

# Rules and Regulations M.Phil. Programs

## **1. MEDIUM OF INSTRUCTION:**

The medium of instructions and examinations shall be English (Except Faculty of Islamic and Oriental learning, which shall be in Urdu or their subject language).

## **2. DURATION OF THE COURSE:**

**2.1** The duration for the Degrees of MS/M. Phil or equivalent is 1.5 to 4 years in full residence and not less than six and more than eight semesters for the University employees admitted as part time students.

**2.2** The employees of the government/ other agencies nominated for MS/M.Phil degree at this University shall have to take study leave to pursue studies as a regular student, failing which she will not be admitted. However, after getting admission by a nominee in the university, it would be obligatory for the parent department to sanction the study leave or extension in the leave in favour of the nominee within one semester failing which, her admission shall stand cancelled.

## **3. DURATION OF THE SEMESTER:**

There shall be 2 semesters (Fall and Spring) of 18 weeks in each Academics year. The commencement of semesters shall be regulated by the Academics Council (Explanation: Out of 18 weeks, 16 weeks shall be actual teaching time. The rest may be utilized for enrollment, conduct of examinations and declaration of results, etc.)

## **4. SCHEME OF STUDY:**

The subjects of study for the degree programs are given in SCHEDULE II (Course Detail) which may be amended from time to time. A student shall present an acceptable thesis in addition to completing her approved course work in order to qualify for the award of the degree.

## **5. MINIMUM REQUIREMENT FOR THE VARIOUS DEGREE PROGRAMMES:**

A student admitted to the degree program shall be required to take minimum 24 credits (excluding 06 credits for thesis research). Deficiency course(s) shall not be counted toward the minimum credit hours requirement.

## **6. ROUTING OF Academics MATTERS:**

All the Academics matters shall be routed through proper channel i.e. through the Chairperson /Incharge of the Department/Director and Principal/Dean/Coordinator of the college/faculty concerned.

## **7. DEFICIENCY COURSES:**

If the course(s) studied by a candidate in her previous degree (on the basis of which admission is requested) do not provide adequate background for the degree program of study, she may be required to make up the deficiency by taking additional course(s) as determined by the respective Departmental Board of Studies.

## **8. UNIVERSITY EMPLOYEE:**

The Academics Staff: A teacher / researcher of the GCW University Faisalabad (regular) may be allowed to enroll herself for post graduate courses after getting permission from the Competent Authority. She under this arrangement will be a part time student and a full time employee. She will be allowed to enroll maximum of two courses and one Seminar or Special Problem. The minimum residential period required for part time MS/MPhil student shall be six semesters with a maximum limit of 8 semesters for

completion of degree; Of these for the first 4 semesters, fifty percent of total fee (except registration fee, admission fee, examination fee, library security) shall be charged. After four semesters, full fee/dues shall be charged from them as regular students.

In case, she intends to take maximum credit hours allowed to a full time student then she will have to take study leave from the University and pay full dues.

Administrative Staff: The administrative staff( only female ) of the GCW University Faisalabad (regular) will be treated at par for admission to various post graduate courses under evening programme after getting permission from the Competent Authority under prescribed rules of the University. She will be allowed to enroll the maximum of two courses, one seminar or special problem. The minimum residential period required for part time MS/MPhil student shall be six semesters with a maximum limit of 8 semesters for completion of degree; Of these for the first 4 semesters, fifty percent of total fee (except registration fee, admission fee, examination fee, library security) shall be charged. After four semesters, full fee/dues shall be charged from them as regular students. She under this arrangement will be a part time student and a full time employee.

In case, she intends to take maximum credit hours or take morning course, she will have to take leave from the university and pay full dues. However, the number of seats for admission to various degree programs for administrative staff might be fixed by the Vice Chancellor.

## **9. ENROLLMENT:**

**9.1** An application for enrollment on the prescribed Course Registration Form

**9.2** (GS-10) accompanied by proof of fee payment (bank receipt) shall be presented to the office of the Director Academics on the day(s) notified for enrollment.

