have been correctly brought forward on the title page of the answer book.
 - (4)** No portion of any answer has been left un-marked.
 - (5)** Total marks in the answer book tally with the marks sheet.
 - (6)** The hand-writing of the candidate tally in the questions/answer book.
- (iii)** The candidate or anybody on his behalf has no right to see or examine the answer books for any purpose.
- (iv)** The marks of a candidate could even decrease in light of 27.2(iii) above. In the event of reduction of marks the record shall be corrected and revised transcript will be issued accordingly.

3.2.17 Matters related to degrees conferment

- (i)** University should conduct Convocation once in a year to award the degrees to the qualified students as per criteria.
- (ii)** Urgent degree can be issued as per policy of University upon the request of student.
- (iii)** Duplicate Degree may be issued on completion of all requirements to a candidate in case the original degree is lost/damaged or in case of change/correction of spellings in the name of candidate/father. The candidate has to apply to the Controller of Examinations for the issuance of duplicate degree along with the relevant documentary proof as per University rules.
- (iv)** The Duplicate Degree shall be signed by the Controller of Examinations only.



Chapter 4

ANTI-PLAGIARISM POLICY – 2023 OF HEC

4.1 Statement of Purpose

This Policy, of HEC, intends to uphold the autonomy and responsibility of HEIs/DAIs to ensure the authenticity of ethical research and eliminate the scourge of plagiarism. Anti-plagiarism is just one component of the broader policy framework that deals with Academic Dishonesty and Research Ethics (Gift authorship, Dispute of authorship, Citation Racketeering, etc.). The policy review has to be a dynamic process, due to the evolving National and International ground realities. It is recommended that the Anti-Plagiarism Policy be reviewed, at least once every three to five years, to reflect upon, and respond to, emerging developments.

4.2 Principles of the Policy

- (i) Awareness for Preventing Plagiarism: Universities and faculty members should arrange regular capacity-building activities, within each calendar year, to create awareness about avoiding plagiarism in its various forms.
- (ii) Following Research Ethics: Universities, faculty, students, and staff should follow research ethics to avoid plagiarism in their academic and research contributions.
- (iii) Respecting Intellectual Contribution: Researchers/Scholars and Faculty members should acknowledge other researchers' intellectual work, as per the norms of their respective disciplines.
- (iv) Devising Process for Probing Plagiarism: Plagiarism is considered a serious matter, and there is a need to curb this menace through proper, detailed, and defined processes.

4.3 Definitions of Plagiarism

The online Oxford Learner's Dictionary defines the term Plagiarism as follows:

"The practice of copying another person's ideas, words or work and pretending that they are your own.

The online Merriam-Webster dictionary's definition of Plagiarism is as follows:

"To steal and pass off (the ideas or words of another) as one's own: use (another's production) without crediting the source"²

1 <https://www.oxfordlearnersdictionaries.com/us/definition/english/plagiarism?q=plagiarism>

2 <https://www.merriam-webster.com/dictionary/plagiarized>

Furthermore, the following acts fall within the scope and definition of plagiarism:

- (i)** Copying media (especially images) from other websites to paste them into your work or websites.
- (ii)** Making a video using footage from others' videos or copyrighted art and music as part of a soundtrack.
- (iii)** Performing another person's copyrighted music (i.e., playing a cover) without permission.
- (iv)** Composing a piece of music which is heavily borrowed from another composition. Indeed, some media can create challenging situations to determine if the copyrights of a work are being violated. For example:
 - (1)** A photograph or scan of a copyrighted image (using a picture of a book cover to represent that book on one's website)
 - (2)** Recording audio or video in which copyrighted music or video is playing in the background.
 - (3)** Re-creating a visual work in the same medium. (Shooting a photograph that uses the same composition and subject matter as someone else's photograph)
 - (4)** Re-creating a graphic work in a different medium (making a painting closely resembling another person's photo without permission).
 - (5)** Re-mixing or altering copyrighted images, videos, audio, or other artistic expressions.
 - (6)** Use of ChatGPT and similar machine-generated text.

For determining/avoiding unauthorized use of somebody else's copyrighted material, guidelines from the Committee on Publication Ethics (COPE) are available at: <https://publicationethics.org/guidance/Guidelines>.

4.4 Common Types of Plagiarism

- (i) **Students collusion:** Working with other students on an assignment meant for individual assessment.
- (ii) **Word-for-word plagiarism:** Copying and pasting content without proper attribution reference.
- (iii) **Self-plagiarism:** Reusing one's previously published or submitted work without proper attribution.
- (iv) **Mosaic plagiarism:** Weaving phrases and text from several sources into one's work. Adjusting sentences without quotation marks or attribution.
- (v) **Software-based text modification:** Taking content written by another person and running it through a software tool (text spinner, translation engine) to evade plagiarism detection.
- (vi) **Contract cheating:** Engaging a third party (for a fee, for free or in-kind compensation) to complete an assignment and representing that as one's work, if proven.
- (vii) **Inadvertent plagiarism:** Forgetting to properly cite or quote a source or unintentional paraphrasing or violation of stylistic norms.
- (viii) **Paraphrase plagiarism:** Rephrasing a source's ideas without proper attribution.
- (ix) **Computer code plagiarism:** Copying or adapting source code without permission from, and attribution to, the original creator.
- (x) **Data plagiarism:** Falsifying or fabricating data or improperly appropriating someone else's work, putting a researcher, institution, or publisher's reputation in jeopardy.
- (xi) **Manual text modification:** Manipulating text with the intention of misleading the plagiarism detection software..
- (xii) **Source-based plagiarism:** Providing inaccurate or incomplete information about sources which do not exist.

4.5 Aims of the Policy

The plagiarism policy seeks to create awareness about avoiding all kinds of plagiarism among the stakeholders i.e., students, mentors/supervisors, researchers, faculty members, and staff of universities or Degree Awarding Institutions (DAIs), constituent colleges, affiliated colleges, and affiliated R&D institutes/organizations. It addresses a central problem regarding academic dishonesty and the processes involved in probing any complaint of plagiarism.

4.6 Applicability

The Policy applies to students, employees of universities/organizations, faculty members, researchers, and staff of all Universities and DAIs of Pakistan, whether operating in the private or public sectors. The Policy applies to all degree programs at undergraduate and graduate levels. In this context,

A “Student” is a person who, on the date of the submission of his/her paper/work, is a registered student at any university, DAI, constituent, or affiliated college, recognized by the Higher Education Commission (HEC).

A “Faculty Member/Researcher” includes a faculty member or equivalent at a University/Organization, constituent or affiliated college, or researcher of an organization or any such other person as may be declared so by regulations. A Faculty Member/Researcher may be working on a regular, contractual, visiting, ad hoc, or adjunct basis, or engaged online.

All such scholars/supervisors/stakeholders, who are researching in HEIs/DAIs and have placed their CVs or any other publication(s) on the institutional website, and are applying for any benefit, based on their published or presented works, which later prove to be plagiarized, will be liable to be punished, as per the prescribed rules.

4.7 Penalties for Plagiarism

Plagiarism is an unacceptable intellectual offense. As such, the penalties for plagiarism should be commensurate with the severity and recurrence of the offense as well as based on the impact of the academic standing of the offender. This entails a proportional increase in punitive action with minimum punishment for a first-time offense by a student/scholar who copies a homework assignment to a maximum punishment for a teacher/researcher/staff who publishes plagiarized material.

