

RULES AND REGULATIONS FOR GRADUATE PROGRAMS (REVISED 2026)



**KARAKORAM INTERNATIONAL UNIVERSITY
GILGIT, PAKISTAN**

**COMMITTEE
FOR
REVISION OF MS/M.PHIL AND PH.D RULES & REGULATIONS**

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GRADUATE PROGRAM RULES AND REGULATIONS

1. SHORT TITLE, COMMENCEMENT AND APPLICATION

- a) These Rules and Regulations are prepared under KIU order 2008 section 26(1) & 28(1), shall be known as MS/M.Phil and Ph.D. Rules & Regulations under semester system.
- b) These Rules and Regulations shall come into force with immediate effect.
- c) These Rules and Regulations shall apply to all MS/M.Phil and Ph.D. students of Karakoram International University.

2. DEFINITIONS

In these Regulations, unless otherwise stated:

- a) "University" means Karakoram International University (KIU) Gilgit, Gilgit-Baltistan.
- b) "Director or Directorate of Advanced Studies and Research (DASAR)" means Director or Directorate of Advanced Studies and Research of Karakoram International University (KIU) Gilgit.
- c) "Academic Year" means the Academic Year of the University.
- d) "Semester" means a period of continued minimum 14 and maximum 18 weeks duration including examination during spring and autumn.
- e) "Semester Examinations" means the Mid-term Examination, Final Examination and other methods of assessments (presentations/quizzes/assignments/etc).
- f) "Vice Chancellor" means Vice Chancellor of Karakoram International University (KIU) Gilgit.
- g) "Graduate Research Management Council (GRMC)" means Graduate Research Management Council (GRMC) of Karakoram International University (KIU) Gilgit.
- h) "Registrar" means Registrar of Karakoram International University (KIU) Gilgit.
- i) "Controller of Examinations" means Controller of Examinations, Karakoram International University (KIU) Gilgit.
- j) "Chairperson" means Chairperson of an Academic Department of Karakoram International University (KIU) Gilgit.
- k) "Dean" means Dean of a Faculty of Karakoram International University (KIU) Gilgit.
- l) "Departmental Graduate Advisor (DGA)" means Departmental Graduate Advisor (DGA) of the concerned department approved by Graduate Research Management Council (GRMC) of KIU.

- m) "Departmental Graduate Studies Committee (DGSC)" means Departmental Graduate Studies Committee (includes Chairperson/HoD as convener, DGA from the concerned department as secretary and one external member from relevant department (all members must hold PhD degree)).
- n) "Karakoram Graduate School (KGS)" means the Graduate school established at KIU to administer all the graduate programs (MS/M.Phil and Ph.D)
- o) "Director KGS" means the Director of the Graduate School of Karakoram International University Gilgit.

3. INITIATION OF GRADUATE PROGRAMS

No University Department/Institute/Center is allowed to start a graduate program (MS/M.Phil and Ph.D) without meeting the following conditions:

- a) It meets all the pre-requisites as per guidelines of the HEC (HEC Graduate Education Policy-2023).
- b) It has sufficient number of faculty (in terms of numbers, level, student-to-teacher ratio, student-to-supervisor ratio etc.) that the department can handle graduate programs in addition to ongoing under-graduate programs.
- c) It has all the required infrastructure such as separate seating facility for graduate students, IT and research laboratories, etc.
- d) The rationale for launching the program is established. It delineates that the need, scope, and objectives of launching the degree program in terms of market demand and supply (both students and resources) have been assessed; societal problems expected to be resolved have been identified, and employability of graduates that the prospective program is expected to enhance has been determined, satisfactorily through all the statutory bodies keeping in view the national research agenda and sustainable development goals.
- e) The title of the program is defined in light of the "Criteria for Use of Titles/ Nomenclature for the Degree" as listed in the National Qualification Framework.
- f) The curriculum of the program is consistent with the guidelines issued by the HEC and international best practices.

4. APPROVALS

- a) If a department can demonstrate that it meets all the pre-requisites, a proposal will be submitted for approval of the Academic Council through Departmental and Faculty Councils.
- b) Once approved by the Academic Council, the department chairperson will submit documents through QEC for NOC from HEC.
- c) If applicable, any necessary approvals must be obtained by accreditation councils to launch the program.
- d) Approval of scheme of studies and course outlines by the Academic Council is mandatory to start a graduate program at any Department/ Institute/ Center.

5. ADVERTISEMENT OF ADMISSIONS

- a) Before the advertisement for admissions in the graduate programs, the Departmental Council of Departments/ Institutes/ Centers shall propose total number of seats available in the approved program as per recommended ratio suggested in HEC guidelines.
- b) The MS/ M. Phil. and Ph.D. programs shall be advertised once/twice in a year as per demand and feasibility. The advertisement shall normally appear in the newspapers/ University website as per academic calendar.

6. ELIGIBILITY

A. MS/M.Phil Program

- a) A candidate seeking admission to the degree must have sixteen years of schooling or 4 years education (minimum 120 credit hours) after HSSC/ F.A./ F.Sc/ Grade 12 equivalent in the relevant subject with at least 2.0 CGPA or 1st division from a recognized University as per HEC rules. OR
- b) MA/M.Sc in the relevant subject with at least second division or equivalent grade in case the candidate is from annual system.
- c) Specific eligibility criteria of different departments shall also be applicable for admissions.
- d) Candidates must pass KIU admission entry test with a passing score of 50%. OR The candidates who possess a valid result card of GRE/HAT/GAT General, conducted by testing bodies accredited by HEC with a passing score of 50% will be exempted from KIU admission entry test.
- e) All government / semi-government employees should apply through proper channel, and applicant shall be bound to submit no objection certificate (NOC) from his/her employer.

i. Intra-disciplinary¹ Qualifications

The intra-disciplinary admission may only be allowed, if:

- a) The department has the capacity to accommodate such cases
- b) The applicant has a strong interest in pursuing an MS/MPhil/equivalent degree in a different discipline.
- c) The applicant has passed GRE-Subject/GAT-Subject/equivalent test² with minimum 50% marks in the discipline of admission and has taken 6-9 CH of deficiency courses of level 6.
- d) The admission committee is satisfied that the applicant's knowledge of primary area (level 6) has sufficiently prepared him or her to undertake the course of studies of the MS/MPhil/equivalent program (or, in the opinion of the admission committee, the preparation can be deemed satisfactory by taking a few additional courses after starting the program).

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

² In case the GRE-Subject test for a specific field/discipline is not available/conducted in Pakistan

B. Ph.D Program

- a) A candidate seeking admission to the Ph.D degree must have acquired 18 years of education, i.e. MS/ M.Phil/ Six years education after HSSC/ F.A./ F.Sc/ Grade 12 equivalent in the relevant subject.
- b) For admission in PhD programs, a minimum CGPA of 3.0 (out of 4.0 in the semester system) or 60% (in the annual system) in the MS/MPhil/equivalent degree being considered for admission, is required, whether such degree was obtained from Pakistani or foreign universities.
- c) If the CGPA/Percentage is not mentioned on the transcript, the candidate must produce equivalent weightage from the parent university.
- d) 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.
- e) A candidate with Masters (foreign) degree shall be required to obtain equivalence letter from HEC, stating his/ her eligibility for admission into PhD program.
- f) Specific eligibility criteria of different departments shall also be applicable for admissions.
- g) A subject test conducted by the National Testing Service (NTS) or ETS, USA in the area of specialization chosen at the PhD level OR general test conducted by NTS, HEC-ETC or ETS, USA must be cleared/ passed prior to the admission for the PhD Program. In the case of GAT Subject test (<http://www.nts.org.pk/GAT/GATSubject.asp>) a minimum of 60% marks is required to pass the test. In case of GAT-General test a minimum of 60% marks is required to pass the test. In the case GRE subject test (International), a minimum of 60% Percentile Score is valid for Admission.
- h) In addition to clause (g) above, the university may conduct subject test for admission in PhD programs, if required.

i. Intra-disciplinary³ Qualifications

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

- i. The applicant has a strong interest in pursuing a PhD in a different discipline.
- ii. 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 7.

³ 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).

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

7. PROCEDURE: APPLICATION, ADMISSION AND REGISTRATION

- a. The application shall be submitted to the admission office of the university. There will be a centralized admission committee for MS/ PhD program consisting of;
1. Director KGS
 2. Concerned Dean
 3. Director Advance Studies and Research
 4. Concerned HoD
 5. Dir QEC
 6. Dir Academics
 7. Add. Dir Admissions as Secretary

This committee shall be responsible to supervise overall admission process of graduate programs i.e. admission/ test schedule and any other policy decisions.