**9.3** The Director Academics under special circumstances and on payment of late fee of Rs.500/- may permit a student to enroll within ten days after the commencement of the classes.

**9.4** The Vice Chancellor may allow a student to enroll till the last day of the 4th week after the commencement of classes, with double late fee of Rs.1000/-.

**9.5** Enrollment in absentia is not allowed. Student is required to be present in person with a proof of identification (University Identity Card or Computerized National Identity Card etc.) for enrollment.

**9.6** Enrollment shall only be considered complete when Course Registration Form is submitted to the office of the Director Academics. Depositing of fee only will not serve the purpose

**9.7** A candidate admitted to a degree program shall, so long as she has not submitted thesis, have to enroll for each semester.

**9.8** The students who enroll extra semesters beyond their minimum residential requirement (four semesters) will have to pay full semester fee for each and every extra semester.

## **10. REVISION OF COURSE REGISTRATION FORM:**

**10.1** A student may be permitted to revise her Course Registration Form (GS-10) within 20 days from the commencement of classes. After this period she may be allowed to revise Course Registration Form up to 28th day from the commencement of classes on payment of Rs.1, 000/- as Course Registration Form revision fee.

**10.2** The students of first semester may be allowed to revise their Course Registration Form (GS-10) within 30 days of the last date of enrollment without fine.

## **11. DISCONTINUATION/FREEZE OF STUDY/SEMESTER**

**11.1** A student may discontinue an enrolled semester before appearing in the final examination with the permission of the Vice Chancellor obtained through the Registrar on the recommendations of the Chairperson/Incharge/Director/Principal and Dean/Coordinator, on account of sickness duly certified by the MS DHQ Hospital or due to Circumstances beyond her control, subject to fulfillment of condition that the student has passed the final examination of previous semester with minimum prescribed GPA/CGPA required for the said degree program.

**11.2** The facility of discontinuation can be availed only once during the whole degree program.

**11.3** A candidate shall not ordinarily be allowed to discontinue studies during the first semester.

**11.4** A student, permitted to discontinue is required to resume her studies from the next semester on the recommendation of Chairperson / charge/Director/ Principal/Dean/Coordinator concerned and notified by the Director Academics.

**11.5** During the semester freeze, bonafide status of the student shall remain suspended. She will not be entitled to avail any privilege as that of a regular student.

**11.6** An HEC fellowship awardee will be allowed to join a training program with the condition that her training would not disturb her enrollment in the University and will remain intact. On her return and rejoining the University, she would have to meet the enrollment formalities (Ex-post-facto) of this period (the whole period of HEC scholarship) and it would also be included in the period of residential requirements of the scholar.

## **12. RE-ADMISSION**

**12.1** If a student fails to enroll in any semester(s) without permission of the Competent Authority, she shall cease to be on the rolls of the University and in case she desires re-admission; she shall have to apply for the same.

**12.2** The office of the Director Academics on the recommendation of the Dean/Coordinator may re-admit such a candidate subject to the payment of Rs. 5,000/- as re-admission fee in addition to the regular semester fee. Re-admission will be allowed only if a student can maintain 75% attendance in the admitted semester.

**12.3** The Dean/Coordinator may refuse the re-admission if the reasons presented are not convincing.

**Note:** The period of gap semester will not be counted towards residential requirements.

## **13. SUPERVISORY COMMITTEE**

**13.1** (a) The Supervisory Committee of a student shall be proposed by the respective Board of Studies of the Department/Institute during 1st semester.

(b) Supervisory Committee shall consist of two teachers from the major field of study and one from the minor/elective field of study. However, if an outstanding specialist in a major or minor/elective field of study is available outside the University, She may be taken as a member of the Supervisory Committee in place of a teacher or as an additional member.

(c) Supervisor of the student will act as Chairperson of the Supervisory Committee.

(d) Supervisory committee proposed by the respective Board of Studies and recommended by the Chairperson /In charge/Director of the Institute/ Principal and Dean/Coordinator of the faculty concerned, shall be approved by the Board of Academics and Research and notified by the Director Academics.

