

REGULATIONS FOR THE DEGREE OF DOCTOR OF PHILOSOPHY IN FULL AND PARTIAL RESIDENCE



GHAZI UNIVERSITY, DERA GHAZI KHAN

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In pursuance of Section 21 (1) and 22 (1) and 22(2)(i) and (vii) of the Ghazi University Act-2012 and Rules framed by HEC, the following Regulations are prescribed to govern the matters relating to Ph.D. Degree Program.

These Regulations shall be called “Regulations for the Degree of Doctor of Philosophy, the Ghazi University D. G. Khan.”

These Regulations shall apply to the research scholars admitted to post-graduate Departments/Centers/Institutes of the Ghazi University D. G. Khan from semester Fall-2022.

1. PREAMBLES TO Ph.D. PROGRAM OF STUDIES

- 1.1 HEC Rules and Regulations will be followed in letter and spirit approved by the Statutory Bodies of this University.
- 1.2 For pursuing a Ph.D. degree, M.Phil./MS/M.Sc. (Hons.) degree with 30 credit hours (24 credit hours course work and 06 credit hours research work/thesis) with first division or CGPA of 3.00 on a scale of 4.00 or overall 60% marks in annual system or equivalent in the relevant subject is a prerequisite from any HEC recognized University. In case of foreign degree, it will be ascertained that it is equivalent to Pakistani M.Phil./MS/M.Sc. (Hons.) degree HEC recognized University/degree awarding Institution.
- 1.3 Ph.D. degree program will be open for all candidates/incumbents meeting the admission criteria. However, serving candidates will have to submit an N.O.C from their respective departments with the application form. A study leave document from their respective employer for a period of three years has to be submitted at the time of registration. The candidate will be a full-time regular student for three years to cover the coursework and the research.
- 1.4 Minimum CGPA of 3.00 on a scale of 4.00 in M.Phil./MS/M.Sc. (Hons.) on the semester system is required for admission to Ph.D. Program.
- 1.5 All faculty Deans and Departmental Chairmen/Chairpersons/Directors will develop their Entry Test in their respective Department/Institute for applicants.
- 1.6 The entry tests for admission to Ph.D. Program of studies will be conducted through Departmental Research Committee (DRC). Each faculty of the Ghazi University D. G. Khan is responsible to sort and verify documents, and the feasibility of the applicants.
- 1.7 The Ph.D. degree program comprises 30 credit hours with 18 credit hours of coursework and 12 credit hours of research work (thesis).

- 1.8 The course work of 18 credit hours, spread over two semesters (three semester for part time scholars), needs to be completed during the first year of studies (1.5 years by part time scholars) by each scholar, while credit hours of research work/thesis spread over four semesters of the second and third year of the studies for full time scholars and over five semesters of the second, third and fourth year of studies for part time scholars.
- 1.9 The number of Ph.D. scholars under the supervision of a Ph. D. Supervisor will be a maximum 05 at a time. However, extra 03 scholars may be accepted with the consent of the Supervisor and approval from BASR.
- 1.10 Every concerned Department/Center/Institute is responsible to design the curriculum and get approval through Academic Council.
- 1.11 75% attendance is mandatory for appearing in semesters' examinations for the coursework and research work semesters.
- 1.12 Scholar will submit thesis along with plagiarism test report of thesis conducted by the Director QEC. A plagiarism test report's first and last page is enough to submit.
- 1.13 Ph.D. thesis will be evaluated by the two Foreign/External Examiners (from technology-advanced countries or as per HEC Policy) and one Internal Examiner (with in the country) nominated by the Vice Chancellor.
- 1.14 In case of the adverse remarks by the External Examiners, the thesis will be resent (after making necessary improvements) to the same Examiner whose evaluation will be considered as final.
- 1.15 Meet all other pre and post requirements of Ghazi University D. G. Khan/HEC.

2. DEFINITIONS

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

- 2.1 "University" means the Ghazi University Dera Ghazi Khan, Pakistan.
- 2.2 "Ph.D." stands for Doctor of Philosophy.
- 2.3 "BASR" means Board of Advanced Studies and Research as constituted under section 5(1) of the 2012 Statutes of the Ghazi University Act-2012 (as amended).
- 2.4 "Departmental Research Committee", means a committee constituted by the Faculty Dean for Ph.D. admission and other related matters.
- 2.5 "Supervisor" means a Supervisor appointed for a research scholar.

- 2.6 “Research Scholar” means a scholar enrolled in Ph.D. degree program.
- 2.7 “Examiners” means the Examiners as appointed as per these Regulations.
- 2.8 “Thesis” means a thesis report encompassing original research performed by a scholar.
- 2.9 “Head” means Chairman/Chairperson of the Department or Director of Center or Institute or Principal of the constituent college.
- 2.10 “Related Subjects” means subject(s) conducted by an institution other than the one in which the scholar is enrolled.
- 2.11 “Institution” means a Department, Center, college or an Institute of the University.
- 2.12 “Center” means a Center in the Campus Affiliated with the University.
- 2.13 “Secretary” means Registrar of the University.

3. DURATION OF PROGRAM AND SEMESTERS

Maximum Duration

The maximum duration for Ph.D. program shall extend over a period of at most eight years or sixteen semesters for full time/part time scholars.