- b. The admission office will collect the hard copy of application forms/documents of all the applicants and shall forward it to the concerned department for checking eligibility criteria and verification of entered data. These documents must include:
- i. Printed copy of online submitted application form
 - ii. Attested copies of all the transcripts and degrees i.e. SSC onwards.
 - iii. Attested copy of CNIC and 2 passport size photographs
 - iv. All government / semi-government employees should apply through proper channel, and applicant shall be bound to submit no objection certificate (NOC) from his/her employer.
 - v. As part of the application for admission to PhD programs, applicants shall be required to submit a **statement of purpose**. A statement of purpose shall, at least, include the following:
 1. Title of the potential research proposal
 2. Clear articulation of the current understanding of the intended field and ideas for potential research
 3. Explanation of the intended impact of the proposed research
 4. The prospective candidates shall demonstrate passion and enthusiasm for the area of research.
- c. The departmental admission committee shall finalize question paper under the supervision of relevant Dean. Printing and preparing the exact number of copies for final written test shall be the responsibility of relevant HoD and the Dean. Director KGS/DASAR will supervise the overall admission and test process in consultation with the relevant Deans and HoDs.
- d. After the assessment of test papers; the internal admission committee (comprised of at least three senior faculty members and HoD) of the department shall thoroughly check the eligibility of the candidates who have passed the admission entry test.
- e. The Directorate of Graduate School shall finalize the admission merit list and display on the website.

- f. An applicant applying for MS/ M. Phil program shall be judged on the basis of the following criteria for admission:
 - i. Academic qualifications [Last degree (BS/MA/M.Sc/equivalent) CGPA/Percentage] - (20% weightage)
 - ii. Entry test - (80% Weightage)
 - iii. A minimum of 50% marks are required to pass the KIU written/ entry test.
 - iv. An applicant with NTS GAT general/ subject or ETS GRE or HEC -ETC passing score may waive the KIU entry test for MS/ M.Phil admissions.
 - v. Over all merit will be determined on the basis of (academic + test) marks subject to the condition that the candidate has passed the entry test.
- g. An applicant applying for PhD program shall be judged on the basis of the following criteria for admission:
 - i. Academic qualifications [Last degree (MS/M.Phil/equivalent) CGPA/Percentage] (20% weightage)
 - ii. Publications in HEC approved journals - 1 Mark per publication representing 1% weightage) - 05% weightage max.
 - vi. Professional experience (teaching/ research) in relevant field – 05% weightage (One Mark representing 1% weightage for each year of job in the relevant field/ as per Departmental preference max. 5% weightage)
 - vii. A subject test conducted by the National Testing Service (NTS) or ETS, USA in the area of specialization chosen at the PhD level OR general test conducted by NTS, HEC-ETC or ETS, USA must be cleared/ passed prior to the admission for the PhD Program (70% weightage).
 - viii. Any applicant for PhD admissions who has already been selected for the HEC indigenous scholarship award after passing the test conducted by education testing council (HEC-ETC) shall be eligible for admission.
- h. The selected candidates shall pay their dues within stipulated time, failing which their admission shall be liable to be cancelled.

A. University Employees and their children/ spouse

The rules pertaining to facilitate University's own employees and their children shall be applicable as notified vide No. KIU-Acad-1 (2)/2019/42482 dated Oct. 28, 2020. **(Annex-I)**. In addition, the same policy shall also be applicable for spouse of university employees.

B. Definition of Part-time/ Full Time Student other than University Employee

- a) "Full Time Student" a student who is supposed to complete his/her degree in minimum residency period (as per HEC rules) i.e. 4 semesters for MS/M.Phil without any discontinuation. He/she has to provide both NOC and Study leave at the time of admission. Full Time student of MS/M.Phil can enroll minimum 12 and Max. 15 credit hours in one semester. While PhD students can enroll minimum 9 and max. 12 Credit hours in one semester.
- b) "Part Time Student" a student who is employee in any govt./non govt. organization and provide NOC but unable to provide study leave at the time of 1st enrollment in respective degree program. A part Time MS/M.Phil student can enroll minimum 6 credit hours and

max. 9 credit hours in a semester. While a PhD student can enroll minimum 3 and max. 6 credit hours in a semester.

8. GRADUATE STUDIES PROGRAM

The Graduate Studies Program at KIU means MS/ M.Phil and PhD degree programs.

A. MS/M.Phil Program

- a) M.S/M.Phil course will be consisting of four semesters (a total of 30 credit hours).
- b) Out of a total of 30 credit hours, 24 credit hours course work is allocated for first two semesters, while minimum of 6 credit hours research work will be carried out in the third and fourth semester.
- c) The above condition (6 credit hours research work) may not be applicable for those programs where research thesis is not mandatory. In such cases, two courses of each 3 credit hours shall be offered in place of 6 credit hours research work.
- d) The duration for the degree of MS/ M. Phil shall not be less than 2 years and more than 4 years. If the candidate fails to complete within 2 years, he/she may be allowed to apply for maximum four semester's extension on the recommendation of his/ her supervisor and DGSC. In such cases the candidate needs to pay 35% of semester fee for each extra semester taken beyond two years.
- e) In case a student is unable to secure an MS/MPhil within the prescribed timeframe and claims for further 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.

B. PhD Program

- a) The PhD candidate is required to take course work of minimum 18 credit hours.
- b) Minimum period of completion of Ph.D. degree shall be 3 years, which includes completion of required 18 credit hours of course work for Ph.D. in first two semesters, qualify the comprehensive examination (written/oral), synopsis and two years of research work. The maximum duration of the Ph.D. program is 8 years.
- c) In case a student is unable to secure a PhD degree within the prescribed timeframe and claims for further 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.
- d) Before submitting the synopsis / research work, a Ph.D. student shall be required to pass comprehensive examination (written/oral) within 90 days of completion of Ph.D. course work.
- e) A Ph.D. candidate shall be required to submit synopsis within six months after qualifying the comprehensive exams (written/oral) before starting the research work.

- f) 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 department. 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 (c) above.

9. SEMESTERS AND SEMESTER EXAMINATIONS

- a) Each academic year will be comprised of two - three semesters, i.e. fall semester, spring semester and summer/winter (optional), of 16-18 weeks each (fall and spring) with a minimum of 14-16 weeks for the course work, while the summer semester will be comprised of 8-10 weeks.
- b) The Directorate of Graduate School (KGS) shall be responsible for supervising/administering the graduate studies program including teaching, examination, evaluation and all other administrative matters in consultation with the department/ DGSC.
- c) The commencement of the semesters shall be regulated through KGS. The spring semester shall start on the mid of the February each year and terminate by mid of June and its final semester examinations shall be held in 3rd week of June. The fall semester shall start on the 1st September each year and its examinations shall be held in 3rd week of December. Summer/winter semester shall commence as per availability of time during regular semester breaks.
- d) The credit hour for a course may range from 1 credit hour to 4 credit hours.
- e) There shall be minimum 15 contact hours per semester for one credit hour course.
- f) 1 credit hour is equivalent to at least 1-hour class contact per week per semester.
- g) For practical(s) or laboratory work(s), minimum 2 hours shall be considered equal to 1 credit hour.
- h) Students are required to maintain minimum 75 percent attendance both in classroom teaching and practical(s) separately in each course in order to be eligible for appearing in semester examinations.
- i) If a student is absent for consecutive two weeks, then the course supervisor shall report to the Director KGS through concerned Chairperson/ Director of Departments/ Institutes/ Centers for appropriate action.
- j) During the coursework, in each semester, there shall be two examinations. These examinations shall be called mid-term and final term examinations. The mid-term examination shall be held during 7th week of each semester, while the Final-term examination shall be held towards end of the semester.
- k) The marks distribution for each examination should be Mid-term 30%, assignments 30% (includes home assignments, term papers, quizzes, presentations, etc.) and Final-term should carry 40% weightage.
- l) Re-take exam is not allowed in any case for the final term semester examination.

- m) In case of any anomaly, the DGSC will review the evaluation of any student/class/session within one week of submission of result.
- n) The course supervisor(s) shall show the answer scripts of each examination to the students and take back immediately. And this record shall be kept for six months at the concerned department/internal examination section, KIU. After six months, no request for result updation shall be entertained.
- o) The course supervisor shall submit the final award list on prescribed Performa to the Chairperson /Director of the Departments/ Institutes/ Centers, and the academic head will forward the award list to the Controller of Examinations and a copy to the respective Dean. The concerned academic department shall send a copy of official result to the KGS within two weeks of the announcement of result.
- p) The answer scripts of examinations shall be disposed of within 6 months after the conclusion of exams. No requests regarding marks updation/correction etc. shall be entertained after 6 months.

10. GRADUATE STUDIES COURSE WORK

The course supervisor will be responsible to outline the details of the course(s). However, in case of revision in course / course content, shall be approved by the Academic Council.

- a) All courses will be preceded by 2-4 alphabets to be decided by the Departmental Council indicating the title of the program / area of specialization.

