

# **RULES AND REGULATIONS FOR MS/MPhil/PhD SCHOLARS**

Fall 2016 and Onwards



## **CITY UNIVERSITY OF SCIENCE & INFORMATION TECHNOLOGY**

Chartered by Government of Khyber Pakhtunkhwa  
Recognized by Higher Education Commission (HEC)  
Accredited by Pakistan Engineering Council (PEC)  
Accredited by National Computing Education Accreditation Council (NCEAC)  
Category “W” University

Dalazak Road, Peshawar City  
Phone (Land-line): 091-2609501-8 Phone (Mobile): 0312-9833113-7  
Fax: 091-2609500 E-mail: [info@cusit.edu.pk](mailto:info@cusit.edu.pk) Website: [www.cusit.edu.pk](http://www.cusit.edu.pk)

## **RULES AND REGULATION FOR MS/MPHIL/PHD SCHOLARS**

Effective from FALL 2016 Admissions

This MS/MPhil/PhD document aims to familiarise the MS/MPhil /PhD Scholars with important policies, rules and regulations, which they have to observe during their studies at City University. In case of any query, the scholars may contact their Advisors or Scholars' Services Office.

**NOTE:** Scholars are requested to sign the Acknowledgement Form placed at the end of this Handbook and return it to the Registrar's Office.

City University reserves the right to change, amend, replace or annul any part thereof or this document as a whole.

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## **Rules & Regulations**

This document does not provide detailed information on all rules and regulations. Details of Rules & Regulations pertaining to admissions, degrees, fee, scholarships, Scholars' conduct & discipline, examinations, and medals & certificates are given in the Statutes, Rules and Regulations of City University of Science & Information Technology, Peshawar.

This document is published specifically for MS / MPhil / PhD scholars. Since review of academic, financial and other matters leads to changes in policies, rules, and regulations the University reserves the right to add to, or alter the rules and regulations from time-to-time. It is the responsibility of the scholar to incorporate and be aware of such changes as will be promulgated in the form of notices, etc. All such alterations / additions will form part of the this document. This is the responsibility of every scholar to check daily the Notice Boards, Notice Terminal CUSIT website, and Facebook etc for any further changes.

This document is intended to make the rules easier to understand. All scholars are expected to behave in an orderly and disciplined manner. Please note that "Ignorance of rules and regulations, (academic / administrative / financial) is no excuse for evading / escaping from any damage or liability which you may face or incur during your course of study".

## **CHAPTER-I**

### **Rules and Regulations: General**

#### **1. Admission Procedure and Requirements**

- a) For admission to remain valid throughout, the scholar shall abide by the rules and regulations framed and promulgated by the University from time to time;
- b) Foreign nationals shall have to forward their cases for admission through the Ministry of Education, Islamabad;
- c) Normally, the MS / MPhil and PhD programs shall be advertised in the press;
- d) Provisional admission shall be granted by the Graduate Studies Committee / Admission Committee under intimation to the Registrar. The number of seats shall also be determined by the same Committee, on the recommendation of the Head of the Department;
- e) Employees of the University who are otherwise qualified are also eligible for admission to the MS / MPhil / PhD degree programs;
- f) A candidate's provisional admission shall be subject to the payment of the prescribed dues in the University within the period fixed for this purpose;
- g) The admission of any scholar is liable to be terminated if their academic progress or conduct are not found satisfactory at any stage;
- h) The Head of the Department/Institute/Centre or the Registrar shall forward cases of provisional admission for the approval of the Vice Chancellor through the Dean/Admission Committee / GSC within the prescribed period;
- i) The Controller of Examination, after approval by the Vice Chancellor, shall notify confirmation of admission of scholars who have passed the first semester with at least 2.5/4.0 CGPA in case of MS/M. Phil and 3.0 /4.0 CGPA in case of PhD.

#### **2. Tuition Fee**

- a) The fees payable by the scholars registered for the MS / MPhil and the PhD degrees shall be notified each year separately;
- b) Foreign nationals shall be required to pay tuition fee, etc. as prescribed by the Government of Pakistan.

#### **3. Registration**

- a) A candidate for the degree of Master of Science / Master of Philosophy and Doctor of Philosophy shall be registered in a teaching department/ institution/centre.

*Clarification:*

For the purpose of this Regulation, a University teacher may be allowed to join the MS / MPhil or PhD degree program as a full time regular scholar on production of a

certificate from the Head of the Department/Institution concerned, further approved by the competent authority, to the effect that the normal teaching load of the teacher will not be affected.

- b) The Head of the Department concerned shall forward the particulars of each scholar admitted in the Department on the prescribed form to the Registrar;
- c) The Registrar shall maintain a register of MS / MPhil and PhD scholars and shall assign a Registration Number to each scholar at the time of admission to the University;
- d) Registration may be renewed on payment of a prescribed fee if a scholar is re-admitted after being struck off the rolls of the University for any valid reason;
- e) A scholar Registered for the MS / MPhil or PhD course shall be called MS / MPhil or PhD Scholar.

#### **4. Graduate Studies / Supervisory Committee:**

There shall be a Graduate Studies/ Supervisory Committee to be appointed by the Vice Chancellor with the following composition and functions:

- a) **Composition:** The Committee shall consist of:
  - i. Dean of Faculty
  - ii. Head/Director of the Department / Institute / Centre concerned;
  - iii. Three senior teachers, including two from the Department/Institute/Centre concerned and one teacher out of the University. The two teachers from the Department/Institute/Centre concerned will include one thesis supervisor. These three teachers will differ from scholar to scholar, based on his/her area of specialization where necessary. (Hence GSC/Supervisory Committee will differ from scholar to scholar)
- b) **Functions:** The Committee shall perform the following functions:
  - i. To process applications for admission and to grant provisional admission;
  - ii. To facilitate the smooth functioning of the academic program;
  - iii. Approve research proposals provisionally in anticipation of the approval of the Board of Advanced Studies and Research.

#### **5. Appointment and Functions of the Supervisor**

- a) **Appointment**
  - i. In consultation with the scholar, a teacher holding the qualifications as per HEC latest requirements (Annexure-I) shall be appointed as scholar's thesis supervisor;

- ii. Scholars shall have to maintain a log book of the meetings held with their supervisors, at least one meeting per week;
- iii. The Head of the Department, Director of Institute / Centre shall forward the names of the supervisors of each scholar to the Vice Chancellor for provisional approval in anticipation of the approval by the Board of Advance Studies and Research;
- iv. One or two co-supervisor(s) may also be appointed.

**b) Change of Supervisor**

- i. Change of supervisor shall only be allowed if the current supervisor agrees, without any concern/objection. However, in case of conflict, change of supervisor shall be allowed after the approval of the committee including Dean, HoD and external member of GSC and BASR.
- ii. If the supervisor retires, leaves the university or is on leave for more than a year and the student has almost completed his/her thesis, the supervisor shall be allowed to supervise the student work and Dean and HoD shall make ensure that student's progress on thesis smoothly continues.
- iii. However, if the student is still early in his/her thesis work (less than one year), the Dean and HoD shall be responsible to find out new supervisor and get its approval through BASR.

**c) Functions**

- i. To determine the topic of research in consultation with the research scholar;
- ii. To supervise and review the progress of the research scholar;
- iii. To propose through the Head of the Departments and Controller of Examinations a panel of experts for thesis examination and Viva Voce to be approved by the Vice Chancellor.

**6. Grades and Academic Standing**

The minimum standard for satisfactory work in the MS / MPhil program shall be a CGPA of 2.50/4.0 (and 3.0/4.0 in case of PhD). A scholar whose record falls below the required CGPA may be required to withdraw or take a course or courses in the following semester if offered. Courses which are not assessable in terms of numerical grades (such as, field work, etc.) shall be awarded letter grade P (Pass) or F (Fail) and not counted towards the CGPA.

**7. Credits and Audits**

- a) Unless otherwise noted, a credit hour shall represent a study in an approved course carried out for one theory hour or three laboratory hours per week, for a period of sixteen weeks.

- b) A scholar who desires to attend a course without taking examination in that course shall be called an auditor. An auditor must secure the consent of the instructor to register as an auditor. He/she shall pay the regular fees, but no credit shall be granted for the course.

## **8. Course Change and Credits**

- a) A scholar may request the Head / Director that their status in a course be changed to that of an auditor or that he may be permitted to withdraw from a course without prejudice but not later than the end of the third week of the semester. If the request is granted, the scholar's record shall be marked "auditor" or "withdrawn" against that course. A scholar, who fails to complete a course without having this status so changed to auditor or withdrawn, shall receive at the teacher's discretion, either a grade of I (Incomplete) or F (Failure).
- b) A research scholar is expected to complete the coursework during the term in which they take that course. Extension of one semester may be granted to the scholar to complete the course. Any course which remains incomplete after the extension shall remain as incomplete on the scholar's record and shall not be credited towards the degree.

## **9. Conduct of Examination**

- a) There shall be normally two examinations namely mid-term and final examinations, and assignments in each course in each semester.
- b) The weighting of these examinations and assignments may be as follows:

Mid-term Examination & Assignments	:	50%
Final Examination ( <i>covering the entire course</i> )	:	50%

## **10. Time Limitation**

- a) Thesis or dissertation for the MS / MPhil degree shall not be accepted earlier than 1.5 years or three semesters and later than eight semesters (4 years) after the date of first registration.
- b) Thesis or dissertation for the Ph.D degree shall not be accepted earlier than 3 years and later than 6 years. The scholar must be registered in all semesters.

## **11. Medium of Instruction and Examination**

English shall be the medium of instruction and examination for all the subjects except oriental languages in which the medium shall be either the language itself or Urdu or English. The medium for Islamiyat shall be Arabic or Urdu or English.



## **12. Extension in Study Period**

The Vice Chancellor may extend the study period up to a maximum of two years in special cases on the recommendation of the supervisor, and after approval by the BASR in case of MS/M. Phil and four years in case of PhD. However, extension shall be granted on semester to semester basis after paying a fee equivalent to one credit hours' fee for each additional semester.

## **13. Instructions**

- a) The result of examinations shall be announced by the Controller of Examinations.
- b) The scholar shall prepare and submit the Proposal & Thesis in the manner outlined in the Appendices – A & B.

## **14. Plagiarism Policy and Ethical Standards**

The research scholars shall follow the plagiarism policy and ethical standards in research/scholarly work, detailed in the following annexure.

**See Annexure – II (a, b)**

## **15. General Regulations**

- a) The research scholar shall have to attend at least 75% of the total contact hours of a course.
- b) A research scholar has to successfully clear about 50% of the course requirements during the first two semesters.
- c) If a scholar continues as a regular scholar of the university, during the period of revising the thesis etc. he/she shall pay the tuition fee etc.
- d) If a research scholar clears the Viva-Voce examination for research work and is declared successful in public defence of his/her research work, the controller of examinations shall submit the case to the Vice Chancellor for approval.
- e) If the supervisor finds that the scholar is not making adequate progress at any stage despite warnings, he/she may recommend that the admission of the scholar be cancelled.