Minimum Duration

The Ph.D. program shall extend over a period of at least three years or six semesters for full time scholars and four years or eight semesters for part time scholars (Employees of the Ghazi University D. G. Khan).

General Rules

- 3.1 There shall be two semesters in a year, i.e., Fall and Spring, where each semester shall consist of 18 weeks including examinations.
- 3.2 **A Credit hour** of a theory/lecture is of sixty minutes (60) duration (including 10 minutes break) per week during a Semester. However, in case of project/laboratory/research/project work, one credit hour may require two to three contact hours per week during a semester.
- 3.3 **Course work** of 18 credit hours in the subjects from the approved curriculum of the program.
- 3.4 **Research/Thesis** work of twelve credit hours on a research topic approved by the Board of Advanced Studies and Research (BASR).

- 3.5 Maximum Course load on a scholar during a semester shall not be more than 12 credit hours.

4. GHAZI UNIVERSITY EMPLOYEES

- 4.1 **THE ACADEMIC STAFF:** The Teacher/researcher of the Ghazi University, D. G. Khan (permanent) may be allowed to enroll himself/herself in postgraduate courses after getting permission from the competent authority. He/she under this arrangement will be a part-time student and a full-time employee. He/she will be allowed to enroll in a maximum of two courses and one seminar or special problem in a semester and pay half dues of the semester along with the examination fee. In case he/she intends to take the maximum credit hours allowed to a full-time student then he/she will have to take leave from the University and pay full University dues. However, such Faculty members shall not take courses in the evening programs.
- 4.2 **THE NON-TEACHING STAFF:** The non-teaching staff (permanent) of the Ghazi University, D. G. Khan will be treated at par for admission to various degree programs. He/she will have to take leave from the University and pay full University dues.

5. APPLICATION, ADMISSION & REGISTRATION PROCEDURE

5.1 ADVERTISEMENT

- i. Before the advertisement, the Faculty/Department/Institute/College should ascertain the number of seats/ programs/ facilities available.
- ii. The Ph.D. programs shall be advertised in the beginning of each academic session. The advertisement shall normally appear in the newspapers and on the University website and the commencement of classes will be as per the academic calendar.

5.2 ADMISSION REQUIREMENT

- i. Completion of Prior Degree is mandatory for admission in postgraduate and doctoral program.
- ii. For admission into the Ph. D. degree program minimum CGPA 3.0 (out of 4.0 in the Semester System) or First Division (in the Annual System) in M.Phil./MS/M. Sc. (Hons.)/Equivalent is required.
- iii. The candidate shall have a valid GRE (Subject) test result with minimum score 60% marks.
- iv. The candidate will pass Ghazi University Departmental Test for admission to postgraduate degree programs with a minimum score 70% in case if candidate will not have valid GRE subject test.

6. ADMISSION PROCEDURE

- 6.1 Applications on prescribed forms must be submitted by the candidate in Departments/Centers/Institutes for admission offering Ph.D. or as per advertisement.
- 6.2 Candidates having minimum eighteen years of education or six years education after F.A./F.Sc. in the respective subject from HEC-recognized institutions are eligible for admission to the Ph.D. program.
- 6.3 The candidates having M.Phil./MS/M.Sc. (Hons.) degree (24 credit hours course work and 06 credit hours research work/thesis) after MA/M.Sc. and B.A./B.Sc. or BS(4-Years)/BS(5-Years) or MA/M.Sc. and BS(4-Years)/BS (5-Years)/BE/BS-Technology (in the respective subject from HEC-recognized institutions) are eligible for admission to the Ph.D. degree program.
- 6.4 Candidates with a foreign degree equivalent to M.Phil./MS/M.Sc. (Hons.) are also eligible for admission to Ph.D. degree program.
- 6.5 Minimum CGPA of 3.00 on a scale of 4.00 in M.Phil./MS/M.Sc. (Hons.) on the semester system is required for admission to Ph.D. degree program.
- 6.6 Ph.D. degree program will be open for all those who qualify the admission criteria. However, serving candidates will have to submit NOC from their respective departments. A study leave document from their respective employer for a period of three years has to be submitted after admission. The candidate will be a full-time regular student for three years to complete the coursework and research/ thesis work.
- 6.7 Merit List shall be prepared by the relevant Department in coordination with the Central Admission Committee.
- 6.8 Central Admission Committee shall be responsible to approve and display Merit Lists both on notice board and University website.

7. ENTRANCE TEST/EXAMINATION

- 7.1 The entry tests for admission to the Ph.D. degree program of studies will be conducted through an entrance test/examination committee constituted by the Chairperson/Director of the Department/Institute and approved by the BASR consisting of following members:
 1. One Professor/Associate Professor/Assistant Professor of the relevant subject from any HEC Recognized public sector University with in the country as Expert appointed by the Vice Chancellor from panel of experts provided by the Chairperson/Director after approval from BASR.

2. At least three to five senior most faculty members preferably PhD Faculty Members from the concerned Department/Institute.
- 7.2 The committee shall prepare two GRE (Subject) type question papers along with key on the request of the concerned Chairperson/Director of Department/Institute and provide to the concerned Chairperson/Director.
- 7.3 Departmental Research Committee (DRC) of each Department of Ghazi University D. G. Khan is responsible to conduct the Entrance Test of the candidates, mark the answer sheets and prepare result.

