



MS/MPHIL & PHD POLICY DOCUMENTS

Fatima Jinnah Women University
Rawalpindi



Disclaimer

For the preparation of this document we have consulted various resource materials from different online national and international documents and HEC guidelines. This policy booklet is a dynamic document and will be used at FJWU for educational purposes only.

Acknowledgements

This document has been prepared by the MS/MPhil & PhD Program Review Committee, FJWU and approved by the Advanced Studies & Research Board, Academic Council and Syndicate, FJWU.

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Contents

Sr. No	Content	Page No
1	Rules and Regulations for PhD Program	05 – 08
2	SOPs for PhD Synopsis and Thesis Defense.....	09 – 13
3	SOPs for PhD Comprehensive Examination	14 –15
4	Rules and Regulations for MPhil Program	16 – 18
5	SOPs for MS/MPhil Synopsis and Thesis Defense	19 – 21
6	Guidelines for Thesis Format	22 – 23
7	Format of MPhil & PhD Synopsis	24 – 26
8	SOPs for MS/MPhil & PhD Admission Test	27 – 28
9	Departmental MS/MPhil & PhD Advisory Committee	29
10	Organogram of Departmental Committees.....	30
11	Grievance Redressal System (Post Graduate Programs).....	31
12	Appendix	32



List of Abbreviations

APA	American Psychological Association
AS&RB	Advanced Studies & Research Board
CD	Compact Disc
CGPA	Cumulative Grade Point Average
CNIC	Computerized National Identity Card
DVD	Digital Versatile Disk
FJWU	Fatima Jinnah Women University
GEP	Graduate Education Policy
HEC	Higher Education Commission
HoD	Head of Department
ID	Identity
MLA	Modern Language Association
MS	Master of Science (degree)
MPhil	Master of Philosophy
NOC	No Objection Certificate
PhD	Doctor of Philosophy
PCD	PhD Country Directory
QAD	Quality Assurance Division
QEC	Quality Enhancement Cell
SoPs	Standard Operating Procedure



Rules and Regulations for PhD Program

Conduct of PhD Program

- At least two (2) full time faculty members holding PhD degrees in the relevant field shall be available/appointed to the department to launch an MS/MPhil/Equivalent program that may be increased up to three (3) if a PhD program is also to be launched in the same discipline and department.
- The minimum appointment tenure for full-time faculty members must not be less than the duration of the intended degree program.
- The condition of at least 3 relevant full time PhD faculty members to be maintained all the time for the PhD program.
- The teacher to student ratio shall be 1:12, where a supervisor can supervise a total of twelve (12) MS/MPhil/PhD students at a time with no more than five (5) of these students being PhD students.

Admission Requirement

- ***Qualification***

- i. Prior to admission into a PhD program, the student should have been awarded MS/MPhil or equivalent degree as described in HEC Graduate Education Policy (GEP) 2023

OR

- ii. Students pursuing MS/MPhil studies and interested in continuing to PhD may be granted provisional admission upon satisfaction with the Admission Committee regarding Statement of Purpose and students' commitment to the PhD program, provided that confirmation of the admission shall be subject to the fulfilment of the following conditions within a period of one year from the date of provisional admission:

- a. Award of MS/MPhil degree, as prescribed
- b. Clearance of the admission test, as prescribed by GEP.

- ***Intra-disciplinary Qualifications:***

The intra-disciplinary admission are allowed, if

- a) The applicant has a strong interest in pursuing an MS/MPhil/equivalent degree in a different discipline.
- b) The applicant has passed GRE-Subject/equivalent test with minimum 50% marks in the discipline of admission and has taken 6-9 CH of deficiency courses of level 6.
- c) The admission committee is satisfied that the applicant's knowledge of primary area (level 6) has sufficiently prepared him or her to undertake the course of studies of the MS/MPhil/equivalent program (or, in the opinion of the admission committee, the preparation can be deemed satisfactory by taking a few additional courses after starting the program).¹

¹ Intra-disciplinary refers to sub-disciplines that occur within one of the ten broad disciplines defined by UNESCO's International Standard Classification of Education (ISCED-F-2013).



● CGPA

- Minimum CGPA 3.0 (out of 4.0 in the Semester System) or First Division (in the Annual System) in MPhil/MS/Equivalent degree is required.
- A score of 60 in GAT (Subject) or 60% in case of departmental test is required for admission in the PhD Program.
- If the CGPA/Percentage is not mentioned on the transcript, the candidate must produce equivalent weightage from the parent university.
- The students having strong demonstrated interest in obtaining PhD degree, but their CGPA is below 3.00 (out of 4.0 in the semester system) or 60% marks (in the annual system) in the most recent degree obtained, may be admitted to a PhD program after fulfilling the following requirements:
 - i. Shall study additional courses of 9-12 CH of level 7 taking a zero semester at admission awarding university/HEI/DAI and score minimum 3.00 out of 4.00 GPA, and
 - ii. The admission committee is satisfied that the applicant's knowledge of primary area (level 7) has sufficiently prepared him or her to undertake the course of studies of the doctoral program.
 - iii. These requirements shall be in addition to any other requirements set in this policy for admission to a PhD program.

PhD Rules

- A PhD student has to complete at least 18 credit hours of graduate level coursework, qualify comprehensive exam and PhD dissertation work.
- Students are required to have a minimum CGPA of 3.00/4.00 in order to maintain PhD candidacy. Failing to maintain this CGPA will lead to dismissal from the PhD program.
- A student must have full-time enrollment for minimum two semesters of course work.

Duration of PhD

- The minimum duration for the PhD program is 03 years and maximum is 08 years.
- The maximum duration shall be determined from the date of student enrollment until the date of the completion notification of the PhD degree.
- In case a student is unable to secure a PhD degree within the prescribed timeframe and claims for extension in duration, the AS&RB will determine the causes for delay on case-case basis. In event of force majeure i.e., delay on account of circumstance beyond the control of student, the university may grant an extension in the period of award of PhD degree in accordance with the duration limiting factor(s) and shall also take corrective measures in case the delay is caused due to process or administrative reasons.
- Following the completion of coursework, every PhD student have to pass the comprehensive examination to be granted candidacy as a PhD researcher, with the provision that the student failing to pass the comprehensive exam, shall be allowed to retake the exam once.
- The required coursework, comprehensive exam, and defense of synopsis/research proposals should be completed within the 1st six semesters of the registration into a PhD program. The responsibility in this regard rests collectively with the PhD student and the university.



- In case of noncompliance, the registration shall be cancelled and transcripts for completion of coursework may be issued to the student.

Proposal Defense: A student must propose and present her dissertation topic to Departmental MS/MPhil & PhD Advisory Committee and approved by the Advanced Studies & Research Board.

Doctoral Candidate: PhD candidacy will be awarded to the student after successful proposal defense and approval from AS&RB. The student will be considered as under supervision after this point till thesis submission in the repository.

Research Seminar: Before submission of PhD thesis for evaluation a research seminar is required at the departmental level. The Departmental Advisory Committee will determine audience for a research seminar as per their requirement and it will be conducted before its submission to QEC.

Plagiarism Test: The Plagiarism Test must be conducted on the Dissertation by the QEC before its submission for evaluation.

Dissertation Evaluation: The dissertation must be evaluated as per HEC GEP 2023 Policy.

Final Defense

- An open defense of Dissertation followed by a viva voce exam is an essential part of the PhD Program after positive evaluations of Dissertation. The student must defend her research work in front of a panel of examiners consisting of Dean/HOD, supervisor, external examiners and representatives of Examination Office and QEC. However, evaluation (Pass/Fail) shall only be done by the external examiners.
- Only one open/public defense shall be conducted followed by viva voce immediately after the defense.
- The student will get two chances to defend the PhD thesis. Failure in the second attempt will be considered final and the student will be dropped from PhD program. However, the student can apply for pass certificate (for course work only).
- After the final thesis defense, the student will submit dissertation approval form to the Department, as per HEC proformas (*Annexure - I*).
- Students are required to submit 1 copy of thesis to Exam Office through the department. The Exam Office after completing PhD Country Directory requirements will forward thesis to Library as the final destination.²
- The notification of successful final defense will be issued by the examination office preferably within seven working days of viva voce examination.

Publications

For award of PhD degree, a PhD researcher shall be required to publish research articles meeting the following criteria:

- i. At least:
 - a. One research article in W category journal or two research articles in X category journals, for Science Disciplines
 - b. One research article in X category journal or two research articles in Y category journals, for Social Science disciplines

² Student and supervisor copy is not included in this count.



- ii. The PhD researcher shall be the first author of these publications.
- iii. The research article shall be relevant to the PhD research work of the PhD researcher.
- iv. The article shall be published after approval of the research synopsis.
- v. The article shall be published in a relevant research journal.³

Copy of Dissertation to HEC: Soft copy of PhD Dissertation must be submitted to HEC for inclusion in PhD Country Directory and for attestation of the PhD Degree by the HEC.

