



**Bahria University**

Discovering Knowledge

# MS/MPhil RULES 2017



## **LETTER OF PROMULGATION**

1. This document titled “MS/MPhil Rules”, is hereby Promulgated with effect from Fall 2017 semester.
2. The document contains 65 pages, numbered 1 to 65. Master copy of the document is held with the Regulations Cell. In the event of any change desired in the document, an amendment request is to be put up to the Directorate of Post Graduate Programs for processing.
3. These Rules shall be read in conjunction with the general Academic Rules/Regulations of the university. In matters where these Rules are silent, relevant rules/regulations and procedures of BU shall apply. In addition, MS/MPhil requirements are revised by the HEC from time to time which shall be complied with, and shall take precedence over these Rules should there be a conflict.

**MUHAMMAD HISHAM SI(M)**

Commodore  
Registrar

**Dated:** // September 2017

## Table of Contents

1. Preamble .....	4
2. Definitions .....	4
3. Research Committee .....	6
4. Higher Education Research Committee (HERC) .....	6
5. Faculty Research Committee (FRC) .....	7
6. Departmental Research Committee (DRC) .....	8
7. Admission Committee .....	10
8. Ethical Review Committee (ERC) .....	10
9. Post Graduate Programmes (PGP) Directorate .....	11
10. Post Graduate Programmes (PGP) Coordinator .....	12
11. Eligibility .....	14
12. Selection, Admission & Registration Procedure .....	14
13. Programme Credit Hours .....	15
14. Programme Duration .....	15
15. Migration In & Out of the University .....	17
16. Exemption and Transfer of Credits .....	17
17. Pursuing MS/MPhil Courses outside the BU .....	18
18. Course Withdrawal .....	18
19. Semester Freeze .....	18
20. Refund/Adjustment of Fee for Course Withdrawal, Semester Freeze and Allied Reasons .....	18
21. Probation, Chance and Dropout .....	19
22. Assessment Modalities for Coursework .....	20
23. Supervisors .....	20
24. Research Proposal Defence .....	21
25. Research Work Progress Report .....	22
26. Thesis Submission Requirements .....	23
27. Thesis Submission .....	23
28. Thesis Evaluators .....	24
29. Thesis Evaluation .....	24
30. Thesis Defence Examiners .....	27
31. Thesis Defence & Viva Voce Examinations .....	28
32. Submission of Thesis Revision.....	29
33. Honorarium for Examiners .....	29
34. Award of Degree .....	30
35. Honours and Awards .....	30
36. MS Forms .....	32
MS-1A .....	33
MS-1B .....	34
MS-2 .....	35
MS-3 .....	36

MS-4 .....	37
MS-5 .....	39
MS-6 .....	41
MS-7 .....	43
MS-8 .....	44
MS-9 .....	45
MS-10 .....	49
MS-11 .....	50
MS-12 .....	51
MS-13 .....	52
MS-14A .....	53
MS-14B .....	54
MS-15 .....	55
MS-16 .....	56
MS-17 .....	57
MS-18A .....	61
MS-18B .....	62
Annexure-A.....	63
Index .....	65

## Record of Amendments

<b>Amendment No.</b>	<b>Dated</b>	<b>Authority for Amendment</b>	<b>Articles Amended</b>	<b>Signatures</b>
1	September 2017	Registrar	New Print Edition - 4	
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				

## 1. Preamble

These Rules called “MS/MPhil Rules” shall apply to all MS/MPhil degree programmes conducted in the Constituent and Affiliated Units of Bahria University (BU). These Rules shall be read in conjunction with the general rules/regulations of the University. In matters where these rules are silent, rules/regulations and procedures of BU shall apply. In case of any doubt regarding the interpretation of these Rules and in matters not clearly covered under these and other rules/regulations of BU, the matter shall be referred to the HERC and/ or Academic Council for the final decision. Furthermore, MS/MPhil requirements set out by the HEC from time to time shall be complied with, and shall take precedence over these Rules should there be a conflict.