## **CHAPTER – II**

### **RULES AND REGULATIONS: MS / MPhil DEGREE PROGRAMS**

#### **1. Duration of the Programs**

The duration of the Master of Sciences (MS) / Master of Philosophy (MPhil) shall extend over a period of 1.5 years to 4 years.

There shall be two regular semesters each of 16-18 weeks inclusive of examinations and a summer semester of 8-week duration.

#### **2. MS / MPhil Admission Criteria**

- a) Sixteen years of schooling or four (4) years of education (130 Credit hours) after HSSC/FA/FSc / Grade 12 equivalent will be required for admission in the MS/MPhil program;
- b) Candidates possessing at least a CGPA of 2.5 out of 4.00 (50% marks in case of annual system) in a relevant degree or an equivalent qualification from any recognized University and having a good overall previous academic record shall be eligible for admission to the MS / MPhil degree program;
- c) The GAT-General ([www.nts.org.pk/gat/gat.asp](http://www.nts.org.pk/gat/gat.asp)) conducted by the National Testing Service with a minimum 50% cumulative score will be required at the time of admission to MS / MPhil. The GAT-General test is valid for a period of two years.

OR

The candidates shall have to clear CUSIT's own departmental test arranged in accordance with HEC prescribed requirement.

#### **3. Scheme of Studies**

The Scheme of studies for the MS/ MPhil degree shall be as under:

- a) Coursework in the major subject in which the candidate is registered for the MS / MPhil degree;
- b) Course work in subject(s) of specialization;
- c) Thesis, on a topic approved by the Graduate Studies Committee and the Board of Advanced Studies and Research;
- d) Evaluation of thesis by at least 2 external examiners within the country;
- e) Public defence of the scholar by at least one thesis examiner in the presence of the supervisor;

- f) For the award of the MS / MPhil degree, the scholar shall either need to complete 30 credit hours of course work, or 24 credit hours of course work plus 6 credit hours (minimum) of research work / thesis.
  - i. Six credit hours' research is mandatory for the MS/ MPhil; however, exemption may be allowed only for the MS in those disciplines where research is not possible. (This exemption from research can only be for non-science subjects / disciplines);
  - ii. The Head of the Department may allow a scholar to do course work of 6 credit hours in lieu of 6 credit hours of research; however, such scholar shall not be eligible for PhD admission.

#### **4. Course Requirements**

- a) A candidate for the MS / MPhil degree must fulfil his/her program requirements (including courses and research) set by HEC; the Head of Department/Director of institute/centre shall make it ensured that such latest HEC approved program/courses syllabi have been adopted by his/her department/Centre, with approval of the relevant Board of Studies/relevant academic bodies.
- b) Research topic and proposal shall be approved by the Board of Advanced Studies and Research on the recommendation of the supervisor/GSC.

#### **5. Research Requirements Thesis, Dissertation, Critical Report**

- a) The statement of research problem/research proposal/synopsis shall be submitted, preferably in the 3<sup>rd</sup> semester subject to the plagiarism report and approval by the Board of Advanced Studies and Research on the recommendation of the supervisor.
- b) The research scholar shall pursue research work or a critical study of existing knowledge in their area of specialisation worth 6 credit hours for at least two semesters under the guidance of a supervisor.
- c) The scholar shall prepare a Thesis / Critical Exposition of existing knowledge/ comprehensive, scholarly or scientific paper in the field of their major subject.
- d) Supervisor has to make sure if thesis has sufficient contribution before submitting thesis.
- e) In all cases, four rings bound, type-written or printed copies of the research work shall be submitted in the office of the Head of the Department/CE for evaluation/examination.

#### **6. Appointment of Thesis / Dissertation Examiners**

- a) The Vice Chancellor shall appoint two external examiners from within the country for the evaluation of the thesis, dissertation or critical report from a list of examiners recommended by the Head of Department, and forwarded through the Controller of Examinations.

- b) The copies of thesis/dissertation shall be sent to the two external examiners for evaluations. These two external examiners shall examine the thesis, etc. and send their evaluation report along with recommendations to the Controller of Examinations.

## **7. Thesis Evaluation Result/Reports**

Thesis / dissertation evaluation reports may take one of the following **FOUR** forms:

- a) The two external examiners (both) declare the thesis / dissertation /report pass and recommend the candidate for the conferment of the degree after the oral examination (Viva Voce);
- b) Both external examiners reject the thesis / dissertation / report outright as having no sufficient merit for the award of the degree. The candidate shall not have the option to resubmit the thesis or dissertation; there shall be no oral examination, and candidate shall be considered fail.
- c) One or both external examiners find the thesis, dissertation or the critical report as substantially inadequate, but consider it of sufficient merit to warrant resubmission for re-examination by the same examiner(s). The candidate shall revise the work within the allowed period of one semester for resubmission. This may give rise to three situations:
  - i. Rule (a) as above shall follow;
  - ii. If both external examiners find that the candidate has failed to remove the deficiencies pointed out by them in their previous reports; Rule (b) shall follow.
  - iii. If one external examiner finds that the candidate has failed to remove the deficiencies pointed out by this external examiner in his/her previous report, the copy of the thesis/dissertation shall be sent to a new third external examiner, and the fate of candidate shall rest on this third examiner evaluation.
- d) One or both examiner(s) deem the submitted work of sufficient merit, though deficient in some minor, albeit important, aspect, may allow the candidate to revise or correct the work within one semester, but without re-evaluation. In this case, the supervisor shall give a certificate to the effect that the shortcomings, identified by the examiner(s), have been rectified; only then the candidate shall be allowed to the Viva Voce evaluation/defence.

## **8. Viva Voce or the Oral Examination**

- a) The scholar shall be required to attend an oral examination (Viva Voce) in the field of his/her research as reported in the thesis, dissertation or report. The Viva-Voce examination shall be conducted by one or both external examiners along with the thesis supervisor. In case of one external examiner, one internal examiner will be added through approval by Vice Chancellor.

## **9. Viva Voce Results**

- a) The candidate shall make a multimedia presentation, and that shall be followed by questions from audience and three examiners already mentioned in para 8 (a) above;
- b) The three viva voce examiners (one external examiner, one external or internal examiner and one thesis supervisor) shall evaluate candidate's viva voce presentation through granting score from a total of 100 marks each; if all three examiners or majority (2/3) of them declare candidate pass, he/she shall declare pass;
- c) In case majority (2/3) of the examiners is not satisfied with the performance of the candidate during the Viva Voce, the examiners may recommend a second Viva Voce after a period not exceeding one semester; in case the candidate cannot prove to have the calibre or knowledge to pass a second Viva Voce, he/she shall be declared as failed;
- d) If the candidate passes the aforesaid Viva-Voce examination, his/her result may be declared and the candidate may be awarded the MS / MPhil degree as per rules.

## **10. Requirements for the award of degree**

For the award of MS/M. Phil degree, the minimum required CGPA is 2.5/4.0.

## **CHAPTER – III**

### **RULES AND REGULATIONS: PhD DEGREE PROGRAMS**

#### **1. Duration**

The requirement for PhD program shall be 6-16 full semesters or 3-8 years.

There shall be two regular semesters each of 16-18 weeks inclusive of examinations (2 weeks) and a summer semester of 8-week duration, when required.

#### **2. Credit Hours**

The PhD program shall consist of 18 credit hours' coursework plus 9 credit hours of research (27+ credit hours).

#### **3. Scheme of Studies**

The scheme of studies for PhD degree shall be as follows:

- a) Coursework of 18 credit hours (six courses of 3 credit hour each) to be completed in the first two semesters after registration;
- b) Comprehensive examination after two semesters in the courses studied;
- c) Research proposal to be prepared in the third semester under the guidance of the approved supervisor and submitted thereafter for approval by the BASR, CUSIT, Peshawar;
- d) Thesis based on original research work carried out under the guidance of the Supervisor for a period not exceeding 8 years from the time of first registration;
- e) Evaluation of the thesis shall involve at least two Examiners from abroad, academically advanced countries (see the HEC website for a list of such countries) and the local committee members;
- f) Public Defence of Thesis in the presence of at least one examiner one internal examiner and one approved PhD supervisor;
- g) Publication of at least one research paper in an HEC recognized W, X Category or ISI master list journal (For Science Subjects), is a mandatory requirement for the award of Ph.D. degree ("Y" in case of Social Sciences only).
- h) The publication requirements and journal category for award of PhD degrees can be revised time to time, as per the revision in the HEC policy and shall be applied to the students admitted subsequent to such revision of such policy.

#### **4. Admission Criteria**

- a) MS / MPhil degree in the relevant field from any HEC recognized University with a CGPA of 3.00 / 4.00 or an equivalent degree (foreign or national) in the relevant field shall be required;

- b) A subject test conducted by the National Testing Service (NTS) or ETS, USA in the area of specialization chosen at the PhD level must be cleared prior to admission to the PhD Program;
- c) In case of the GAT Subject test, a minimum of 60% score shall be required for admission to the PhD program;
- d) If the test is not available in the NTS subject list, then a University Committee consisting of at least 3 PhD faculty members in the subject area and approved by the HEC will conduct the test as per with GRE Subject Test with a qualifying score of 70%.

## **5. Admission Committee**

After admissions are announced by the University, the Vice Chancellor shall appoint an Admission Committee to evaluate the scholar's qualifications and report on her/his suitability for PhD study. In making admission decisions, departments may also consider such things as the availability of facilities and financial assistance. If acceptance is recommended by the Admission Committee and approved by the Vice Chancellor of the University, the Registrar / Head of Department shall send a letter of acceptance to the applicant.

## **6. Registration**

- a) A candidate for the degree of Doctor of Philosophy shall be registered in a teaching Department / Institute / Centre of Excellence of the City University of Science and Information Technology, Peshawar as a full time regular scholar.
- b) Applications received for admission shall be processed by the Admission Committee of the University to be constituted by the Vice Chancellor, and headed by the Chairman / Director of the Department / Institution / Centre of Excellence concerned.
- c) Foreign nationals shall forward their cases of admission through the Ministry of Education, Islamabad. For detail look into HEC link.

## **7. Supervisor / Supervisory Committee**

- a) The admission committee shall propose a supervisor or a supervisory committee (maximum 2 co-supervisors) for each scholar in consultation with the scholar, to be approved by the Vice Chancellor and BASR.
- b) The Supervisor / Supervisory Committee shall:
  - i. Suggest, advise and plan the scholar's course of study;
  - ii. Identify and recommend a topic of research in consultation with the research scholar;
  - iii. Direct the research and supervise the thesis;
  - iv. Review and report on the progress of the scholar.