4.8 Grounds to Determine the Penalty

When an act of plagiarism, as described above, is established, the UAPSC in its recommendations, DEPENDING UPON THE SERIOUSNESS OF THE PROVEN OFFENCE,

will advise the Competent Authority of the University/DAIs to take any one or a combination of the following disciplinary action(s) against those found guilty of the offence:

4.8.1 Grounds for major penalty

If the act of plagiarism is determined to be:

- (i) Deliberate

- (ii) Constitutes much of the publication.
- (iii) Is a duplicate publication claimed for credit more than once by the author(s)
- (iv) Is between 35% and 50% in the similarity index and/ or over 30% in the findings.
- (v) Is simply a translation of another work.
- (vi) The result of collusion or falsification.
- (vii) Is a work of junk science (presenting untested and unproved theories, as scientific facts are known as junk science).
- (viii) Is material in which reference to the original material is not given.

4.8.2 Major penalties

- (i) Removal from service from the current institution/university as a faculty/non-faculty employee.
- (ii) Dismissal from the services as faculty/ non-faculty employee
- (iii) The awards/grants/benefits received based on plagiarized content shall be withdrawn, including promotion.
- (iv) Expulsion from the HEI (in the case of students).
- (v) Suspension of studies for two (02) semesters (in the case of students)
- (vi) The offender may be barred from joining any institution of Higher Education in Pakistan for one year (in the case of the student)
- (vii) HEC or University/DAI may debar the offender from sponsorship of research funding, travel grant, scholarship, fellowship, or any other funded program for two (02) years.
- (viii) In the case of a published work, University or DAI should inform the publisher about the findings and request them to withdraw the plagiarized work forthwith.
- (ix) The offender may be stopped for supervision of new students (MPhil & Ph.D. students) for two (02) years. However, the students who are already in supervision will continue as supervisees of the offender(s).
- (x) A notice may be circulated among all academic institutions and research organizations.

4.8.3 Grounds for moderate penalty

If plagiarism is determined to be:

- (i)** Deliberate
- (ii)** Spread over a substantial part of the paper.
- (iii)** Is between 25% and 35% in the similarity index (exclusive of tables, figures, and references) and/or 20–30% in the findings.
- (iv)** The results of collusion or falsification.
- (v)** Is a work of junk science (presenting untested and unproved theories, as scientific facts are known as junk science)

4.8.4 Moderate penalties

- (i)** The offender may fail the course (in the case of the student)
- (ii)** The offender may be stopped from increments/promotions/new appointments for two (02) years.
- (iii)** The offender may be stopped for supervision of new students (both MPhil & Ph.D. students) for one (01) year. However, the students who are already in supervision will continue as supervisees of the offender.
- (iv)** The offender shall not be eligible to seek and avail the funding for any national/ international projects/grants and will not be eligible to become part of any joint project for one (01) year.

4.8.5 Grounds for minor penalty

If the plagiarism is determined to be

- (i)** Unintentional; however, neither claimed for benefit nor mentioned in the CV.
- (ii)** Concentrated on one part of the paper.
- (iii)** Not more than 20 to 25% similarity index overall and/ or 10% in the findings
- (iv)** Does not materially affect the results.
- (v)** Due to an error or omission or lapse of judgment.

4.8.6 Minor penalties

- (i) Proposal revision (in the case of students)
- (ii) Mandatory to pass the “Research Ethics Course” before completing the degree.
- (iii) The offender may be given a formal warning which must be placed in the dossier/ personal file.

4.9 Co-author(s)/declarations

a. The primary responsibility for plagiarism in a publication lies with the Principal Authors (Corresponding Author/First Author). Any co-author(s) may be deemed partly responsible for plagiarism if the UAPSC investigation reveals that they were aware of the wrongdoing and chose to benefit from it, with their consent for publication duly taken. If the published work is part of a thesis of student and the co-author is not a supervisor, then justifications will be required in the form of no conflict of interest in publication.

b. All authors/co-authors of a publication must sign a declaration that the material presented is not plagiarized and must exercise caution and diligence in associating themselves with any research work.

4.10 Additional Actions Required

In addition to the above punishments/considerations, the following additional actions must be taken, if the offence of plagiarism is established:

- (i) If the plagiarized publication is accessible on the webpage, its access will be retracted.
- (ii) The publication itself will be kept in the database for future research or legal purposes.
- (iii) The author(s) will be asked to write a formal letter of apology to the authors of the original publication that was plagiarized.
- (iv) If the publication is submitted but not published, the draft publication will be rejected. However, a written warning shall be served to the author/ co-authors.

4.11 National Plagiarism Standing Committee

The HEC will establish a National Plagiarism Standing Committee (NPSC) to probe complaints against VC/Rectors/Head of Institution.

If a plagiarism complaint is not addressed by the university despite multiple attempts by the complainant, the complainant has the option to forward that complaint to HEC NPSC through the Chairperson, HEC, or the Head of the Quality Assurance Division. However, to have his/her complaint considered, the complainant shall be required to produce evidence that he/ she has submitted the complaint to the Vice Chancellor of the concerned university at least three (03) times.

Once the complaint is forwarded to HEC, the matter will be taken up with the university to place the complaint before the UAPSC. The University will be liable to submit a report to HEC within sixty (60) days. In case of non-compliance by the university, HEC NPSC will take up the matter for resolution and the Vice Chancellor will receive a formal 'Note of Displeasure' consequently.

Membership of the National Plagiarism Standing Committee (NPSC) shall be for an initial period of two (02) years, extendable for another term(s). If a member does not show up consecutively for three (03) meetings without any strong justification, membership may be replaced. The NPSC will comprise of:

- (i)** Chair of the Committee- The Executive Director, HEC will Chair the Committee.
- (ii)** Eminent Educationist/ Professors of known integrity to be nominated by the Chairperson, HEC.
- (iii)** Four (04) subject experts to be proposed by the Quality Assurance Division in consultation with Academics and Research & Innovation Division from the broad disciplines viz. (medical, engineering, agriculture, and social sciences) of the study. The Executive Director of HEC will approve the experts from the jointly suggested list.
- (iv)** Director General/Head of the Quality Assurance Division.
- (v)** The Quality Assurance Division shall provide the Secretariat Support to NPSC. The Chairperson HEC will approve the recommendations of NPSC..
- (vi)** The Convener of the NPSC may co-opt additional members if needed. The quorum of the committee will be two-thirds of the members including at least one (01) subject expert.

4.12 Appeal

HEC NPSC will be responsible to process the appeal in the following scenarios:

A All-plagiarism complaints against students, faculty members, researchers, and other stakeholders shall be lodged at the university/organization where the accused is employed. The University Anti-Plagiarism Standing Committee shall investigate and conclude the matter. The first appeal against the UAPSC decision shall be lodged in the university

through Syndicate within 30 days of the notification of the UAPSC decision. However, the complainant/accuser may lodge the second appeal to NPSC through Chairperson, HEC/ Head of Quality Assurance Division of HEC within six (06) months of the first complaint.