## 2. Definitions

- 2.1 In these Rules, unless otherwise specified, or unless there is anything repugnant to the Act and Statutes of BU, the expressions used in these Rules shall have the meaning as follows:
- 2.2 “**Candidate**” means a person seeking admission in MS/MPhil programmes at BU.
- 2.3 “**Co-Supervisor**” means a member of academic and/or research staff of the university/industry who may be appointed to provide academic/technical and/or administrative assistance whenever there is a requirement/need.
- 2.4 “**Department**” means a Department of a Constituent Unit/Faculty of the University in which a student is enrolled for his/her studies.
- 2.5 “**Defence**” means an oral examination of the student in the research work conducted usually in the form of presentation and/or demonstration, before the panel of Examiners, entailing arguments and points supporting the fundamental concepts having been advanced within the thesis.
- 2.6 “**Equivalence Committee**” means three-member committee nominated from the DRC temporarily to ascertain equivalence of the courses applied for Transfer of Credit / Exemption by the student against certain number of courses present in the curriculum of the MS/MPhil programme of the BU.
- 2.7 “**External Examiner**” means a person with a relevant degree not lower than that of the programme of study of the examinee, appointed to conduct his/her thesis defence, but is not an employee of the BU at the time of examination.

- 2.8 **“Exemption”** means the student is not required to take a similar course if a student has already completed it within the BU or at any HEC recognized University. When granted Exemption, credits for that course earned previously are not counted towards credits or CGPA requirements for the degree. The student shall be required to take another course to make up for the total number of credits or CGPA required to meet the degree requirements.
- 2.9 **“Form”** means the letters/forms/formats annexed to this booklet, bearing identification numbers MS-1 to MS-18, designed for executing the MS/MPhil programmes activities.
- 2.10 **“Internal Examiner”** means a person with a relevant degree not lower than that of the programme of study of the examinee, appointed to conduct his/her thesis defence, and is an employee of the BU at the time of examination.
- 2.11 **“Principal Supervisor”** means a person holding a relevant degree not lower than that of the programme of study student is pursuing, preferably a member of the academic/research staff of an HEC recognized university, appointed to supervise the research work of a student.
- 2.12 **“Programme”** means an academic programme in MS/MPhil studies being run at the BU.
- 2.13 **“Research”** means the process leading to the production of original studently work in the form of a thesis for the purpose of obtaining MS/MPhil degree.
- 2.14 **“Student”** means a person enrolled in a MS/MPhil programme at the BU.
- 2.15 **“Thesis”** means a written description/document of the research work prepared in the format prescribed by BU and submitted as partial requirement of the MS/MPhil degree.
- 2.16 **“Time Bar/Barred”** is the Programme/Degree status indicating that the Student has been unable to complete the degree requirements within the Extended Programme Duration.
- 2.17 **“Time Late”** means the time period after the completion of the Extended Programme Duration during which an MS/MPhil student may apply for Waiver to Time-Bar.
- 2.18 **“Transfer of Credits (TOC)”** refers to a process of granting credit to a student enrolled in MS/MPhil programme at the BU for the course(s) undertaken by the student at another HEC recognized higher education institution which is(are) equivalent to certain course(s) being offered by the BU in the programme student is enrolled in, after having carried out the equivalency ascertaining

process. When granted TOC for any course, the credits earned previously for that course are counted towards total credits requirement fulfillment for that student at the BU but not added to the CGPA of the degree.

- 2.19 **“Viva voce”** means an oral examination of the student following his/her presentation at the thesis defence, conducted in the form of interview and discussion aimed at ascertaining evidence and sufficiency of knowledge of the student about the research work the student has worked on.
- 2.20 **“Waiver”** means removal of the Time-Bar status for a specific period in terms of regular semesters or time period to enable the student to complete the shortfall in degree requirements.

### **3. Research Committees**

BU has constituted various research committees, as per details in articles 4 to 8. Their functional domains range from policy making to policy implementing and facilitating the postgraduate programmes of the university.