## 8. Probation

Scholars are required to maintain a CGPA of at least 3.00 to remain in good standing. Any scholar getting CGPA below 3.00 shall be put on Probation.

A scholar shall remain on probation till they improve their CGPA within the next two semesters. It is only under extra-ordinary circumstances that the probationary period can be extended by the Vice Chancellor on the recommendation of the Supervisor but, in no case, shall such an extension exceed one semester.

## 9. Confirmation of Registration

After successfully completing the coursework of 18 credit hours with a minimum CGPA of 3.0 / 4.0 (preferably within the first two semesters), the registration of a scholar may be confirmed after approval by the Vice-Chancellor and BASR.

## 10. Comprehensive Examination

A scholar admitted to PhD program shall take a comprehensive examination, within three to four months, after he/she successfully completes the approved course work. The comprehensive examination will consist of two parts: written and oral.

a. *Written – shall be based on the following formats, best suited to the department concerned as per decision of the Graduate Studies Committee/Board of Studies/Scholars Supervisory Committee.*

- **Format 1:** It shall consist of TWO written papers of 50 marks each, one covering all CORE subjects; and 2<sup>nd</sup> covering all SPECIALIZATION courses of 4-hour duration each, conducted in the Examination Hall one week apart (one per week);

b. *Oral Part – shall be based on ONE of the following THREE formats, best suited to the department concerned as per decision of the Graduate Studies Committee/Board of Studies/Scholars Supervisory Committee.*

- **Format 1:** It shall totally consist of questions based on both CORE and SPECIALIZATION subjects;
- **Format 2:** It shall consist of questions based on both CORE-cum-SPECIALIZATION subjects and scholar's tentative research proposal (if any);
- **Format 3:** It shall totally consist of questions based on a scholar's final research proposal;
- A committee headed by the head of the concerned department and internal and external examiners and paper-setters shall conduct the oral comprehensive examination.



- Although pass percentage for the oral examination is 50% marks, results shall be announced as pass / fail only.
- c. PhD scholar shall maintain a CGPA of at least 3.0 / 4.0. A scholar shall have to apply for comprehensive examination to the Controller of Examination on the prescribed form at least two months before the examination. If a scholar does not apply within the specified period or does not appear in the examination, they shall be deemed to have avoided one chance and failed to qualify in the first attempt.
- d. The examination shall be scheduled by the supervisor and the head of the concerned department through the Controller of Examinations.
- e. Committee for the comprehensive / qualifying examination shall consist of the following:
  - i. Head of the Department
  - ii. Supervisor and Co-Supervisors (if any)
  - iii. Paper-setters (who taught the Major and Specialization courses)
  - iv. Expert from the field
  - v. A specialist in a minor field of study, preferably in research methodology or statistics.

## **11. Examination Result**

The Controller of Examination shall calculate the evaluation and prepare the final result, which after approval of the Vice Chancellor shall be communicated both to the advisor and the research scholar within three weeks from the date of examination indicating satisfactory or excellent rating from all the examiners in both the General Field and the Special Field.

## **12. Research Proposal**

- a) The research proposal has to be submitted within two months from the date of passing the Comprehensive Examination. Every PhD scholar should prepare a proposal of about 2500 to 5000 words for tentative approval by the supervisor. The proposal should consist of:
  - i. A clear statement of the topic of the thesis;
  - ii. A statement of the objectives (what actually you intend to achieve through the thesis);
  - iii. A brief overview of the current literature related to the research topic based on the present knowledge of the scholar;
  - iv. Hypotheses or the Research Questions on which the research is being based;
  - v. The methodology to be adopted to carry out the study tools and techniques to be used;

- vi. Sample size and population proposed if the thesis involves any fieldwork; (for social sciences)
- vii. Implications of the thesis for practice, especially in the context of Pakistan (if applicable);
- viii. Time schedule/working plan.

b) Approval of research proposal

i. **Criteria**

The proposal should be related to one of the academic disciplines offered by the City University of Science and Information Technology, Peshawar. Moreover, the research proposal should contain all the necessary information outlined above.

ii. **Procedure**

The thesis proposal should be submitted to the supervisor who will approve it tentatively and will forward it to the Board of Advanced Studies and Research (BASR) through the Head of Department concerned. The research scholar is required to incorporate the suggestions and comments, if any, given by the BASR.

### 13. Duration of Research

- a. Within 6 months after passing the comprehensive examination, the supervisor shall recommend the topic of the thesis and the proposal of the scholar to the BASR for approval.
- b. After approval of the proposal, the scholar shall carry out independent research under the guidance of the supervisor for a period not less than 2 years and not more than 4 years.

### 14. PhD Thesis

- a. The topic chosen must be suitable for a PhD degree and be chosen bearing in mind:
  - i. The length of the project and
  - ii. The standards for the relevant degree

A PhD project normally reflects three years of full time study. The supervisors and the scholars must make sure that the project could be easily completed within the available duration. Potential candidates often submit proposals that are too ambitious in their scope. As for the standards involved, it should be emphasised that a PhD thesis must show "originality and innovation".

- b. The length of the thesis is normally between 80,000 and 100,000 words. (Excluding notes, appendices and references) and may not exceed 120,000 words.

## 15. Thesis Structure

The thesis may be presented in accordance with the following outline:

- i. **Title Page:** The information to be given on the title page consist of the full title of the thesis, the full name of the author and any qualifications and distinctions in abbreviated form, the qualification for which the thesis is being submitted (in partial fulfilment of the requirements of the award), the degree awarding body, the name of the institution in which the research is registered, if different from the degree awarding body, and that of any collaborating institution, the month and year of the submission, the number of volumes comprising the thesis, if more than one.
- ii. **Author's Declaration:** To ensure that the thesis is produced for the exclusive purpose of the award for which it is submitted, the author should include a formal statement. She/he should declare that she/he has not been registered for any other academic award during the period of study and also to state whether any material included in the thesis has previously been submitted for any other academic awards. An example of the latter might be the inclusion of material in a PhD thesis that had previously been part of an MS / MPhil study. As a thesis is submitted in partial fulfilment of the requirements of an academic award, a statement is included that identifies the nature of the advanced studies or research program of which the thesis is part.
- iii. **Acknowledgements (Preface):** It is customary to acknowledge any assistance of support that has been given during the research. Acknowledgements should be brief with an avoidance of flowery language, giving recognition without sentimentality.
- iv. **Abstract:** The author should demonstrate her/his capacity to present the main aspects of the often lengthy study in coherent and economical form. The abstract, in essence, should provide a brief proposal of the study by identifying the nature and scope of the work, the major outcomes and the particular contribution it makes to knowledge in the field.
- v. **List of abbreviations:** All the abbreviations appear in the text are mentation in the list of abbreviations.
- vi. **Table of Contents:** The headings of the chapters and any sub-headings are listed exactly as they appear in the text.
- vii. **List of Tables:** The captions of the tables are listed exactly as they appear in the text.
- viii. **List of Figures:** The captions of the figures are listed exactly as they appear in the text.
- ix. **List of Symbols:** The nomenclature for all the symbols appear in the text are listed in list of symbols.

- x. **Introduction:** The rationale for the study, the personal motivation should be outlined. Moreover, the importance of the topic under investigation for the relevant academic field and practice in general should be summarized. Objectives should be clearly stated.
- xi. **Literature Review:** The theoretical underpinnings of the research are identified and critically appraised. This section includes the main survey and critical appraisal of the latest literature relating to the research topic.
- xii. **Methodology:** The methods section describes actions to be taken to investigate a research problem and the rationale for the application of specific procedures or techniques used to identify, select, process, and analyze information applied to understanding the problem, thereby, allowing the reader to critically evaluate a study's overall validity and reliability. The methodology section of a research paper answers two main questions: How was the data collected or generated? And, how was it analysed?
- xiii. **Results and Discussion:** The process of analysis should be summarised. A lucid presentation (numerical or graphical wherever necessary) of the analysed data and the interpretations should be presented. The findings should be related to the previously outlined literature. It should be discussed whether they are in line with other research findings or whether they draw a far more contrasting picture. A detailed critique of the existing research in this field may be presented as well as ideas for future research may be developed.
- xiv. **Summary, Conclusion and Recommendations:** The insights gained through the study or thesis writing should be addressed. Moreover, it should be stated how these help in understanding related scientific concepts.
- xv. **References:** Texts and all other sources that have been referred to in the body of the thesis should be listed. The house regulations of the City University of Science and Information Technology, Peshawar should be followed in presenting the references.
- xvi. **List of Appendices / Annexures:** All materials produced in the process of research should be included in the appendix. If the research scholar chooses to produce audio materials, the recorder cassette may be submitted along with the script. However, all material should be transformed in textual material if possible, e.g. interviews should be transcribed and the verbatim transcriptions should be included in the appendix. Moreover, a list of tables and a list of figures should be included.

## 16. Procedure for Submission of Thesis for Evaluation

On the completion of the research, the scholar shall submit a draft of his thesis to the Supervisory Committee for scrutiny and advice.

- a) If the Supervisory Committee is satisfied that the draft is complete and of sufficient original merit to be submitted for evaluation, the Committee will advise the scholar to submit the thesis for evaluation in accordance with the thesis submission guidelines. The Committee shall then propose to the Controller of Examinations a panel of experts consisting of names of experts from within the country and academically advanced countries in the discipline concerned.
- b) If the Supervisory Committee is not satisfied with the draft of the thesis, it shall return the draft to the scholar with comments and guidance to enable them to revise the draft for resubmission to the Committee.
- c) The Controller of Examinations shall propose to the Vice Chancellor a panel of experts from the list proposed by the Supervisory Committee for the examination of the thesis. The panel of examiners shall consist of three experts one of whom shall be from within the country and two from abroad, technologically advanced countries in the subject concerned.

#### **17. Submission of Thesis for Examination**

Five soft-bound / ring-bound copies shall be submitted to the Controller of Examinations through the Supervisor, Head of Department and the Dean for evaluation by the thesis examiners to be approved by the Vice-Chancellor.

#### **18. Appointment of Thesis / Dissertation Examiners**

- a) The Vice Chancellor shall appoint at least three examiners to evaluate the thesis, two from academically advanced countries (see HEC website for a list) and one from within the country from a list of examiners recommended by the Supervisory Committee / the Supervisor through the Head of the Department, and forwarded through the Controller of Examinations;
- b) The examiners shall examine the thesis, etc. and recommend the results to the Controller of Examinations.