8. ADMISSION QUOTA

- 8.1 One Seat is reserved for disabled persons.
- 8.2 One Seat is reserved for employees of the Ghazi University/Employee son/daughter/spouse.

9. MERIT DETERMINATION

Determination of Merit for Admission to Ph.D. degree programs:

Selection will be made based on cumulative merit determined from a previous academic degree(s)/certificate(s) CGPA/percent mark (semester system/annual system), and marks obtained in the written entry test, minimum qualifying score of 60% in GRE or 70% in the Departmental Test with following weights.

- a. Academic Qualifications: 70%
- b. Admission test: 20%
- c. Interview: 10%

70% Academic Qualification for admission to Ph.D. degree programs will be determined according to the following Criteria:

Matric	Intermediate	BS/B.Sc.+M.Sc.	MS/MPhil	Gold Medal	Publications	Total
10	10	30/15+15	10	5	5	70

- If a candidate has his/her latest degree MS/M.Phil. (relevant) with the previous degree MA/M.Sc. and BS (4 or 5-Years)/BE/BS-Technology, then marks calculation criteria is given as under:

Matric	Intermediate	BS/BE + M.Sc.	MS/M.Phil.	Gold Medal	Publications	Total
10	10	15+15 = 30	10	5	5	70

CGPA CONVERSION FORMULA

If percentage is not available on the transcript of the applicant/s, then the following CGPA conversion formula will be followed by the admission committee of the Ghazi University D. G. Khan

$$\text{Percentage of the CGPA} = \frac{\text{Obtained CGPA}}{4.00} \times 80 \text{ or } 85$$

80 or 85 depends upon the 4.00 GPA grade of the candidate.

Note:

- 10% additional weightage will be given to the applicants coming from the annual system for the admission to the postgraduate degree programs.
- Marks for the Research Publications for admission to the Ph.D. will be awarded to only the principal author.
- Maximum 5 Marks for publications will be awarded according to the following criteria.

HEC Journal Category	Marks per Publication
W	5
X	4
Y	3

- Final approval for admission/registration of candidates will be considered from the date on which Board of Advanced Studies & Research (BASR) meeting will be held.

10. DEPARTMENTAL RESEARCH COMMITTEE

- 10.1 There shall be a Departmental Research Committee (DRC) for a period of three years appointed by the concerned faculty Dean on the recommendations of the concerned Chairperson/Director of the Department/Center/Institution and notified by the Registrar.
- 10.2 The DRC shall be Chaired by the Chairperson/Director of the Department/Institute and shall consist of three to five members, who will be senior most regular faculty members preferably Ph.D. degree holders.

11. FUNCTIONS OF THE DEPARTMENT RESEARCH COMMITTEE

- 11.1 To process the applications received for admission in Ph. D. degree program admissions.
- 11.2 To verify all documents of the applicants for admission in Ph. D. degree Program.
- 11.3 Prepare merit list of the applicants for admission in Ph. D. degree Program.
- 11.4 To prepare curriculum of Ph. D. degree program.
- 11.5 To manage, and suggest courses needed to be offered in each semester of the course work.
- 11.6 The DRC shall meet at least twice a semester to discuss matters of concern.
- 11.7 Tabulated semester results of Ph.D. degree program should be submitted within two weeks after the semester terminal examination to the Controller of Examinations through the Chairperson.
- 11.8 To prepare a list of Supervisor/s or Co-Supervisor (if any) after completion of course work for each scholar with the written request from Scholar on Supervisor Consent Form and the Supervisor and Co-Supervisor (if any). (*Annexure-A*)
- 11.9 To process and submit list of supervisor/s, Co-supervisor/s (if any), Synopsis for each scholar successfully completed course work through the BoS to the Board of Advance Studies and Research for approval (BASR).
- 11.10 To perform overall Ph.D. degree program-related matters, or any other assignment was given by the Chairperson.

12. PROCEDURES: SEMESTER/COURSES

- 12.1 There should be at least **three** relevant full-time Ph.D. faculty members in a Department/Center/Institute to launch a Ph.D. study program or any other requirement of the HEC.
- 12.2 Faculty members having Ph.D. degrees shall be eligible to teach Ph. D. courses.
- 12.3 The pool of full-time Ph.D. faculty members will be developed from various departments with the goal to promote and advance meaningful and quality research at the University.
- 12.4 Inter-disciplinary course work and research work at the institutional level, especially if human resource capital or infrastructure facilities are not available, will also be encouraged at the University.