### **4. Higher Education Research Committee (HERC)**

#### **4.1 Composition**

a.	Rector	President
b.	Pro-Rector	Member
c.	Registrar	Member
d.	DGs CUs	Member
e.	Deans	Member
f.	Professors	Member
g.	Director Academics	Member
h.	Director Examinations	Member
i.	Director Quality Assurance	Member
j.	Director CUs	Member
k.	All HoDs (all CUs)	Member
l.	Director Post Graduate Programmes	Member
m.	PGP Coordinators	Members
n.	Director R&D/ORIC	Member & Secretary
o.	Additional Co-opted	Members (as required)

#### 4.2 **Terms of Reference**

- a. Give policy guidelines and directions regarding all major research issues of the faculty members and student of the constituent/affiliated units.
- b. Monitor quality of research outcomes and theses, both at the MS/MPhil and PhD levels.
- c. Specify guidelines and weightage to the publications by the faculty members.
- d. Approve R&D projects that may be undertaken to contribute towards economic development of Pakistan or for fund generation for the University.
- e. Approve collaboration with established research groups in Pakistan and abroad.
- f. Maintain database of national and international research groups/centers and well-known professors/researchers with their consent to become external Examiners for PhD students.
- g. Enlarge its scope and charter in parallel with new academic disciplines and new requirements of the contemporary research.
- h. Meet at least twice a year.

#### 5. **Faculty Research Committee (FRC)**

5.1 FRC be constituted by Registrar and headed by Dean of the Faculty. It shall comprise Core and Elective Members.

##### 5.2 **Composition – Core Members**

There shall be 13-15 core members of the FRC including all HODs. Where an HOD is not a PhD, a PhD faculty member from the department shall be included into the committee along with the HOD. The senior most HOD, or the Dean's nominee, shall act as Secretary of FRC.

##### 5.3 **Composition – Elective Members**

There shall be a maximum of five elective members of the FRC including Director PGP, Director ORIC, and three members from other Higher Education Institutions, and industry with expertise relevant to the candidate's research-work, provided their qualification is not lower than the candidate's programme.

#### 5.4 **Terms of Reference**

- a. Appoint Supervisors and Advisory Committee panel for PhD student at the time of student's registration.
- b. Conduct/arrange PhD Comprehensive Examination through PGP Coordinator.
- c. Approve/ratify any minor changes in the topic of the PhD thesis on recommendation of the Principal Supervisor without changing the main theme.
- d. Evaluate the quarterly progress reports of all PhD students forwarded by PGP Coordinators through HOD.
- e. Recommend Foreign Evaluators, Internal and External Examiners for Thesis Defence and Viva Voce Examiners for PhD students.
- f. Form Ethical Review Committee (ERC) to look into ethical dimension of research of PhD students.
- g. Ensure plagiarism check on the candidate's thesis.
- h. Approve exemptions/transfer of credits of PG candidates' cases.
- i. Approve internal/external Viva Voce Examiner for MS/MPhil programme on DRC recommendation.
- j. Undertake any other research related responsibility assigned by the Head of the Committee
- k. FRC shall meet at least twice a year. The quorum for a meeting of the FRC shall be half of the core members, a fraction being counted as one. FRC shall maintain minutes of its meetings and forward to the PGP Directorate.
- l. Decisions of the committee shall be made by consensus and, if that is not possible, by majority vote. Only core members shall be entitled to exercise vote.
- m. FRC will further act as Research Review Committee for PG programs in Medical Sciences and will also appoint Supervisor(s) for PG students.

## 6. **Departmental Research Committee (DRC)**

6.1 DRC shall be constituted by Dean of the Faculty and headed by the HOD. PGP Coordinator shall act as the Secretary of the DRC.

### 6.2 **Composition – Core Members**

- a. All PhD qualified faculty members.

- b. Two to three faculty members with MS/MPhil qualification. In a department with less than three PhD faculty members, two to three more faculty members with MS/MPhil qualification shall be included in the DRC as core members.

### 6.3 **Composition – Elective Members**

There shall be two to three elective members including from non-teaching departments of the BU and from other Higher Education Institutions, and industry with expertise relevant to the candidate's research-work, provided their qualification is not lower than the candidate's programme.