Cancellation from PhD Program

PhD student registration and enrollment shall be cancelled under following circumstances/conditions:

- i. CGPA remains below 3.0 on completion of coursework
- ii. Fails twice in the Comprehensive Exam
- iii. On disciplinary grounds when recommended by the respective Discipline Committee of FJWU
- iv. Fails to complete PhD degree requirements within maximum allowed time as defined by HEC.

Withdrawal from PhD Program

A student can seek withdrawal from a PhD program at any stage of her degree at her own request duly recommended by AS & RB.

Publication Policy

As per HEC Publication Policy, given below:

- Research Publication for the award of PhD degree, a PhD researcher is required to publish research articles meeting the criteria mentioned in the section of *Publications* (i-v): page 7:
- PhD research work completed under supervision would be a shared property of supervisor and supervisee. All publications resulting from such research shall reflect the authorship of both parties and shall be subject to mutual consent.⁴

Transfer/Migration

Migration/transfer of credits & research to FJWU from other universities/institutions shall be accepted as per HEC migration/transfer policy.⁵

Conflict of Interest

As per FJWU Conflict of Interest Policy.

Ethical Clearance

Ethical clearance may be obtained from FJWU Ethics Committee as and where applicable

Supervision Guidelines

As per FJWU supervision manual⁶

³a. A research article appearing online with valid DOI on website of an HEC's recognized research journal shall be considered published w.e.f. the date it appeared online with DOI.

b. As categorized in HJRS at the time of acceptance of the research article

⁴ Clause 3.11 and 4.2.1 (xi) of GEP 2023.

⁵ Reference clause 3.13 of GEP 2023, HEC's Policy Guidelines for the Implementation of Uniform Semester System shall also be applicable to Level-8 programs for credit transfer of coursework from one university to another, students' assessment, awards of grades, etc. The transfer of research work is permissible, provided that the host university accepts the research conducted at the parent university prior to the credit transfer.

⁶ For further details, refer to HEC GEP 2023 PART-II: GOVERNING THE SYSTEMS OF DOCTORAL RESEARCH



SOPs for PhD Synopsis and Thesis Defense

Purpose

The prime objective of this document is to define process of synopsis and thesis defense at PhD level to ensure the quality of research and degree programs at Fatima Jinnah Women University.

Scope

These processes are implemented to all PhD students who intend to conduct research to complete their degrees.

1. PhD Synopsis Defense

- i. Dissertation topic and supervisor(s) must be approved from Advanced Studies and Research Board (AS&RB). Synopsis defense to be done at two levels:
 - a) Departmental MS/MPhil & PhD Advisory Committee
 - b) AS&RB (approval of thesis title)
- ii. Departmental MS/MPhil & PhD Advisory Committee will convene a meeting for discussion and approval of PhD synopsis for onward submission to AS&RB through proper channel.
- iii. All PhD scholars are required to defend their synopses in Departmental MS/MPhil & PhD Advisory Committee meeting, by giving a PowerPoint presentation in the time duration 10-15 minutes.
- iv. If a student fails to defend synopsis successfully in first attempt, she will be given one more chance only for a successful defense preferably within four weeks.
- v. All PhD synopsis will be checked for plagiarism prior to the presentation before departmental committee by QEC and evidence (*Annexure- II*) will be attached with the synopsis.
- vi. Department will forward synopsis (with turnitin report) along with the name of proposed supervisor in AS&RB for approval. The department must inform the board about the following, along with necessary documents:
 - a) Number of PhD faculty members in the Department
 - b) Number of students being currently supervised by the proposed supervisors
 - c) Status of proposed supervisors as per HEC approved-supervisors policy
 - d) Result of comprehensive examination of the scholars
 - e) Ethical clearance letter (where applicable)
- vii. AS&RB will issue a letter to scholar and supervisor informing about approval of dissertation's topic and supervisor allocation with a copy to the department.

2. Evaluation Procedure of PhD Thesis

- i. Thesis shall be submitted by the supervisor to QEC with the prescribed proforma (*Annexure III*) for issuance of Similarity Index Report. Student, after receiving Similarity Index Report, will



- submit hard and soft copy⁷ of complete thesis through the department to QEC for onward submission to Exam Office.
- ii. QEC will intimate AS&RB, supervisor and HOD while forwarding thesis to Exam Office.
 - iii. Examiners' pool (local and foreign) is to be approved (*Annexure IV*) at following levels:
 - a) Departmental MS/MPhil & PhD Advisory Committee
 - b) Board of Studies
 - c) AS&RB
 - d) Approved (new & updated) copy to Exam Office by AS&RB
 - iv. Following SoPs would be followed for external evaluation:
 - a. In case of Foreign Evaluation: The evaluation of PhD dissertation will be done in two stages: First by the Foreign examiners and then by one local examiner after receiving foreign examiners' reports. The foreign examiners' reports and the response sheets along with revised (if required) copy of dissertation submitted by the supervisee will be sent for local examiners' evaluation.
 - b. In case of Local Evaluation: The evaluation of PhD dissertation will be done simultaneously by the Local examiners (1-2). The examiners' reports, response sheets and revised (if required) copy of dissertation will be sent to examiners for the viva voce.
 - c. Local examiner(s) should preferably be the same who has (have) evaluated the thesis.
 - v. The department in consultation with the supervisor/s will send the list of proposed examiners with updated and complete information including specialization of expert to the Exam Office (*bearing signatures of supervisor*) for approval of the Vice Chancellor, soon after the submission of thesis to QEC. The approval of Vice Chancellor shall be taken within one week preferably, on the receipt of list of examiners.⁸
 - vi. Departmental MS/MPhil & PhD Advisory Committee will ensure that the proposed examiners should be as per HEC GEP Policy 2023.
 - vii. The examination office will take consent from the examiners preferably within two weeks. In case of no response or regret another examiner will be approached.
 - viii. After the approval of examiners, Exam Office shall send thesis preferably within five working days, along with evaluation forms and guidelines (*Annexure V*) to examiner for evaluation. Exam office will intimate (in writing) the department and supervisor (both) the date of thesis sent for evaluation.
 - ix. If an examiner regrets to evaluate the thesis, another examiner in the list will be contacted for evaluation and thesis must be sent to another examiner within five working days from consent preferably and information to be sent to department and supervisor on the same date.
 - x. If the list of proposed examiners is exhausted, Exam office will send an email to the department for a revised list to be proposed by respective supervisor and to be forwarded by the department with a countersign of supervisor.
 - xi. The examiners will be asked to review thesis preferably within six-eight weeks, the limit may be extended for additional time (one month) on the request of examiner.

⁷ CDs are not required at the time of thesis submission for evaluation (softcopy to be provided via email) however, these must be attached with final thesis submission.

⁸ In case of delegated power, same procedure will flow from department to the delegated officer to exam office.



- xii. The external examiner will be requested to send signed and scanned copy of the evaluation form via email to Exam Office.
- xiii. The Exam Office will send the softcopy of the evaluation reports received from evaluators to Secretary, AS&RB to be placed at AS&RB meeting (without putting any comments).
- xiv. Later, the Secretary, AS&RB will send the evaluation reports to the following:
 - a) Supervisor (copy)
 - b) Exam Office (original)
- xv. In case of major changes:
 - a) Examiner should mention that she/she wants to review the thesis again or delegate this responsibility to the supervisor/MS-MPhil & PhD Advisory Committee, as mentioned in Examiner Report Form.
 - b) Supervisor will be responsible to ensure the compliance of evaluation reports and the case will be presented before AS&RB subsequently, through Departmental Advisory Committee along with Committee meeting's minutes and compliance report.
 - c) Student will only be eligible to defend her dissertation after turnitin clearance from QEC before sending to the exam office for second round of review (if required) and after receiving positive feedback/evaluation reports from examiners (where applies) and compliance to the reports.
- xvi. After the reports are received and students have made the suggested changes, copies of the reports along with the response sheet (*Annexure VI*) and revised copy of thesis will be sent to the local examiner(s) (whichever applies). The examiners can submit duly signed report via email however, they will bring hard copy of their reports at the time of thesis defense.

3. PhD Defense

- i. An open defense of Dissertation (including power point presentation) is essential part of PhD Program after positive evaluation of Dissertation.
- ii. The viva will be held on the same day subsequently and date of viva shall be decided by the department in consultation with the examiners, supervisor(s) & co-supervisor(s) and student. The concerned Head of the Department will arrange viva voce and will inform Exam Office and other relevant bodies.
- iii. The viva voce will be held in the presence of the local examiner, preferably be the same who has evaluated the thesis, and Supervisor, department head, one representative from the QEC and Examination Office. In case, Dean or HOD is the supervisor, one senior faculty member will be included.⁹
- iv. After the defense, external examiners will fill thesis evaluation proforma (*Annexure VII*) indicating whether they want to review the thesis after the suggested changes are incorporated. In case local examiners want to review thesis for changes, one week will be given for the review.