Course(s) will be divided into following categories:

- i. Support Courses
- ii. Major (Core)
- iii. Major (Specialization)

Types	Examples	Course Coding	MS/ M.Phil Program	PhD Program
Supporting Courses (non-major)	Statistics/mathematics/IT/Critical Thinking/Research Methodology/Technical Writing, etc.	600-700	3 of required 24 Credit Hours (if deem necessary by the department)	3 of required 18 Credit Hours (if deem necessary by the department)
Major (Core)	Broad courses making basis of the discipline/major	700-800	9 of required 24 Credit Hours (If already taken a support course). 12 of required 24 Credit Hours (Otherwise)	6 of required 18 Credit Hours (If already taken a support course). 9 of required 18 Credit Hours (Otherwise)

Major (Specialized)	Courses from the discipline/major but specific to specialization (i.e., thesis)	700-800	12 of required 24 Credit Hours	9 of required 18 CHs
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- b) Each Departments/ Institutes/ Centers shall decide its own supporting courses, major core and major specialized subjects as per HEC guidelines. The courses offered by a Departments/ Institutes/ Centers shall be announced with a short description of each course along with time, day, class room, name of the instructor, semester and credit hours.
- c) If a student desires to withdraw/add other courses to his/her program, he/she may be allowed to do within two weeks after commencement of the semester with the approval of the chairperson/Director of the Departments/ Institutes/ Centers and KGS. And such withdrawals/additions should not affect requirements of minimum / maximum course workload requisites.
- d) Student shall be bound to clear the pre-requisite course(s) determined by the respective Departments/ Institutes/ Centers in consultation with KGS before choosing any additional subject during coursework.

A. MS/ M.Phil Program

- a) All given courses during the coursework will be designated by 600 level for Supporting Courses and 700 level of courses for major (core) and major (specialization).
- b) For MS / M.Phil, student shall be required to complete 24 credit hours of course work and minimum 6 credit hours of research to qualify for the MS / M.Phil degree. The above condition (6 credit hours research work) may not be applicable for those programs where research thesis is not mandatory. In such cases, two courses of each 3 credit hours shall be offered in lieu of 6 credit hours research work.
- c) Normally, a full-time student will be required to take 12 credit hours in each semester; however a student can register up to a maximum of 15 credit hours in a semester.
- d) A part time student may register up to a maximum of 9 credit hours in a semester.
- e) After two semesters (24 credit hours) of course work, a student will carry out research work of six credit hours under the supervision of his/her supervisor.
- f) MS/M.Phil Degree shall be awarded only to those students, who secured GPA ≥ 2.5 .

B. PhD program

- a) All given courses during the coursework will be designated by 700 level for Supporting Courses and 800 level of courses for major (core) and major (specialization).
- b) Ph.D. scholar shall be required to complete minimum 18 credit hours of course work before taking his/her comprehensive examination.
- c) Candidate has to qualify comprehensive examinations (written/oral) to be eligible for doctoral research and dissertation write-up.
- d) Normally, a full-time student will be required to take 9 credit hours in each semester; however a student can register up to a maximum of 12 credit hours in a semester.
- e) A part time student may register up to a maximum of 6 credit hours in a semester.

- f) There shall be a written Comprehensive Examination within 90 days after completing the Ph.D. course work, followed by an oral examination for successful PhD students.
- g) After completing PhD candidacy exam (both written & oral), the candidate will require to write and submit synopsis for Ph.D. research work.
- h) Ph.D Degree shall be awarded only to those students, who secured GPA \geq 3.0.

11. TRANSFER OF CREDITS FOR MS/ M.PHIL/ PHD

No case will be entertained for transfer of credits in PhD program. For MS/M.Phil program, on the recommendations of University's Equivalence Committee with the consent of concerned DGSC, the GRMC may consider the transfer of credits earned by a student at another HEC recognized institution. The consideration of transfer of credits will be subject to a maximum of 50 percent of the minimum credit requirements for the degree. Provided that following essentials will also be examined before any decision:

- i. The course(s) contents earned at other university should be identical or similar to the course included in the transfer case.
- ii. The credit earned for the course should not have been used for any other degree program.
- iii. Any course with less than B grade shall not be considered for transfer of credit hours.
- iv. Only transcript issued by the Controller of Examinations of the host university will be accepted.

12. CANCELLATION OF REGISTRATION

The cancellation of MS/ M.Phil /Ph.D. registration shall be notified through the DASAR. The cancellation of registration shall be processed on the basis of genuine recommendations of the Chairperson/ DGSC/ Dean/ Director KGS with the approval of the Vice-Chancellor through GRMC, if the student: -

- i. does not fulfill the required 75 percent of attendance during the coursework.
- ii. fails to retain required CGPA in semester exams during the course work.
- iii. fails to complete the required course work for the degree.
- iv. fails to keep contact with supervisor/ program.
- v. repeatedly gets two unsatisfactory performance reports from supervisor.
- vi. is found involved in misconduct and intellectual dishonesty/ plagiarism.
- vii. does not pass the qualifying Comprehensive (written & oral) exams for Ph.D. candidacy in two attempts.

The aggrieved scholar shall be given permission to file a plea against cancellation of his/her Ph.D. registration to the GRMC within a period of 30 days. The GRMC will facilitate the aggrieved scholar with an equal opportunity for hearing of person. Once the hearing is over, the GRMC's decision will be absolute.

13. FACULTY WORKLOAD AND ROTATION POLICY FOR KGS CLASSES

- a. The core/compulsory courses shall be offered in Spring semester.
- b. The elective/specialized courses shall be offered in Fall semester.
- c. The rotation policy shall be implemented for Core/Compulsory courses.

- d. For elective/specialized courses, faculty shall be distributed into research thematic areas.
- e. If there are more than one faculty member in a thematic area, then any one of the faculty members shall teach the elective/specialized course on mutual consensus.
- f. Faculty members cannot take more than one course in graduate programs in a semester if sufficient no. of Ph.D faculty members are available in the department. If a department is lacking sufficient Ph.D faculty members then the graduate workload can be rationalized among existing eligible faculty members.
- g. At the time of course allocation, the Dean will convene a meeting with the relevant HoD and DGA to assess the relevancy of the courses to be offered.

Five-year plan for rotation of KGS faculty (example)

	Spring 2026	Spring 2027	Spring 2028	Spring 2029	Spring 2030
Faculty 1	No class			No class	
Faculty 2	No class			No class	
Faculty 3		No class			No class
Faculty 4		No class			No class
Faculty 5			No class		
Faculty 6			No class		

*Shaded cell means the faculty will teach a course. This schedule will continue likewise. If any new Ph.D faculty joins, the schedule will be defined accordingly.

#This table will extend horizontally and vertically as per number of faculty and Spring semesters.

14. GRADING SYSTEM
A. GRADING POLICY

- a. Letter grading should only be used for representing the individual courses and not report the semester GPA/CGPA.
- b. The following range of grade points for each letter grade will be followed;

Marks Range (in %)	Grade Points (Value)	Grade
85 and above	3.67– 4.00	A
80-84	3.34 – 3.66	A ⁻
75 – 79	3.01– 3.33	B ⁺
71 – 74	2.67 – 3.00	B
68 – 70	2.34 – 2.66	B ⁻
64 – 67	2.01 – 2.33	C ⁺
61 – 63	1.67 – 2.00	C
58 – 60	1.31– 1.66	C ⁻
54 – 57	1.01– 1.30	D ⁺
50 – 53	0.10 – 1.00	D
0 – 49*	0.00	F
Incomplete		I
Withdrawal		W
Pass (non-credit course)		P

*Fraction is to be rounded

- c. There should be no other grade point values except the above points.
- d. The percentage of marks or values of grades other than grade points should not be reported on the transcripts whether they are relative grades or absolute grades.
- e. The minimum pass marks for each course shall be (fifty percent 50%). A student obtaining less than 50% marks in any course shall deem to have failed in that course. Less than 50% marks (for individual subject) obtained by a student in any course shall not be counted towards the aggregate marks but instead zero marks (0) will be calculated towards the GPA/CGPA against the credit Hours availed. The credit hours will be counted as attained by the student for the course.
- f. The equivalence between letter grading and numerical grading shall be as:

<u>% Marks</u>	<u>Grade point Value</u>	<u>Grade</u>	<u>Remarks</u>
<u>GRADE – A</u>			
90 & above	4.00	A	Exceptional
89	3.99	A	Excellent
88	3.92	A	“
87	3.84	A	“
86	3.75	A	“
85	3.67	A	“
84	3.66	A ⁻	High distinction
83	3.58	A ⁻	“
82	3.50	A ⁻	“
81	3.42	A ⁻	“
80	3.34	A ⁻	“
<u>GRADE – B</u>			
79	3.33	B ⁺	Very good
78	3.25	B ⁺	“
77	3.17	B ⁺	“

76	3.09	B+	"
75	3.01	B+	"
74	3.00	B	Good
73	2.89	B	"
72	2.78	B	"
71	2.67	B	"
70	2.66	B-	Fairly good
69	2.50	B-	"
68	2.34	B-	"
<u>GRADE – C</u>			
67	2.33	C+	Satisfactory (credit pass)
66	2.23	C+	"
65	2.12	C+	"
64	2.01	C+	"
63	2.00	C	"
62	1.84	C	"
61	1.67	C	"
60	1.66	C-	"
59	1.49	C-	"
58	1.31	C-	"
<u>GRADE – D</u>			
57	1.30	D+	Subjective pass
56	1.20	D+	"
55	1.11	D+	"
54	1.01	D+	"
53	1.00	D	"
52	0.70	D	"
51	0.40	D	"
50	0.10	D	"
<u>GRADE – F</u>			
0-49	0.00	F	Fail
Withdrawn course	--	W	Withdrawn
Incomplete course	--	I	Incomplete
Pass (non-credit course)	--	P	Pass
Repeat course	2.5 (example)	B	Repeat/improvement course