(e) Supervisory Committee may be revised according to the regulation (13.1 (a) to (d)) with the reasons of change to be recorded.

**13.2** In case, a student duly recommended by the Chairperson/ Incharge and Dean/Coordinator/Director/ Principal concerned to conduct her complete/part of thesis research in other institution/laboratory, is allowed by the Director Academics the helping scientist may be taken as Co-supervisor/special member on the Supervisory Committee of the student. However, the University will not bear any financial liability in this context.

**13.3** The Professor Emeritus may act as Supervisor/member of Supervisory Committee of postgraduate students if he/she is stationed at Faisalabad.

**13.4** Foreign Faculty members, HEC National Professors/HEC Eminent Scientists may act as Supervisor/member of the Supervisory Committee provided that they are appointed at this University for three years.

**13.5** Retired teachers of the GCW University Faisalabad may continue as Supervisor/member of the Supervisory Committee to their previous postgraduate students if they had supervised the student up to the approval of the synopsis. However, on re-employment for three years they may be given supervision of a new student.

**13.6** Adhoc/contract teachers may act as Supervisor/member of the Supervisory Committee only where there is shortage of regular faculty members. Faculty on Tenure Track System (TTS) / Interim Placement of Fresh PhD Program (IPFP) will be considered as regular faculty for the subject purpose.

## **14. COURSE OF STUDY**

**14.1** All post-graduate courses will be designated an appropriate course code and will be preceded by the suitable alphabets indicating the name of the respective department.

**14.2** A full time student can enroll up to 15 credit hours in a semester. However, the Vice Chancellor may relax enrollment up to 1 extra course for a semester.

**14.3** Out of the total number of credits referred to the Regulation 5, only one credit each shall be earned through Seminar and Special Problem.

**14.4** A course can be repeated three times (enrolled four times) at the most. The Controller of Examinations office will mention corresponding repetitions in the result notification and the student shall mention repetition status in the Course Registration Form.

**14.5** Transfer of Credits: The Board of Academics and Research, may consider credit hours earned by a student at another HEC recognized institution, subject to a maximum of 50 percent of the minimum credit hour requirements for the degree, on the recommendations of Equivalence Committee provided that:

a. The contents of the course(s) for which credit is claimed, are identical or similar to the course included in her planned course work.

b. The course for which credit is claimed should not have been used for any other degree c. Courses with less than B grade shall not be considered for transfer of credit hours.

**14.6** Students would submit their Course Work during first semester and Synopsis should be approved by the 3rd semester of their program of study.

**14.7** A course studied to qualify a degree will not be taken / considered for any other higher degree program.

**14.8** Credit earned for a course shall lapse on the expiry of five years for regular student and seven years for part time student from the end of the semester in which the course was qualified. The Board of Academics and Research may revalidate the lapsed courses for special reasons to be recorded.

Explanation: Deficiency course once qualified will not lapse and shall not be called in question again and need not to be revalidated.

**14.9** No course shall carry more than 4 credit hours.

## **15. Examinations:**

**15.1** Examination Fee: University examination fee shall be charged at the time of enrollment of each semester.

### **15.2 Tests and Examinations:**

**a)** There shall be two examinations mid and final in each semester. In addition to these examinations the teacher shall give home assignments and quizzes etc. to the students. The form of these examinations will be left to the teacher who will be solely responsible for the conduct of examination as well as evaluation in her course. The grade given in the course by the teacher shall be final.

**b)** Only those students, who have at least 75% attendance in theory and practical separately in each course, shall be eligible to appear in the final examination.

**c)** A teacher shall report to the Dean/Coordinator/Director/Principal concerned through the Chairperson/Incharge of the concerned department the names of students who are absent from the lectures/practical's continuously for seven days to enable Director Academics to strike off the names of such students. She may be re-admitted under the University rules or refused admission if the reasons given for readmission are not convincing enough.

**15.3** The final examination for a semester shall be held on a date, time and place to be notified by the department in advance.