⁹ Departmental advisory committee/doctoral committee



- v. At the end of viva, two copies of thesis evaluation proforma (signed by external examiners) shall be signed by the relevant members. One copy will be handed over to the representative of Exam Office.
- vi. If a student fails to defend her thesis in first attempt, only one more chance would be given for defense to be conducted within a period of next six months.
- vii. Failure in the second attempt will be considered final and the student will be dropped from PhD program. However, the student can apply for pass certificate (for course work only).
- viii. The Examination office will issue the notification of PhD degree according to the date of viva voce of the student preferably within one week of viva.
- ix. Students are required to submit 1 hard copy of thesis along with CD/DVD/soft copy as per HEC requirement to Exam Office through the department within eight weeks after defense, if thesis is approved without changes. For the cases with changes (major/minor) a cushion period would be provided to the students within the timeline of thesis duration.
- x. The Exam Office after completing PhD Country Directory requirements will forward thesis to Library as the final destination.
- xi. If student fails to submit final thesis (hard copy) after Viva Voce in specified time period than she has to bear fine as follows:
 - a. Regular submission is 2 months from the date of viva voce
 - b. From 3rd to 4th month from the date of viva: Rs. 5000/-
 - c. From 5th to 6th months from the date of viva: Rs. 10,000/-
 - d. Thereafter, the fine would continue to increase at the rate of Rs. 5000/- per month.

Criteria for appointing External Examiners

- The PhD dissertation must be evaluated by:
 - a. At least two external experts who shall be:
 - i. PhD faculty member from the world top 500 universities ranked by the Times Higher Education or QS World Ranking in the year corresponding to dissertation evaluation year
OR
 - ii. Pakistan-based Distinguished National Professors, Meritorious Professors from any national university; or professors from top universities ranked by HEC; or professors from any Pakistani University having a minimum H-Index 30 for Sciences, 15 for Social Sciences or 8 for Art & Humanities as determined by Web of Science.
OR
 - b. At least one external expert qualifying any one of the conditions mentioned at 'a' above if the PhD candidate publishes dissertation research in a peer-reviewed journal that is classified by the HEC in category W for Sciences and X or above for Social Sciences.
- External examiners shall not be invited frequently rather invited on shuffled basis to conduct defense to avoid conflict of interest.

Degree Completion Timeline

- i. The PhD degree shall be awarded by the universities not before the completion of three years or six regular semesters and not after completion of eight years or 16 regular semesters.
- ii. The completion date of PhD degree shall be reckoned with the date of notification of the award of PhD degree.
- iii. The maximum duration shall be determined from the date of student enrollment until the date of the completion notification of the PhD degree.



- iv. In case a student is unable to secure a PhD degree within the prescribed timeframe and claims for extension in duration, the university may constitute appropriate authority and determine the causes for delay. In event of force majeure i.e., delay on account of circumstance beyond the control of student, the university may grant an extension in the period of award of PhD degree in accordance with the duration limiting factor(s) and shall also take corrective measures in case the delay is caused due to process or administrative reasons.
- v. PhD extension cases beyond 5 years will be presented and approved by the AS&RB.
- vi. PhD Extension cases up to 5 years are to be notified for information to the AS&RB by the departments. The Department will be responsible for maintaining individual files of PhD students.
- vii. Scholars visiting abroad under any student exchange/scholarship program will be required to pay only 30% of the semester fee to remain on university rolls provided they have not attended any class in that semester. However, it is mandatory for PhD scholars to pay minimum six semesters' fee.

• **Thesis Extension Fee Structure**

Duration of Thesis Extension	Proposed Fee
Within One Month (from the regular thesis submission date, one time only)	3000/-
Extension fee per semester (With lab e.g. experiments conducted in Biotechnology, Physics, Environmental Sciences, Electronic Engineering etc)	20,000/-
Extension fee per semester (Without lab where university labs services are not used)	15,000/-
Two time (only) write up fees (Science Discipline with Lab work)	10,000/-
MS Business Administration	Rs. 20,000/- Third semester with Thesis: 20,000/- extra. No other extension fees



SOPs for PhD Comprehensive Examination

- i. Following the completion of coursework, every PhD student shall be required to pass the comprehensive examination to be granted candidacy as a PhD researcher, with the provision that the student failing to pass the comprehensive exam, shall be allowed to retake the exam once.
- ii. The required coursework, comprehensive exam, and defense of synopsis/research proposals should be completed within the 1st six semesters of the registration into a PhD program. The responsibility in this regard rests collectively with the PhD student and the university. In case of noncompliance, the registration shall be cancelled and transcripts for completion of coursework may be issued to the student. In an event of force majeure i.e., noncompliance on account of circumstances beyond the control of student, the university may consider the matter in accordance with the procedure prescribed at 3.12(iv) of GEP.

Guidelines for Comprehensive Examination:

- a. The exam should be based on recapitulation of the conceptual knowledge of the discipline to which the student is admitted.
 - b. The exam shall cover the courses studied, preferably at the graduate level, conducted on one composite question paper.
 - c. The evaluation shall be on an aggregate basis, expressed in terms of pass/fail and shall not be graded.
- iii. After the successful completion of 18 credit hours course work of PhD, the student will submit an application in the Department for conducting the comprehensive examination and will pay comprehensive examination fee as per FJWU policy.
 - iv. The Concerned Dean, HOD and the student will sign the agreement (*Annexure - VIII*).
 - v. A Comprehensive Examination Committee will be notified by the Departmental Advisory Committee for each student appearing in the exam.
 - vi. The HOD will forward the original signed agreement to the Secretary AS&RB (along with the deposit slip of the comprehensive exam fee). Copy of the agreement may be sent to the Dean and concerned student.
 - vii. The students will be required to appear for the comprehensive examination within a maximum of two months of signing of the agreement. Any student failing to do so, will be required to submit the comprehensive examination fee again.
 - viii. The comprehensive examination for the scholar will be prepared and checked by the respective Committee after sign of the agreement.
 - ix. Comprehensive Exam will consist of two parts:¹⁰
 - Written Examination (weightage 50%)
 - Oral examination (weightage 50%).
 - x. Comprehensive Exam question papers along with demand of answer sheet proforma will be submitted by the Department to the Exam Office.

¹⁰ The respective departmental committee will prepare SOPs for the conduct of written and oral comprehensive exam in advance, as per the requirement.



- xi. Department will conduct the comprehensive exam and result (on the prescribed format attached at *Annexure -IX*) will be submitted within ten (10) days to the exam office. The answer sheets will remain in the custody of concerned department and will become the part of scholar's file.
- xii. The Exam office will declare the result of the comprehensive exam preferably within one week after the submission by the Department.
- xiii. The cumulative pass percentage is 70%, with minimum qualifying 50% marks in written and oral exam each. If scholar failed the comprehensive exam in the first attempt, then she should go for second attempt within six months. Only two attempts are allowed for the comprehensive exam to be cleared.
- xiv. Scholar who failed the comprehensive examination in the second attempt or completed three years as scholar but did not appear in the comprehensive exam, her candidacy shall be deemed as cancelled.



Rules and Regulations for MS/MPhil Program

Conduct of MS/MPhil Program

- The condition of at least 2 relevant full time PhD faculty members to be maintained all the time for MPhil program.

Admission Requirements

- Sixteen years of schooling or 4 year education (minimum 120 credit hours) after HSSC/F.A./F.Sc/Grade 12 or Equivalent shall be required for admission in the MPhil/MS/Equivalent program.
- Admission Test: University is required to: a) Conduct a rigorous admission test as an eligibility condition for admission to MS/MPhil/Equivalent programs, with a passing score of 50%. OR b) Accept the GRE/HAT General/Equivalent tests, with a passing score of 50%.

Intra-disciplinary Qualifications

- The intra-disciplinary admission may only be allowed, if:
 - a) the applicant has a strong interest in pursuing an MS/MPhil/equivalent degree in a different discipline.
 - b) the applicant has passed GRE-Subject/equivalent test with minimum 50% marks in the discipline of admission and has taken 6-9 CH of deficiency courses of level 6.
 - c) the admission committee is satisfied that the applicant's knowledge of primary area (level 6) has sufficiently prepared him or her to undertake the course of studies of the MS/MPhil/equivalent program (or, in the opinion of the admission committee, the preparation can be deemed satisfactory by taking a few additional courses after starting the program).

MS/MPhil Rules

1. Either need to complete 30 credit hours of course work or b. Complete 24 credit hours of coursework along with a minimum of six (6) credit hours for research work/thesis.
2. The MS/MPhil degree shall be awarded by the universities not before the completion of 1.5 years or three (03) regular semesters and not after completion of four (04) years or eight (08) regular semesters.
3. In case a student is unable to secure an MS/MPhil within the prescribed timeframe and claims for extension in duration, the university may constitute appropriate authority and determine the causes of delay. In the event of force majeure (i.e., delay on account of circumstance beyond the control of student), the university may grant an extension in the period of award of MS/MPhil degree in accordance with the duration limiting factor(s) and shall also take corrective measures in case the delay is caused by process or administrative reasons.
4. Students are required to have a minimum CGPA of 2.5/4.00, failing to maintain this will lead to dismissal from the program.
5. A student must have full-time enrollment for minimum two semesters of course work.
6. The student will get two chances to defend the MPhil Thesis. Failure in the second attempt will be considered final and the student will be dropped from the program. However, the student can apply



for pass certificate (for course work only).