#### **19. Thesis Evaluation Result/Reports**

- a) Thesis / dissertation evaluation reports may take one of the following **FOUR** forms:
- b) Majority of the examiners (2 out of 3) declare the thesis / dissertation /report pass and recommend the candidate for the conferment of the degree after Public Defence;
- c) Majority of the examiners reject the thesis / dissertation / report outright as having no sufficient merit for the award of the degree. The candidate shall not have the option to resubmit the thesis or dissertation; there shall be no Public Defence;
- d) Majority of the examiners find the thesis, dissertation or the critical report as substantially inadequate, but consider it of sufficient merit to warrant resubmission for re-examination by the same examiners. The candidate shall revise the work within the allowed period of one semester for resubmission. This may give rise to two situations:
  - i. Rule (b) as above shall follow;

- ii. Majority of the examiners (2/3) find that the candidate has failed to remove the deficiencies pointed out by them in their previous reports; Rule (c) shall follow.
- e) Majority of the examiners (2/3) deem the submitted work of sufficient merit, though deficient in some minor, albeit important, aspect, may allow the candidate to revise or correct the work within one semester, but without re-evaluation. The supervisor must give a certificate to the effect that the shortcomings, identified by the examiners, have been rectified; only then the candidate shall have the Public Defence;
- f) Only one chance of re-submission shall be allowed to the scholar and if the revised thesis is not approved under the aforesaid procedure, the thesis shall be finally rejected.

## **20. The Public Defence**

- a) The scholar shall be required to attend a Public Defence in the field of their research as reported in the thesis, dissertation or report. The Public Defence shall be conducted by one of the three examiners, appointed by the Vice-Chancellor, one internal examiner, the thesis supervisor, the Head of the Department and the Dean (who shall head the Public Defence Committee). The Public Defence shall be open for students, Faculty and public at large. The event of the PhD Public defence is usually given wide publicity.

## **21. Public Defence Results**

The following situations may happen after the Public Defence:

- a) The majority of the Public Defence Committee members (one external examiner, one internal examiner, thesis supervisor, Head of Department and Dean) is satisfied with the performance of the candidate in the Public Defence; the candidate is declared pass and recommended for the conferment of the degree;
- b) The majority of examiners (3/5) is not satisfied with the performance of the candidate during the Public Defence, they may recommend a second Public Defence after a period not exceeding one semester; Rule (a) above may follow after.
- c) If the majority of examiners (3/5) is not satisfied with the performance of candidate to defend the Thesis in the Public Defence for the second time, their registration for PhD shall be cancelled and he/she is declared failed.
- d) If the candidate passes the aforesaid Public Defence, his/her result may be declared with the approval of the Vice-Chancellor in anticipation of the reporting to BASR and BOG for approval; and the candidate may be awarded the PhD degree as per rules.

## **22 Submission of Thesis after Defence**

- a) Six copies of the Thesis, hard-bound in strict compliance with the University specifications, shall be submitted by the candidate. These shall become the property of the City University of Science and Information Technology, Peshawar;
- b) The report must be typed 1.5-spaced (except for footnotes and references) on size A4 medium weight, white bond paper, with 4 cm left, 2.5 cm right, 2.5 cm top and 2.5 cm bottom margins. The top copy must be included among the six copies submitted;
- c) Photo copies are also acceptable provided that the original typed copy is also submitted;
- d) An abstract of 200-400 words (max one page) along with keywords should be included, and should be placed immediately after the first page of the Thesis;
- e) All six copies of the thesis must be hard bound in black binding cloth. The complete title of the Thesis should be printed in block, golden letters on the top of the cover. In the middle of the cover, the full name of the candidate should be printed. The spine should have the surname of the scholar, the year in which the Thesis was submitted and the degree for which the Thesis was presented (i.e. PhD).

## **23 Requirements for the award of degree**

For the award of PhD degree, the minimum required CGPA is 3.00/4.00.

**Format / Instructions for submission of Proposal  
For MS / MPhil / PhD Degree**

**FORMAT TO BE FOLLOWED FOR THE PROPOSAL**

1. Title Page
2. Approval Page
3. Introduction
  - I. Problem Statement
  - II. Objectives
4. Review of Literature
5. Methodology
6. References

**Note:** Detail of the above each item is available on next pages.



## **Guidelines for the Proposal: Details**

### **Title Page**

The candidate's full name must agree with the official records in the City University Registrar's office. The month and year when the thesis was defended in the Board of Advance Studies and Research should be listed at the bottom of the title page. Formatting of the title page, which includes spacing and the use of capital and small letters, must be exactly as in the sample title page, see Appendix A.

### **Thesis Approval Page**

This page must show the candidate's full name as shown on his/her official graduate record, and the thesis title identical (including punctuation) to that on the title page. The name of the degree to be conferred and the specific field of study should be written out in full, e.g. Master of Education – Teacher Training.

### **Introduction**

The body of the proposal starts with the Introduction. It presents the specific problem, purpose, study, and the objectives of the study. The hypotheses are stated and their relation to the problems shown. The theoretical implications as well as how the present study will add to the foundation of knowledge are discussed. Throughout the thesis, care should be taken to avoid interjecting personal opinions. Writing in the first person should be avoided unless the evidence is very strong to warrant such use.

### **Review of Literature**

Literature review should present the state of the art. The theoretical underpinnings of the research are identified and critically appraised. This section includes the main survey and critical appraisal of the literature relating to the research topic.

### **Methodology**

This section presents a detailed description of the materials used, and the process and procedures of the research. It must include the design of the experiment, a description of the population, as well as sampling procedures. The methods of data collection must be presented and how the data were / are treated. Another person should be able to read this chapter and duplicate the research.

### **References**

Each proposal must have a list of references entitled as **References** (APA) or **Literature Cited** (MLA) which cites all books, articles, and any other sources of

material related to the research. Citations must be in alphabetical order beginning with the author's surname. It is customary for this section to be placed at the end of the thesis but before the Appendices (if any). The reference list must include all in-text citations. Other documents should not be listed. Each entry usually contains the author, date, title and publishing data.

**SIGNIFICANCE OF INTRODUCING TECHNICAL  
WRITING COURSE AT HIGHER EDUCATION LEVEL**

**BY**

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**DEPARTMENT OF EDUCATION  
CITY UNIVERSITY OF SCIENCE & INFORMATION  
TECHNOLOGY  
PESHAWAR – PAKISTAN**

**October 2016**

**TEACHERS' PERCEPTION REGARDING LEARNER  
CENTERED METHOD OF TEACHING**

**BY**

**STUDENT NAME**

A proposal submitted to the City University  
of Science & Information Technology, Peshawar,  
in partial fulfilment of the requirements for the degree of

**MASTER OF PHILOSOPHY IN EDUCATION**

Approved by  
Supervisory Committee

1. Supervisor (\_\_\_\_\_)

2. Co-Supervisor (\_\_\_\_\_)

Graduate Studies Committee

1. (\_\_\_\_\_)  
Dean

2. (\_\_\_\_\_) (Head of Education Department)

3. (\_\_\_\_\_) (Member Internal)

4. (\_\_\_\_\_) (Member Internal)

5. (\_\_\_\_\_) (Member External)

**DEPARTMENT OF EDUCATION**  
**CITY UNIVERSITY OF SCIENCE & INFORMATION TECHNOLOGY**  
**PESHAWAR-PAKISTAN**  
November 2014

Format / Instructions for submission of thesis  
**For MS / MPhil / PhD Degree**

**FORMAT TO BE FOLLOWED FOR THESIS**

The thesis may be presented in accordance with the following outline:

- i. **Title Page:** The information to be given on the title page consist of the full title of the thesis, the full name of the author and any qualifications and distinctions in abbreviated form, the qualification for which the thesis is being submitted (in partial fulfilment of the requirements from the award), the degree awarding body, the name of the institution in which the research is registered, if different from the degree awarding body, and that of any collaborating institution, the month and year of the submission, the number of volumes comprising the thesis, if more than one.
- ii. **Author Declarations:** To ensure that the thesis is produced for the exclusive purpose of the award for which it is being submitted, the author should include a formal statement. She/he should declare that she/he has not been registered for any other academic award during the period of study and also to state whether any material included in the thesis has previously been submitted for any other academic awards. An example of the latter might be the inclusion of material in a PhD thesis that had previously been part of an MPhil / M.S study. As a thesis is submitted in partial fulfilment of the requirements of an academic award, a statement is included that identifies the nature of the advanced studies or research program of which the thesis is part.
- iii. **Acknowledgements (Preface):** It is customary to acknowledge any assistance of support that has been given during the research. Acknowledgements should be brief with an avoidance of flowery language, giving recognition without sentimentality.
- iv. **Abstract:** The author should demonstrate her/his capacity to present the main aspects of the often lengthy study in a coherent and economical form. The abstract, in essence, should provide a brief proposal of the study by identifying the nature and scope of the work, the major outcomes and the particular contribution it makes to knowledge in the field.
- v. **Table of Contents:** The headings of the chapters and any sub-headings are listed exactly as they appear in the text with page numbers.
- vi. **Introduction:** The rationale for the study, the personal motivation should be outlined. Moreover, the importance of the topic under investigation for the relevant academic field and practice in general should be summarized. Objectives should be clearly stated.

- vii. **Literature Review:** The theoretical underpinnings of the research are identified and critically appraised. This section includes the main survey and critical appraisal of the literature relating to the research topic.
- viii. **Methodology:** This section should include the research paradigm, methodological considerations and issues related to the research design. Moreover, a research design is used to structure the research and to show how all of the major parts of the research project, including the sample, measures, and methods of assignment, work together to address the central research questions in the study. The section should begin with a paragraph reiterating the purpose of the study.
- ix. **Results and discussion:** The process of analysis should be summarised. A lucid presentation (numerical or graphical wherever necessary) of the analysed data and the interpretations should be presented.  
  
The findings should be related to the previously outlined literature. It should be discussed whether they are in line with other research findings or whether they draw a far more contrasting picture. A detailed critique of the existing research in this field may be presented as well as ideas for future research may be developed.
- x. **Summary, Conclusion and Recommendations:** The insights gained through the study or thesis writing should be addressed. Moreover, it should be stated how these help in understanding related scientific concepts.
- xi. **References:** Texts and all other sources that have been referred to in the body of the thesis should be listed. Enlisting should be in alphabetical order. The style of reference relevant to each discipline should be adopted.
- xii. **List of Appendices / Annexure:** All materials produced in the process of research should be included in the appendix. If the research scholar chooses to produce audio materials, the recorder cassette may be submitted along with the script. However, all material should be transformed in textual material if possible, e.g. interviews should be transcribed and the verbatim transcriptions should be included in the appendix. Moreover, a list of tables and a list of figures should be included.
- xiii. **Thesis contents shall be in the following order.**
  - 1. Bound Edge of the Thesis (refer to the Appendix A)
  - 2. Cover Page/Outer Title-I (specimen attached)
  - 3. Title Page/Outer Title-II (the same as the Cover Page)
  - 4. Approval Sheet
  - 5. Abstract
  - 6. Dedication (Optional)
  - 7. Acknowledgements

8. List of Abbreviations
9. Table of Contents
10. List of Tables
11. List of Figures
12. List of symbols
13. Introduction
14. Review of Literature
15. Methodology
16. Results and Discussion
17. Findings / Summary, Conclusions & Recommendations

References

Appendices

- i. Covering Letter
  - ii. Language Certificate
  - iii. List of Samples
  - iv. Questionnaire
  - v. Author brief introduction (optional)
- xiv. Some relevant formats/examples/specimens of important pages are provided on next pages.