- 12.5 For the award of a Ph.D. degree, candidates will need to complete a minimum of 18 credit hours of semester courses, and qualify for comprehensive examination as per requirements of the discipline along with a minimum of 12 credit hours of research work/thesis, along with all pre-requisites and post requisites.
- 12.6 Chairpersons/Directors are requested to start the first semester within 10 days after the completion the of admission process by the University.
- 12.7 Second semester shall start within a week after the termination of the first semester examinations.
- 12.8 A scholar shall be allowed to appear in the examination provided that he/she has been on the role of the University during that semester, has registered himself for the courses of study within a specific period of time, and has attended at least 75% of lectures, laboratory work, and fieldwork.
- 12.9 The minimum duration of Ph. D. program of study is three years and the maximum period is eight years for full-time scholars and the minimum duration for Ph.D. degree program of study is four years and the maximum duration is eight years for part-time scholars. After the expiry of the period, the registration of the scholar will stand canceled by the office of the Registrar.
- 12.10 In case, if a scholar is unable to complete Ph. D. thesis in the three years for full-time scholar (Four years for part-time scholars) duration of the degree program. Then upon the written and valid request of the scholar, the duration may be extended up to the maximum time duration of the degree program (extension may be granted on six months basis with a satisfactory progress report on prescribed proforma). This extension may be granted by the Board of Advanced Studies and Research (BASR). *(Annexure- B)*
- 12.11 If in case of any incident occurred with the scholar medically or for any other reasons; on the request of the scholar; his/her semester/s may be frozen/deferred by the University authorities after scrutinizing his/her request on genuine grounds of the incident occurred. The maximum allowed permission, in this case, is two years. The Board of Advanced Studies and Research (BASR) may grant the approval.
- 12.12 Meet all other pre and post-requirements of Ghazi University D. G. Khan/HEC.

13. COURSEWORK EVALUATION

13.1 THE DISTRIBUTION OF MARKS IN A COURSE IS GIVEN IN THE TABLE BELOW

Type of Assessment	Courses with Lab	Courses without lab
Mid Semester Exam	20%	30%
Final Term Exam	40%	50%
Sessional Marks	15%	20%
Practical	25%	-
Total	100%	100%

14. SUMMER SEMESTER

- 14.1 Summer semester will be offered as an optional semester of 08- 10 weeks duration.
- 14.2 Students will be offered courses to remove deficiencies and can enroll in up to a maximum of 09-12 credit hours during summer.
- 14.3 Moreover, a student who has either failed or has been stopped to take the examination due to a shortage of class attendance or wishes to improve his/her grade is allowed to register in the summer.
- 14.4 The contact hours per week during the Summer Semester will be doubled to ensure that the course is completely taught in a summer session with half of the duration as compared to a regular (Fall/Spring) semester.
- 14.5 The scholar may enroll in the course with less than a B grade.

15. RE-SIT EXAMINATION

The students who cannot appear in the examination because of genuine excuse/reason (only in exceptional cases beyond the control of a student such as serious accidents, family tragedy, or serious health ailments) shall be allowed to appear in the re-sit examination within one week after the examination subject to the payment of special examination as per approved policy.

16. RE-ADMISSION ON MEDICAL/EMERGENCY GROUNDS

A student who discontinues studies on medical/emergency grounds (only in exceptional cases beyond the control of a student such as serious accidents, family tragedy or serious health ailments) will be allowed to seek readmission in the same semester next year after paying readmission and semester fees as per approved policy.

17. WITHDRAWALS/ADDITIONS OF COURSES

The enrolled students may withdraw/add other courses to their program within two weeks after the commencement of the semester with the permission of the supervisor/head of the Departments/Institutes if such withdrawals/additions do not affect the requirements of minimum/maximum course workload conditions.

18. FREEZING SEMESTER

The enrolled students may freeze a semester on the basis of genuine excuse/reason (only in exceptional cases beyond the control of a student such as serious accidents, family tragedy or serious health ailments) subject to the provision of a medical certificate or any other relevant documents.

19. SUBMISSION OF RESULTS

The teachers are required to submit the results within one week after the examination so that result shall be declared by the Examination Committee of the Departments/ Institutes within two weeks after the examination. The result will be declared by the Controller of Examinations Ghazi University, D. G. Khan for issuance of result notification within a stipulated period of two weeks.

20. GRADING

Equivalence in numerical grades, letter grades, and grade points will be as follows:

GRADING CRITERIA/READY RECKNOR TABLE

Numerical Equivalence	Grade Point	Letter Grade	Remarks
100	4.0	A+	Excellent
99	4.0	A+	Excellent
98	4.0	A+	Excellent
97	4.0	A+	Excellent
96	4.0	A+	Excellent
95	4.0	A+	Excellent
94	4.0	A	Very Good
93	4.0	A	Very Good
92	4.0	A	Very Good
91	4.0	A	Very Good
90	4.0	A	Very Good
89	4.0	A	Very Good

88	4.0	A	Very Good
87	4.0	A	Very Good
86	4.0	A	Very Good
85	4.0	A	Very Good
84	3.9	B+	Good
83	3.9	B+	Good
82	3.8	B+	Good
81	3.7	B+	Good
80	3.7	B+	Good
79	3.6	B	Good
78	3.5	B	Good
77	3.5	B	Good
76	3.4	B	Good
75	3.3	B	Good
74	3.3	B	Good
73	3.2	B	Good
72	3.1	B	Good
71	3.1	B	Good
70	3.0	B	Good
69	2.9	C	Satisfactory
68	2.8	C	Satisfactory
67	2.7	C	Satisfactory
66	2.6	C	Satisfactory
65	2.5	C	Satisfactory
64	2.4	C	Satisfactory
63	2.3	C	Satisfactory
62	2.2	C	Satisfactory
61	2.1	C	Satisfactory
60	2.0	C	Satisfactory
59	1.9	D	Poor
58	1.8	D	Poor
57	1.7	D	Poor
56	1.6	D	Poor
55	1.5	D	Poor
54	1.4	D	Poor
53	1.3	D	Poor
52	1.2	D	Poor
51	1.1	D	Poor
50	1.0	D	Poor
49 or below	0.0	F	Fail

- i Maximum possible Grade Point Average is 4.00.
- ii Minimum Cumulative Grade Point Average for Ph.D. coursework is 3.00.
- iii Fractional marks obtained in a course (up to two decimal places) are to be round figures such as 75.50 or 75.51 to 76.00 and if 75.49 or 75.40, then it will round figure to 75.00 (if the fractional part is greater than or equal to five then round figure it to next value and if the fractional part is less than five then it will be a round figure to less value).