### 6.4 **Terms of Reference**

- a. Appoint Principal Supervisor(s)/Co-Supervisor(s) for MS/MPhil programmes.
- b. Propose Supervisor(s) to FRC for PhD students.
- c. Conduct/manage research proposal/theses defence through PGP Coordinator.
- d. On the recommendation of the Principal Supervisor, approve/ratify any minor changes in the topic of the MS/MPhil thesis if made without changing the main theme.
- e. Evaluate the quarterly progress reports of MS/MPhil students submitted by the Supervisors to HOD/PGP Coordinator.
- f. Recommend exemptions, transfer of credits of student cases to FRC.
- g. Propose internal/external Viva voce Examiner for MS/MPhil programmes to FRC for approval.
- h. Undertake any other research related responsibility assigned by the Dean/HOD.
- i. DRC shall meet at least twice a year. The quorum for a meeting of the DRC shall be half of the total number of core members, a fraction being counted as one. DRC shall maintain minutes of its meetings and forward to the PGP Directorate.
- j. Decisions of the committee shall be made by consensus and, if that is not possible, by majority vote. Only core members shall be entitled to exercise vote.

## **7. Admissions Committee**

### **7.1 Composition**

Admissions Committee shall be constituted by the Director Campus comprising at least three faculty members/research staff holding PhD degree and headed by the HOD.

### **7.2 Terms of Reference:**

- a. Determine/assess the suitability of MS/MPhil/PhD candidates through written test/interview.
- b. Scrutinize the documents according to eligibility criteria required for admission in respective programme including the GAT/GRE/own university admission test results and equivalency certificate of all foreign degrees/certificates issued by the HEC.
- c. Forward the case of recommended candidates through HOD and Director Campus to the Directorate of Admission for Rector's approval.

## **8. Ethical Review Committee (ERC)**

### **8.1 Composition**

Three or more suitable members selected by the Dean from within or outside BU depending upon kinds of expert opinion needed in the research work.

### **8.2 Terms of Reference**

- a. Review the research proposals involving human or other living subjects, whether individuals or communities, before the study begins, and ensure that the conditions that could affect the rights of subjects during a study are approved for the study to begin.
- b. Identify ethical issues or concerns posed by research involving human subjects and undertake sufficient assessment of proportionality of risks and benefits for the individuals and community involved by those issues in order to secure the individuals'/community well-being by maximizing possible benefits while minimizing risks.
- c. Ensure the subjects of research are clearly aware of the nature of the research work and their position in respect of it.

- d. Protect potential participants in the research from being coerced or manipulated to participate in the research work especially those whose capacity is impaired, not capable of giving voluntary consent, or who are in some way dependent or vulnerable to the research revealing. And ensure that the consent being secured is valid, preferably in writing, and the participants are sufficiently informed and have adequate time to decide without pressure.
- e. Ensure subjects shall be able to easily withdraw from a research protocol without giving reasons and without suffering any penalty or alteration in their relationship with providers of services, if any.
- f. Ensure respect for the research participants through protecting their individual autonomy especially those who are not capable of taking autonomous decisions and maintaining confidentiality of the data and information collected.
- g. Ensure protection of the research subject against any possible serious bodily harm
- h. Examine and evaluate the process, printed documents and other tools that shall be employed for collecting data.
- i. Assess the incentives that shall be given to the participants to ensure that no unethical consideration is involved in the incentives being offered.
- j. Attempt to reduce and resolve the ethical issues involved in the research as much as possible.
- k. Conduct periodic appraisal of the research being undertaken to ensure subjects of research are protected from harm, their confidentiality is maintained, and their rights are respected. Serious adverse events shall be reported promptly to the FRC.
- l. The ERC may withdraw approval of the research work if it is not satisfied with the level of adherence to the basic ethical guidelines by the student.
- m. Confidentiality of the ERC's proceedings shall be preserved.

## **9. Post Graduate Programmes (PGP) Directorate**

9.1 PGP Directorate ensures smooth and efficient implementation and progression of PG Programmes at BU in line with HEC instructions and BU Statutes/Rules and policies.