7. The student must submit two hardbound copies along with the soft copy of dissertation on the prescribed format to the Department which will be responsible for further distribution as per rules.
8. The plagiarism report should be attached with each copy of dissertation.

Milestones for Award of MPhil Degree

The following milestones define the path for obtaining the MPhil Degree:

1. **Course work:** Course work with minimum 2.5 CGPA.
2. **Proposal Defense:** A student must propose and present her dissertation topic to Departmental MS/MPhil & PhD Advisory Committee, followed by approval of Advanced Studies & Research Board through proper channel.
3. **MPhil Candidate:** The candidacy will be awarded to the student after successful proposal defense and approval from AS&RB. The student will be considered as under supervision after this point till thesis submission in repository.
4. **Plagiarism Test:** The Plagiarism Test must be conducted on the dissertation by the QEC before its submission for evaluation.
5. **Dissertation Evaluation:** The dissertation must be evaluated by one external examiner who will evaluate the thesis on prescribed proformas. Student will defend her thesis after getting positive evaluation and submission of response sheet/compliance report on the prescribed proformas (*Annexure -VI*) to the department.

Cancellation from MPhil Program

A student registration/enrollment shall be cancelled from the MPhil degree program under following circumstances/conditions:

- i. CGPA remains below 2.5 on completion of coursework/degree
- ii. Couldn't defend thesis in two attempts
- iii. On disciplinary grounds when recommended by the respective Discipline Committee of FJWU
- iv. Fails to complete MPhil degree requirements within maximum allowed time as defined by HEC.

Improvement of CGPA

A student wants to improve her CGPA, may be allowed to do so on payment of full semester dues, provided that she has not registered for convocation and MPhil degree has not been issued.

Withdrawal from MPhil Program

A student can seek withdrawal from MPhil program at any stage of her degree at her own request duly recommended by AS&RB.

Transfer/Migration

Migration/credit & research transfer to FJWU from other universities/institutions shall be accepted as per HEC migration/transfer policy¹¹

¹¹ Reference GEP 2.4, The transfer of research work is permissible, provided that the host university accepts the research conducted at the parent university prior to the credit transfer.



Conflict of Interest

As per FJWU conflict of interest policy

Ethical Clearance

Ethical clearance may be obtained from FJWU Ethics Committee where applicable.

Publication Policy

As per FJWU Student research policy

Supervision Guidelines

As per FJWU supervision manual



SOPs for MS/MPhil Synopsis and Thesis Defense

Purpose

The prime objective of this document is to define process of synopsis and thesis defense at MPhil level to ensure the quality of research and degree programs at Fatima Jinnah Women University.

Scope

These processes are implemented to all MPhil students who intend to conduct research to complete their degrees.

1. MPhil Synopsis Defense

- i. The synopsis duly signed by the supervisor will be submitted to the Departmental MS/MPhil & PhD Advisory Committee.
- ii. After the approval of Departmental MS/MPhil & PhD Advisory Committee, title and synopsis along with the name of proposed supervisor would be forwarded through proper channel to the AS&RB for approval.
- iii. The department must inform the board about number of students being currently supervised by the proposed supervisors along with the minutes of the Departmental Advisory Committee meeting. Advisory Committee must ensure that all pre-requisites are met.

2. MPhil Thesis Defense

- i. Thesis shall be submitted by the supervisor to QEC with the prescribed Proforma (*Annexure - III*) for issuance of Similarity Index Report. Student, after receiving Similarity Index Report, will print complete thesis and send 1 hard and soft copy¹² of complete thesis through the department to QEC for onward submission to Exam Office (hard copy).
 - a. The supervisor must either accept or reject submission of thesis within two weeks once the student has submitted her thesis.
 - b. The supervisor may keep the department in copied in their correspondence with QEC.
 - c. In case of high similarity index (more than prescribed HEC limit) re-submission of thesis must be done within 2 weeks. In case of failure to meet the required similarity index within the prescribed timeline, the student will automatically go on extension.
- ii. The department in consultation with the supervisor/s will send the list of proposed external examiners (3) with updated and complete information including specialization of expert to the Exam Office for approval of the Vice Chancellor, soon after the submission of thesis to QEC.¹³ The approval of Vice Chancellor shall be taken within one week preferably, on the receipt of list of examiners.
- iii. Approval of the examiners must be sought preferably within a week by the Examination Office.
- iv. Exam Office will take consent from the approved external examiner before sending thesis for evaluation

¹² CDs are not required at the time of thesis submission for evaluation (softcopy to be provided via email) however, these must be attached with final thesis submission.

¹³ In case of delegated power, same procedure will flow from department to the delegated officer to exam office.



- v. After the approval, Examination Office shall send the thesis to external examiner for evaluation on prescribed proforma (*Annexure -X*) within one week preferably. A reminder needs to be sent after four weeks. Each examiner will be asked to review the thesis within four weeks, the limit may be extended for additional time (maximum two weeks) on the request of examiner.
- vi. If an examiner regrets to evaluate the thesis, next examiner in the list will be contacted for evaluation and thesis must be sent to the next examiner preferably within ten working days and inform the Department and supervisor on the same date.
- vii. Scanned and signed copy of evaluation report will be entertained via email preferably from the official email of external examiners. Print of report will be sent to the department and supervisor both, without putting any comments by the exam office.
- viii. In case of major changes,
 - a. The supervisor will be responsible to ensure the compliance of evaluation report.
 - b. Student will only be eligible to defend her dissertation work after receiving positive evaluation reports from the evaluator/s and compliance to the reports within one month and after turnitin clearance from QEC.
- ix. Viva will be held when all the changes recommended by examiner have been incorporated verified by the Supervisor.
- x. External examiners will bring hard copy of the evaluation report with them while coming for viva. The same copy will be handed over to the representative of the exam office after viva to keep as record.
- xi. Department will arrange oral examination at the earliest as per availability of the external examiner, supervisor and student. The Examination Office will be accordingly informed about the date and time of the viva voce by the department.
- xii. The HOD will ensure that external examiner should be invited on shuffled basis in order to avoid conflict of interest.
- xiii. Viva voce shall be conducted in the presence of HOD, supervisor, external examiner, representative of Examination Office and two senior faculty members of the concerned Department. However, marks are to be given by the external examiner only.
- xiv. Power point presentation during viva voce is required.
- xv. The representative of Examination Office will be responsible for preparing the thesis evaluation proforma (*Annexure - XI*) during viva and will duly handover one signed copy of the result to the HOD before leaving the venue.
- xvi. Thesis evaluation process must be completed 6 weeks before the (initially) scheduled date of convocation.¹⁴
- xvii. Two hard copies of the thesis must be submitted to the Department after successful defense within eight weeks of viva.
- iii. If student fails to submit final thesis (hard copy) after viva voce in specified time period than she has to bear fine as follows:
 - a. Regular submission is 2 months from the date of viva voce
 - b. From 3rd to 4th month from the date of viva: Rs. 5000/-
 - c. From 5th to 6th months from the date of viva: Rs. 10,000/-

¹⁴ Exam office will notify the date annually as per academic calendar.



d. Thereafter, the fine would continue to increase at the rate of Rs. 5000/- per month.

Thesis Extension

- MPhil extension cases up to 3 years are to be notified to AS&RB; however, these cases will be presented and approved at departmental level. The Department will be responsible for maintaining the record.
- Extension cases beyond three years will be presented for approval of the AS&RB.
- Same Fee Structure for Extension will be applied as reported for PhD Program.
- Student desirous of improving CGPA will not apply for clearance and must submit the application within a week (5 working days) after declaration of final semester result.
- Students on any sort of extension shall not be entitled for award of medals/distinctions.



Guidelines for Thesis Format

MPhil/PhD Thesis

All theses presented in typescript for the degree of MPhil/PhD should comply with the following specifications unless permission to do otherwise is obtained from the relevant authority/ body.

- **Size of Paper**

A4. size be used, no restriction is placed on drawings and maps

- **Paper Specification**

Four copies on good quality paper (minimum 80 g) be submitted.

- **Method of Production**

The text must be typewritten in acceptable typeface and the original typescript (or copy of equal quality) must normally be submitted as the first copy. The second and subsequent copies may be produced by means of other acceptable copying methods.

- **Layout of Script**

APA style and/or MLA for English Literature, Typescript should appear on one side only, lines Footnotes, quotations, references and photographic captions should be according to the relevant style manual. Where appropriate, these should contain lists giving the locations of figures and illustrations.

- **Font Size**

Font size 12 with 1.5 line spacing.

- **Margins**

At least 1.5 inches on the left-hand side, 1 inch at the top and bottom and right hand side of the page. The best position for the page number is at top-right ½ inch (1.27 cm) below the edge. Page containing figures and illustration should also be suitably paginated.