- g. Percentage of marks shall be calculated up to three significant figures. If the second fraction after decimal is 4 or less, it will be ignored. However, if the second fraction is 5 or more, it will be taken into account by raising the first fraction to the next higher digit. (Examples: 59.91 through 59.94 will be considered 59.9 while 59.95 through 59.99 will be raised to 60. Third fraction and higher will be ignored).
- h. The result of a student in each course having passed or failed shall be indicated on the transcript by letter grade.
- i. KIU has adopted the standard scale of 4 (i.e. 0 to 4) in order to evaluate /indicate the performance of students in the course(s)/semester (s). Although other scales like 5 or 6 etc. are also in vogue in other institutes. The 4 scale measure is in equivalence as per

directives of HEC to all HEIs in Pakistan vide letter NO.1-22 (NQAC)/QAD/2017/HEC/03-360 dated 24 Mar 2017:

Letter Grade	Grade Point Relevant to Scale of				
	4	4.5	5	8	10
A	4	4.5	5	8	10
B	3	3.375	3.75	6	7.5
C	2	2.25	2.5	4	5
D	1	1.125	1.25	2	2.5

- j. Conversion of Annual System marks to GPA/CGPA for intent of deliberating merit of admission will be as below;

Grade	Grade point Value on 4 scale	Percentage obtained in annual system
A	4.00	85% and above
A-	3.66 – 3.99	70% - 84%
B	2.66 – 3.65	55% - 69%
C	1.66 – 2.65	45% - 54%
D	1.00 – 1.65	33% - 44%
F	0.00	Less than 33% Fail

*For other/higher scale grading (i.e. 4.5, 5, 8 etc.) shall be calculated to annual marks based on same analogy as done for 4 scale.

Note:

- i) The range of marks defined above for a particular grade may be split further to reflect incremental grade points.
- ii) This conversion table is only for the purpose of students who have obtained degrees under the annual system.

B. SEMESTER CGPA COMPUTATION / PROMOTION/ PROBATION/ COMPULSION

Semester Grade Point Average (GPA) and Cumulative Grade Point Averages (CGPA) will be calculated using the following relationships:

$$\text{GPA} = \frac{\text{(Sum of the quality points (QP) of all courses of a semester)}}{\text{(Sum of the Credit Hours (CH) of all courses of a semester)}}$$

$$\text{CGPA} = \frac{\text{(Sum of the quality points (QP) of all courses of all semesters)}}{\text{(Sum of the Credit Hours (CH) of all courses of all semesters)}}$$

GP = Grade Point

QP = Grade points X Credit Hours

Example: Calculation of GPA

Course Code	M/O (%age)	Grade	G. P	C. H	Q. P
MATH-321	65	C+	2.12	3	6.36
MATH-322	72	B	2.78	3	8.34
MATH-323	80	A-	3.34	3	10.02
MATH-324	55	D+	1.11	4	4.44
MATH-325	85	A	3.67	2	7.34
MATH-326	42	F	0.00	3	0.00
Total				18	36.5

$$\text{GPA} = 36.5/18$$

$$\text{GPA} = 2.03$$

i. CGPA Required for Degree Completion

For graduation, the minimum qualifying CGPA for MS students is 2.5 and for Ph.D students is 3.0.

Provided in case a student secures less than 2.5 / 3 CGPA (minimum qualifying CGPA) in aggregate at the end of final semester of MS / Ph.D program (with all courses passed), S/he may be allowed to get re-admission in one or more courses in which his/her grade is below C, along with the forthcoming semester, provided that S/he is not debarred under the CGPA improvement regulation and time duration specified for the program. This opportunity may be provided only in the next semester just after the result. After having a gap of one or more semester (s) such student will not be allowed for further study/improvement.

ii. Probation:

Probation is a status granted to the student (graduate) whose academic performance falls below the minimum University standard. The MS/ Ph.D students acquiring GPA less than 2.5 / 3 out of 4 during 1st / 2nd semester but passing in all papers will be promoted with the condition to achieve more than 2.5 / 3 GPA in the next semester (2nd / 3rd) and such student will be put on probation for the next semester.

*For professional subjects the rules described by relevant council (of accreditation) will apply.

1. a). When a graduate student's CGPA decreases from 2.5 (MS) / 3 (Ph.D), he/she will be on 1st probation for the next semester (i.e. either in 2nd or in 3rd semester).
- b). If the graduate student (who was given 1st probation within 2nd semester) does not come out by increasing his/her CGPA to 2.5 (MS)/ 3 (Ph.D), then again, he/she will go on 'last probation' in the 3rd semester.
- c). A student who has been given the 1st probation in the 3rd semester (upon the 2nd semester result), will be his/her last probation as well.

d). If the student who was earlier on 1st probation does not come out in the last probation by achieving the minimum desired CGPA, he/she shall be rolled out (struck off) from the department/institute, and cannot be re-admitted by the same institute except taking re-admission only once starting from the first semester again.

2. During the summer/winter semester if offered, the probation students will have to be registered to improve the grade.
3. At the end of the first semester a graduate student must obtain CGPA of 2.5 (MS)/ 3.0 (Ph.D) in order to become eligible for registration in the second semester.

Provided a student is kept on probation who is having first Semester GPA equal to or more than 1.5 (MS) / 2 (Ph.D) but less than or equal to 2.4 (MS) / 2.9 (Ph.D) without any 'F' grade.

4. In case a student is able to obtain CGPA of 1.5 (MS)/ 2 (Ph.D) or more but less than 2.5 (MS) / 3 (Ph.D) he/she will be kept on probation in the second semester.

Provided he/she does not fall in the category for 'F' grade/ withdrawal/ drop course.

5. The graduate student who fails to secure a GPA 1.5 (MS)/ 2 (Ph.D) at the minimum in the first semester, shall stand automatically removed from the rolls of the department as well from rolls of the University (admission will get cease). Such a student could be considered for readmission in the same institute/department. This opportunity of readmission is allowed only once.
6. At the end of second semester a student must obtain a minimum CGPA of 2.5 (MS)/ 3 (Ph.D) in order to be eligible for registration in the third semester. If the above condition is not complied with by a student, he/she shall be removed from the rolls of the department/institute.

Provided that if the student comes under consecutive probation (i.e. last probation in upon result of 2nd semester given in 3rd semester) and he cannot met the requirement of CGPA 2.5 (MS)/ 3 (Ph.D) and such a student is given the chance of last probation. Case of such student will be decided upon result of the 3rd semester CGPA to be 2.5 (MS) / 3 (Ph.D) or above, mandatorily.

7. At the end of the third semester the CGPA of a student should not be less than 2.5 (MS)/ 3 (Ph.D), otherwise he/she shall be removed from the rolls of the Department/ College/ Institute/University.
8. If a student does not improve his/her GPA/CGPA in last probation, s/he may be re- admitted in semester they were placed on 1st probation subject to payment of admission fee along with semester fee.
9. a. At the end of the fourth semester (& onward), the CGPA of a student who has not been required to repeat any course, should not be less than 2.5 (MS)/ 3 (Ph.D).
- b. Student having less than 2.5 (MS)/ 3 (Ph.D) CGPA shall not be promoted to next semester.
10. To understand the probation process clearly, please see the probation flow chart in **annex-A**.