**15.4** To pass a deficiency course, a student is required to obtain at least "C" grade.

**15.5** The scripts of each examination shall be discussed with the students.

**15.6** The mid-semester examination shall be held during 9th week of the semester which shall carry 30 percent of the total marks allocated for the course. This examination shall be held by the teacher concerned who shall determine the form of the examination.

**15.7** For the purpose of evaluation, one credit hour will carry 20 marks e.g. a four credit course will carry 80 marks. These marks will be divided in accordance with the credits assigned to theory and practical for each course.

**15.8** The following weightage shall be given to the examinations and home assignments;

**(a) Mid-semester examination** 30%

**(b) Home assignments, quizzes, presentations etc.** 20%

**(c) Final examination** 50%

**Total:** 100%

(Fraction in total marks of a course will be rounded to the nearest to one decimal point)

**d)** Student have to appear separately in Mid term, Final Term and Practical Examination in each course. If a student fails to appear anyone of the above mentioned examination, then she will be considered fail in that course.

**15.9** The duration of examination shall be as under;

**Mid-Semester Examination**

**One hour**

**Final Examination**

**Two to three hours**

**15.10** Final examination covering the full syllabus with at least 25% of the course of mid-semester as well shall be held at the end of each semester.

**15.11** Question paper for the mid and final semester examination shall be set by the respective teacher. However, Chairperson/Incharge/Dean/Coordinator /Principal/Director shall ensure the quality and standard of the question paper set by the teacher.

**15.12** To qualify a course, it is essential to pass separately in the theory and practical examinations.

**15.13** The teacher shall send the final award list along with answer sheets of mid, final and practical for the course to the office of the Controller of Examinations within 10 days after the end of a semester. The Vice Chancellor may condone the delay in result submission. A soft copy of the award list should also be sent to the office of the Chairperson Incharge/Director/Principal of the College & Director Academics.

**15.14** On receipt of the award lists, the Controller of Examinations shall notify the results and send copies to the Director Academics, Dean/Coordinator/Director/Principal and the Chairperson/Incharge of the Departments concerned.

## **16. GRADE POINT AVERAGE**

**16.1** Grade point and Equivalence between letter grading and numerical grading shall be as follows:

<b>Grade</b>	<b>Value</b>	<b>Marks (%)</b>	<b>Remarks</b>
A	4	80 -100	Excellent
B	3	65 -79.99	Good
C	2	50 -64.99	Satisfactory
F	0	Below 50%	Fail

**16.2** If a student fails to obtain CGPA of 2.50 at the end of each Academics year (Fall and Spring) her admission shall stand cancelled. However she may seek fresh admission as and when the University offers. Notes: The student who avails only one regular semester (Fall or Spring) must obtain GPA of 2.50 at the end of the same Academics year to remain on roll.

**16.3** A student, who obtains CGPA of 2.50 or more but less than 3.00 upon the completion of entire approved course work, may be allowed to repeat once the course(s) of the previous semesters in which she obtained the lowest grades in order to improve the CGPA so as to obtain the minimum of 3.00 failing which she shall cease to be on the rolls.

A student is allowed to improve only those number of C grades required to get 3 CGPA for obtaining her degree, failing which the students shall cease to be on the rolls provided that she has availed the maximum permissible repetitions.

**CGPA of 3.00 out of 4.00 is required to qualify for the award of degree.**

## **17. THESIS EXAMINATION**

**17.1** Thesis must be submitted latest by the 60 days grace period after the closing date of the semester or any date announced by the Director Academics with the permission of the Competent Authority as otherwise candidate admitted to a degree program shall so long as she has not submitted thesis, has to enroll for next semester.

**17.2** The thesis shall be completed according to the guidelines approved by the Board of Academics and Research and shall be submitted to the office of the Director Academics according to the schedule announced by the DAS for Semifinal and Final thesis.

**17.3** The thesis duly certified by the Supervisory Committee that the contents and form of the thesis are satisfactory for submission shall be sent to the External Examiner by the office of the Controller of Examinations (CE) for evaluation. A panel of three examiners per student shall be submitted to the CE office by the Chairperson of the respective Board of Studies on or before the submission of thesis.