## 9.2 **Terms of Reference**

- a. Responsible for the conduct and management of PG programmes at BU.
- b. Develop policies and Rules for PG programmes and ensure their effective implementation.
- c. Plan measures/strategies to continuously enhance enrolment in PG programmes in line with practices followed by research-led universities.
- d. Ensure induction/admission of quality PG students by working proactively through the Deans and the HODs.
- e. Ensure all changes suggested by the statutory and regulatory bodies (HEC, PEC, etc.) are incorporated in the PG Rules.
- f. Formally responsible for the monitoring of the progress of PG students throughout the academic programme, to deal with any issues arising, whether academic or personal.
- g. Ensure the development of a framework and mechanism for evaluating the effectiveness of PG programmes.
- h. Create database of quarterly progress reports of PG students in consultation with their supervisors.
- i. Maintain and develop records of current and planned PG programmes in all the departments of CUs.
- j. Guide Constituent Units regarding the progress, monitoring and feedback of PG students.
- k. Search and disseminate the information concerning funding/studentship opportunities relevant to PG programmes.
- l. Develop and upgrade webpage of PG Programmes.
- m. Act as PG Student Affairs office for withdrawal, temporary suspension, transfer of credit, extensions, exemptions etc.
- n. Participate in the orientation of new PhD faculty members and PG students.
- o. Attend FRC/DRC meetings or other statutory meetings.
- p. Perform any other duty assigned by Rector.

## 10. **Post Graduate Programme (PGP) Coordinator**

10.1 PGP Coordinator for each Department, whose appointment based on the recommendations of the HOD shall be notified by the Registrar after due approval of the Rector. Each PGP Coordinator must hold a PhD degree.

### 10.2 **Terms of Reference of PGP Coordinator**

- a. Ensure that PG-Rules are being followed by the Department.

- b. Act as secretary of the DRC so as to ensure holding of timely meetings, preparation of its agenda items, preparation/issuing of minutes of the meetings, (with the approval of chairperson DRC) and monitoring progress on implementation of the decisions taken.
- c. Maintain complete record of research students undergoing PG programmes including:
  - (1) Complete details of their educational documents.
  - (2) Subject and General test results.
  - (3) PG courses completed so far.
  - (4) PhD synopsis/proposals and its approval from the competent authority.
  - (5) Progress reports of the students submitted by the Supervisors.
  - (6) Any other additional information such as registration, freezing of semester and dropping of courses, transfer cases etc.
  - (7) Details of foreign evaluations along with evaluation reports and details of foreign evaluators relevant to his/her department.
- d. Interact with the research students and their supervisor(s) and update/report to FRC/DRC about their progress and guide the students accordingly.
- e. Submit progress reports of each PG student to the FRC and PGP Directorate through the HOD.
- f. Maintain a close working relation with PGP Directorate for overall monitoring of MS/MPhil and PhD Programmes.

## 11. Eligibility

Eligibility criteria for MS MPhil Programmes shall be as under:

Requirement	Description
Academic Qualification	<p><b>All Disciplines except Medical Sciences and Legal Studies</b></p> <p>16 years of education with Masters/Bachelors or equivalent degree from an HEC recognized university in the relevant discipline/field of study with a minimum CGPA 2.5/4.0 or 50% marks where CGPA is not given.</p> <p><b>Medical Sciences</b></p> <p>16 years of education with MBBS, BDS degree from PMDC/HEC recognized university/ institute with minimum CGPA of 2.5/4.0 or 50% marks where CGPA is not given and completion of one year house job at PMDC recognized institution.</p> <p><b>Legal Studies</b></p> <p>LLB degree from Pakistan Bar Council (PBC)/HEC recognized university/institute with minimum CGPA of 3.0/4.0 or 55% marks where CGPA is not given.</p>
Attestation	HEC's attestation on the candidate's local degrees (on the back of the original degrees).
Equivalency	HEC's equivalency certificate for the candidate's foreign degrees.
Aptitude Test	GAT (Gen)/GRE (General) passed with minimum 50% marks or BU test (50% minimum passing marks). Result are to be submitted at the time of application in case of GAT (General) or GRE (General) or as prescribed by the University.

## 12. Selection, Admission & Registration Procedure

12.1 The application for admission in the MS/MPhil programmes on the prescribed form, supported with relevant documents mentioned in the application form, shall be submitted to the Admission Office of the Campus/Constituent Unit.

12.2 Applications shall be scrutinized by the Admission Committee of the Department along with all documents including equivalence certificate for the foreign certificates/degrees issued by the HEC, to determine the eligibility for admission.