iii. **Compulsion**

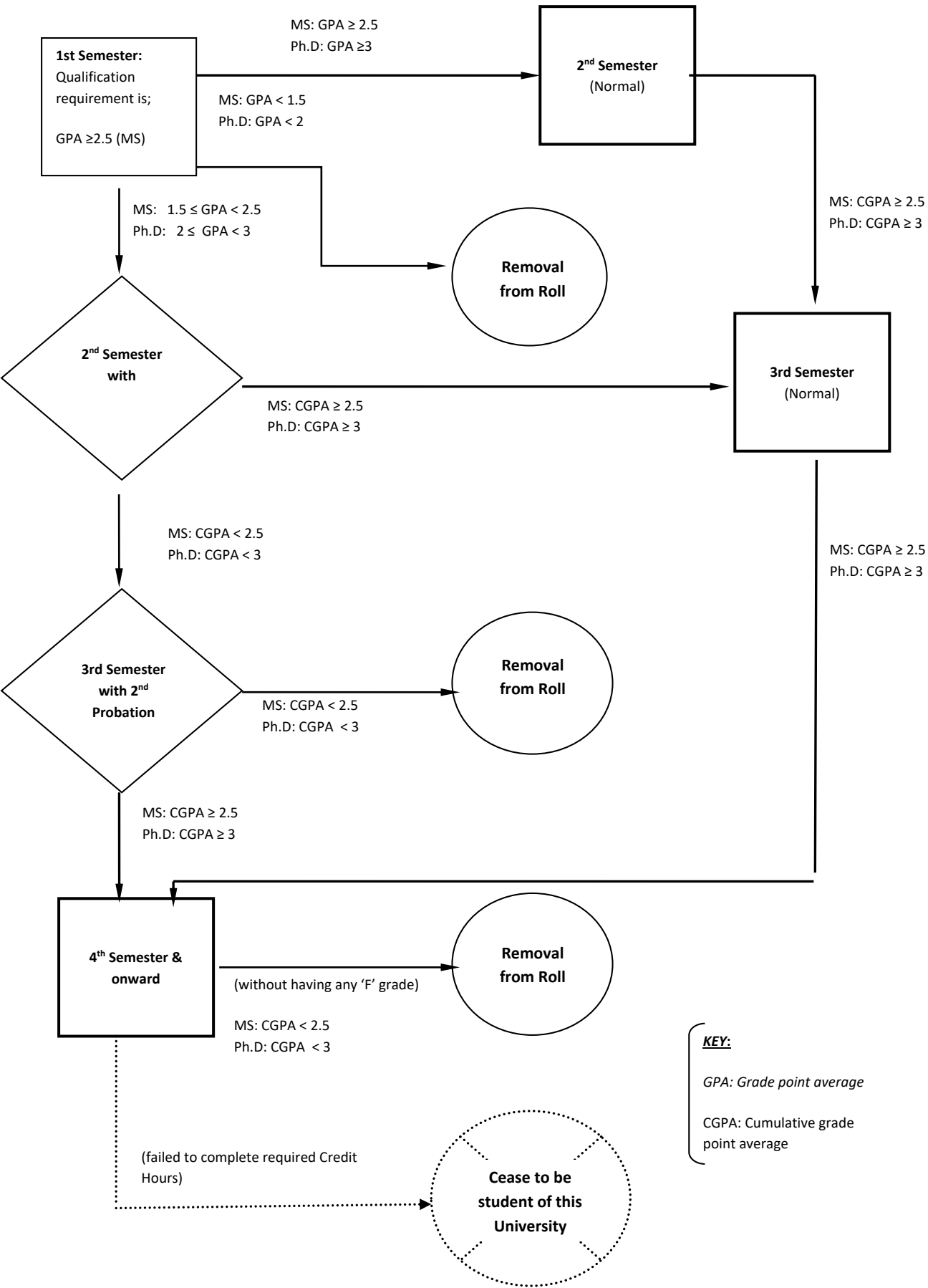
While on probation, a student is to;

- a. contact concerned faculty for guidance, and
- b. keep a complete record of his/her semester work comprising home assignments, laboratory reports, quizzes, midterm, class tests and the marks obtained.

iv. **Promotion**

1. A student shall obtain a minimum Cumulative Grade Point Average (CGPA) of 2.5 (MS)/ 3 (Ph.D) at the end of each semester (having no F grade) for promotion to the next semester (except for cases of probation as defined in these rules, and determining the cases of Fail (F grades) students separately).
2. At the end of the first semester, a graduate student shall get a GPA of at least 2.5 (MS)/ 3 (Ph.D) for normal promotion.
3. a). However if at the end of the first semester, a graduate student could not achieve the standard GPA 2.5 (MS)/ 3 (Ph.D) but all his/her individual courses are pass (i.e. in each course having 50% or more marks) then such a student shall;
 - i. get a GPA of at least 1.5 (MS)/ 2 (Ph.D) to be promoted to the second semester on probation basis.
 - ii. provided a graduate student is permitted on first probation (i.e. having GPA greater or equal to 1.5 (MS)/ 2 (Ph.D) and less than 2.5 (MS)/ 3 (Ph.D) without F' grade).b). At the end of second semester, a student (graduate) must get a CGPA of at least 2.5 (MS)/ 3 (Ph.D) in order to be promoted to the third semester. Provided a graduate student is permitted for last probation.
c). If any of the above conditions is/are not fulfilled by a student, s/he shall be removed from the rolls of the department/ university.
 - i. Provided, the students who have chance to repeat course(s) under the rules.
 - ii. Provided, the students who have chance to improve course(s) under the rules.d). A graduate student who could not achieve CGPA of 2.5 (MS)/ 3 (Ph.D) on availing of two consecutive probations, shall be removed from the rolls of the University.
e). In the third semester only that student who gets a CGPA 2.5 (MS)/ 3 (Ph.D) shall be required to repeat those courses of the first semester in which s/he had failed or secured a D grade. His/her maximum workload including these courses shall not exceed the normal workload of the semester. At the end of the third semester or any subsequent semester his/her CGPA should not be less than 2.5 (MS)/ 3 (Ph.D), otherwise he shall be removed from the rolls of the department/institution.
4. **Passing of Individual Course:** The minimum pass marks for each course of graduate programs shall be 50%. Candidates obtaining less than 50% marks in any course shall be deemed to have failed in that course. Less than 50% marks secured by a student in course shall not be counted towards the aggregate marks. Such marks shall be skipped replacing by a zero, however, the credits shall be countable (sum able) towards GPA/CGPA calculation.

Probation Flow Chart



KEY:
GPA: Grade point average
CGPA: Cumulative grade point average

15. DISCONTINUATION / FREEZING OF STUDY / SEMESTER

- i. A student enrolled in a semester may freeze his/her studies with the permission of respective Chairman/HoD, Dean and Director KGS due to illness duly certified by a Registered Medical Practitioner, countersigned by the University Medical Officer or under the circumstances beyond his/her control, to be determined in each case on a written application by the student. The respective Chairman/HoD/Director of the department /Center concerned will send his/her recommendation to Dean and the Dean will send to Director KGS by recording his/her recommendation. The Director KGS will notify discontinuation if justified properly. There is no need to bring the case in GRMC meeting.
- ii. No Student will be allowed to apply for discontinuation in 1st semester except medical grounds (like maternity/ accidents).
- iii. The maximum period of discontinuation of studies by a student would be for two semesters/one year for entire degree Program.
- iv. HEC scholarship holders are not allowed to discontinue for more than 1 semester.
- v. If a student does not apply for discontinuation and remain absent for more than 14 days from university, his/her admission will be considered cancelled.
- vi. A student can avail the facility of discontinuation only once throughout the entire degree program.
- vii. After the semester freeze, bonafide status of the student shall remain suspended during the discontinued period. During the semester freeze, the student will not be entitled to avail any benefits as that of a regular student i.e. hostel, medical, sports and transport facilities, etc.
- viii. If a student desires to participate in a training program through the HEC fellowship, then the awardee will be allowed to join the training session with the condition that his/her training would not affect his/her university enrollment. After completion of training and upon resuming university, he/she would have to meet the enrollment formalities (Ex-post-facto) of the whole fellowship period.
- ix. To resume his/her studies after discontinued period, the student shall be required to obtain approval and recommendation from concerned Chairman/ Director/ Dean and the Director KGS.
- x. After availing a maximum period of one year of discontinuation, if the student fails to resume his/her academic activities, then the admission of student shall be considered cancelled.

16. Ph.D. COMPREHENSIVE EXAMINATIONS

- a. After the semester in which Ph.D student successfully completes the approved course work (minimum CGPA 3.00), he/she shall be required to pass the comprehensive examination to be granted candidacy as a PhD researcher.
- b. The exam should be based on recapitulation of the conceptual knowledge of the discipline to which the student is admitted. The exam shall cover the courses studied, conducted on one composite question paper. It will be designed to ascertain whether the student has attained the breadth of knowledge and the intellectual maturity necessary to become a successful scholar in his/her chosen discipline. It will not be a mere re-examination of previous courses but will test the student's ability to integrate and assimilate the knowledge obtained from the courses, seminars and independent studies.

- c. To pass the comprehensive examination, a student must obtain not less than 60% marks. A fraction in the total marks in either case shall be rounded to the next nearest whole number. However, the final result shall be expressed in terms of pass/fail and grades shall not be reflected.
- d. The written Comprehensive Examination shall be conducted within 90 days after completing the Ph.D. course work, followed by an oral comprehensive examination within two months of the declaration of written comprehensive exam result.
- e. A student shall not be eligible to sit in the oral part unless he has qualified in the written part of the Examination.
- f. If a student fails to qualify either in the written or oral part, he/she shall be given one more chance to appear again in the part in which he/she failed.
- g. A student who has passed the comprehensive examination shall be deemed to have become a candidate for Ph.D. degree.
- h. The comprehensive examination will be held twice a year in April and October as per the academic calendar (Spring/Fall). The DASAR office will announce the schedule at the beginning of each year. The written comprehensive examination shall be conducted in one place/centralized for all the departments of university under the supervision of Director Advance Studies & Research and Director KGS.
- i. 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 supervisor and HoD/Chairperson. In case of noncompliance, the registration shall be cancelled and transcripts for completion of coursework may be issued to the student.