20.1 CGPA (Cumulative Grade Point Average)/SGPA (Semester Grade Point Average)

The CGPA/SGPA of a student will be calculated as per the following example:

Course	Credit Hours (CH)	Marks Obtained (%)	Grade	Grade Point (GP)	Quality Point (QP) (QP = CH * GP)
I	2	95	A+	4.00	8.00
II	3	86	B+	4.00	11.10
III	3	81	B+	3.70	11.10
IV	3	70	B	3.00	09.00
V	2	67	C	2.70	05.40
Total	13				44.60

SGPA = Sum of QP/Sum of Credit Hours

Thus SGPA = 44.60/13 = 3.43

CGPA = Sum of "n" Quality Points/Sum of Credit Hours of "n" semesters.

21. SEMESTER EXAMINATIONS AND ACADEMIC STANDARDS

- 21.1 Chairperson/Director shall establish an Examination Cell, if does not exist, in their respective institute/department/center for the examination purpose.
- 21.2 Chairperson/Director will appoint an in-charge examination among faculty members who will look into all related matters/material for examinations/ problems of the examinations in consultancy of the Chairperson/Director.
- 21.3 Supporting staff requests will be sent to Registrar by Chairperson/Director as per the requirement of the smooth running of the Ph.D. study program (if needed).
- 21.4 Subject teacher/s will be responsible for preparing quizzes, assignments, projects, and fieldwork study for their respective teaching subject as per the subject's requirement.
- 21.5 Subject teacher is also responsible for paper setting, marking, and award list preparation for semester examinations such as mid-term and terminal of their respective subjects.

- 21.6 A scholar must secure a minimum CGPA of 3.00 in the coursework semesters to qualify for registering thesis/research credits.
- 21.7 During the course work semester(s), a scholar must maintain a minimum 2.50 CGPA in order to promote to the next semester. If any scholar with a GPA/CGPA less than 2.50 will be dropped from the roll of the University. However, only one chance shall be given to re-appear in the additional/extra examination.
- 21.8 The department will be responsible for scheduling/arranging additional/extra examinations within 30 days of the declaration of coursework results. All scholars appearing in the additional/extra examination shall register themselves in the three least grades repeating courses by submitting re-appearing fees as per approved rules and regulations. The permission of the re-exam will be notified by the Controller of Examinations.
- 21.9 A scholar with GPA/CGPA in between 2.50 and 3.00 will be put on probation for one semester. In case the next semester is a coursework semester, the scholar will qualify for comprehensive exam only if he/she can improve his/her CGPA to 3.00. In case the scholar has completed the course work, he/she will request to re-appear in maximum three least graded courses in additional/extra examination.
- 21.10 In case, the course scholar wants to retake is not offered in the upcoming semester or in any other case, the scholar may take another course with the same credit hours from the approved curriculum. The scholar shall take all classes/assignments/quizzes and also appear in mid and final-term examinations. Moreover, he/she shall pay a special semester fee as per the approved policy.
- 21.11 There is no bound on the number of students for the start of the Ph. D. class, the Chairperson and DRC will decide for offering of a course.
- 21.12 There shall be only two chances for the improvement of CGPA in additional/extra examinations with maximum three least graded courses.
- 21.13 Any scholar appearing in the additional/extra examination for the purpose to clear an F grade in a course or to improve his/her CGPA, he/she shall repeat all assignments, quizzes, project/fieldwork/presentation, mid-term and terminal examinations.
- 21.14 A final result of the semester/s will be sent by the In-charge Examinations through Chairperson/Director; to the Controller of Examinations. The Controller of Examinations will announce the results as per approved rules and regulations.
- 21.15 The Controller of Examinations will announce the dropout scholar/s to the Registrar.
- 21.16 Scholars completing coursework in both semesters with a minimum CGPA of 3.00 will be allowed to appear in the comprehensive exam.

- 21.17 Scholars completing coursework in both semesters with a minimum CGPA of 3.00 and after qualifying the comprehensive exam will be allowed to start research work.
- 21.18 In case, if a scholar has CGPA 3.00 after the completion of two semesters but one or two courses with F-Grade/s, he/she may not be allowed to appear in the comprehensive exam.