B The plagiarism complaint of the VC/Rector/Head of the organization is investigated by the NPSC as an initial complaint, and if the complainant or accused is dissatisfied with the NPSC recommendations then an appeal against the NPSC recommendations may be filed to the Chairperson HEC. However, in this scenario, NPSC subject experts will be different in entertaining the appeal.

4.12.1 Process of appeal for NPSC

- (i)** Appeals filed by the complainant/accused in plagiarism case(s) should be submitted before the Chairperson HEC/ Head of the Quality Assurance Division in writing through application in hard form or email or fax.
- (ii)** The National Plagiarism Standing Committee (NPSC) shall review the appeal and co-opt the subject expert (s) accordingly (if required).
- (iii)** The complainant and accused shall be given the opportunity to justify or provide evidence before the appeal committee in their defense.
- (iv)** The NPSC shall review complaint(s) in the light of evidence/ justification produced by the accused.
- (v)** The Law Officer shall provide an opinion about the legal aspects of the Appeal.
- (vi)** The Minutes of the Meeting shall be recorded by the Secretary of the Committee/ by his supporting staff and approved by the Chairperson with the consent of the members.
- (vii)** Final decision made by the Committee shall be conveyed to the appellant, Institution as well as to the Appointing Authority (if the complaint is against the Vice Chancellor/Head of the organization) through a letter after the approval of the HEC's competent authority.

4.12.2 Process of appeal for the UAPSC

- (i)** Appeals filed by the complainant/accused in plagiarism case(s) should be submitted before the Syndicate in writing through application in hard form or email.
- (ii)** The UAPSC shall review the appeal and co-opt the subject expert (s) accordingly (if required).

- (iii) The complainant and accused shall be given the opportunity to justify or provide evidence before the appeal committee in their defense.
- (iv) The UAPSC shall review complaint(s) in the light of evidence/ justification produced by the accused.
- (v) UAPSC may also seek legal opinion through University Law Officer.
- (vi) The Minutes of the Meeting shall be recorded by the Secretary of the Committee/ by his/ her supporting staff and approved by the Chairperson with the consent of the members.
- (vii) The final decision made by the Committee shall be conveyed to the appellant, Head of the Institution/ Rector/ Vice Chancellor as well as to the Syndicate. A copy of the decision shall also be forwarded to the Head of the Quality Assurance Division. In case of dissatisfaction, the accused may file an appeal to the Chairperson HEC/ Head of the Quality Assurance Division.

4.13 Spurious/Malicious Accusations of Plagiarism

If the case of plagiarism is not proven, and it is suspected that a spurious allegation was lodged, the Vice-Chancellor/Rector/Appointing Authority may initiate disciplinary proceedings under the Organization's Statutes and E&D/Student University Disciplinary rules against the accuser. Defamation Laws may also be applicable, in case of loss of reputation. If the accuser is from another organization, the Head of the Organization will be informed about the false allegation(s) with the request to proceed with disciplinary action against the accused. The name(s) of the false accuser(s) be subject to blacklisting as specified on the HEC website for a fixed period. Further, false accusers will not be eligible for the award of any grant/benefit from HEC. At each step of the process, HEC ought to be kept informed by the concerned organization.

REFERENCES

Boaz A and Ashby D (2003) *Fit for Purpose?: Assessing Research Quality for Evidence Based Policy and Practice*, Vol. 11. London: ESRC UK Centre for Evidence Based Policy and Practice.9.

Popay J, Rogers A and Williams G (1998) Rationale and standards for the systematic review of qualitative literature in health services research. *Qualitative Health Research* 8(3): 341-351. DOI: <https://doi.org/10.1177/104973239800800305>.

UNESCO Institute for Statistics (2015) International Standard Classification of Education (ISCED-F 2013) – Detailed field descriptions: DOI: <http://dx.doi.org/10.15220/978-92-9189-179-5-en>



The University of Faisalabad

ANNEXURE-1

Supervisor Allocation Request Form

Student Name

Registration No.

Department Name

Degree Name (MPhil/PhD)

Email Contact

Cell No.

Tentative Title of Research to be Conducted: _____

Preference for Supervisor

Preference 1

Preference 2

Preference 3

Signature

Signature

Signature

Recommended by:

Signature of Applicant

Head of Department: _____ Dean of Faculty: _____

Approval of BASR: Notified vide No. _____ Dated: _____



The University of Faisalabad

ANNEXURE-2

Quarterly Progress Report Form

Student Name

Registration No.

No. of Semesters Completed

Name of Supervisor

Department Name

Degree Name (MPhil/PhD)

Email/Cell Contact of Student

Email/Cell Contact of Supervisor

Supervisory Committee meeting date(s)[illegible]

Progress of work during the quarter under report:

Plan of work for the next quarter:

Signature of Supervisor

Signature of Applicant

Comments of the Head of Department: _____

Comments of the Dean: _____

Findings of previous progress report: _____

DIRECTORATE OF ACADEMICS



The University of Faisalabad

ANNEXURE-3

Supervisor Change Request Form

Student Name

Registration No.

Department Name

Degree Name (MPhil/PhD)

Email Contact

Cell No.

Reason(s) for Change of Supervisor: (1) _____

(2) _____

(3) _____

Preference for New Supervisor

Preference 1

Signature

Preference 2

Signature

Preference 3

Signature

Recommended by:

Signature of Applicant

Remarks of Head of Department: _____

Remarks of Dean of Faculty: _____

Approval of BASR: Notified vide No. _____ Dated: _____

Synopsis Format Guidelines ANNEXURE-4(a)

- 1. Title of Proposed Study**
- 2. Name, Registration no, Name of Faculty and E-mail ID**
- 3. Abstract (150 words)**
- 4. Signature Page**
- 5. Scrutiny Committee Certificate**
- 6. Ethical Committee Certificate**
- 7. Introduction (300–400 words)**

- a. Statement of the problems
- b. Review of literature
- c. Purpose/objectives of study
- d. Research questions & hypothesis
- e. Rationale
- f. Impact of Study

8. Methodology (500–1000 words)

- a. Study type/Research design
- b. Study population and sampling
- c. Data collection methods and instruments
- d. Data analysis methods/Statistical analysis
- e. Study period
- f. Resources (personnel, materials, lab requirements, logistics etc)
- g. Limitations

9. References (Bibliography) Harvard style

10. Annexures (Data collection forms, logistics/materials lists etc)

11. Disclosure of conflict of interest (if any)

12. Formatting

a. **Paper:** Size A4 and 80 to 90 gms paper.

b. **Margins:** Left-hand margins should be 38 mm (1.5") wide, to facilitate binding. All other margins should be well defined at approximately 25 mm (1").

c. **Alignment:** Justified

d. **Font Style:** Times New Roman

e. **Font Size:**

i. Heading and Subheadings 14

ii. Main Body: 12

iii. Foot notes 10

f. **Page Numbers:** All pages must be numbered in sequence.

g. **Line Spacing:** 1.5

Page-wise Format of Synopsis ANNEXURE-4(b)