**17.4** The thesis shall be evaluated by a Board of Examiners comprising members of the Supervisory Committee and one External Examiner appointed by the Vice Chancellor from the panel of names recommended by the Board of Studies. At least three members of the Boards of Examiners of whom one must be an external examiner shall “for the purpose of evaluating the thesis,” hold a viva voce examination and such other tests as they consider necessary. The External Examiner shall be given reasonable time to go through the contents of the thesis critically. The viva voce examination would be conducted at least one week after of the receipt of thesis by the External Examiner.

**17.4.1** There shall be 120 marks corresponding to 6 credit hours allocated for thesis.

**17.4.2** Total marks so awarded will be converted into a letter grade as prescribed in regulation No. 16.1 and average grades on the basis of course work and thesis will then be worked out to calculate the final CGPA.

**17.4.3** The thesis evaluation will be conducted within six months from the date of dispatch of thesis from the Controller of Examinations to the quarter concerned failing which the student will be declared/assumed fail in the thesis examination and shall be notified by the office of the Controller of Examinations. However, the Vice Chancellor may allow extension for thesis evaluation up to one year in hardship cases.

**17.4.4** The thesis evaluation should be completed within six months from the date of submission of thesis to the Controller of Examination: The Controller of Examination shall get the approval of the two external examiners (one as an alternative in case of regret of the examiner) from the Vice Chancellor and thesis shall be dispatched.

**17.4.5** Supervisor after consultation with external examiner shall write to the Controller Examinations for notifying the date, time and venue of thesis evaluation.

**17.4.6** The Supervisor shall send the award list of thesis examination after counter signature of the Chairperson to the office of the Controller of Examinations after making sure that the student has incorporated the suggested improvements. The Controller of Examinations shall notify the result of the student after receiving three bound copies of thesis.

**17.4.7** Original Plagiarism report along with the Certificate from Supervisor and Declaration by the student must be submitted while submitting the thesis to the Directorate of Academics. The Directorate of Academics shall notify the dates for the semifinal and final phases of thesis submission

**17.4.8** The colour of hard bound cover of M.Phil. Program should be maroon with title superimposed in golden.

**17.5** In case of disagreement between the Supervisory Committee and the External Examiner regarding the acceptance of the thesis it shall be referred to another external examiner, with the due approval of the Competent Authority (the Vice Chancellor), whose decision shall be final.

**17.6** If a candidate fails in the thesis examination, she may enroll again and will submit a revised thesis within six months after the date of declaration of the result of the last thesis examination, on payment of the prescribed thesis examination fee. She can avail this chance only once.

**17.7** If the thesis, submitted by a candidate for final evaluation, is proved to be copied/ plagiarized at the time of viva-voce examination, it will be liable to be rejected on the report of Board of Examiners and the Controller of Examinations will declare the candidate fail in thesis examination. The admission of such candidate shall be cancelled and she shall not be readmitted under any circumstances.

**17.8** If the thesis of a candidate is proved to be plagiarized after its evaluation and declaration of result, previous result of the candidate will be cancelled and she will be declared as fail in thesis examination. Such a candidate shall not be re-admitted to M.Phil. under any circumstances.

## **18. GENERAL**

**18.1** The students who enroll extra semesters beyond their minimum residential requirement will not be allowed hostel accommodation.

**18.2** After submission of the thesis, the students will not be allowed to stay in the University hostels.

**18.3** Directorate of Academics will maintain student record for 3 years after the declaration of final result. After that period, the record may be disposed of with the permission of the Vice Chancellor.

**18.4** Office of the Controller of Examinations shall keep scripts of students' examinations for one semester.

**18.5** The minimum number of students to start a class is as under:

<b>Degree</b>	<b>Minimum No of Students to Start New Class</b>
BS	15
MA/MSC	15
MPhil	10
PhD.	05

However, the Competent Authority may grant approval to start a class which is not fulfilling the above-mentioned number in special cases during regular and summer semesters. The policy is not applicable for the fail /re-sit students and the students improving the lower grades.