22. COMPREHENSIVE EXAM

- 22.1 The Ph.D. scholar/s has to qualify for both the written and oral comprehensive examinations to start the Ph. D. research work.
- 22.2 A Ph.D. scholar will qualify for the comprehensive examination, within the first two years as a regular student and within three years as a part-time student. Failure to qualify for comprehensive examination within the prescribed duration will render the admission canceled.
- 22.3 The Controller of Examinations shall, on the recommendation of DRC and Chairperson/Director/Principle of the Department/Institute, notify the date, time, and venue of the examination at least two weeks before the commencement of the examination. The comprehensive examination shall be arranged three times a year.
- 22.4 The comprehensive exam will be conducted by the External Examiner and DRC.
- 22.5 The External Examiner for the written comprehensive examination shall be appointed by the Vice-Chancellor and processed through the Controller Examinations from a panel of three examiners already approved by BASR, proposed by the respective DRC and Chairperson/Director/Principle of the Department/Institute/College.
- 22.6 A scholar will have to apply for a comprehensive examination on the prescribed form after the completion of coursework. If a student does not apply within the specified period or does not appear in the examination, he/she will be deemed to have availed one chance and failed to qualify on this attempt. (*Annexure-C*)
- 22.7 The DRC will responsible to collect the applications and take the comprehensive exam for Ph.D. Scholars in consultation with the Chairperson/Director of the Department/Institute.
- 22.8 A Scholar who has obtained 70% score in the written and Oral part of the comprehensive exam, qualify the comprehensive exam.
- 22.9 If a scholar has qualified the comprehensive examination shall be deemed to enroll in research work.

- 22.10 After completing all formalities, the DRC will submit the case of the scholar to BASR for confirmation of Registration as Ph.D. Scholar and after approval from BASR the Registrar will notify the confirmation of registration as Ph.D. Scholar.
- 22.11 If a scholar fails to qualify comprehensive exam after availing all opportunities, then his/her admission will be cancelled and DRC in consultation with Chairperson/Director will forward the case to the Registrar for notification of admission cancellation.

A. COMPREHENSIVE EXAM-WRITTEN PART

- i. The written part of the Comprehensive Exam will be of 100 marks MCQs/Objective/Subjective type from the coursework and will be decided by DRC in consultation with Chairperson/Director and communicated to the scholars.
- ii. The External Examiner, within seven days after the receipt of the answer books, return them duly marked to the Controller of Examinations along with the award list.
- iii. To qualify the written examination a student must secure 70% marks of the written part marks in the written Examination.
- iv. If a Scholar fails to obtain 70% of the written part marks, he/she will be considered Fail in the Comprehensive Examination-written part.
- v. If a scholar does not qualify written part of the comprehensive examinations, he/she shall be eligible to appear again but only three times will avail this opportunity by paying the comprehensive exam fee.

B. COMPREHENSIVE EXAM-ORAL PART

- i. The oral examination will be conducted on the same date on which written comprehensive examination is conducted.
- ii. For oral comprehensive examination, the Board of examiners will comprise of:
 - (a) The External Examiner of the written part
 - (b) Concerned Chairperson/Director/Principle
 - (c) Supervisor/Co-Supervisor (if any)
- iii. The Chairperson of the Department shall be responsible for the conduct of the oral examination.
- iv. At the end of the oral examination, the Chairperson/Director shall prepare the award list.

- v. The Oral Exam weightage is 100 marks and to qualify the oral examination scholar has to obtain 70% marks of the Oral Exam marks.
- vi. If a student fails to qualify the oral examination, he/she will be re-examined only the oral Examination within two months after the declaration of oral Examination result. However, the scholar may avail maximum three times this opportunity after paying the comprehensive exam fee.
- vii. The Chairperson/Director of the Department/Institute will be responsible to arrange a Re-Oral Exam of the failed scholar/s after receiving written application/s from scholar/s.

23. RESEARCH SUPERVISOR

- 23.1 A scholar must choose a Research Supervisor/Co-supervisor within two weeks after qualifying the comprehensive examination.
- 23.2 The Research Supervisor will be a regular faculty member from the concerned department having a Ph.D. degree with at least three years post Ph.D. experience. However, in case of HEC Indigenous Scholarship the Supervisor must have a valid HEC-approved supervisor letter, and publications to his/her credit. He/she shall be responsible for the guidance and supervision of research by the scholar during his/her registration period.
- 23.3 There could be a one or two Co-Supervisor(s) who shall also have a Ph.D. degree. The Co-supervisor may be from the concerned Department/the Ghazi University, D. G. Khan/any other HEC-recognized institution within the country or degree awarding institution outside the country.
- 23.4 In the teaching Department/Centers/Institutes a Research Supervisor will not have more than five Ph.D. scholars at a time. In special circumstances, BASR may grant permission to increase the number of scholars to a Supervisor.

24. SYNOPSIS

- 24.1 The scholar will prepare a synopsis/research proposal with the assistance of the Research Supervisor within four to eight weeks after qualifying the comprehensive exam. *(Annexure-D)*
- 24.2 The Synopsis must be evaluated by one External Examiner of the relevant field of study within the country on a specific proforma. The External Examiner shall be a Ph. D. and regular/TTS member of a University and selected by the Faculty Dean from the Panel of three Examiners provided by the Supervisor of the Scholar. *(Annexure-E)*

- 24.3 The synopsis shall be communicated to the External Examiner by the Chairperson/Director of the Department/Institution.
- 24.4 The report of the Ph.D. synopsis shall be submitted to BoS by the Chairperson/Director of the Department/Institution.
- 24.5 Synopsis after being approved by BoS, a synopsis defense, within two weeks, shall be arranged by the Supervisor and Chairperson/Director.
- 24.6 The synopsis defense result on the prescribed proforma shall be submitted to the Controller of Examinations. *(Annexure-F)*