Title Page

S. No.	Existing	Proposed
Page-1 (Annexure-1)		
1.	Title of Proposed Study (Title Case Time New Roman 16 pt, Bold, Centered)	
2.	Logo (1" × 2" Centered)	
3.	Name, Registration No., Department (Font Style Times New Roman, 14Bold, Justified)	
Page-2		
1.	Title of Proposed Study (Title Case Time New Roman 16 pt, Bold, Centered)	
2.	Abstract title (Font Style Times New Roman, 14Bold, Justified). Text 150-200 words (Font Style Times New Roman, 12 normal case, Justified)	
Page 3		
1.	Signature Page Signatures Title (Title Case Time New Roman 14 pt, Bold, Centered) Research title (Title Case Time New Roman 12 pt, Bold, Justified)	

Names and signatures of supervisory committee (Time New Roman 12 pt, Bold, Justified)

Scrutiny Committee Certificate (Time New Roman 12 pt, Bold, Justified)

(Annexure-2)

2. Ethical Committee Certificate (if applicable)

Page 4 onwards

1. Need for the Research (Title font style: New Roman 14pt Bold Justified)
Text (Font: New Roman 12pt sentence case Justified)
Should comprise 3-4 paragraphs of up to 400 words (maximum) and should cover:
Statement of the problem
Review of Literature
Purpose/Objectives of the study
Research questions & hypothesis
Rationale
Impact of study

2. **Review of Literature** (Title font style: New Roman 14pt Bold Justified). Should comprise 4-6 paragraphs of up to 400 words (maximum) and should cover a brief overview of previous work reported on the topic of research, which made the basis for conducting the proposed research.

3. **Methodology** (500 to 1000 words) (Title font Style: Times New Roman, Font Size:14pt Bold, justified Text Font: New Roman 12pt sentence case Justified) This section should cover:
Study type/Research design
Study population and sampling
Data collection methods and instruments
Data analysis methods/Statistical analysis
Study period
Study duration (in months)
Resources (personnel, materials, lab requirements, logistics etc)
Limitations

4.	Literature Cited: (Title font Style: Times New Roman, Font Size:14pt Bold, justified) Text (Font: New Roman 12pt sentence case Justified) (Annexure-3) Harvard style						
5.	Ghant chart: showing month-wise activities of the research to be conducted in tabulated form (Title font Style: Times New Roman, Font Size:14pt Bold, centered)						
6.	Disclosure of conflict of interest (if any)						
7.	Formatting a. Paper: Size A4 and 80 to 90 gms paper. b. Margins: Left-hand margins should be 38 mm (1.5") wide, to facilitate binding. All other margins should be well defined at approximately 25 mm (1"). c. Alignment: As given above for different sections d. Font Style: Times New Roman e. Font Size: <table> <tr> <td>i. Heading and Subheadings</td><td>14</td></tr> <tr> <td>ii. Main Body:</td><td>12</td></tr> <tr> <td>iii. Foot notes</td><td>10</td></tr> </table> f. Page Numbers: All pages must be numbered in sequence. g. Line Spacing: 1.5	i. Heading and Subheadings	14	ii. Main Body:	12	iii. Foot notes	10
i. Heading and Subheadings	14						
ii. Main Body:	12						
iii. Foot notes	10						
8.	Minimum 10, Maximum 20						

SYNOPSIS CHECKLIST FOR MS/MBA/MPHIL/PHD

The following guidelines/checklist should be completed, signed by the student, verified by supervisor and attached with the synopsis for submission to Directorate of Academics for approval. Please check the boxes

Name of student: _____ Regd. No. _____

Degree/discipline: _____ Title of synopsis: _____

1.	Title of synopsis given on page 1 is the same as given on page 2
2.	Synopsis is written according to the prescribed format
3.	Ethical approval (if required) is attached
4.	Abstract (clearly states and includes)
	a. Objectives of the study
	b. Brief methodology (written in future tense)
	c. Statistical approach/techniques
5.	Need for the project (clearly established and includes)
	a. The problem/issue for which the study is planned and its significance
	b. Need for research established (gap identified)

	c.	Hypothesis (not more than three) clearly stated
	d.	The objectives of the research are specific
6.	Review of Literature	
	a.	Relevant to the proposed study and properly updated
	b.	All references given in text are listed in bibliography
	c.	Written in meaningful manner (story type) with take home message at the end of each aspect reviewed
	d.	According to approved style/format (Harvard)
7.	Methodology (clearly stated)	
	a.	Location of the experiment/area from where the data is to be collected
	b.	Treatment details are given
	c.	Data parameters along with units/survey data according to survey standards
	d.	Lab/field techniques properly mentioned
	e.	Experimental design/replication details/statistical software for data analysis are given
	f.	Treatment means comparison test is mentioned
	g.	Statistical and lab/field analytical methods are given
8.	References	
	a.	References in the list are mentioned in the text
	b.	Harvard style has been followed
	c.	Listed references are not duplicate
9.	Miscellaneous	
	a.	All the scientific names are italicized and given with authority names

	b.	Title of the defended synopsis is the same as suggested during the time of defense in BASR
	c.	Supervisory Committee given in the Synopsis is same as given on the Approved Course Work
10.	Signatures: The synopsis has been signed by	
	a.	Supervisory Committee
	b.	Scrutiny Committee
11.	QEC report has been attached	

I have written/prepared synopsis according to the above guidelines/checklist. **Signature of student** _____

The claim of student has been checked, verified and found correct: **Signature of Supervisor:** _____

Remarks:

Accepted

Minor Revision

Major Revision

Rejected

Director Academics:

Signature: _____ Dated: _____

Thesis Format Guidelines

ANNEXURE-5(a)

S. No.	GENERAL GUIDELINES	
1.	Language	English, Urdu or Arabic. Thesis written in a language other than English must have two abstracts, one in the language of the thesis and one in English.
2.	Style	There should be two consistent styles. One for theses written in English and other for theses written in Urdu or Arabic. The form and location of notes and bibliographic references must be consistent throughout the thesis. One form of spelling must be used consistently throughout the thesis.
3.	Paper	The thesis must be printed on good quality white paper (A4 size, no less than 80 gms) on one side of the paper only. Photographs and other special figures may be printed in colored fonts. The tables may be printed on normal paper in portrait or landscape orientation depending upon the number of data rows/columns.
4.	Margins	Left-hand margin should be 38 mm (1.5") wide, to facilitate binding. right, top and bottom margins should be well defined at approximately 25 mm (1"). Right-justification is mandatory.
5.	Font	It should be in Times New Roman with the following font points: For theses in English Chapter Title: in Title Case, 16 pt Bold Main Title: in Title Case, 14 pt Bold Subtitles: in Title Case, 12 pt Bold Sub-subtitles: Sentence case 12 pt Bold For theses in Urdu