12.3 The Admission Committee shall interview the eligible applicants and assess their suitability for the MS/MPhil programme. Any further selection procedure, including test, may also be used to assess the suitability of the candidates. Admission interview evaluation shall be carried out on prescribed format (MS-1A).

12.4 Names of the candidates recommended by the Admission Committee for admission to the MS/MPhil programme shall be forwarded by the HOD to the Directorate of Admissions through the Director Campus, which shall process the case for approval of the Rector.

12.5 Admission letters to the selected candidates shall be issued by the Head of Department on the prescribed format (MS-1B) with copy to the Director PGP, Director Admission, Dean and Director Campus. The selected candidates shall be required to register on or before the date given in the offer letter, the failure to do so shall result in cancellation of admission.

### **13. Programme Credit Hours**

Credit hours of the MS/MPhil Programmes shall be as follows:

	<b>MS (by Coursework)</b>	<b>MS (by Research Work) &amp; MPhil</b>
Coursework	30 (Minimum)	24 (Minimum)
Research Work	0	6 (Minimum)

### **14. Programme Duration**

14.1 Minimum Duration of the MS/MPhil programmes shall be 2 years (4 semesters) with the exception of some MS programmes in the Faculty of Management Sciences where the Minimum Programme Duration shall be 1.5 years (3 semesters).

14.2 Extended Duration of the MS/MPhil programmes shall be 3 years. The student shall be required to pay the required amount of fee(s) applicable to the extended period.

14.3 Beyond the Extended Duration, the programme shall become Time-Barred. Waiver to the Time-Bar may be granted for one year only and under very special cases, with the approval of the Rector. Request for such a waiver shall be initiated by the student on the prescribed form (MS-2). If Waiver is granted, the student shall be required to pay the required fee(s) as applicable to the additional semester.

14.4 The aforesaid rules are summarised in the following table:

<b>Programme</b>	<b>Regular/Minimum Duration (yrs)</b>	<b>Extended Duration (yrs)</b>	<b>Max Time Late<sup>2</sup>(yrs)</b>	<b>Maximum Waiver Permitted</b>
MPhil/MS2.0	2.0 <sup>1</sup>	3.0 <sup>1</sup>	1.0	1 year <sup>3</sup>
MS1.5	1.5 <sup>2</sup>	3.0 <sup>1</sup>		

Notes:

1. For MS/MPhil programmes with thesis, duration shall be counted from the date of registration of the programme till the final submission of thesis; time taken by the thesis evaluators shall not be counted in the maximum duration and for MS/MPhil programmes without thesis, the duration shall be counted from the date of registration of the programs till final examination of the last semester.
2. See "Definitions".
3. Waiver effective from the Time-Bar date

14.5 The departments conducting MS/MPhil programs shall have to submit results of the thesis by the end of week-10 into the next semester after the final semester. The students completing their thesis within this time period shall be eligible for Honours and Awards and shall not be charged any fee for the said 10 weeks. However, students who are unable to complete the thesis by the end of week-10 into the next semester, and take more time to complete the thesis, shall be charged fee for semester(s) in which they have worked.

14.6 To ensure timely submission of result to Examination Directorate after thesis evaluation and conduct of viva-voce examination, the 10 weeks into the next semester provided for completion of thesis shall be divided as follows:

1	Submission of thesis by MS/MPhil student to department	By end of week 2
2	Evaluation and thesis defence by department	By end of week 9
3	Submission of result by department to Examination Directorate	Before end of week 10

14.7 Departments are bound to submit the result of thesis to Examination Directorate after conduct of thesis defence, viva-voce etc before the end of week 10 into next semester for all timely submitted thesis.

## **15. Migration In and Out of the University**

15.1 MS/MPhil students migrating from the other HEC recognized Universities shall be required to complete the residency requirements (minimum 50% time of the regular duration).

15.2 Students may also ask for migration to another University or termination of programme at any stage. In such cases, the students shall be entitled to receive the transcript only, mentioning the courses completed. Partially completed research work shall not be mentioned in the transcript.

## **16. Exemption and Transfer of Credits**

16.1 The FRC, on the request of the DRC, may approve Transfer of Credits (TOCs) or Exemption of Courses in respect of any MS/MPhil programme course(s) provided that:

16.1.1 The student has obtained a CGPA of 3.0/4.0 or 60% aggregate (where CGPA is not given) in the coursework at the time of migration into the BU.