Following is the preferable layout of the thesis

- Title Page
- Abstract / Summary
- Acknowledgements
- Abbreviations/key terms (not described in the text)
- Table of Content
- List of Tables (where applicable)
- List of Figures (where applicable)
- Introduction (including literature review)
or
- Introduction
- Review of Literature (as separate chapters as per requisite of the subject)
- Methodology
- Findings and Discussion (may comprise of one chapter or a number of chapters depending upon the Subject matter/ requirements)
- Conclusion/s, Recommendation/s where applicable
- Reference of the Literature Cited
- Appendices (where applicable)

Any other information specific to the respective discipline



- **Title Page**

Title page should be prepared according to the Sample Format (*Annexure XII*). Length of Thesis word limit for MPhil and PhD program in all faculties except for Science & Technology is as under:

MPhil	20,000-40,000
MPhil (Urdu)	Minimum 25,000
PhD	65,000-100,000
PhD (Urdu)	Minimum 65000

- **Published work**

Published work from the theses be included as appendix (Reprints/ proof / preprint.)

- **Turnitin Report/Similarity Index Report**

Turnitin/similarity index report should also be appended at the end of thesis

- **Binding**

Front cover should give title of the thesis, name of the candidate and the name of the Departments through which submitted (*Annex*). The lettering may be in boldface and properly spaced. Their sizes should be: title 24 pt. name of the department/ institute/ centre/ college 18 pt. The colour of binding for different degrees is as follows:

Degree	Color
PhD	Red
MPhil	Maroon

Spine of the thesis should show "PhD thesis/MPhil thesis" on top across the width of spine, name of the candidate in the middle along the length of spine, and the year of submission across the width at the bottom. Lettering on spine should be in 18 pt. and may be in boldface.



Format of MPhil & PhD Synopsis

TITLE PAGE

TITLE OF RESEARCH PROPOSAL

Time New Roman

Font size = 20

Capital Letters Bold

BY

STUDENT NAME

REGISTRATION NO.

Time New Roman

Font size = 14 Capital Letters Bold

Bold

SUPERVISOR: NAME OF SUPERVISOR

Time New Roman

Font size = 14 Bold

DEPARTMENT OF XXX

FACULTY OF YYYY

FATIMA JINNAH WOMEN UNIVERSITY

RAWALPINDI

DATE OF SUBMISSION

Time New Roman

Font size = 14 Bold

Signature of Student

Signature of Supervisor



1. Introduction

It covers the background, rational, conceptual and operational definitions, theoretical background, and empirical evolution,

- 1.1 Objectives of the Study
- 1.2 Hypothesis of the Study/Research Question of the Study
- 1.3 Significance of the Study (this section highlights the gap in the existing literature and provide the importance of current study)
- 1.4 Statement of Problem

2. Literature Review

Review of relevant literature on the topic/issue. This section can be classified into subsection if required. The chapter can be organized by adopting general to specific or specific to general approach. The studies should be list in chronological order (oldest to newest or newest to oldest). Identify gap in literature in a concluding paragraph.

- 2.1. Theoretical Literature /Theoretical Background
- 2.2. Empirical Literature /Review of Literature

3. Methodology and Data

- 3.1 Specify nature of study (secondary, primary)
- 3.2 Specify type of analysis (descriptive, casual, exploratory, empirical, discourse analysis, content analysis)
- 3.3 Specify Study Design: Strategy & Frame work
- 3.4 Data: explanation of data/variables to be used in the study, detail of data sources

For primary data studies: Sampling strategy (probability/non-probability or any other), sample selection criteria, sample size, data collection techniques (Registration, Questionnaires, interviews, Direct Observations) and accessibility of sample.

Ethical Considerations: approval from Ethics Committee FJWU, consent/access/and participants' protection (List down issues like informed consent, anonymity, confidentiality of data, data storage, and the use of the results etc) Others can be study specific like intervention etc.

4. Estimation Technique/Analysis of Data/Experimental Design

Data is to be analyzed according to the requirement of topic. Data Analytical Techniques and software required

5. Bibliography/References

All references (in-text citation and bibliography list) should follow APA Format or as [prescribes by the department

6. General Instructions

6.1. Length of a synopsis:

- MPhil 3000-4000 words
- PhD 6000-8000 words



6.2. Font Size:

Title Page 18-22 Headings / subheadings 14-16 Text 10-12 Footnotes 8-10 Footnotes be given on the same page where reference is quoted

6.3. Type Style:

Times New Roman

7. Margins:

At least 1¼ - 1½ inches (3.17-3.81cm) on the left-hand side, ¾ - 1 inch (2.54cm) at the top and bottom of the page, and about ½ - 0.75 inches (1.27- 1.90cm) at the outer edge. page number is at bottom center or bottom right

8. Plagiarism Report

All PhD synopsis must attach a plagiarism report generated by QEC before submission to the department, for proposal defense.



SOPs for MS/MPhil & PhD Admission Test

The following SOPs will be followed for MS/MPhil & PhD Admission Test.

1. Admission Test Criteria:

- i. The candidates will have to provide a score of 50 in GAT (General), prior to admission in MS/MPhil Program. A score of 60 in GAT (Subject) will be required prior to admission in PhD Program.

OR

- ii. If any Department wants to conduct its own admission test then the passing/qualifying score will be 50% for MS/MPhil Program and 60% for PhD Program.

2. Procedures to Obtain Approval for Departmental Admission Test:

If any FJWU Department wants to conduct its own admission test for one or for both higher degree programs the following procedure will be followed:

- i. Department will prepare the case and present it before Board of Studies (BoS).
- ii. After approval from BoS, Head of Department (HoD) will forward the case through proper channel to the Advanced Studies and Research Board (AS&RB). Subsequently, the Registrar's Office will notify the composition of Departmental Admission Test Committee to the following:
 - a) HEC
 - b) Concerned Department
 - c) Admission Office
 - d) MS/MPhil /PhD Review Committee
- iii. After approval from AS&RB, case will also be presented in FJWU Academic Council and Syndicate for approvals.

3. Mechanism for Constitution of Committee and Test Pattern:

Following mechanism is approved by HEC (NQAC) for constitution of committee and test pattern if a University desires to conduct its own test:

- i. The test should be at par with GRE (General) and GRE (Subject), as applicable.
- ii. The Departmental Admission Test committee will include; 2-3 PhD faculty members of relevant discipline and one of them will be from outside the University.
- iii. The University will intimate the composition of the committee to QA Division, HEC within one month of its constitution approval. Moreover, any change in the composition of the committee will also be intimated to HEC, accordingly.



4. Procedure for Test Conduction

The Department will be responsible for following arrangements related to test conduction:

- i. The Departmental Test Committee will finalize the question paper preferably three days before the test date and submit it to the Department.
- ii. The Departmental Test Committee will get the approval of test format from the departmental advisory committee (for the first time only)
- iii. Department will arrange logistics/venue and nominate faculty members for invigilation of test.
- iv. The admission office will inform the examination office about admission test date.
- v. Departmental Test Committee will be responsible for test checking and compilation of final result.
- vi. The final result, duly signed by the test committee (internal members), will be submitted to the Admission Office through proper channel within three working days of the conduct of admission test.



Departmental MS/MPhil & PhD Advisory Committee¹⁵

Functions of Committee

Each department has its own MS/MPhil & PhD Advisory Committee with the main functions given below:

- To perform the advisory role for students and supervisors of respective research degree programs.
- To monitor that departmental research degree programs ensure quality teaching and research.
- To monitor the compliance of HEC/FJWU rules and regulations during students candidacy and before the completion of degree requirements.
- To keep the record of students of research degree programs complete bio data from the time of admission till graduation.
- To verify the degree requirements of students before thesis submission.
- To identify future needs of the department to improve the quality/services of degree programs at FJWU.
- To provide relevant information to MPhil & PhD Program Review Committee (when and where required).

Constitution

The committee to be chaired by Dean/Head of the Department.¹⁶ One senior Lecturer/Assistant Professor will act as Secretary of the committee.

Term of Committee

Members of the committee shall be nominated for a period of two years and new nominations shall be made after expiry of duration of previous members on rotation.

Composition – Core Members

All PhD qualified faculty members of the department. One faculty member with MS/MPhil qualification.¹⁷

Co-Opted Members

One/two co-opted external PhD faculty members from the relevant academic department (from the field of specialization) of HEC recognized universities.¹⁸

Terms of Reference

MS/MPhil & PhD Advisory Committee shall:

- Meet at least twice a year (in addition to when and where required) and shall maintain minutes of its meetings for record.
- To propose/recommend allocation/change of Supervisor/Co-Supervisor(s) and these titles, for MS/MPhil/PhD scholars. While proposing the supervisors for PhD thesis the committee will also assess the relevance of the supervisors as per given criteria in GEP 2023, clause 42.1 & 4.2.2.¹⁹
- To prepare and submit record of PhD supervision on HEC prescribed Proforma
- To conduct research proposal defense before synopsis submission to AS&RB for approval through proper channel.
- To evaluate the bi-annual progress reports of MS/MPhil & PhD scholars submitted by supervisors to the committee and to counsel relevant quarter (if required). Supervisor-supervisee meeting

¹⁵ The Committee will also perform the functions of the Relevance Assessment Committee for supervision matters as mentioned in the HEC GEP 2023.