5.	Font	Chapter Title: in Title Case, 16 pt Bold. The titles and subtitles in a chapter will be numbered in the following order: For example, for Chapter 2: 2.1 Main Title (first level title): in Title Case, 14pt Bold 2.1.1 Subtitles (second level title): in Title Case, 12 pt Bold 2.1.1.1 Sub-subtitles (third level title): Sentence case 12 pt Bold For theses in Urdu/Arabic: Chapter Title: in Title Case, 18 pt Bold. The titles and subtitles in a chapter will be numbered in the following order: For example, for Chapter 2: 2.1 Main Title (first level title): in Title Case, 16pt Bold 2.1.1 Subtitles (second level title): in Title Case, 14pt Bold 2.1.1.1 Sub-subtitles (third level title): Sentence case 14pt Bold NB: The main title, subtitles and sub-subtitles may be used only in Chapters 2, 3 and 4			
6.	Page numbering	For front matter up to Abstract: 12pt in lower case Roman numerals, centered in the bottom up to Abstract. There is no page number written on this page, but it is considered to be page “i” For body text: All pages must be numbered in sequence. There must be no missing, blank, or duplicate pages. Minimum font size is 12-point Arabic numerals and must be consistent throughout the text. Chapter 1 must start on Page 1.			
7.	Line spacing	1.5 for text. There should be 6pt space before and after the first, second and third level titles			
8.	Length of thesis	There shall be at least 75 pages for MS/MPhil thesis and 100 pages for PhD thesis except front matter, with other details at S. No. 7 and 8. Following is the word count range for master's and PhD thesis: <table border="1"> <tr> <td>Faculty</td><td>MBA/MS/MPhil</td><td>PhD</td></tr> </table>	Faculty	MBA/MS/MPhil	PhD
Faculty	MBA/MS/MPhil	PhD			

		<table> <tr> <td>Sciences</td><td>50000-80000</td><td>6000-100000</td></tr> <tr> <td>Arts & Social Sciences</td><td>30000-50000</td><td>70000-100000</td></tr> <tr> <td>Information Technology</td><td>10000-12000</td><td>20000-25000</td></tr> <tr> <td>Management Studies</td><td>18000-25000</td><td>40000-60000</td></tr> <tr> <td>Medicine & Allied Health Sci</td><td>15000-20000</td><td>18000-60000</td></tr> <tr> <td>Pharmaceutical Sciences</td><td>18000</td><td>20000</td></tr> <tr> <td>Engineering & Technology</td><td>10000-12000</td><td>20000-25000</td></tr> </table>	Sciences	50000-80000	6000-100000	Arts & Social Sciences	30000-50000	70000-100000	Information Technology	10000-12000	20000-25000	Management Studies	18000-25000	40000-60000	Medicine & Allied Health Sci	15000-20000	18000-60000	Pharmaceutical Sciences	18000	20000	Engineering & Technology	10000-12000	20000-25000
Sciences	50000-80000	6000-100000																					
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Information Technology	10000-12000	20000-25000																					
Management Studies	18000-25000	40000-60000																					
Medicine & Allied Health Sci	15000-20000	18000-60000																					
Pharmaceutical Sciences	18000	20000																					
Engineering & Technology	10000-12000	20000-25000																					
9.	Binding	1. Capstone or BS level project reports shall be on Black hard paper with thesis title and other information to superimposed in while color 2. MS/MPhil thesis shall be on Green hard paper with thesis title and other information to superimposed in while color 3. PhD thesis shall be on Maroon hard paper with thesis title and other information to superimposed in Golden color 4. Author's name, Degree name, Department name and Year of degree award are to be superimposed on the spine of the thesis with the respective colors on hard paper. See Annexure-1 for further details																					
ORDER OF ITEMS IN ENTIRE THESIS																							
Preliminary pages																							
10.	Length of thesis	For front matter up to Abstract: 12pt in lower case Roman numerals, centered in the bottom up to Abstract. There is no page number written on this page, but it is considered to be page "i" For body text: All pages must be numbered in sequence. There must be no missing, blank, or duplicate pages. Minimum font size is 12-point Arabic numerals and must be consistent throughout the text. Chapter 1 must start on Page 1.																					

11.	Title Page	Annexure-2																								
12.	Signature Page	Annexures-3, 4, 5, 6																								
13.	Dedication Page (if applicable)	The content and format of this page are up to the student.																								
14.	Acknowledgements (if applicable)	If given, Title [Font style: Times New Roman, Font size:16pt (Bold)] Content [Font Style: Times New Roman, Font size:12pt (normal text)]																								
15.	Table of Contents	Table of Contents For title Font Style: Times New Roman, Font Size:16 (Bold) <table border="1"> <thead> <tr> <th>Chapter Font Style: Times New Roman Font Size:14 (Bold)</th><th>Title Font Style: Times New Roman Font Size:14 (Bold)</th><th>Page Font Style: Times New Roman Font Size:14 (Bold)</th></tr> </thead> <tbody> <tr> <td>1</td><td>Introduction</td><td>1</td></tr> <tr> <td>2</td><td>Review of Literature</td><td>9</td></tr> <tr> <td>3</td><td>Materials and Methods</td><td>31</td></tr> <tr> <td>4</td><td>Results and Discussion</td><td>41</td></tr> <tr> <td>5</td><td>Summary</td><td>61</td></tr> <tr> <td>6</td><td>Literature Cited</td><td>63</td></tr> <tr> <td>7</td><td>Appendices (optional)</td><td>91</td></tr> </tbody> </table>	Chapter Font Style: Times New Roman Font Size:14 (Bold)	Title Font Style: Times New Roman Font Size:14 (Bold)	Page Font Style: Times New Roman Font Size:14 (Bold)	1	Introduction	1	2	Review of Literature	9	3	Materials and Methods	31	4	Results and Discussion	41	5	Summary	61	6	Literature Cited	63	7	Appendices (optional)	91
Chapter Font Style: Times New Roman Font Size:14 (Bold)	Title Font Style: Times New Roman Font Size:14 (Bold)	Page Font Style: Times New Roman Font Size:14 (Bold)																								
1	Introduction	1																								
2	Review of Literature	9																								
3	Materials and Methods	31																								
4	Results and Discussion	41																								
5	Summary	61																								
6	Literature Cited	63																								
7	Appendices (optional)	91																								
16.	List of Tables & List of Figures (if applicable)	Titles [Font style: Times New Roman, Font size:16pt (Bold)] Content [Font Style: Times New Roman, Font size:12pt (normal text)] to be given single spaced																								

17.	Abstract	Title [Font style: Times New Roman, Font size:16pt (Bold)] Content [Font Style: Times New Roman, Font size:12pt (normal text)]. Up to 200 words for MS/MPhil and 300 words for PhD thesis
18.	List of Abbreviations & Symbols Used (if applicable).	Title [Font style: Times New Roman, Font size:16pt (Bold)] Content [Font Style: Times New Roman, Font size:12pt (normal text)] to be given single spaced
19.	Glossary (if applicable).	Deleted

MAIN PAGES (BODY OF TEXT) – STANDARD FORMAT

20.	General	The thesis should be organized as chapters and should follow the general guidelines and order of items listed in section 1 (General Guidelines). Chapter-1 must start on page-1
21.	Page Numbers	For front matter up to Abstract: 12pt in lower case Roman numerals, centered in the bottom up to Abstract. There is no page number written on this page, but it is considered to be page "i" For body text: All pages must be numbered in sequence. There must be no missing, blank, or duplicate pages. Minimum font size is 12-point Arabic numerals and must be consistent throughout the text. Chapter 1 must start on Page 1.
22.	Line spacing	1.5 for text. There should be 6pt space before and after the first, second and third level titles
23.	Chapter Titles, Headings, & Sub-headings	It should be in Times New Roman with the following font points: For theses in English Chapter Title: in Title Case, 16 pt Bold Main Title: in Title Case, 14 pt Bold