## Format of Text

### 2.1 Typescript

Any version of Microsoft Office Word is acceptable. Set up the required format as follows.

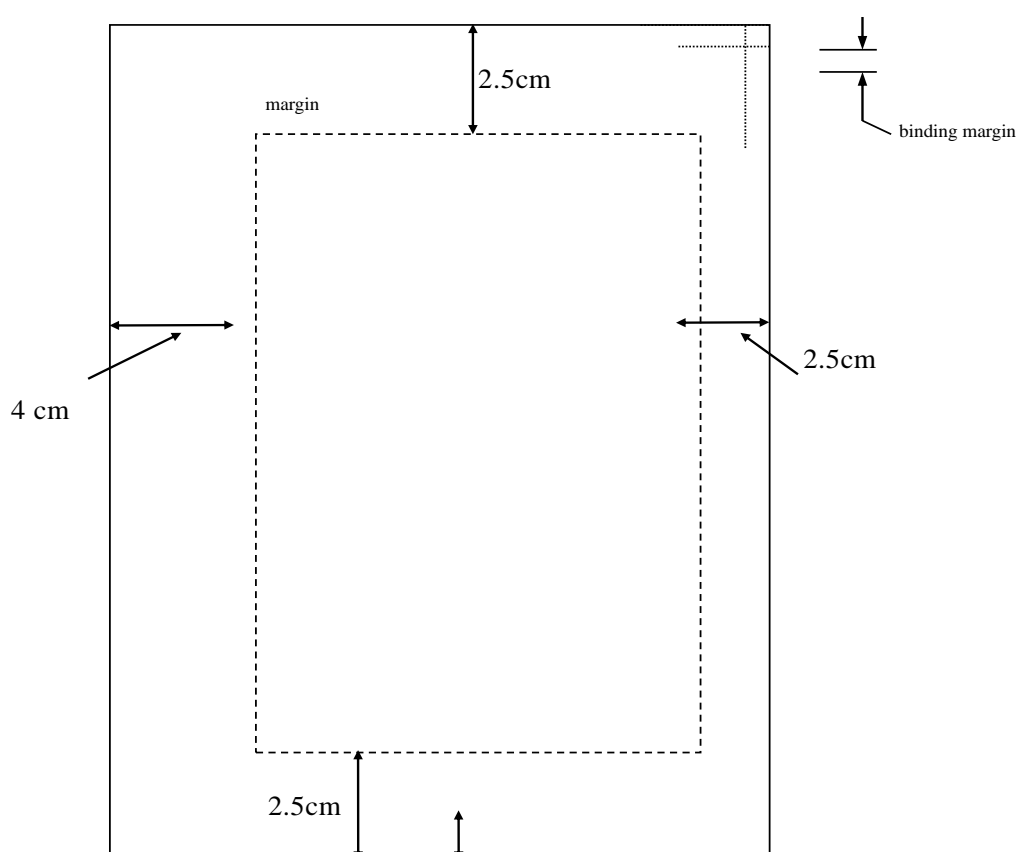
### 2.2 Size of paper

The text shall be produced on A4-size paper.

### 2.3 Language

Thesis should be written in English.

**2.4 Margin:** Margin of the left-hand edge of a recto shall be 4 cm; 2.5 cm for the right-hand edge of a verso; 2.5 cm for the top edge, and 2.5 cm for the bottom edge.



### 2.5 Page Number

Roman numerals such as i, ii, iii, iv,... should be used for page numbers **before** the main text. Arabic numerals 1, 2, 3, ...should be used in the main text.

### 2.6 Font

Times New Roman



## **2.7 Size of character**

The size of character used in the main text should be 12; 14 (bold) is used for title, 14 (bold) for headings and 12 (bold) is used for subheadings.

## **2.8 Word Space**

For WinWord, around 89 characters printed in each line. You can use the WinWord “Text Justify” function dressing the entire printed page.

## **2.9 Paragraph Space**

All paragraphs should have 17 pt spacing with the next paragraph.

## **2.10 Row Space**

In typescript, 1.5 line spacing shall be used; text shall be set with even or proportionate spacing between words.

## **2.11 Indent**

Please make five characters space indented at the beginning of each paragraph. Two characters space (around 4mm) indent in your “Table”, “Example” or “Clause”.

## **2.12 Figures and Tables**

Figure and table formats prescribed by the respective discipline should be used.

## Title Pages

### Outer Title: (Sample attached)

Font / size:	Times New Roman 14 un bold
--------------	-------------------------------

#### Details:

Title of thesis (Header)	In Capital Letters
Logo	---
Name of scholar	In Capital Letters
Department and Institute name (Footer)	In Capital Letters
Month and year of Defense	12 Running un bold

### Inner Title: (Sample attached)

Font / size:	Times New Roman 12 un bold
--------------	-------------------------------

#### Details:

Title of thesis (Header)	In Capital Letters
Logo	---
Name of scholar	In Capital Letters

A thesis submitted to the Department of Education,  
City University of Science & Information Technology, Peshawar,  
in Partial Fulfilment for the degree of (12 un bold)

## MASTER OF PHILOSOPHY IN EDUCATION

Department and Institute name (Footer)	In Capital Letters
Month and year of Defense (Footer)	12 Running un bold

## Approval Sheet

Font / Size:

Times New Roman 12 unbold

### **Details:**

Name of Institute:

In Capital Letters (Bold & Centralized)

Month and year of Defense:

12 un bold and running – at top right, below the name of institute

Name of Scholar:

In Capital Letters

Title of thesis:

In Capital Letters, underlined

## **Sample Attached**

ENTITLED:

---

BE ACCEPTED IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR

THE DEGREE OF MASTER OF PHYLOSOPHY IN EDUCATION

Supervisor

\_\_\_\_\_  
Name

Head of the Department

\_\_\_\_\_  
Name

### **Committee on Final Examination**

Chairperson

\_\_\_\_\_

External Examiner

\_\_\_\_\_

Internal Examiner

\_\_\_\_\_

**Sample - Outer Title – I & II**

POSTGRADUATE FACULTY AND SCHOLARS' PERCEPTIONS  
AND PREFERENCES REGARDING INTRODUCING TECHNICAL  
WRITING COURSE(S) AT HIGHER EDUCATION LEVEL IN  
NWFP, PAKISTAN

BY  
XXXXXXXXXXXX



DEPARTMENT OF EDUCATION

CITY UNIVERSITY OF SCIENCE AND INFORMATION  
TECHNOLOGY  
PESHAWAR, KHYBER PAKHTUNKHWA, PAKISTAN  
February, 2012

**Sample - Inner Title**

POSTGRADUATE FACULTY AND SCHOLARS' PERCEPTIONS AND  
PREFERENCES REGARDING INTRODUCING TECHNICAL WRITING  
COURSE(S) AT HIGHER EDUCATION LEVEL IN NWFP, PAKISTAN

BY  
XXXXXXXXXXXX

A thesis submitted to the Department of Education, City University of Science and  
Information Technology, Peshawar in Partial fulfilment for the degree of

MASTER OF PHILOSOPHY IN EDUCATION



DEPARTMENT OF EDUCATION  
CITY UNIVERSITY OF SCIENCE AND INFORMATION TECHNOLOGY  
PESHAWAR, KHYBER PAKHTUNKHWA, PAKISTAN

February, 2012

**Sample - Approval Sheet**

**CITY UNIVERSITY OF SCIENCE AND INFORMATION  
TECHNOLOGY, KHYBER PAKHTUNKHWA, PAKISTAN**

Date---

WE HEREBY RECOMMEND THAT THE THESIS BY

**XXXXXXXXXX**

ENTITLED AS: AVAILABILITY OF DEMOCRATIC RIGHTS TO THE  
SCHOLARS OF PUBLIC AND PRIVATE ELEMENTARY SCHOOLS IN  
DISTRICT PESHAWAR

BE ACCEPTED IN PARTIAL FULFILMENT OF THE REQUIREMENT FOR  
THE DEGREE OF **MASTER OF PHILOSOPHY IN EDUCATION**

Supervisor

\_\_\_\_\_  
Name

Head of the Department

\_\_\_\_\_  
Name

**Committee on Final Examination**

Chairperson

\_\_\_\_\_

External Examiner

\_\_\_\_\_

External Examiner

\_\_\_\_\_



## HIGHER EDUCATION COMMISSION

H-9, Islamabad (Pakistan) Phone: (051) 90802750, Fax: (051) 90802753  
E-mail: [ismaeel@hec.gov.pk](mailto:ismaeel@hec.gov.pk)

Ref. 1-1 (NQF)/QAD/2017/HEC/ *Soq*  
Date: July 21, 2017

**Muhammad Ismail**

Consultant (Quality Assurance Division)

Subject: **Minimum Experience of a PhD Faculty Member to Supervise Research Theses**


1. Reference is made to HEC letter no. 1-22(NQAC)/QAD/2017/HEC/06-363 dated March 24, 2017.
2. Some universities and PhD faculty members have approached HEC for seeking clarification about the implementation of the policy enunciated vide above referred letter. It is clarified that:
  - a. The National Quality Assurance Committee (NQAC) in its 22<sup>nd</sup> meeting held on January 09, 2017 approved that Universities should appoint a PhD faculty member as supervisor of PhD/MS/MPhil/Equivalent research work only after he/she has acquired minimum three (03) years of relevant teaching/research/professional experience in an HEC recognized university or research/professional organization after getting PhD degree. However, while gaining the three (03) years' experience, the faculty member should co-supervise at least two (02) PhD/MS/MPhil/Equivalent level theses along with a senior/ HEC approved PhD supervisor. The criteria to evaluate the teaching/research/professional experience in this regard are to be developed by the universities themselves and get them approved from their statutory bodies before implementation.
  - b. If a PhD faculty member has already been assigned some students who are being supervised by him/her as "Supervisor" then he/she can continue with them but cannot take new students for supervision as a "supervisor" till the time he/she has completed three (03) years' experience. Besides, a PhD faculty member who got his MS/MPhil/Equivalent degree four years ago can supervise the MS/MPhil/Equivalent program students as per policy given in HEC letter No. 1-1 (NQF)/QAD/2017/HEC/501 dated 21 July, 2017.
  - c. It is however re-iterated that a PhD supervisor can supervise (as a supervisor or co-supervisor) a total of twelve (12) PhD/MS/MPhil/Equivalent program students at a time with no more than five (05) of these being PhD students. The universities are to ensure that

*Muhammad Ismail*  
21/7/17

no PhD faculty member takes more than prescribed number of students as supervisor / co-supervisor in his/her own or any other university.