¹⁶ Or as prescribed by the advisory committee

¹⁷ In a department with less than three PhD faculty members, two senior faculty members with MS/MPhil qualification may include as core members.

¹⁸ An honorarium to external examiner for conducting proposal defense, comprehensive exam and thesis evaluation will be paid as per FJWU Policy.

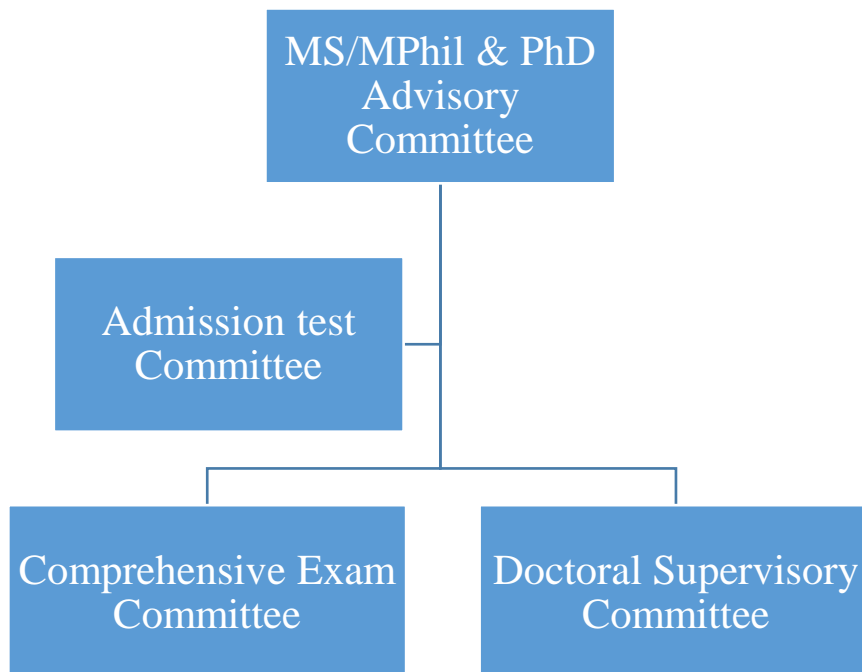
¹⁹ The "General Conditions to Supervise Doctoral Research" along with the "Criteria to be a PhD Supervisor" are applicable on fresh PhDs intending to supervise PhD research and effective from the date of enactment of this policy. All the previously approved supervisor shall remain approved until the date mentioned on their award letter.



record should also be reviewed while determining the cause of delays/non-satisfactory performance.

- To approve Comprehensive Exam Committee & Doctoral Supervisory Committee for each research scholar.
- To review cases of extension, absenteeism, semester freeze, fee submissions, and all other related matters.
- To submit the names of internal/external Examiners proposed by supervisor for the competent authority's approval through Examination Office and to recommend supervisors to suggest externals name on rotation basis.
- To conduct/manage Thesis Defense of MPhil/PhD scholars.
- To conduct departmental seminar before thesis submission.
- To maintain/update the list of External Examiners (local and foreign) periodically and get the approval from AS&RB.
- To prepare and submit agenda for ASRB along with required documents mentioned in the Policy Booklet.
- To verify the degree requirements of scholars before thesis submission.
- To remain vigilant in maintaining required eligibility criteria(s) for running MPhil & PhD Program, as per HEC terms & conditions.
- To supervise the working of Doctoral Supervisory Committee for PhD scholars.
- To ensure the compliance of quality indicators of MS/MPhil & PhD research and evaluations.

Organogram of Departmental Committees





Grievance Redressal System (Post Graduate Programs)

Fatima Jinnah Women University has its own grievance redressal system for the Post-Graduate research students. A Grievance Redressal Committee (Post-Graduate Program) has been constituted to deal with the concerns of students in the domain of research and examination system, based on impartiality, genuinity of the grievance and accuracy of the submitted evidences.

The grievances submitted to the committee would be decided and recommended for the approval of the competent authority by the committee in the prescribed manner and timeline as per its Terms of References (TORs).

Post-graduate students can submit their grievance on the prescribed proforma (Annex. XIV), along with evidence (s) on the following email address:

grievance_pg@fjwu.edu.pk



Proforma A: Submission of Synopsis for Turnitin Verification

1. Name of Candidate (as on Synopsis/Dissertation): _____
2. Synopsis Title (Use capital letters): _____
3. Registration No. _____
4. Email id _____
5. Mobile No _____
6. Name of Supervisor _____
7. FJWU Official email id of Supervisor _____
8. Department _____ Degree Program _____

Mandatory Information: -

S/No	Detail of Text	First Submission	2 nd Submission & Revision 1
1	Word Count (From Chapter 1 to end page of Last Chapter)		
2	Number of pages (From Chapter 1 to end page of Last Chapter)		
3	Date on which Soft Copy sent to Turnitin account		
4	For 2 nd Submission, please provide 1 st Attempt Turnitin report ID		
5	For 3 rd Submission, please provide 2 nd Attempt Turnitin report ID		

9. Have you had this Synopsis (full or any part) run through Turnitin before? *(In case of YES, the following information is required).* Yes No

- a. Please provide access to all Turnitin Accounts used for earlier Turnitin reports.
- b. Please provide Turnitin report id number for each report generated through Turnitin from all account

**Please note that QEC cannot proceed any further, if the earlier Turnitin reports have been deleted or manipulated by account users).*

xvii. ****QEC, FJWU will not verify Turnitin Report for any Text that has been processed earlier from any other Turnitin account.**

NOTE

ONE MS WORD document should be submitted containing ALL chapters of ONE synopsis. DO NOT Submit separate files for different chapters. DO NOT submit multiple copies of same synopsis. MS WORD file must be named for candidate's name and submission number. Please exclude Bibliography /References/ Endnotes from your soft copy (submitted for Turnitin verification) Word count should be as per University guidelines (where applicable). Each Candidate should attach Proforma for Verification by Supervisor.

Candidate's Signature

Supervisor's Signature

HOD's Signature

Date: _____

Sender's Signature: _____

Turnitin Admin (QEC)

Focal Person on Anti-Plagiarism



Proforma B: Undertaking by Supervisee

Department _____ Date _____

I _____, verify that both soft copy and hard copy are same, as submitted for Turnitin Report.

Supervisee's Mobile No: _____

Supervisee's Signature

xviii.

Undertaking by Supervisor

Department _____ Date _____

I _____, have checked, both soft copy and hard copy of PhD

Synopsis

- 1st submission
- 2nd submission
- 3rd submission

Titled: _____

of my supervisee_____. Contents of both soft copy and hard copy are same.

Supervisor's Official email id: _____

Supervisor's Mobile No: _____

Supervisor's Signature



Proforma A: Submission of Thesis for Turnitin Verification



Name of Candidate (as on Thesis/Dissertation): _____

Thesis/Dissertation Title (Use capital letters): _____

3. Registration No. _____
4. Email id _____
5. Mobile No _____
6. Name of Supervisor _____
7. FJWU Official email id of Supervisor _____
8. Department _____ Degree Program _____

Mandatory Information: -

S/No	Detail of Text	First Submission	2 nd Submission & Revision 1	3 rd Submission & Revision 2
1	Word Count (From Chapter 1 to end page of Last Chapter)			
2	Number of pages (From Chapter 1 to end page of Last Chapter)			
3	Date on which Soft Copy sent to Turnitin account			
4	For 2 nd Submission, please provide 1 st Attempt Turnitin report ID			
5	For 3 rd Submission, please provide 2 nd Attempt Turnitin report ID			

9. Have you had this Thesis (full or any part) run through Turnitin before? Yes No
(In case of YES, the following information is required).

a. Please provide access to all Turnitin Accounts used for earlier Turnitin reports.

b. Please provide Turnitin report id number for each report generated through Turnitin from all accounts.

**Please note that QEC cannot proceed any further, if the earlier Turnitin reports have been deleted or manipulated by account users).*

****QEC, FJWU will not verify any Turnitin Report generated by other than FJWU QEC.**

NOTE

1. ONE MS WORD document should be submitted containing ALL chapters of ONE thesis. DO NOT Submit separate files for different chapters. DO NOT submit multiple copies of same thesis.
2. MS WORD file must be named for candidate's name and submission number.
3. Please exclude Bibliography /References/ Endnotes from your soft copy (submitted for Turnitin verification)
4. Word count should be as per University guidelines (where applicable).
5. Each Candidate should attach Proforma for Verification by Supervisor.

Candidate's Signature

Supervisor's Signature

HOD's Signature

Date: _____

Sender's Signature: _____

Turnitin Admin (QEC)

Focal Person on Anti-Plagiarism



Proforma B: Undertaking by Supervisee

Department_____

Date_____

I _____, verify that both soft copy and hard copy are same, as submitted for Turnitin Report.