25. RESEARCH RULES

- 25.1 In case of any changes in the title of the thesis after the first approval from BASR there shall be a single opportunity for second approval from BASR by the recommendations of the Research Supervisor and DRC.
- 25.2 In case of any changes in Supervisor/Co-Supervisor by the scholar, the scholar shall forward a written request on the prescribed form to the BASR through Supervisor/Co-Supervisor, DRC, and Chairperson. In this case, if BASR approved the request for a change of Supervisor/Co-Supervisor the scholar shall prepare new synopsis and get approval from BASR. A thesis on an already approved synopsis shall not be submitted for the award of Ph. D. degree. *(Annexure-G)*
- 25.3 In case, if any Supervisor/Co-Supervisor left the University, after approval synopsis from BASR, if both scholar and Supervisor/Co-Supervisor are willing to continue their research work, then they shall continue their research work after providing a written application to BASR.
- 25.4 The scholar shall publish at least one research article from the Ph. D. thesis in HEC W/X-Category Journal (Sciences) and HEC Y-Category Journal (Social and Management Sciences, Arts and Humanities) as a principal author with his/her Supervisor/Co-Supervisor as co-authors respectively.
- 25.5 In case of unavailability of Supervisor (Death, out of the country, or in any other case) the BASR shall nominate the Supervisor on the advice of the concerned Chairperson through Faculty Dean. Moreover, in this case the research topic shall remain the same.
- 25.6 A plagiarism test report for the Ph.D. thesis is required through the Director QEC, Ghazi University, D. G. Khan before the submission of the Ph.D. thesis. The similarity of the thesis shall be as per HEC policy/University policy (if any).
- 25.7 The scholar has to submit six months progress report on the prescribed proforma to the BASR. *(Annexure-H)*

26. PUBLICATIONS

Publication of at least one research paper online or as a hard copy in an HEC-recognized journal (Category “X” or above for sciences disciplines and Category “Y” and above for Social Sciences, Management Sciences and Arts & Humanities disciplines) is essential for the award of Ph.D. degree.

27. THESIS SUBMISSION AND EVALUATION

- 27.1 A scholar has to submit a thesis based on original research work on an approved template.
- 27.2 The Scholar shall submit the thesis through Supervisor and Chairperson/Director to the Director QEC for conducting a plagiarism test. The plagiarism report of the thesis duly signed by the Director QEC, Ghazi University, D. G. Khan submitted along with the Ph.D. thesis shall be submitted to the Controller of Examinations. The similarity of the thesis shall be as per HEC policy.
- 27.3 Publication of at least one research paper published in an HEC-recognized “X” or above category journal is a requirement for the award of a Ph.D. degree and “Y” or above Category in the case of Social and Management Sciences & Arts and Humanities only.
- 27.4 The scholar shall submit a Ph.D. thesis to the Research Supervisor on the approved thesis template as per the University thesis guidelines. (*Annexure-I*)
- 27.5 On completion of the research study, the candidate shall submit the six copies of the thesis to the office of the Controller of Examinations through the Supervisor and Chairperson/Director along with the evidence of completion of all pre-requisites that include:
 - i. A transcript of the coursework from the Controller of Examinations stating the coursework credits with a CGPA.
 - ii. Fee receipts of all paid dues.
 - iii. Publication detail as per approved policy.
 - iv. Plagiarism report of the Ph.D. thesis conducted and duly signed by the Director QEC, Ghazi University D. G. Khan.
- 27.6 The thesis shall include a signed certificate by the candidate that he/she has prepared and written the thesis himself/herself and that this thesis has not been submitted at any other University.

- 27.7 The thesis shall be evaluated by one Internal Examiner (within the country) and two Ph.D. Foreign Examiners/Experts from technologically/academically advanced foreign countries as per HEC policy.
- 27.8 The Research Supervisor will propose a panel of at least five foreign experts and three local experts as External Examiners for thesis evaluation and viva voce examination and will forward the same to the Controller of Examinations after approval from BoS and BASR. The Vice-Chancellor will nominate two foreign examiners from the panel of examiners and one local examiner for Ph.D. thesis evaluation.
- 27.9 The Supervisor will be responsible to take consent from Foreign/Local Experts for Ph.D. Thesis evaluation. After taking consent, the Supervisor through Chairperson will provide a list of the panel of experts both Foreign/Local Experts on the prescribed proforma for Ph.D. thesis evaluation and get approval from BASR.
- 27.10 The Chairperson after completing the necessary formalities shall send six copies of the thesis (loose binding) to the Controller of Examinations who shall forward copies of the thesis to both the Foreign and Local examiners for evaluation. The Controller of Examinations may send the thesis electronically (via email etc.) or by post (any courier service) to Foreign/Local Experts for evaluation purposes.
- 27.11 After receiving the duly signed evaluation reports from Foreign/Local Experts; the Controller of Examinations shall forward them to the upcoming BASR or secretary BASR (The Registrar), for a decision about the thesis on the basis of Evaluation reports received by the Foreign/Local Experts. The duly signed electronic reports from Foreign/Local Experts may also be acceptable.
- 27.12 The response to the remarks of the External Evaluators and a copy of the modified thesis with the recommendations of the Research Supervisor shall be submitted to the office of the Controller of Examinations.
- 27.13 On the recommendations of the Chairperson; the Controller of Examinations shall notify the date of the viva voce/public defense with the consultancy of the Chairperson/Director, Research Supervisor, and External Examiner. The viva voce/public defense shall be conducted by the External Examiner in the presence of Supervisor/Co-Supervisor and all other participants. After a successful viva voce/public defense the Examiner shall furnish a collective report on the viva voce/public defense of Ph.D. thesis. The report shall be sent to the Controller of Examinations through the Chairperson.
- 27.14 In case, the External Examiner proposes a revision of the whole or a part of the thesis with the condition of re-submission of the revised thesis with the recommendation of degree, the revised thesis shall be re-submitted to the respective External Examiner following the same procedure defined for submission of thesis.