		It should be in Times New Roman with the following font points: For theses in English Chapter Title: in Title Case, 16 pt Bold Main Title: in Title Case, 14 pt Bold Subtitles: in Title Case, 12 pt Bold Sub-subtitles: Sentence case 12 pt Bold For theses in Urdu/Arabic Chapter Title: in Title Case, 16 pt Bold. The titles and subtitles in a chapter will be numbered in the following order: For example, for Chapter 2: 2.1 Main Title (first level title): in Title Case, 14pt Bold 2.1.1 Subtitles (second level title): in Title Case, 12 pt Bold 2.1.1.1 Sub-subtitles (third level title): Sentence case 12 pt Bold For theses in Urdu/Arabic: Chapter Title: in Title Case, 18 pt Bold. The titles and subtitles in a chapter will be numbered in the following order: For example, for Chapter 2: 2.1 Main Title (first level title): in Title Case, 16pt Bold 2.1.1 Subtitles (second level title): in Title Case, 14pt Bold 2.1.1.1 Sub-subtitles (third level title): Sentence case 14pt Bold NB: The main title, subtitles and sub-subtitles may be used only in Chapters 2, 3 and 4
24.	Tables and Figures	General: Sources of any figures or tables not original to the thesis must be cited; in some cases, copyright permission may be necessary. Lettering in tables and figures should be legible at the scale of reproduction in the thesis. Figures may be in color or grey scale. Captions: Captions may be single-spaced and may appear directly above or below the figure or table or alone on the immediately preceding page. Captions can be in sentence form, without capitalizing all major words. Page Setup: Figures, tables, and captions may be embedded in the text or appear on separate pages as appropriate. Landscape or portrait orientation is acceptable,

		although the page itself must appear in portrait (vertical) orientation. Margin width and page number placement should be consistent with the rest of text. Numbering: All figures and tables are to be listed at the beginning of the thesis except those appearing in the appendices. Numbering or lettering style (if any) should be consistent throughout the thesis.
25.	Footnotes	In order to ensure that the thesis will be legible the font size used for both the superscripts and the corresponding text should be the same as that used in the main body of the text (10-point font minimum). Foot notes can also be placed at the bottom of figures (below the figure caption) or Tables.
FINAL PAGES (ENDNOTES/REFERENCES/APPENDICES)		
26.	Endnotes	If used, must be placed before the Bibliography and Appendix
27.	Bibliography/ References/ Reference List	Under the heading Literature Cited (16pt bold), all cited references must be listed at the end of the thesis. This applies whether or not the thesis has been submitted as a series of related manuscripts with individual reference lists. The thesis must contain a complete reference list or bibliography, citing all the literature and other sources referred to in the thesis and appendices, including websites. Individual reference entries must not be split over two pages. Harvard style/format for in-text citation and listing of references is available at: https://www.isa-sociology.org/uploads/files/sociopedia-isa_harvard-style-guidelines.pdf
28.	Appendices	Each appendix should be listed separately in the Table of Contents General: Appendices may include data tables, survey forms, or any other supplementary material approved by the supervisory committee. Copyright Permission: Where a thesis includes copyrighted material (e.g., publications) copyright permission letters should be included as a separate appendix. Reprints may be included in the appendices, provided copyright permission is obtained.
29.	Pagination	For front matter up to Abstract: 12pt in lower case Roman numerals, centered in the bottom up to Abstract. There is

		no page number written on this page, but it is considered to be page “i” For body text: All pages must be numbered in sequence. There must be no missing, blank, or duplicate pages. Minimum font size is 12-point Arabic numerals and must be consistent throughout the text. Chapter 1 must start on Page 1.
30.	Line spacing	1.5 for text. There should be 6pt space before and after the first, second and third level titles
31.	f. Font size	Font size for both endnotes and cited references should be consistent with the rest of the thesis text.
32.	Certificate by the candidates to be Countersigned by Supervisor	See Annexure-4
33.	Plagiarism	See Annexure-2
34.	Research Work-Property of the University	The research work documented in the thesis will be the property of the University but the author can publish the work elsewhere with the permission of the University.

ANNEXURE-5(b)

Style/format for in-text citation and listing of references in the thesis

In-text Citation

With year in parentheses

- If single author: e.g., as demonstrated by Chirnside (2022)
- If a single author has published two or more papers in the same year e.g., as shown by Chen (2023a, b, c)
- If two authors: e.g., as reported by Smith and David (2023)
- If two authors have published two or more papers in the same year e.g., as described by Dong and Song (2021a, b, c)
- If three or more authors: e.g., Singh et al. (2024)
- If three or more authors have published two or more papers in the same year e.g., as demonstrated by Chen et al. (2023a, b)
- If more than one references are to be quoted by different authors: e.g., In this regard, Song. (2014), Hunt and Clove (2021a, b), Clove and Hunt (2024) have considered that ...

With names and years in parentheses

- If single author: e.g. according to recent findings (Kirsten 2019)
- If a single author has published two or more papers in the same year (Kirsten 2019a, b)
- If two authors: e.g., it has been recently reported (Martin and Jones 2024)
- If two authors have published two or more papers in the same year e.g., (Smith and Smith 2021a, b, c)
- If three or more authors: e.g., as described earlier (Dole et al. 2023)
- If three or more authors have published two or more papers in the same year e.g., it has been well established (Gray et al. 2017a, b)

- If more than one references are to be quoted by different authors: e.g., This argument has been very well supported previously (Song 2014; Hunt and Clove 2021a, b; Tariq et al. 2022; Clove and Hunt 2024).

Reference listing in Literature Cited

Journal References

Aslam M (2024) Characterization of plant growth promoting bacteria (PGPB) as biocontrol agents against plant pathogenic fungi in vitro in wheat (*Triticum aestivum* L.). *Communications in Soil Science and Plant Analysis* 24: 23–42.

Farooq T, Saleem Y (2021) In vitro and in silico analysis of rubisco genes. *The Plant Journal* 258: 2353–2365.

Saleem TW, Faqir NA, Song JH, Steudle HH (2012) The role of the PNPLA1 gene for skin integrity. *The Veterinary Journal* 279: 105782.

Book References

Authored book

Topal E (2019) *Deep Medicine: How Artificial Intelligence Can Make Healthcare Human Again*. Springer, New York

Taiz L, Zeiger E, Moller IM, Murphy A (2015) *Plant Physiology and Development*. 6th edition. Sinauer Associates, Sunderland, Connecticut.

Edited book

Cheema ZA, Farooq M, Wahid A (Eds) 2013. *Allelopathy: Current Trends and Future Applications*. Berlin: Springer-Verlag

Chapter in an edited book

Farooq M, Wahid A, Basra SMA, Siddique KHM (2011) Improving crop resistance to abiotic stresses through seed invigoration. In: *Handbook of Plant and Crop Stress*. 3rd edition, pp. 1033–1052. Pessarakli M, Close TJ (Eds). Boca Raton, FL: CRC Press

Conference Proceeding Reference

Crouch A (2008) Effect of cadmium on soil properties and plant growth. In: *Proceedings of National Seminar on Soil Care for Sustainable Environment*, May 16–17, 2022, University of California, Riverside, pp. 67–84.

Report Reference

FAO (2024) Hunger and food insecurity. Report of Food and Agricultural Organization of the United Nations, Rome. Available at: <https://www.fao.org/hunger/en> (Accessed: December 26 , 2024).