3. The policies mentioned at clause (a) & (b) are effective from March 24, 2017 while clause (c) is effective from March 16, 2015.
4. This letter supersedes the HEC letters No. DD-QA/HEC/NQAC/2015/125 dated February 27, 2015 and 1-22(NQAC)/QAD/2017/HEC/06-363 dated March 24, 2017.
5. This issues with the approval of the Competent Authority.

With kind regards,

  
(Muhammad Ismail)  
21/7/17

**Distribution:-**

Vice Chancellors, Rectors/Presidents of all Public & Private Sector Universities

**Copy for information:-**

- ES to Executive Director, HEC Islamabad
- Director General (A&C), HEC Islamabad
- Director General (SIU), HEC Islamabad
- Director General (QAA), HEC Islamabad
- Director General (A&A), HEC Islamabad
- Director General (Academics), HEC Islamabad
- Office Copy





ہائر ایجوکیشن کمیشن  
**HIGHER EDUCATION COMMISSION**

Sector H-9, Islamabad (Pakistan) Exchange: (051) 9040000

Tele: (+92) 051-90801105

E-mail: htalpur@hec.gov.pk

**Hakim Ali Talpur**  
Deputy Director (Quality Assurance)

No. DD-QA/HEC/NQAC/2015/125  
Date: February 27, 2015

**Subject: Supervision of Students Pursuing M.S/M.Phil with Thesis by Supervisors Having M.S/M.Phil Without Thesis and Limit for Supervision of Students**

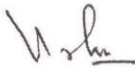
Dear Sir/Madam,

The Higher Education Commission (HEC) has received a number of requests seeking clarification for supervision of MS/M.Phil scholars by supervisors having degrees by coursework without research work.

The issue has been discussed in the 19<sup>th</sup> meeting of National Quality Assurance Committee (NQAC) and it has been decided that faculty members having MS/M.Phil without thesis, but with relevant research or industrial experience can supervise the research of MS/M.Phil students and accordingly the criteria is to be devised by the respective University/Institution.

Moreover, as per revised policy, a supervisor can supervise a total of twelve (12) MS/M.Phil/PhD students at a time with no more than five (05) of these students being PhD students. The revised policy will be effective from March 16, 2015.

With kind regards,

  
(Hakim Ali Talpur)

**The Registrars**

All the Public/Private Sector Universities/DAIs of Pakistan

**Copy for Information:**

1. The Director (QECs) of all Public & Private Sector Universities\DAIs of Pakistan
2. The E.S to Chairperson, HEC Islamabad
3. The E.S to Executive Director, HEC Islamabad
4. The P.S to Member(HRD), HEC Islamabad
5. The P.S to Advisor (QA), HEC Islamabad
6. The P.S to Advisor(R&D), HEC Islamabad
7. The APS to Director General (QAA), HEC Islamabad
8. The APS to Director General(Acad), HEC Islamabad
9. The APS to Director General (A&A), HEC Islamabad
10. Office Copy



ہائیر ایجوکیشن کمیشن

## HIGHER EDUCATION COMMISSION

Sector H-8, Islamabad (Pakistan) Exchange: (051) 90400000

Tele: (051) 90801111 | Fax: (051) 90802753

Email: [sabukhari@hec.gov.pk](mailto:sabukhari@hec.gov.pk) | URL: [www.hec.gov.pk](http://www.hec.gov.pk)

Ref. 1-22 (NQAC)/QAD/2017/HEC/ 06-363

Date: March 24, 2017


Subject: Minimum Experience of a PhD Faculty Member to Supervise a PhD Thesis

Dear Sir/ Madam,

1. The National Quality Assurance Committee (NQAC) in its 22<sup>nd</sup> meeting held on January 09, 2017 approved that Universities should appoint a PhD faculty member as supervisor of PhD/MS/MPhil/Equivalent research work only after he/she has acquired a minimum three (03) years of relevant teaching/research/professional experience in an HEC recognized university or research/ professional organization after getting PhD degree. However, while gaining the three (03) years' experience, the faculty member should co-supervise at least two (02) MS/MPhil/Equivalent level thesis along with a Senior/HEC approved PhD supervisor. The criteria to evaluate the research/professional experience in this regard are to be developed by the universities themselves and get them approved from their statutory bodies.

2. This issues with the approval of the Competent Authority.

With kind regards,

  
(Sadia Bukhari)  
Assistant Director (QAD)

### The Registrars

All Public/ Private Sector Universities/ DAIs

### Copy for information to:

- Vice Chancellors of all Public/ Private Sector Universities/ DAIs
- The Director QECs of all Public/ Private Sector Universities/ DAIs
- E.S to Chairman, HEC Islamabad
- E.S to Executive Director, HEC Islamabad
- Director General (QAA)
- Director General (A&A)
- Director General (SIU)
- Director General (Academics)



## HIGHER EDUCATION COMMISSION

H-9, Islamabad (Pakistan) Phone: (051) 90802750, Fax: (051) 90802753  
E-mail: ismaeel@hec.gov.pk

Ref. 1-1 (NQF)/QAD/2017/HEC/501

Date: July 21, 2017

**Muhammad Ismail**

Consultant (Quality Assurance Division)

Subject: **Supervision of MS/MPhil/Equivalent Research Theses by MS/MPhil/Equivalent Qualified Faculty Members**

1. Reference is made to HEC letter no. 1-22(NQAC)/QAD/2017/HEC/05-362 dated March 24, 2017.
2. Some universities and faculty members have approached HEC for seeking clarification about the implementation of the policy enunciated vide above referred letter. It is clarified that:
  - a. The National Quality Assurance Committee (NQAC) in its 22<sup>nd</sup> meeting held on January 09, 2017 approved that the faculty members having MS/MPhil or equivalent qualification (with/without thesis) along with minimum four (04) years of relevant teaching/research/professional experience in an HEC recognized university or research/professional organization after getting MS/MPhil or equivalent degree can supervise the research of up to five (05) MS/MPhil or equivalent program students. However, while gaining the four (04) year experience, the faculty member should co-supervise at least two (02) MS/MPhil/Equivalent level theses along with a senior/HEC approved supervisor. The criteria to evaluate the research/professional experience in this regard are to be developed by the universities themselves and get them approved from their statutory bodies before implementation.
  - b. If an MS/MPhil (with/without thesis) faculty member, having less than 04 year experience, has already been assigned some students who are being supervised by him/her as "Supervisor" then he/she can continue with them but cannot take new students for supervision as a supervisor/co-supervisor till the time he/she has completed four (04) year experience.
3. The policies mentioned at clause (a) & (b) are effective from March 24, 2017.
4. This letter supersedes the HEC letter no. 1-3/AD-QA/HEC/NQAC(21)/2016/51 dated March 18, 2016 and letter no. 1-22(NQAC)/QAD/2017/HEC/05-362 dated March 24, 2017 and any other previous letter issued in this regard.
5. This issues with the approval of the Competent Authority.

With kind regards,

*muhammad ismail*  
(Muhammad Ismail)

**Distribution:-**

Vice Chancellors/Rectors/Presidents of all Public & Private Sector Universities

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- Director General (SIU), HEC Islamabad
- Director General (QAA), HEC Islamabad
- Director General (A&A), HEC Islamabad
- Director General (Academics), HEC Islamabad
- Office Copy





**Sanaullah Memon**  
Assistant Director (Quality Assurance)

ہائیر ایجوکیشن کمیشن

**HIGHER EDUCATION COMMISSION**  
Sector H-9, Islamabad (Pakistan) Exchange: (051) 9040000  
Tele: (051) 90801109 Fax: (051) 90802753  
E-mail: smemon@hec.gov.pk

No. 1-3/AD-QA /HEC/NQAC (21)/2016 /ST  
Date: March 18, 2016

**Subject: Number of MS/MPhil Scholars one MS/MPhil Qualified Supervisor can supervise**

Dear Sir/Madam,

In continuation of HEC letter no. DD-QA/HEC/NQAC/2015/125 dated February 27, 2015, I am directed to inform that National Quality Assurance Committee (NQAC) in its 21<sup>st</sup> meeting held on January 13, 2016 decided that the faculty members having MS/MPhil or equivalent degrees (with/without thesis) along with minimum 5 years of relevant research/teaching/professional experience after getting MS/MPhil or equivalent degree can supervise the research of up to 5 MS/MPhil or equivalent program students. The criteria to evaluate the research/professional experience in this regard are to be developed by the universities themselves.

Further, these are the minimum eligibility conditions and a University/Degree Awarding Institution may make the criteria further stringent. The said policy will be effective from April 1, 2016.

With kind regards

  
**Sanaullah Memon**

**The Registrars**

All Public/Private Sector Universities/DAIs

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- The Director QECs, All Public/Private Sector Universities/DAIs
- The E.S to Chairman, HEC Islamabad
- The E.S to Executive Director, HEC Islamabad
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- The P.S to Advisor (R&D), HEC Islamabad
- The P.S to Consultant (QA), HEC, Islamabad
- The APS to Director General (QAA), HEC Islamabad
- The APS to Director General (Academics), HEC Islamabad
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## HIGHER EDUCATION COMMISSION

Sector H-8, Islamabad (Pakistan) Exchange: (051) 90400000

Tele: (051) 90801111 | Fax: (051) 90802753

Email: [sabukhari@hec.gov.pk](mailto:sabukhari@hec.gov.pk) | URL: [www.hec.gov.pk](http://www.hec.gov.pk)

Ref. 1-22 (NQAC)/QAD/2017/HEC/ 05-362

Date: March 24, 2017

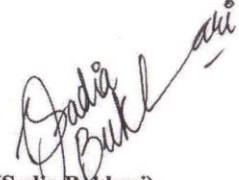
Subject: Supervision of MS/ MPhil Research Thesis by MS/ MPhil Qualified Faculty Members

Dear Sir/ Madam,

1. In supersession of HEC letter no. 1-3/AD-QA/HEC/NQAC(21)/2016/51 dated March 18, 2016, it is informed that National Quality Assurance Committee (NQAC) in its 22<sup>nd</sup> meeting held on January 09, 2017 decided that the faculty members having MS/MPhil or equivalent qualification (with/without thesis) along with minimum four (04) years of relevant teaching/ research/professional experience in an HEC recognized university or research/ professional organization after getting MS/MPhil or equivalent degree can supervise the research of up to five (05) MS/MPhil or equivalent program students. However, while gaining the four (04) year experience, the faculty member should co-supervise at least two (02) MS/MPhil/Equivalent level theses along with a Senior/HEC approved supervisor. The criteria to evaluate the research/professional experience of such faculty members in this regard are to be developed by the universities themselves and get them approved from their statutory bodies.