- 27.15 In case, the External Examiner proposes some revision without the condition of re-submission of the thesis and recommends the award of the degree, the Controller of Examination will notify for viva voce/public defense in consultation with Supervisor, Chairperson, and External Examiner.
- 27.16 The viva voce/public defense will be conducted by the External Examiner (within the Country) in the presence of the Supervisor/Co-Supervisor and all other participants.
- 27.17 In case, the External Examiner does not recommend the award of the degree, the Chairperson will send the case to the BASR and BASR shall decide to send the thesis to another examiner (s) from the list of examiners provided by the Supervisor.
- 27.18 In case, the second External Examiner(s) does not recommend the award of the degree, the thesis will be rejected along with the rejection of the registration of the candidate.
- 27.19 If a scholar fails to defend his thesis in the viva voce/public defense on the first attempt, shall be allowed for a second attempt for viva voce/public defense within two months/eight weeks.
- 27.20 If a scholar fails to defend his/her thesis in the oral examination on the second attempt, shall be allowed for a third attempt for viva voce/public defense within two months/eight weeks by the permission of the concerned Dean after paying re-public defense fee.
- 27.21 If a scholar fails to defend his/her thesis in the oral examination on the third attempt, his/her registration shall stand canceled.
- 27.22 If an External Examiner is unable to submit a Ph.D. thesis report within three months, then one reminder will be sent to the External Examiner by the office of the Controller of Examinations and request the Examiner to submit the report within one month.
- 27.23 If the External Examiner is unable to submit the Ph.D. Thesis report even after one reminder, then the Controller of Examinations will forward the case to the Vice Chancellor for the selection of other External Examiners from the panel of experts already submitted.
- 27.24 The External Examiner may submit Ph.D. Thesis report either electronically or in hard form on the prescribed Ph.D. Thesis Evaluation proforma. *(Annexure-J)*
- 27.25 An External Examiner may evaluate a maximum of three theses in one semester.
- 27.26 Evaluation Reports of viva-voce/public defense when received shall be forwarded by the External Examiner through Supervisor and Chairperson to the Controller of

Examinations. If the evaluation reports are satisfactory and the scholar qualifies the aforesaid viva-voce/public defense, then the Controller of Examinations shall notify the award of the Ph.D. degree on the prescribed proforma.

- 27.27 The Controller of Examinations shall issue the Ph. D. notification after providing the clearance certificate by the scholar, in a prescribed proforma. (*Annexure-H*)
- 27.28 Academic Council and the Syndicate will approve the award of Ph.D. degree in routine as per University rules.

28. CANCELLATION OF ADMISSION/REGISTRATION

Ph.D. admission shall be cancelled by the Registrar on the recommendations of the Chairperson/DRC, concerned Dean of the faculty followed by the approval of the Vice-Chancellor if the scholar: -

- a. Earns two consecutive adverse progress reports from his supervisor.
- b. Fails to contact his supervisor or leaves the program.
- c. Does not complete the coursework.
- d. Does not qualify the Comprehensive Examination even in the third attempt
- e. Does not meet 75% attendance criteria in theory and Practical separately.
- f. Is found guilty of misconduct.

The aggrieved scholar may file an appeal against the cancellation of Ph.D. registration to the Board of Advanced Studies and Research (BASR) within a period of 30 days. The Board of Advanced Studies and Research (BASR) will give him an opportunity to be heard in person. However, the decision of the Board of Advanced Studies and Research (BASR) will be final and will not be questioned in any court of law. .

29. FEE STRUCTURE

A candidate selected for Admission/Registration shall be required to pay the following fees to the University for Ph.D. program of Studies as per the approved fee structure of the Ghazi University, D. G. Khan.

30. APPOINTMENT OF COORDINATOR

A Ph.D. program coordinator shall be appointed from amongst the three senior most faculty members preferably Ph. D. to coordinate the execution of the program. He/She should keep a liaison through the Chairperson with DRC, the Controller of Examinations, the Registrar, and other authorities in order to remove unnecessary delays in the evaluation of the thesis and other administrative matters.

31. VICE CHANCELLOR'S AUTHORITY IN SPECIAL CASES

Notwithstanding anything contrary to these Regulations, the Vice Chancellor shall have the power to issue orders, directions, or instructions for the smooth working of doctor of philosophy degree programs, where the regulations are silent and in cases of ambiguity or discrepancy regarding the interpretation of these regulations, the decision of the Vice Chancellor shall be final.