Website Reference

USDA (2021) Food Data Central (Nutrient Database). United States Department of Agriculture. Available at: <https://fdc.nal.usda.gov/> (Accessed: January 26, 2024).

Dissertation Reference

Dewan MM (1989) Identify and frequency of occurrence of fungi in root of wheat and rye grass and their effect on take all and host growth. Ph.D. Thesis, University of Western Australia, Crawley.

Title page

Wheat (*Triticum aestivum* L.) Flour is the Source of Staple Food for Humans in this World



The
University of
Faisalabad

by

Student Name

Regd. No.

In Partial Fulfilment of
Requirement for the Degree of

**Master of Philosophy
in**

Degree Name

Department of _____

Faculty of _____

The University of Faisalabad

Authors Declaration

I _____ hereby state that my M.Phil./Ph.D. thesis titled
"_____

_____ " is my own work and has not been submitted previously by me for taking any degree from University of Faisalabad or anywhere else in the country/world. At any time if my statement is found to be incorrect even after my graduation, the university has the right to withdraw my PhD degree.

Student Signature

Name: _____

Regd. No. _____

Date: _____

Plagiarism Undertaking

I solemnly declare that research work presented in the thesis titled

"-----"

-----" is solely my research work with no significant contribution from any other person. Small contribution/help wherever taken has been duly acknowledged, and that complete thesis has been written by me.

I understand the zero-tolerance policy of the HEC and University of Faisalabad towards plagiarism. Therefore, I as an author of the above titled thesis, declare that no portion of my thesis has been plagiarized and any material used as reference is properly referred/cited.

I undertake that if I am found guilty of any formal plagiarism in the above titled thesis even after award of degree, the University reserves the right to withdraw/revoke my degree, and that the HEC and the University have the right to publish my name on the HEC/University Websites, where the names of the students are placed who submitted plagiarized theses.

Student Signature

Name: _____

Regd. No. _____

Date: _____

Certificate of Approval

This is to certify that the research work presented in this thesis, entitled
"-----"
-----" was
conducted by ----- under the supervision of ----- . This thesis is
submitted to the Department of ----- in partial fulfillment of the requirements for
the degree of Doctor of Philosophy in the field of -----, Department of -----, University
-----.

Student Name: _____

Signature: _____

EXAMINATION COMMITTEE:

c) _____ (Supervisor name)

Signature: _____

d) _____ (Co-Supervisor name):

Signature: _____

e) _____ **(Member name)**

Signature: _____

f) _____ **(Member name)**

Signature: _____

Head of Department/Chairman

Signature: _____

Dean, Faculty of _____

Signature: _____

Certificate of Ethical Approval

PROFORMA FOR ISSUANCE OF ETHICAL LETTER

(to be filled by the Supervisor)

Title of Research/Article: _____

PRINCIPAL INVESTIGATOR
/SUPERVISOR (NAME)

DESIGNATION

DEPARTMENT

SIGNATURE

CO-INVESTIGATOR
(NAME)

DESIGNATION

DEPARTMENT

SIGNATURE

CO-INVESTIGATOR
(NAME)

DESIGNATION

DEPARTMENT

SIGNATURE

STUDENT (NAME)

REGISTRATION NUMBER

DEPARTMENT

SIGNATURE

EMAIL & CONTACT PHONE NUMBER OF PRINCIPAL INVESTIGATOR

EMAIL & CONTACT PHONE NUMBER OF CO-INVESTIGATOR

EMAIL & CONTACT PHONE NUMBER OF STUDENT

Project involves the use of:

(Tick all pertinent ones and attach relevant documents)

a) ☐ Experimental Drug on Animal(s)

b) ☐ Radioactive Agents

c) ☐ Pharmaceutical Research

d) ☐ Clinical Experimental Drugs

e) ☐ Experimental Surgical Procedures

f) ☐ Tissue research

g) ☐ Behavioral Research

h) ☐ Molecular based

i) ☐ Animal Research

j) ☐ Others (please specify)

I hereby take the full responsibility that the above mentioned researchers will adhere to the ethical guidelines and shall conduct their research as per procedures outlined in their Synopsis/Thesis.

Signature

Signature

Principal Investigator/Supervisor

Head of Department

Format for Figures

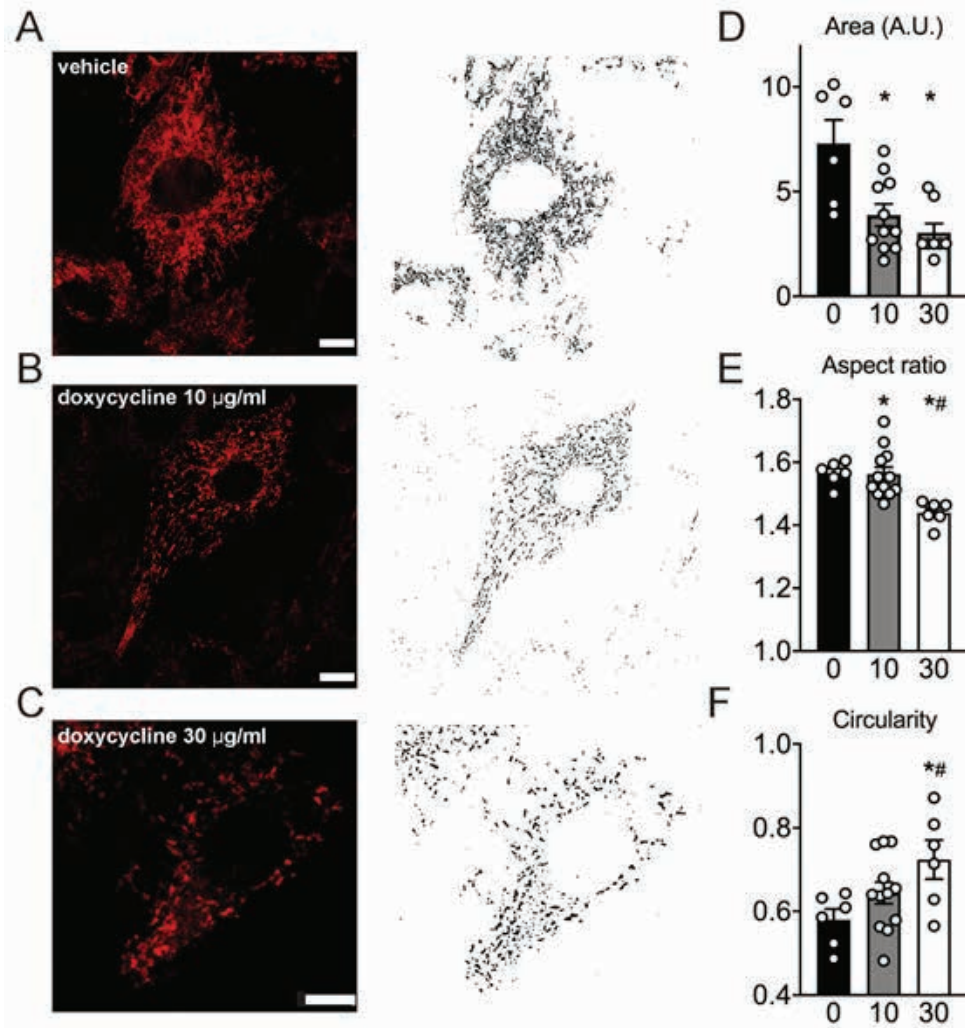


Figure 1: Mitochondria appear more fragmented in doxycycline-treated H9C2 cells. (A–C), representative H9C2 cells loaded with TMRM with corresponding masks for quantification. (D–F), Mitochondria in doxycycline-treated H9C2 cells appeared more fragmented, were smaller, had lower aspect ratios and higher circularity compared to vehicle. Values are median (area and aspect ratio) or 25% percentile values (circularity) because of non-normal distribution. n = 5–12 independent samples per group on four different days. Error bars are SEM. Scale bar: 10 μ m. *: p < 0.05 vs. vehicle; #: p < 0.05 vs. 10 μ g/mL doxycycline, one-way ANOVA followed by Tukey’s post-hoc test for multiple comparisons.