2. This issues with the approval of the Competent Authority.

With kind regards,

  
(Sadia Bukhari)  
Assistant Director (QAD)

### The Registrars

All Public/ Private Sector Universities/ DAIs

#### Copy for information to:

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- E.S to Executive Director, HEC Islamabad
- Director General (SIU)
- Director General (Academics)
- Director General (QAA)
- Director General (A&A)

### **Plagiarism Policy at CUSIT**

1. The City University of Science and Information Technology ((CUSIT) Peshawar adopts the HEC Plagiarism Policy with details, as follows. This Plagiarism policy covers the plagiarism cases of MS / M. Phil / PhD theses and CUSIT's teaching Faculty and other staff research, and does not cover Bachelor / Master (16 years) level research reports / research projects; the plagiarism cases relating to Bachelor / Master (16 years) level research reports / research projects will be evaluated / dealt with by Scholars Supervisory Committee at departmental levels.
2. This MS / M. Phil / PhD research theses related Plagiarism policy is applicable to Scholars, teachers, researchers and staff of the CUSIT who are involved in writing or publishing their work. In this context a "Scholar" is a person who, on the date of submission of his / her paper / work is a registered scholar of CUSIT. "Teachers and Researchers" include faculty members or equivalent working at CUSIT. "Staff" is any employee of CUSIT involved in writing and publishing his / her work.
3. **Reporting of plagiarism/lodging of complaint:**

An outsider/non-employee of City University may lodge a complaint on plagiarism through HEC. Such a complaint may be made by email, post, fax or other means to HEC Quality Assurance Division. An employee (teaching Faculty and staff) of City University may lodge complaint on plagiarism through his/her Departmental Head to the Vice Chancellor of City University. The Controller of Examination of City University, who presently makes arrangements of Plagiarism test of MS / M. Phil /PhD theses, may lodge complaint through the Vice Chancellor of City University. The complaint whether comes through HEC or directly lodged to the Vice Chancellor must provide the following information:

  - a) Citation of the original paper or document or idea which was plagiarized, (paper title, author(s), publication title, month and year of publication if available and the journal, in which published, with details). If the original paper is unpublished (e.g. an institutional technical report, an on-line paper), the complainant is to provide as much information as possible to ensure authenticity of the claim.
  - b) The citation of the alleged plagiarizing paper (paper title, author(s), publication title, month and year of publication if available and the journal with details in which published). If the paper is unpublished (e.g. an institutional technical report, an on-line paper), the complainant is to provide as much information as possible to ensure proper investigation.

- c) Copies of both papers if possible.
  - d) Any other information that would help HEC and CUSIT to efficiently resolve the claim.
  - e) Name, designation, organization, address, e-mail address and telephone number of the complainant.
4. The complaints received through HEC or directly will be dealt with according to the procedures given below. The Vice Chancellor will have the discretion of not taking any action on anonymous complaints. For investigation of Plagiarism cases, the Vice Chancellor will have an obligation to:
- a) Constitute a “Plagiarism Standing Committee” consisting of 3 senior faculty members, a subject specialist in that particular field is to be co-opted, a senior scholar (only if a scholar is being investigated upon) and a nominee of the HEC. The seniority of the members of “Plagiarism Standing Committee” should be of a level keeping in view the seniority of the individual being investigated upon and the nature and gravity of the offence.
  - b) Provide clear terms of reference to the “Plagiarism Standing Committee” for their investigation.
  - c) The members of the “Plagiarism Standing Committee” are to sign a confidentiality statement that during the investigation they will, under no circumstances, disclose any individual author’s name, paper titles, referees, or any other personal or specific information concerning the plagiarism complaint under investigation, nor shall they reveal the names of the committee members.
  - d) Provide opportunity to the author / authors under investigation to justify the originality of their concepts and research work. Similar opportunity will also be provided to the author whose paper is deemed to have been Plagiarized and / or the complainant, to justify the complaint.
  - e) Provide every opportunity to the “Plagiarism Standing Committee” to use all foreseeable means to investigate the plagiarism claim.
5. The Plagiarism Standing Committee shall then conduct the investigation. Depending on the details of the claim, the investigation may include, but may not be limited to, any or all of the following steps:
- a) Manual and / or automated tests for content similarity.
  - b) Determination of the extent and quantum of significant material plagiarized.
  - c) Soliciting comments to the claim, from the Editor-in-Chief (of a journal) or Program Chair (of conference proceedings) and referees of either or both papers.
  - d) Consultation with legal counsel.
  - e) Consult / contact witnesses and record statements there-of if so required.
  - f) Consult / contact present and / or past employers of the authors.
  - g) Make use of specific guidelines, detailed below:

- i. Similarity index of the originality report is showing matches of submitted work with internet content. It is not verdict that document with high similarity index is plagiarized.
  - ii. Similarity index is based on percentage of matched text out of total number of words in the document.
  - iii. Plagiarism Standing Committee members/supervisors/evaluators have to verify each and every similarity index for potential clue of plagiarism.
  - iv. If similarities in the document are significant then scholar/scholar may be guided accordingly or case may be reported on the basis of that evidence.
  - v. The similarities in the document may contain matches with author's previous work; it may be ignored if it is the same work.
  - vi. Bibliography/references, quoted material and table of contents may be excluded after verifying. It is important to note that too much quoted material is not desired as per policy.
  - vii. Common phrases and proper nouns also appear as similarities in the report, therefore Plagiarism Standing Committee and every instructor/faculty member should ignore matches returned from them.
  - viii. If similarities of a report are from author's own (previous) work then these may be ignored only if the material has been cited by the author.
  - ix. If the report has similarity index  $\leq 19\%$ , then benefit of doubt may be given to the author but, in case, any single source has similarity index  $\geq 5\%$  without citation then it needs to be revised.
  - x. If documents which are being checked have not yet published and no benefit has been acquired, this fact may be taken in to account while recommending penalties.
6. The "Plagiarism Standing Committee" will submit its report with clear cut findings and recommendations to the Vice Chancellor within a specified period not exceeding sixty days. The Vice Chancellor will have the discretion to implement the recommendations after approval through the statutory process and take punitive action against the offender as per penalties prescribed under this policy or to forward the report to HEC or his / her parent organization for further action if outside their purview / jurisdiction.



## **7. Penalties for Plagiarism**

City University understands that Plagiarism is an intellectual crime. As such the penalties for plagiarism should not only take into account the severity and recurrence of the offence, but also the intellectual standing of the offender. This entails a gradual increase in punitive action with minimum punishment for a first time offence by a scholar who copies a homework assignment to a maximum punishment for a teacher/researcher/staff who attempts to present / publish, or actually presents / publishes plagiarized material as his own, in a conference / journal. Therefore, the punishments for Plagiarism have been divided into two separate categories, i.e those for "Teachers, Researchers and Staff" and those for the "Scholars". The groups have already been defined in para 2 above.

### **(a) Penalties for Teachers, Researchers and Staff:**

When an act of plagiarism is found to have occurred, the "Plagiarism Standing Committee" in its recommendations, depending upon the seriousness of the proven offence, will advise the Vice Chancellor, to take any one or a combination of the following disciplinary action(s) against the teacher, researcher and / or staff found guilty of the offence:

#### **(i) Major Penalty:**

In cases where most of the paper (or key results) have been exactly copied from any published work of other people without giving the reference to the original work, then:

- (a) a major penalty of dismissal from service needs to be prescribed, along with the offender may be "Black Listed" and may NOT be eligible for employment in any academic / research organization, and
- (b) The notification of "Black Listing" of the author(s) may be published in the print media or may be publicized on different websites at the discretion of the Vice-Chancellor.

#### **(ii) Moderate Penalty:**

In case where some paragraphs including some key results have been copied without citation, then a moderate penalty involving any one or both of the following needs to be imposed, namely:

- (a) demotion to the next lower grade,
- (b) The notification of "Black Listing" of the author(s) which may be published in the print media or may be publicized on different websites at the discretion of the Vice-Chancellor.

**(iii) Minor Penalty:**

In case a few paragraphs have been copied from an external source without giving reference of that work, then minor penalties need to be prescribed for a specified period involving any one or more of the following:

- (a) warning,
- (b) freezing of all research grants,
- (c) the promotions/annual increments of the offender may be stopped, for a specified period, and
- (d) HEC or the University may debar the offender from sponsorship of research funding, travel grant, supervision of PhD. Scholars, scholarship, fellowship or any other funded program for a period as deemed appropriate by the "Plagiarism Standing Committee".

**(b) Scholars:**

When an act of plagiarism is found to have occurred, the "Plagiarism Standing Committee" in its recommendations, depending upon the seriousness of the proven offence, will advise the Vice Chancellor to take any one or a combination of the following disciplinary action(s) against the scholar(s) found guilty of the offence:

- i. In the case of thesis the responsibility of plagiarism will be of the scholar and not of the supervisor or members of the Supervisory Committee.
- ii. The offender may be expelled/ rusticated from the University and from joining any institution of Higher Education in Pakistan for a period as deemed appropriate by the "Plagiarism Standing Committee". A notice may be circulated among all academic institutions and research organization to this effect.
- iii. The offender may be relegated to a lower class.
- iv. The offender may be given a failure grade in the subject.
- v. The offender may be fined an amount as deemed appropriate.
- vi. The offender may be given a written warning if the offence is minor and is committed for the first time.
- vii. The degree of a scholar may be withdrawn if at any time it is proven that he or she has presented Plagiarized work in his / her MS, MPhil or PhD dissertation if the extent of plagiarism comes under the category of major penalty.
- viii. The notification of the plagiarism by the author(s) may be published in the print media or may be publicized on different websites at the discretion of the Vice Chancellor.
- ix. City University or HEC may debar the offender from sponsorship of research funding, travel grant, scholarship, fellowship or any other funded program for a period as deemed appropriate by the "Plagiarism Standing Committee".

- x. Any other penalty deemed fit by the “Plagiarism Standing Committee”.