A. Procedure for Comprehensive Examination

i. Written Part

- a. The Vice Chancellor shall appoint for each student a Committee of Examiners comprising teachers drawn as far as practicable from the fields of study taken up by the student (means those teachers of the university whose course has been taken by the student in his/her course work). For formation of Comprehensive examinations committee, request will be sent by HoD/Chairperson/Director to Vice Chancellor through dean and DASAR for approval.
- b. The Vice Chancellor shall designate one of the members (other than supervisor of the student) to act as Chairperson of the Committee. The Committee shall be notified by the DASR.
- c. Once the committee is notified by the DASAR, the Chairperson Comprehensive Examination Committee shall propose the schedule in consultation with the committee members, and send it to the DASAR for notification at least two weeks before the commencement of the examination.
- d. The written comprehensive examination of the Ph.D students shall be conducted on one composite question paper consisting of questions from the courses he/she has studies during the course work (there shall be different sections for questions set by each member).
- e. A student shall answer questions set by each member on a separate answer book, and will be evaluated by each member. To pass, a student must get overall 60% marks. However, the final result shall be expressed in terms of pass/fail and grades shall not be reflected.

- f. Each member shall, within seven days after the examination, return the marked Answer Books to the Chairman of the examination committee who will finalize the result and send it to the Controller of Examinations for result notification.

ii. Oral Part

- a. The Board for the oral examination shall comprise of the same examiners who conducted the written examination, along with the Dean of the Faculty and two senior subject specialists (Professors/Associate Professors only) from outside the University. These two external members shall be selected by the Vice Chancellor from among a panel of 6 professors recommended by the Chairman Comprehensive Examination Committee from the departmental approved list of external examiners. The constitution of the Board shall be officially notified by the DASR. The Chairman Comprehensive Examination Committee shall formally request the Vice Chancellor through Dean to constitute the Board of Oral Examination.
- b. The DASAR shall, on the recommendation of the Chairman Comprehensive Examination Committee, notify the date, time and venue for the oral comprehensive examination within time limit of two months of the date of declaration of the result of the written Comprehensive Examination.
- c. The Director Advance Studies shall create the link for external examiners to join oral comprehensive examination online, and the session shall be recorded by the DASAR office.
- d. The Chairman of the Comprehensive Examination Committee shall be responsible for the conduct of the oral examination and shall determine the order in which each member of the Board shall put questions to the students; the members shall be free to ask any number of questions.
- e. At the conclusion of the oral examination, each member shall separately grade the student and the Chairperson of the Board of Examiners shall finalize the result and send the same to the Controller of Examinations within one week for result notification.
- f. To pass the oral Examination, a student must secure not less than 60% in overall questions asked by all the members. However, the final result shall be expressed in terms of pass/fail and grades shall not be reflected.
- g. Dean is a regular member of the committee. The presence of the Chairman of the written Comprehensive Examination Committee is must. However, in exceptional cases exemption of one internal member from committee is allowed.

17. GUIDELINES FOR SUPERVISOR ALLOCATION

- i. For Ph.D students, the supervisor shall be allocated at the time of admission.
- ii. The Directorate of Graduate School shall forward the admission package including the admission form with all attached documents and statement of purpose submitted by the candidate to the Chairperson of the concerned department.
- iii. The Chairperson of the concerned department shall call the DGSC meeting to check the eligibility of the candidate (s) against the admission criteria and to allocate the supervisor.
- iv. Students can only be assigned to faculty members who meet the minimum requirements outlined in the HEC Graduate Education Policy (GEP-2023).
- v. The Chairperson of the department will share the minutes of DGSC duly signed by all the members and convener with the Directorate of Graduate School.

- vi. At the time of allocation of new students, the number of already assigned previous batch students to the supervisors must not exceed the HEC limit.
- vii. During the allocation of supervisors, the Conflict-of-Interest policy will be strictly adhered to.
- viii. Adhoc/contract/IPFP faculty members cannot act as supervisor of the students; however, they may be engaged as co-supervisor(s). Only Faculty on Tenure Track System (TTS) and BPS system can supervise students.

The following rules/guidelines will be adhered to for the allocation of supervisors to MS/M.Phil students:

- a. Students can only be assigned to faculty members who meet the minimum requirements outlined in the HEC Graduate Education Policy (GEP-2023).
- b. Adhoc/contract/IPFP faculty members cannot act as supervisor of the students; however, they may be engaged as co-supervisor(s). Only Faculty on Tenure Track System (TTS) and BPS system can supervise students.
- c. Supervisor allocation process shall start from taking consent form from students by the Chairperson/HoD of the department through DGA on the attached Performa (**Annex. I**), in which students can express their preferences.
- d. The selection of students shall be based on the merit keeping the balance of students alongwith supervisors in view. The eligible supervisors in a department must get equal share of students in order to promote research culture across the department. To ensure a balanced distribution of students in alignment with faculty members' designations and research area, the case will be discussed in departmental DGSC meetings and students shall be distributed accordingly.
- e. At the time of allocation of new students, the number of already assigned previous batch students to the supervisors must not exceed the HEC limit.
- f. In specific cases, mutual exchange of supervisors upon students' requests and recommendations by the supervisors may be accommodated subject to approval of GRMC. This may relate to student employment in a research project, research relevance/ background, and area of specialization/ research.
- g. During the allocation of supervisors, the Conflict-of-Interest policy will be strictly adhered to.
- h. Supervisor must be from the same department in which students secured admission except the multidisciplinary degree programs if offered any in the university.
- i. The allocation of supervisors will be completed before the mid of the 2nd semester, and notifications will be promptly shared with the DASAR and KGS Directorate via email.
- j. The allocated supervisors and students shall start work on the finalization of research title and synopsis, and prepare for the presentations in the synopsis workshop.
- k. Once recommended in synopsis workshop, the Chairperson shall present the research titles of the students alongwith their supervisory committee to GRMC for approval.
- l. In case of poor performance of supervisors in terms of supervision/quality, he/she may be debarred.



Supervisor Allocation Form (MS/M. Phil) Karakoram International University Gilgit

Dear Students,

The allocation of supervisors will depend on the availability of faculty members, your preferences, and your academic merit. You can propose from the following faculty members to be your supervisor, and please provide us with your preferences.

Note: This form does not guarantee the allocation of only preferred supervisor. The supervisor is allocated after the approval from the DGSC of the department.

SECTION A : TO BE COMPLETED BY THE STUDENT

NAME OF THE STUDENT	REG. NO.	PROGRAM/BATCH	MOBILE & EMAIL

Proposed title (if any)

Specialization _____

Preferred supervisors (in order of preference)

1. _____
2. _____
3. _____
4. _____
5. _____

(Signature of Student)

Date

SECTION B: (To be completed by the department)

Name of supervisor Allocated _____ Email: _____

Co-supervisor (if any) _____ Email: _____

Supervisory committee members _____

Signature of the allocated supervisor _____

Chairperson/Head of Department _____

Date _____

This form is available on KGS website. Students can get their copies later from the department after allocation is done.

Note: This form does not guarantee the allocation of only preferred supervisor. The supervisor is allocated after the approval from the DGSC of the department.

18. DGSC, SUPERVISORY COMMITTEE, RESEARCH PROPOSAL/ SYNOPSIS

- i) Appointment of DGSC and DGA in the department will be responsibility of Chairperson/ Director. The formation of DGSC will be as follows:
 1. Chair/HoD - Convener
 2. Two Ph.D faculty members from the department - members
 3. One most relevant Ph.D faculty member from outside of the department (within the same faculty) - external member
 4. One Ph.D faculty member from the department (Preferably most senior after HoD if suitable/well versed about rules) - DGA/ Secretary of DGSC
- ii) Care must be given in case of the appointment of DGA. The appointed Ph.D faculty member must be well versed about rules/regulations and energetic.
- iii) The DGSC will prepare supervisory committee for each M.Phil/MS/PhD student consisting of:
 - a. Major Supervisor (must be from the Department).
 - b. Co-Supervisor (may be from outside the university only if his/her lab./expertise are to be used in research).
 - c. An expert from the field.
- iv) This supervisory committee will be finalized in DGSC and complete information (The student name, Registration No, Title and synopsis/proposal) will be sent to GRMC through DEAN & DASR for final approval. Before sending to GRMC, the student need to present his/her synopsis/proposal in the colloquium.
- v) Before processing the synopsis for approval from GRMC, the MS/M.Phil students must have completed their course work with at least 2.5 CGPA, and the Ph.D students must have completed their course work with at least 3 CGPA and passed written and oral comprehensive examinations (notified from the examination department). All the students must have paid their due fees.

19. SYNOPSIS/THESIS COLLOQUIUM POLICY

The faculty-wise colloquia shall be arranged for presentation of synopsis/thesis of the students. The graduate School shall circulate the schedule for the whole year at the beginning of the year, there shall be at least 6 colloquia in a year. The following guidelines of faculty-wise colloquia for MS/M.Phil and Ph.D synopsis/thesis presentations shall be followed.