Format for Tables

Table 1: Antimicrobial groups based on their mode of action obtained from rat treated with treated water in laboratory experiments

No.	Mode of Action	Antimicrobial Groups
1.	Cell wall synthesis inhibitor	β -lactams: Penicillin, Cephalosporins, monobactams, carbapenems Glycopeptides: Vancomycin
2.	Depolarization of cell membrane	Lipopeptide
3.	Protein synthesis inhibitors	Bind to 30 s ribosomal subunit: • Aminoglycosides • Tetracyclines Bind to 50 s ribosomal subunit: • Macrolides • Chloramphenicol • Lincosamides
4.	Nucleic acid synthesis inhibitor	Quinolones, Fluoroquinolones
5.	Inhibitors of metabolic pathways	Sulfonamides, Trimethoprim

The University of Faisalabad

TUF/Addl Reg/P-5/156

March 22, 2023

NOTIFICATION

Subject: Revised Ethical Institutional Review Board (IRB)

In continuation of notification number TUF/Addl Reg/P-5/181 dated June 29, 2021.

Prof Dr Matloob Ahmad	Dean Faculty of Arts and Social Sciences	Convener
Prof Dr Tahira Iqbal	Director, Director of BASR	Member
Prof Dr Khawaja Adeel Tariq	Head, Department of Civil Engineering I Director ORIC	Member
Asst Prof Dr Komal Atta	Director Medical Education	Member
Asst Prof Dr Aliya Fahrni	Department of Mathematics	Member
Asst Prof Dr Qasim Shafiq	Department of English	Member/ Secretary

The revised constitution of Ethical Institutional Review Board (IRB) is notified as under:

Additional Registrar

CC

PA to Rector

All Deans & Directors All Concerned
(for information please)

Roadmap of PhD Programs (BASR 29.09.2022)

ANNEXURE-6

The Board of Advanced Studies and Research in its meeting held on September 29, 2022 has approved road map of PhD Programs as under:

Sr. #	Milestones	Timeline
1.	Course work completion of 1st semester	18 Weeks
2.	Course work completion of 2nd semester	36 weeks
3.	Comprehensive examination	Start of 12th month
4.	Allocation of supervisors by Board of Studies through PGRC	12th month
5.	Seminar on Referencing Styles	13th month
6.	Quarterly progress evaluation	15th month
7.	Research topic/idea evaluation and course of action by the PGRC	14th month
8.	Synopsis defense	14th month
9.	Approval of research topics in BASR	15th month
10.	Issuance of Letter for approval of title	15th month
11.	Seminar on Literature Review and Theoretical Framework Development	15th month
12.	Submission of at least one research paper from Ph.D. dissertation and publication in the JCR, ABDC, HEC recognized W-category journal	28th to 36th month

13.	Quarterly progress evaluation PGRC	After every 6 months
14.	Submission of Thesis to the Supervisor	35th month
15.	Submission of Thesis to the QEC, Ethical review committee	35th month
16.	Submission of Thesis to Examination Office	36th month
17.	Selection of foreign examiner	37th month
18.	Selection of local Examiner	37th month
19.	Sending of thesis for evaluation	38th month
20.	Time to be given to foreign examiners	8 to 12 weeks after thesis sent for evaluation
21.	Time to be given to local examiner for evaluation	One month
22.	Reminder to be sent after termination of time	13th week
23.	Letter to Heads with comments of examiners for corrections in thesis for onward sending to Supervisor and candidate	40th month
24.	Notification of schedule of Public Defense	40th month
25.	Advertisement in newspaper and on website	40th month
26.	Deadline for submission of thesis after correction duly sign by Supervisor verified by HEC	40th month

27.	Quarterly progress evaluation PGRC	40th month
28.	Submission of Thesis to the Supervisor	40th month
29.	Submission of Thesis to the QEC, Ethical review committee	41th month



Student Grievance Report Form

ANNEXURE-7

Student Name

Registration No.

Department Name

Degree Name (BS/MPhil/PhD)

Email Contact

Cell No.

Date Filed

Date and location of the grievance arose: _____

Have you attempted to resolve the issue informally (e.g., by speaking directly to the party involved or using an informal process)? ☐ Yes ☐ No

If yes, please provide details of how you have attempted to resolve your concern informally.

Name of Contact: _____ Title: _____ Meeting Date: _____

Outcome: _____

Name of Contact: _____ Title: _____ Meeting Date: _____

Outcome(s): _____

Description of the Grievance (as per checklist):

Remedy or Resolution Sought (Please describe what possible redressal you are seeking):

Were there any witnesses to the incident? ☐ Yes ☐ No

If yes, please provide name, home/mail address, phone number:

I hereby submit this grievance and understand that it will be reviewed under the University's Grievance Redressal Policy. I affirm that the statements herein are true and complete to the best of my knowledge and belief. I accept that if the complaint is fabricated, misleading, or submitted with malicious intent, strict disciplinary action will be taken against me.

Date: _____

Signature of Grievant

Head of the Committee

Checklist for Matters Related to Grievance

ANNEXURE-8

Please check that may apply

S. No.	Name	Status
1.	Unfair grading practices	☐
2.	Unfair administrative decisions affecting student career	☐
3.	Delay or denial in issuing transcripts, certificates, or degrees	☐
4.	Inappropriate academic advising or supervision	☐
5.	Academic misconduct by faculty (e.g., favoritism)	☐
6.	Mismanagement of fees, scholarships, or financial aid	☐
7.	Violation of student rights (freedom of speech, privacy, etc.)	☐
8.	Harassment	☐
9.	Bullying	☐
10.	Discrimination (religious stereotyping, etc.)	☐
11.	Unsafe or unhealthy campus environment	☐
12.	Inadequate student support services	☐
13.	Lack of transparency in procedures or decision-making	☐
14.	Unethical behavior by university personnel	☐
15.	Breach of institutional policies	☐
16.	Other (Please specify): _____	☐

Detailed description of grievance (attach documentary evidence)

[illegible]



Grievance Response Form

ANNEXURE-9

(Response to the Grievance Redressal Committee shall be filed within five (05) working days)

Student Name

Registration No.

Department Name

Degree Name (BS/MPhil/PhD)

Email Contact

Cell No.

**Name with designation of Faculty/
staff accused of grievance**

Date Grievance Filed

Detail of Grievance

Response to Grievance (attach additional page if necessary):

Signature of faculty/staff accused of grievance

Recommendations of the Grievance Redressal Committee (attach additional page if necessary)

Approval of Rector