Supervisee’s Mobile No: _____

Supervisee’s Signature

xix.

Undertaking by Supervisor

Department_____

Date_____

I _____, have checked, both soft copy and hard copy of PhD

Synopsis

- 1st submission
- 2nd submission
- 3rd submission

Titled:_____

of my supervisee_____. Contents of both soft copy and hard copy are same.

Supervisor’s Official email id: _____

Supervisor’s Mobile No: _____

Supervisor’s Signature



Expert/Referee Nomination Form for the Department of _____

Fill out this form and then print. Please indicate category of nomination for (Tick only one²⁰):

- (a) Local Expert (for MPhil Viva examination)
- (b) Local Expert (for PhD Viva examination)
- (c) Foreign Referee (for PhD thesis evaluation)

Note: In case of category (c), nominations should be from HEC approved countries list.

Name: _____ Designation: _____

Institute/University: _____

Mailing Address: _____

Telephone (with country code): _____ Fax (with country code): _____

Email: _____ Webpage (if any) _____

Research area (sub-discipline/section) for which nominated: _____

List five recent publications (complete references):

1.	
2.	
3.	
4.	
5.	

Nominated person has agreed to be on the panel. Yes

Name of the above person has been approved by the departmental Board of Studies on _____ for the category mentioned above. Minutes of the departmental Board of Studies are attached. (dd/mm/yyyy)

Date _____ Signature of the Chairperson/Incharge
(dd/mm/yyyy) Name:

Registrar

Categories (a), (b), and (c) to be placed before the AS&RB, for approval.

²⁰¹ If you would like to nominate the same individual for more than one category, please use separate form for each.



Examiner Report-Doctoral Thesis

Name of PhD Scholar: _____

Department: _____

Title of Thesis: _____

Report Due Date: _____

The degree of Doctor of Philosophy will be awarded to a candidate who completes at least 18 credit hours of graduate level course work, qualifies comprehensive exam and PhD dissertation. The dissertation should demonstrate a significant contribution to the relevant field of study.

The examiner is expected to evaluate the candidate on three components:

1. Assessment against the given examination criteria
2. Recommendations as per conditions of award
3. A detailed report justifying the recommendations and feedback to the candidate

1. **Assessment against the given examination criteria**

Examination Criteria	Level Achieved* (O/E/S/P/U)
Originality of research work	
Significance of topic and contribution to the field of study	
Literature Review (the candidate have justified the research questions and identified the gaps from the previous research work)	
Methodology (how familiar the candidate is with the research principles and methods related the field of study)	
Data Analysis (presentation and interpretation of data in a coherent and cohesive style)	
Discussion and Conclusion (clearly justifies the analysis and conclusion along with its implications)	
References (APA format (MLA for English Literature only))	
Thesis is clearly and logically written (grammar, style/formatting, coherence, cohesion)	

* provide justification/comments on why level selected in the attached detailed report

O refers to Outstanding: Candidate has demonstrated their ability to do this to the highest standard

E refers to Excellent: Candidate has demonstrated their ability to do this to a very high standard

S refers to Satisfactory: Candidate has demonstrated their ability to do this to a satisfactory level.

P refers to Poor: Candidate has demonstrated their ability to do this to a basic level; however, more work is required for them to reach a satisfactory level of competence

U refers to Unsatisfactory: Candidate has failed to demonstrate their ability to do this. Significantly more work is required by the candidate for them to reach a satisfactory level of competence



2. Taking into account your impressions of the thesis and the achievement levels for the Examination Criteria, Please mark one of the recommendations listed below and attach a detailed report supporting your recommendations.

PASS
<input type="checkbox"/> A. Thesis merits the award of degree The thesis contains no faults or errors and omissions are minor and thesis meets the required international standards for the award of PhD degree without any changes.
<input type="checkbox"/> B. Thesis merits the award of the degree subject to minor changes The thesis contains minor errors and omissions, which do not change the structure or the conclusions of thesis, but must be revised to meet the international standard and to the satisfaction of supervisor as per attached detailed report to qualify for the award of degree after minor revisions.
<input type="checkbox"/> C. Thesis merits the award of the degree subject to major changes The thesis meets the required international standards in terms of nature and quality of work. However, the recommended major changes are required to be incorporated prior to the oral defense to the satisfaction of Departmental MPhil/PhD Advisory Committee and Advanced Studies and Research Board of university.
REVISE AND RE-EXAMINE
<input type="checkbox"/> D. The thesis does not merit the award of the degree in its present form and needs additional work The thesis needs major revisions as per detailed report. And should be re-submitted and re-examined after the necessary revisions preferably by the same examiner before proceeding to the oral defense.
NON-AWARD/FAIL
<input type="checkbox"/> E. The thesis does not merit the award of the degree and does not demonstrate sufficient ability for re-submission by the candidate to achieve this merit. The examiner should provide the basis of this recommendation in the detailed report.

Examiner _____

- I confirm there is no actual and perceived conflict of interest arising from my examination of this thesis.
- I certify that I reviewed the thesis examination guidelines.
- I understand that this thesis is a privileged document and I am obliged to preserve and protect its confidentiality.
- I understand that I may be asked to re-examine this thesis if the decision is made that the thesis needs to be revised and resubmitted.

Signature _____

Date _____

Thesis Receipt Acknowledgement and Payment Details Form

Please complete this form in full and scan and email it to _____ with any require attachments before you examine the thesis. Filling in this form will:

- Confirm receipt of thesis and
- Ensure payment is made according to your instruction.

Thesis Receipt Acknowledgement	
Examiner	_____
Student	_____
Department	_____
I acknowledge that I have received a copy of the thesis by the above mentioned student on -----	
Signature	_____



Payment Details: Only complete this section if you are not a FJWU employee.

1. Please select a payee and complete payees' details (please fill in block letters)

[] Pay me

[] Pay a third party

Payee/Bank Account Name _____

Please Complete the Bank Account details below

Bank Name	
Bank Country	
Bank Address	
Bank/Branch Identifier	
Account No.	
BIC/Swift Code	
IBAN	
Intermediary Bank (if applicable)	

Signature _____

Date _____



Name of Student.....

Degree Title with Year

Name of Department

Title of Thesis.....

MPhil/PhD Dissertation Response Sheet

In the light of suggestions made by worthy external examiner, designation....., institution....., the required modifications have been made. The detail of these modifications is given as under:²¹

Sr #	Comments by External Examiner	Response	Page No.²²
1.			
2.			
3.			
4.			
5.			
6.			

²¹ The prescribed form should be filled for each Examiner.

²² Page numbers of dissertation before and after changes must be clearly mentioned in PhD Compliance Reports.



Thesis Evaluation Proforma
(DOCTOR OF PHILOSOPHY)

Name of Student: _____ Registration No. _____
Department: _____ Degree Program: _____
Thesis Title: _____
Supervisor: _____
Co-Supervisor: _____

- Approved without Changes
 Approved with Changes. (Details required)
 Not Approved

Thesis Examination Committee:

Local Examiner _____
Local Examiner _____
Dean _____
Supervisor _____
Co-Supervisor _____
Department Chairperson _____
*Senior Faculty Member _____
Examination's Office Representative _____
Quality Enhancement Cell's Representative _____
Date of Exam _____

* In Case the Dean or HOD is the Supervisor, the senior faculty member of the department.



Date: (student's signing date)

Comprehensive Examination Agreement

This is a commitment by _____, that she is willing to take her Comprehensive Examination on the following dates:

- | | | |
|----------------|------|----------------------|
| • Written Exam | Date | Duration (4-6 hours) |
| • Oral Exam | Date | Duration (1 hour) |

She has to pay Rs. 3000/- for the Comprehensive Examination.

Name
PhD Scholar

Name
Head of Department

Name
Dean of the Concerned Faculty



Comprehensive Examination Result

Name of Student: _____

Department: _____

Program: _____

Session: _____

Date (s) of Exam: _____

Serial No.	Exam	Maximum Marks	Marks Obtained	Pass/Fail	Signatures of Examiners
1	Written Exam				
2	Oral Exam				

Verified by:

Head of Department

Forwarded by:

Dean of Faculty



Examiner Report-MPhil Thesis

Name of MPhil Scholar: _____

Department: _____

Title of Thesis: _____

Report Due Date: _____

The degree of Master of Philosophy will be awarded to a candidate who completes at least 24 credit hours of graduate level course work and MPhil dissertation of 6 credit hours. The dissertation should demonstrate a significant contribution to the relevant field of study.