- a. The Deans/Associate Deans shall take the lead in arranging the colloquia as per schedule mentioned above.
- b. The Directorate of Graduate School shall follow up with the concerned Deans/Associate Deans/HoDs in announcement and organization of the colloquia.
- c. The concerned DGAs in consultation with the HoDs shall circulate the announcement among students and supervisors one week prior to the colloquium date and facilitate the arrangement and recording of minutes.
- d. The HoD/DGA of the department must ensure that the students have paid their due fee and fulfill other requirements like CGPA etc. Fee defaulters and those who do not meet the requirements shall not be allowed to appear in the colloquia.
- e. The concerned Dean/Associate Dean, HoD, supervisor and concerned DGSC members must be present in colloquia and record their comments and endorsement.
- f. The concerned Deans/Associate Deans and Director Graduate School shall countersign the final minutes and share the same with the Vice Chancellor for approval.

20. PROCEDURE FOR RESEARCH PROGRESS TRACKING/MONITORING OF GRADUATE STUDENTS

- I. During second semester of the studies (course work), all the faculty members who are taking graduate classes must sensitize students and give awareness about starting the research work right after completion of their 2nd semester.
- II. After completion of 2nd semester i.e. course work, the graduate students must keep in contact with the prospective supervisors to discuss about their research work and finalize the thesis topic.
- III. From the start of 3rd semester onwards, it is mandatory for all MS/Ph.D students to be present on campus at least for the credit hours they have registered for that semester. The concerned supervisors shall maintain regular attendance of the meetings with students on prescribed template (Annex-I).
- IV. If a student fails to attend weekly meetings for two consecutive weeks then the supervisor will serve a notice to students and warn them to be regular. After two consecutive notices, the supervisor shall inform HoD in writing about the absence/inactive behavior of the student.
- V. If the student fails to maintain contact with the supervisor for four consecutive weeks without any genuine reason (situations beyond human control) even after issuance of notices from the concerned supervisor, the concerned Chairperson will serve a final notice to student to be present on campus within one week. Failing which, the Chairperson shall recommend the case to GRMC for cancellation of registration through relevant Dean.
- VI. In case of student's absence due to genuine reasons, he/she must submit an application along with all necessary evidences to Chairperson. The Chairperson shall record his/her comments and forward the case through Dean to Graduate Research Monitoring Committee/hardship committee for final decision.
- VII. It is mandatory for each student and supervisor to maintain Graduate research student logbook (available on KGS website), which will record each student-supervisor meeting regarding the progress of research, from the commencement of research until completion of the thesis.
- VIII. The logbook is an official record of contacts between the student and the supervisor(s). It must be produced at quarterly (for MS)/six-monthly (for Ph.D) assessment presentations and must be available for review at any stage during the year as appropriate.
- IX. The logbook also requires student to provide information on dissemination of any outputs from the research program in terms of publications and presentations made by the student to both internal and external audiences.
- X. In addition to maintaining logbook, the supervisor and student shall submit a quarterly (for MS)/six-monthly (for Ph.D) research progress report to the concerned Chairperson on a prescribed proforma (available on KGS website), and the scholars shall present their research findings before Departmental Graduate Studies Committee (DGSC). After presentation, the Chairperson shall forward the report with his/her comments to Dean for comments and onward submission to Director KGS. This report will be used to assess the progress of research scholar as well as to know about the issues faced by scholar/supervisor for timely actions by KGS office where deem necessary.
- XI. The Director KGS will present a cumulative report of research progress to the Vice Chancellor at the end of each semester, highlighting the summary of reports received from Chairpersons and Deans.
- XII. Unsatisfactory performance in two consecutive quarterly/six-monthly reports will result in termination of the MS/Ph.D scholar respectively (if approved by GRMC).

21. MS/ M Phil THESIS

The thesis (guidelines for the thesis format given on KGS website) submitted by the candidate for M.Phil/MS. degree must comply with the following conditions:

- a. It must bear original work and form a scholarly contribution to knowledge of the candidate's field of study.
- b. It must not include research work for which degree has been conferred on anybody in this or any other University. In case of any copyright material, the responsibility rests on the candidate to obtain written permission.
- c. An evidence (submission acknowledgement email from official ID of the editor (s)) of at least one paper submission in HEC recognized (at least y- category) journal is a requisite for thesis submission. The student must be the first author and the main supervisor should be the corresponding author of the submitted paper (s).
- d. Before thesis submission, if any research paper is published as part of the thesis, the candidate must mention it at the end of the thesis with full citation details.
- e. The final thesis, before sending to evaluation, shall undergo a plagiarism/similarity/Generative AI check. The concerned Supervisor will send the thesis to QEC for certificate of clearance regarding from Director QEC. HEC latest plagiarism policy and HEC/KIU Generative AI policy shall be followed.
- f. If the thesis is found to be plagiarized, it will be handled in accordance with the Anti-Plagiarism Policy and Generative AI policy issued by the Higher Education Commission, Pakistan, as updated from time to time.
- g. If the thesis submitted by a candidate for final evaluation, is proved to be plagiarized at any stage, it will be liable to be rejected. The admission of such a candidate shall be cancelled and he/she will not be readmitted to M.Phil/MS under any circumstances.
- h. If the thesis of a candidate is proved to be plagiarized even after its evaluation and declaration of result, previous result of the candidate will be cancelled and he/she will be declared to have failed in thesis examination. Such a candidate shall not be re-admitted to MS/M.Phil under any circumstances.
- i. Evaluation of M.Phil/MS dissertation will be conducted by 2 external examiners (selected from the list of approved external examiners).
- j. The Chairperson/Director will propose a panel of six examiners from the GRMC approved list in consultation with the concerned supervisor, and send the thesis package (one hard copy of thesis, Panel of examiners, Certificate of plagiarism clearance from QEC, fee clearance report issued from Finance dept., DMC of course work, synopsis approval notification from GRMC, signed minutes of the colloquium) to the concerned DEAN, the Dean will mark the two external examiners from the list of 6 and send the thesis to DASAR. The DASAR, after checking the pre-requisites, shall process the thesis for external evaluation through Controller of Examinations. This will remain confidential between DEAN and Controller of Examination.
- k. The Controller of Examination shall send the soft copy of thesis to external examiners for review. A 15 days' time shall be given to the external examiners for review. The controller of Exams shall follow up to ensure timely collection of external review reports.
- l. When the thesis will be received back after evaluation, the controller of examinations will open the report in front of concerned DEAN. The Dean will forward the report to

concerned supervisor through Chairperson/HoD /Director for revisions (if any). The Dean will hide the name of the examiners if there is a major revision or rejection, in case of minor revision there is no need to hide the names of examiners.

- m. After the correction by the student, the concerned supervisor through HoD/Chairman/Director will ask from the Dean about the name of the examiners (if not shared earlier) and invite any one from the same evaluators, who so ever is available for final defense.
- n. The supervisor and HoD/Chairperson will be responsible for conduction of final defense/viva. For this, the Chairperson shall send the information to DASR for notification one week prior to the defense date. The DASR will notify the examiner, final dense date, time and venue as recommended by Chairperson/Director. The Chairman/Director, Dean and Supervisor or their representative must be present in final defense. Online viva can be arranged on approval from respective Dean, if the external examiner or Student is not able to come on the said date due to authentic reasons.
- o. The result of the final defense and final thesis in hardbound is then submitted to Controller of Examiner. The other copies will be sent to DASR and Main Library.

22. PHD THESIS

The thesis (guidelines for the thesis format given on KGS website) submitted by the candidate for Ph.D. degree must comply with the following conditions:

- a) Each PhD researcher shall write a doctoral dissertation reflecting relevance, credibility, effectiveness, and legitimacy of the research. The dissertation must be an original and innovative contribution to knowledge that contributes to solving socioeconomic problems.
- b) To improve the quality of a doctoral dissertation, the regulations mentioned in the section 3 of HEC Graduate Education Policy (GEP-2023) shall be followed.
- c) It must bear original work and form a scholarly contribution to knowledge of the candidate's field of study.
- d) It must not include research work for which degree has been conferred on anybody in this or any other University. In case of any copyright material, the responsibility rests on the candidate to obtain written permission.
- e) 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
 - ii. The PhD researcher shall be the first author and the main supervisor shall be the corresponding 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.