**(c) Co-Authors/Declarations**

1. Provided that a co-author has listed a paper in his/her resume and applied for a benefit forthwith, any co-author is deemed to be equally responsible for any plagiarism committed in a published paper presented to or published in a journal or presented at a conference.
2. All Journals published by CUSIT will require ALL authors to sign a declaration that the material presented in the creative work is not plagiarized (Sample attached as per APPENDIX - I)

**8. Additional Actions Required:**

In addition to the above punishments, the following additional common actions must be taken if the offence of Plagiarism is established:

- a) If the plagiarized paper is accessible on the web page its access will be removed. The paper itself will be kept in the database for future research or legal purposes.
- b) The author(s) will be asked to write a formal letter of apology to the authors of the Original paper that was plagiarized, including an admission of plagiarism. Should the author(s) refuse to comply then additional punishments as deemed fit may be recommended by the "Plagiarism Standing Committee.
- c) If the paper is submitted but not published yet, the paper will be rejected by the Editor-in-Chief or the Program Chair without further revisions and without any further plagiarism investigation conducted. However, Warning may be issued to the author/ co-author.

**9. Appeal:**

As the penalties are severe, the affected person(s) will have the right to appeal to the Chairman HEC / Vice Chancellor of City University for a review of the findings or may submit a mercy petition within 30 days from the date of notification. Such appeals / petitions will be disposed off within 60 days of receipt, by following the laid down procedures regarding such appeals.

**10. Penalty for Wrong Reporting / False Allegation:**

If the case of Plagiarism is not proved and it is confirmed that a false allegation was lodged, the Vice Chancellor will inform the complainant's Organization and will recommend disciplinary action against the complainant, to be taken by his / her parent organization.

## ETHICAL STANDARDS IN RESEARCH/SCHOLARLY WORK

### 1. Aim

This policy aims to ensure that research conducted at the City University of Science and Information Technology is of the highest ethical standard and applies to all University staff and students, full time, part time, casual or adjunct faculty.

### 2. Policy Statement

As an educational institution, the City University of Science and Information Technology recognizes its responsibility to ensure that all research activities are conducted in accordance with the highest ethical standards and complies with relevant legal, regulatory, professional and ethical requirements and standards. The University is also committed to promoting research culture and conducive environment.

### 3. Core principles

The City University of Science and Information Technology expects its employees, or any other person conducting research on University premises, to abide by the University's normal expectations of good practice in research and to take all reasonable steps to ensure that ethical conduct of research is observed at all times. The University is committed to conducting research based on the following core principles:

- 3.1. High Standards:** Researchers are expected to strive for excellence and the highest ethical standards when conducting research.
- 3.2. Honesty:** Researchers are expected to be honest in respect of their own actions in research. Honesty must be ensured in all aspects of research, in presentation of findings, reporting on research methods and procedures, gathering data, using and acknowledging the work of other researchers and conveying valid interpretations and making justifiable claims based on research findings.
- 3.3. Openness and transparency:** The City University of Science and Information Technology encourages researchers to be as open as possible in discussing their work with other researchers. Transparency and open communication is to be observed in the reporting of research, data collection methods, analysis and interpretation of data, research findings and in presenting the work to other researchers.
- 3.4. Accountability:** Researchers are expected to ensure that the work they undertake is consistent with the expectations of the University and funders of research.
- 3.5. Integrity:** All individuals involved in research are expected to observe the highest standards of integrity, honesty and professionalism in respect of their own actions in research. This applies to the conducted of research exercise in

designing studies and experiments; generating, recording, analyzing and interpreting data, sharing data, applying for funding; presenting and publishing results and acknowledging the contribution of others.

- 3.6. Equal opportunity:** The City University of Science and Information Technology aims to promote and provide equality of opportunity for all who are part of its research community. Researchers are expected to treat individuals with dignity and respect and respond positively to different needs and circumstances in carrying out their research.
- 3.7. Safety:** The City University of Science and Information Technology and its researchers will ensure the dignity, rights, safety and well-being of all involved in its research, and avoid unreasonable risk or harm to its research subjects, participants, researchers and others.
- 3.8. Confidentiality:** Confidentiality of information given by participants, and the anonymity of subjects, must be respected at all times and documentation protected accordingly. In addition to these core principles, researchers should ensure that their research is conducted according to appropriate ethical, legal and professional frameworks, obligations and standards. This includes seeking ethical approval for research where appropriate. Researchers are also expected to treat colleagues with integrity, honesty and collegiality, including the fair provision of references and peer review.

#### **4. Responsibilities**

Both the University and individual researchers have responsibility for research conduct and standards. It is the responsibility of the University to foster a climate in which research is conducted in accordance with good research practice and to provide adequate opportunities for training and development for all its researchers.

Researchers are responsible for leadership in maintaining best practice standards among all members of their teams and demonstrating good practice in all aspects of their research.

Ensuring that their research complies with these policies and procedures, seeking guidance if necessary, and reporting any concerns to the proper persons.

Research data and records must be accurate, and sufficiently detailed and complete in the context of the conventions of the relevant discipline to enable verification of research results and to reflect what was communicated, decided or done.

It is the responsibility of each campus to monitor research outputs and to ensure that the institution complies with its obligations to funders to manage intellectual property arising from research and to disseminate the results of publicly funded research.

Data forming the basis of publications must be available for discussion with other researchers. Where confidentiality provisions apply, the data must be kept in a way that allows reference by third parties without breaching confidentiality.

## **5. Authorship**

Researchers should take responsibility for their contributions to all publications, funding applications, reports and other representations of their research. Lists of authors should include all those and only those who meet applicable authorship criteria. For a person to be recorded as an author of a publication requires that he or she is directly involved in the creation of the publication by being solely responsible for, or making a significant contribution to, the conception of the project, or analysis and interpretation of the data on which the publication is based and writing or revising the intellectual content. The right to authorship is not tied to position or profession; ghost, gift or honorary authorship is unacceptable. Authorship must honestly reflect the contribution to the work being published. Any part of an article critical to its main conclusion must be the responsibility of at least one author. Researchers must comply with authorship criteria appropriate to their discipline and/or according to the requirements of the journal their work is to be published in. They should acknowledge in publications the names and roles of those who made significant contributions to the research, including writers, funders, sponsors, and others, but do not meet authorship criteria. Research must abide the guidelines on co-authorships of research articles as per the HEC directives.

## **6. Conflicts of Interests**

A conflict of interest is a situation in which a researcher, or their close family or associates has a private, personal or commercial interest which may influence the objective exercise of any aspect of their University duties. This may include perceived and potential conflicts of interest. Researchers should declare and manage any real or potential conflicts of interest, both financial and professional.

The basic principles to be applied to cases of conflict of interest are to manage the conflict as appropriate and protect the interests of the University, other parties who may be affected, and the public interest. Researchers are responsible for disclosing to their Director, any conflict of interest that may arise and comply with all reasonable actions taken to manage or remove such conflicts of interests.

Directors are responsible for consulting with the individual involved to determine areas of concern and identify and agree actions, implement the appropriate action required to manage or eliminate the conflict of interest and document the circumstances and action taken.

Researchers should disclose financial and other conflicts of interest that could compromise the trustworthiness of their work in research proposals, publications and public communications as well as in all review activities.

## **7. Allegations of academic malpractice or misconduct**

Academic misconduct or malpractice includes fabrication or falsification, including the creation of false data, dishonesty in proposing, carrying out or reporting results of research, including suppression of relevant findings, and misrepresentation of data. It also includes plagiarism and use of others' ideas, intellectual property or work without acknowledgement or permission. The University takes seriously the cases of misconduct in research and is committed to ensuring that allegations of misconduct in research are investigated with all possible thoroughness and vigor. All members of the University, and individuals permitted to work in University, have a responsibility to report any incident of misconduct, whether this has been witnessed, or is suspected.

## **8. Professional Guidance and Legislation:**

All researchers should be aware of the legal requirements.

## **9. Leadership and Co-operation:**

Heads of institutions and their senior colleagues should ensure that a research climate of mutual co-operation is created in which all members of a research team are encouraged to develop their skills and in which the open exchange of ideas is fostered. Efforts should also be made to foster an environment where research is conducted in accordance with good research practice.

## **10. Supervision**

The University wishes to ensure that appropriate training and direction of research and supervision of researchers is available. Supervisors should supervise all stages of the research process, including outlining or drawing up a hypothesis, preparing applications for funding, the design of experimental or research protocols, data recording and data analysis.

## **11. Intellectual Property**

The researcher must ensure the protection of intellectual property rights.

## **12. Ethical practice**

All research carried out at the University must comply with relevant legal, regulatory, professional and ethical requirements and standards. Researchers should be familiar with, and know how to access such requirements.

## **13. Misuse of research**

Researchers must consider any risks that their research will generate outcomes that could be misused for harmful purposes both when setting up research collaborations, communicating results and teaching. Where risks exist, they must seek advice and take active steps to minimize them.

## **14. Collaboration**

The City University of Science and Information Technology will work with other organizations in compliance with common standards and procedures for the conduct of collaborative research. Researchers should be aware of the standards and procedures for the conduct of research followed by any organizations involved in collaborative research. In establishing research collaborations researchers should be mindful of the University's policies and guidelines, as well as funder, legal and regulatory requirements, and ensure that research partners and their employing institutions are able to meet the required standards of research conduct. They should also be aware of any contractual requirements involving mutual obligations, seeking guidance and assistance where necessary and reporting any concerns or irregularities to the appropriate person as soon as they become aware of it. There needs to be clear

agreement on and articulation of the standards and frameworks that will apply to collaborative work. This is particularly important in relation to the provenance of intellectual ideas and ownership of research outcomes as well as the specific conditions under which these may be shared. All parties should be clear about their respective roles and responsibilities within the collaboration, which should be set out in any formal collaboration agreement.



(Sample)

**HIGHER EDUCATION COMMISSION OF PAKISTAN**  
**(Monograph & Textbook Writing Scheme)**  
**Monograph / Textbook Proposal Submission Undertaking\***

Corresponding Author(s) name: \_\_\_\_\_

Corresponding Author(s) Address: \_\_\_\_\_

Title of Work: \_\_\_\_\_

The Higher Education Commission (Publisher) and the Monograph/Textbook Proposal Author (Authors if a multi-authored Work) agree as the following:

1. The Monograph/Book will contain the original Work of author(s).
2. It will not violate copyright or intellectual property right of any person or entity.
3. It will not contain previously published material in whole or in part for which permission from the concerned parties has not been secured.
4. The author(s) recognize that if any material submitted for consideration to the HEC is found to be plagiarized, then the HEC may bar the author(s) from participating in all HEC Programs and public notice to the fact maybe issued in print as well as electronic media. The HEC reserves the right to recover all amounts spent on evaluation/publication etc., and also may take any other action deemed necessary to serve as deterrence against plagiarism.
5. The author(s) shall indemnify and hold the Publisher harmless against loss or expenses arising from breach of any such warranties.
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