The examiner is expected to evaluate the candidate on three components:

4. Assessment against the given examination criteria
5. Recommendations as per conditions of award
6. A detailed report justifying the recommendations and feedback to the candidate

1. Assessment against the given examination criteria

Examination Criteria	Level Achieved* (O/E/S/P/U)
Originality of research work	
Significance of topic and contribution to the field of study	
Literature Review (the candidate have justified the research questions and identified the gaps from the previous research work)	
Methodology (how familiar the candidate is with the research principles and methods related to the field of study)	
Data Analysis (presentation and interpretation of data in a coherent and cohesive style)	
Discussion and Conclusion (clearly justifies the analysis and conclusion along with its implications)	
References (APA format (MLA for English Literature only))	
Thesis is clearly and logically written (grammar, style/formatting, coherence, cohesion)	

* provide justification/comments on why level selected in the attached detailed report

O refers to Outstanding: Candidate has demonstrated their ability to do this to the highest standard

E refers to Excellent: Candidate has demonstrated their ability to do this to a very high standard

S refers to Satisfactory: Candidate has demonstrated their ability to do this to a satisfactory level.

P refers to Poor: Candidate has demonstrated their ability to do this to a basic level; however, more work is required for them to reach a satisfactory level of competence

U refers to Unsatisfactory: Candidate has failed to demonstrate their ability to do this. Significantly more work is required by the candidate for them to reach a satisfactory level of competence.



2. Taking into account your impressions of the thesis and the achievement levels for the Examination Criteria, Please mark one of the recommendations listed below and attach a detailed report supporting your recommendations.

PASS
<input type="checkbox"/> A. Thesis merits the award of degree The thesis contains no faults or errors and omissions are minor and thesis merits the award of degree without any changes.
<input type="checkbox"/> B. Thesis merits the award of the degree subject to minor changes as per detailed report. The thesis contains minor errors and omissions, which do not change the structure or the conclusions of the relevant chapters of the thesis, but must be corrected to the satisfaction of supervisor to qualify for the award of degree.
<input type="checkbox"/> C. Thesis merits the award of the degree subject to major changes as per detailed report. The thesis meets the required standards in terms of nature and quality of work. However, the recommended changes are required to be made prior to the oral defense to the satisfaction of Departmental MPhil/PhD Advisory Committee.
REVISE AND RE-EXAMINE
<input type="checkbox"/> D. The thesis does not merit the award of the degree in its present form and needs additional work as per detailed report. The thesis needs major revisions. And should be re-submitted and re-examined after the necessary revisions by the same examiner before proceeding to the oral defense.
NON-AWARD/FAIL
<input type="checkbox"/> E. The thesis does not merit the award of the degree and does not demonstrate sufficient ability for re-submission by the candidate to achieve this merit. The examiner should provide the basis of this recommendation in the detailed report.

Examiner _____

- I confirm there is no actual and perceived conflict of interest arising from my examination of this thesis.
- I certify that I reviewed the thesis examination guidelines.
- I understand that this thesis is a privileged document and I am obliged to preserve and protect its confidentiality.
- I understand that I may be asked to re-examine this thesis if the decision is made that the thesis needs to be revised and resubmitted.

Signature _____

Date _____



Thesis Evaluation Proforma MASTER OF PHILOSOPHY

Name of Student: _____ Registration No. _____

Department _____ Degree Program _____

Thesis Title: _____

Supervisor: _____

	Marks Allocation	Obtained Marks
• Write up	<input type="text" value="100"/>	<input type="text"/>
• Presentation/Via	<input type="text" value="100"/>	<input type="text"/>

Grade:

Thesis Examination Committee:

Name of Head of Department _____ Signature _____

Name of Supervisor _____ Signature _____

Name of External Examiner _____ Signature _____

Exam's Office Representative _____ Signature _____

Name of Faculty Member _____ Signature _____

Name of Faculty Member _____ Signature _____

Date of Exam _____



Format for PhD Thesis

Thesis Title

by

Name of Student

Approved by

Supervisor

Co-Supervisor

**External Examiner 1
Name
Designation/University**

**External Examiner 2
Name
Designation/University**

Head of the Department

AUTHOR'S DECLARATION

I _____ hereby state that my PhD thesis titled _____

is my own work and has not been submitted previously by me for taking any degree from this University. _____

(Name of University)

or anywhere else in the country / world.



Fatima Jinnah Women University, Rawalpindi

At any time if my statement is found to be incorrect even after my graduation the university has the right to withdraw my PhD degree.

Name of Student: _____

Date: _____



PLAGIARISM UNDERTAKING

I solemnly declare that research work presented in the thesis titled “_____

_____”

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

I understand the zero tolerance policy of the HEC and University

----- (Name of University)-----

towards plagiarism. Therefore I as Author of the above titled thesis declare that no portion of my thesis has been plagiarized and any material used as reference is properly referred / cited.

I undertake that if I am found guilty of any formal plagiarism in the above titled thesis even after award of PhD degree, HEC and University has the right to publish my name on the HEC / University Website on which names of students are placed who submitted plagiarized thesis.

Student / Author Signature: _____

Name: _____



CERTIFICATE OF APPROVAL

This is to certify that the research work presented in this thesis, entitled

“.....”

was conducted by Ms. under the supervision of No part of this thesis has been submitted anywhere else for any other degree. This thesis is submitted to the (Name of Department of the University)..... in partial fulfillment of the requirements for the degree of Doctor of Philosophy in Field of(Subject Name).....

Department of

University of

Student name: _____

Signature: _____

Examination Committee:

a) External Examiner 1: Name
(Designation & Office Address)
.....

Signature: _____

b) External Examiner 2: Name
(Designation & Office Address)
.....

Signature: _____

c) External Examiner: Name
(Designation & Office Address)
.....

Signature: _____

Supervisor Name

Signature: _____

Name of Dean / HOD:

Signature: _____



Format for MPhil Thesis

Thesis Title

by

Name of Student

Approved by

Supervisor

Co-Supervisor (if any)

External Examiner

Head of the Department



AUTHOR'S DECLARATION

I _____ hereby state that my MPhil thesis titled _____

is my own work and has not been submitted previously by me for taking any degree from this University. _____

_____ (Name of University)

or anywhere else in the country / world.

At any time if my statement is found to be incorrect even after my graduation the university has the right to withdraw my MPhil/MS degree.

Name of Student: _____

Date: _____



PLAGIARISM UNDERTAKING

I solemnly declare that research work presented in the thesis titled

“ _____ ”

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

I understand the zero tolerance policy of the HEC and University

----- (Name of University)-----

towards plagiarism. Therefore I as an Author of the above titled thesis declare that no portion of my thesis has been plagiarized and any material used as reference is properly referred / cited.

I undertake that if I am found guilty of any formal plagiarism in the above titled thesis even after award of MPhil degree and that HEC and the University has the right to publish my name on the HEC / University Website on which names of students are placed who submitted plagiarized thesis.

Student / Author Signature: _____

Name: _____



CERTIFICATE OF APPROVAL

This is to certify that the research work presented in this thesis, entitled

“.....
.....
.....”

was conducted by Ms. under the supervision of No part of this thesis has been submitted anywhere else for any other degree. This thesis is submitted to the (Name of Department of the University)..... in partial fulfillment of the requirements for the degree of Master of Philosophy in Field of(Subject Name).....

Department of

University of

Student name: _____

Signature: _____

External Examiner: Name
(Designation & Office Address)
.....
.....

Signature: _____

Supervisor Name

Signature: _____

Name of Dean / HOD:

Signature: _____



Research Student Progress Review Form

(To be filled out by Master / M Phil / PhD Research Students on six monthly basis)

For Research Student to Complete:

Semester:

1.	Date of admission to the department	
2.	Date of initiation of research	
3.	Date of completion of Course Work	
4.	Number of credit hours completed	
5.	Date of Synopsis Defense	
6.	Cumulative Grade Point Average (CGPA) secured	
7.	Please outline details of progress in your research since your last review (including any research publication)	
8.	Do you have any comments on the level of supervision received?	
9.	What do you plan to achieve over the next 6 months?	



10	Do you have any comments on generic or subject-specialist training you may have received or would like to receive internally and / or externally?
11.	Do you have easy access to sophisticated scientific equipment?
12.	Do you have sufficient research material / commodities available?

Student: _____ Date: _____

Supervisor's Remarks:

S.No	Supervisor's Comments on Progress	Detailed Remarks
1	Good	
2	Satisfactory	
3	Unsatisfactory	

Supervisor's Name: _____ Signature: _____ Date: _____

Co-Supervisor's Name (if any): _____ Signature _____ Date: _____



Head of Department Comments:

S.No	HOD Comments on Progress	Detailed Remarks
1	Good	
2	Satisfactory	
3	Unsatisfactory	

HOD Name: _____ Signature: _____ Date: _____

Departmental MS/MPhil & PhD Advisory Committee (or equivalent) Comments:

S.No	Committee Comments on Progress	Detailed Remarks
1	Good	
2	Satisfactory	
3	Unsatisfactory	

Chair Signature: _____ Date: _____

To be submitted by the Supervisor to HOD for onward submission to the QEC.



Annexure –XV

Thesis Meeting Record Form

Name of Student: _____

Thesis Title: _____

Session: _____

Semester: _____

Date	Time	Discussion Topic	Comments and Suggestion	Tasks assigned	Signature of Supervisee/Supervisor

*This form is to be used for meeting record keeping between supervisor and supervisee (MPhil and PhD both).