- f) Before thesis submission for external review, the required research articles must be published online (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.).
- g) The final thesis, before sending to evaluation, shall undergo a plagiarism/similarity/Generative AI check. The concerned Supervisor will send the thesis to QEC for certificate of clearance from Director QEC. HEC latest plagiarism policy and HEC/KIU latest Generative AI policy shall be followed.
- h) If a PhD dissertation is found to be plagiarized, it will be handled in accordance with the Anti-Plagiarism Policy and Generative AI policy issued by the Higher Education Commission, Pakistan, as updated from time to time.
- i) If the thesis submitted by a candidate for final evaluation is proved to be plagiarized at any stage, it will be liable to be rejected. The admission of such a candidate shall be cancelled and he/she will not be readmitted to PhD under any circumstances.
- j) If the thesis of a candidate is proved to be plagiarized even after its evaluation and declaration of result, previous result of the candidate will be cancelled and he/she will be declared to have failed in thesis examination. Such a candidate shall not be re-admitted to PhD under any circumstances.
- k) Evaluation of Ph.D dissertation will be conducted by:
- i. At least two external experts who shall be:
 - a). 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
 - b). Pakistan-based Distinguished National Professors, Meritorious Professors, Professor Emeritus from any national university; or professors from top universities ranked by HEC; or faculty members 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
- ii). At least one external expert qualifying any one of the conditions mentioned at 'i' 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.
- l) The following general guidelines shall, be observed while selecting external evaluator:
- i). **Relevance of Expertise:** in the same or related fields as in the dissertation.
 - ii). **No Conflict of Interest:** in personal, financial, or professional stakes in a particular decision or outcome.
 - iii). **Objectivity:** capable of making unbiased evaluations.
 - iv). **Diversity:** in terms of geography, culture, professional backgrounds etc.
 - v). **Reputation:** must be good in the field, with a track record of fair and thorough evaluations.
 - vi). **Availability:** should have the time and availability to review the dissertation.
 - vii). **Professionalism:** capable of conducting themselves in a professional and respectful manner throughout the evaluation and defense process (if applicable).

- viii). **Communication:** capable of providing clear and constructive feedback on the dissertation.
- ix). **Confidentiality:** capable of maintaining confidentiality and protecting the intellectual property of the dissertation.
- x). **Compatibility:** well-versed with the research methodology, approach, and theories used in the dissertation.
- m) The Chairperson/Director will propose a panel of six examiners who fulfill the above criteria in consultation with the concerned supervisor, and send the thesis package (one hard copy of thesis, Panel of examiners, Certificate of plagiarism clearance from QEC, fee clearance report issued from Finance dept., DMC of course work, result notifications of written and oral comprehensive examinations, synopsis approval notification from GRMC, signed minutes of the colloquium) to DASAR through the concerned DEAN. The DASAR, after checking the pre-requisites (to be verified by the committee mentioned below), shall prepare a case and present the proposed panel of examiners to Vice Chancellor for selection of one or two examiners as per criteria mentioned in (k) above. The pre-requisites in terms of research articles and external examiners' eligibility shall be checked and verified by a committee comprised of DASAR, Director KGS, Director QEC and Director Academics.
- n) The Vice-Chancellor shall appoint external Examiner(s) out of the proposed panel of Six eligible experts. The selected examiners list will be sent by VC to the Controller of examination for further review process. This remain confidential between VC and Controller of Exams.
- o) The Controller of Examinations shall get thesis evaluated within three months after the date of submission/resubmission of thesis to his/her office. In case of any delay beyond this three months period, the Controller of Examinations must immediately bring into the notice of the Vice-Chancellor.
- p) The report from the external evaluators will be opened in front of Vice Chancellor, and after comments from VC hiding the name of evaluator the report will be sent to concerned DEAN and then to Chairperson/ HoD/ Director and supervisor.
- q) Each External Examiner shall explicitly state in his/her report:
- i) Whether or not the thesis is of sufficient merit to justify the award of Ph.D. Degree to the candidate.
 - ii) Whether the candidate should be allowed to revise (minor) and the thesis be checked by the supervisory committee after minor revision.
 - iii) Whether the candidate should be allowed to revise (major) and re-submit his/her thesis for 2nd round of review by the same examiner.
- r) In case the revisions are suggested, the broad lines on which the thesis should be revised must be clearly stated.
- s) If the examiners approve the thesis, the candidate shall be recommended for the final defense.
- t) If all the examiners reject the thesis, the candidate shall be declared to have failed. Furthermore, if one of the examiners approves the thesis and the other rejects, it shall be sent to a third examiner for evaluation. If the third examiner approves the thesis, the

candidate shall be recommended for the final defense, otherwise he/she shall be declared to have failed. However, the GRMC may allow such students to re-conduct his/her research and resubmit the thesis after substantial revisions/improvements as recommended by his/her Supervisory Committee based on the criticism of examiners. This facility would be available only once.

- u) If one of the examiners approves the thesis and the others are of the view that it is not acceptable in the form in which it has been presented but requires revision, the following procedure shall be followed:
- v) The Supervisory Committee of the candidate may either:
 - i) Write to the external examiners concerned explaining why it is not possible to revise the thesis and taking that it should be examined in its original form, or
 - ii) If the views of the external examiner were acceptable to the Committee, the candidate will be required to revise and re-submit the thesis within a period not exceeding two semesters, for re-evaluation.
 - iii) If the external examiner approves the original thesis or the revised thesis, as the case may be, the candidate shall be recommended for the final defense.
 - iv) In case of dis-agreement between the Supervisory Committee and the examiner, the matter shall be referred to the GRMC (through Chairman/HoD/ Director – Dean – DASR) which may suggest such action as it may consider expedient.
 - v) If both the examiners express the opinion that thesis as presented, is not acceptable, but required revision the following procedure shall be adopted.
 - vi) In case the lines, on which the examiners have suggested revision of the thesis, are substantially the same and are acceptable to the Supervisory Committee, they shall call upon the candidate to revise the thesis on these lines and re-submit it within a period not exceeding two Semesters, for re-evaluation.
 - vii) In case the lines on which the examiners have suggested revision are not acceptable to the Supervisory Committee, the matter shall be referred to the GRMC which may suggest such action as it may consider expedient.
- w) In case a candidate, who is required to revise and re-submit his/her thesis, does not do so within the period allowed, he shall be declared to have failed.
- x) After correction from the students in the thesis along Annotative Compliance Report the HoD/Chairman shall submit the Thesis to DASR for approval from GRMC. The GRMC will then forward the recommendation back to foreign evaluator (If demanded) or to Vice chancellor for final approval as the case may be. If Examiner demanded resubmission, then same procedure shall be adopted.
- y) An open defense of the dissertation is required after positive evaluation of the dissertation by committee members. In general, the following minimum principles and guidelines shall be ensured:

- i). Public Announcement: On the university website and other forums of communication, so that anyone interested can participate.
- ii). Neutral Chair: To ensure that defense was conducted fairly and in accordance with the rules and regulations.
- iii). Committee: To evaluate the dissertation and defense.
- iv). Presentation: of the dissertation by the PhD researcher
- v). Question and Answer Session: To provide a basis for defense evaluation.
- vi. Objective Evaluation: based on the quality of the research and the researcher's ability to defend.
- vii. Final Decision: expressed in the following terms:
 - Pass or
 - Pass with minor amendments or
 - Deferred for resubmission and re-defense or.
 - Fail (in exceptional circumstances and for the reasons to be recorded by the defense committee)
- z) The final defense/viva voce examination committee shall include the supervisor, Chairperson of the department, concerned Dean and one relevant expert preferably Professor/Associate Professor from outside the university to be appointed by the Vice Chancellor from among a panel of six experts (from the approved list of departmental national external evaluators) recommended by the dept. Chairperson through Dean and DASAR. The Vice Chancellor shall also appoint a neutral chair of the committee who will ensure that defense was conducted fairly and in accordance with the rules and regulations
- aa) After approval from the external examiner(s) the thesis will be sent to the appointed external expert member of the defense/viva voce examination committee for his/her review before defense.
- bb) For final defense the Chairperson/ Director shall send the request to Dean. Dean will recommend it for notification from DASAR. The external appointed expert shall be invited for Final Open Defense either physically or online.
- cc) The result of Final Defense along 4 Hard bound Copies of thesis will be sent to DEAN, DASAR and Controller of Examinations for final notification for AWARD of Degree after approval of GRMC.

23. GOVERNING THE SYSTEMS OF DOCTORAL RESEARCH, AND QUALITY ASSURANCE

For governing the systems of doctoral research, and quality assurance the guidelines mentioned in sections 4, 5, 6 and 7 of HEC Graduate Education Policy (GEP-2023) shall be followed.

24. AWARD OF DEGREE

A. Award of MS/ M.Phil Degree

If a student passes his/her Viva Voce Examination, the controller of examination after receiving results and hard bound copy of thesis will issue the transcript to the student. The DASAR shall present the case before GRMC for award of Masters of Science (MS)/ Master

of Philosophy (M.Phil) degree in the relevant subject to successful candidate. The DASAR shall notify the award of degree after approval from GRMC.

B. Award of PhD Degree

If a student passes his/her defense/Viva Voce Examination and fulfills all the requirements prescribed for the degree of Doctor of Philosophy, the DASAR shall present the case before GRMC for award of Doctor of Philosophy degree in the relevant subject to successful candidate. The DASAR shall notify the award of degree after approval from GRMC.

25. UPDATION OF RULES AND REGULATIONS

These rules and regulations are subject to updation from time to time as and when deemed necessary by statutory bodies of the university. The relevant guidelines/updates issued by HEC from time to time shall be followed after approval from statutory bodies.