16.1.2 TOCs and Exemptions will be considered on the basis of course contents, Credit Hours, basic eligibility criteria and a minimum of B grade according to the BU grading system in the courses for which TOC or Exemption are being sought.

16.1.3 The Exemptions/TOCs do not exceed the 50% of the total credits in the programme to which transfer is sought.

16.2 The final transcript of the student shall be endorsed as follows:

16.2.1 TOCs: In the result column, the words "Credits Transferred" shall be endorsed against the TOC course(s).

16.2.2 Exemption(s): A foot-noted list, titled "Additional Courses Completed" shall be added.

16.3 The student shall apply for TOC/Exemption on the prescribed format (MS-3) and pay the TOC/Exemption processing fee as per the BU policy.

16.4 The DRC shall constitute a three member Equivalence Committee from its own members to ascertain equivalence of the course(s) applied for TOC/Exemption with the course(s) applied against. The Equivalence Committee shall process the case and give its findings on the prescribed form (MS-4). Based on the findings of the Equivalence Committee, the DRC shall make recommendation to the FRC.

## **17. Pursuing MS/MPhil Courses outside the BU**

The Students may take courses at other HEC recognized universities subject to recommendation of the DRC and approval of the FRC provided that the course(s) pursued is(are) present in the roadmap of the programme at the BU but is(are) not being currently offered by the BU due to any reason.

## **18. Course Withdrawal**

18.1 Students may withdraw from a registered course till the end of the seventh week of the semester. No withdrawal of course shall be allowed after this time. To withdraw a registered course, the student shall have to apply to the HOD through the PGP Coordinator on a prescribed format (MS-5).

18.2 If the course is withdrawn within two weeks after commencement of classes, the course withdrawn shall not be recorded on the transcript. However, in case the course is withdrawn between the third and the seventh week of the semester the letter “W” shall be recorded on the transcript against the course withdrawn.

## **19. Semester Freeze**

19.1 Students are allowed to freeze their semester due to illness or circumstances beyond their control by giving a written application to the HOD on prescribed format (MS-6).

19.2 Students can apply for semester freeze till three weeks before commencement of the final examinations. No semester freeze shall be allowed after this time.

19.3 Students can freeze more than one semester either consecutively or staggered, while remaining within the normal programme duration.

## **20. Refund/Adjustment of Fees for Course Withdrawal, Semester Freeze and Allied Reasons**

### **20.1 Course Withdrawal and Semester Freeze.**

*20.1.1* Full amount of tuition fee shall be refunded/adjusted to next semester if the course is withdrawn/semester frozen up to 7th day of convening of classes.

- 20.1.2 Half (50%) fee shall be refunded/adjusted to next semester if course is withdrawn/semester frozen from 8th to 15th day of convening of classes.
- 20.1.3 No fee shall be refunded/adjusted to next semester if course is withdrawn/semester frozen from 16th day of convening of classes.
- 20.2 **Cancellation of Course(s) or Programme.**
- 20.2.1 Full amount of tuition fee shall be refunded to the students if the courses after being offered are cancelled by the University for any reason.
- 20.2.2 In case a programme is cancelled, the entire charges including admission fee shall be refunded to the student.
- 20.3 **Drop Cases.** A student dropped from the degree programme after grant of admission on hope certificate for the reason of not meeting the admission requirements, shall be refunded all charges except admission fee.
- 20.4 **Maximum Time Period for Refund Claims.** Refund claims shall normally be entertained up to a maximum period of one year after the date of leaving. The BU shall not entertain any claim or refund after this period.
- 20.5 **Conflict Resolution.** In case of any conflict or interpretation of the aforementioned rules on refund of fee and other charges, the matter shall be referred to the Rector through the Registrar whose decision shall be final.

## **21. Probation, Chance and Dropout**

- 21.1 A student shall be placed on Probation if his/her CGPA falls below 2.5/4.0 for the first time.
- 21.2 The student shall be placed on Chance if his/her CGPA falls below 2.5/4.0 for the second time.
- 21.3 The student shall be dropped from the programme if his/her CGPA falls below 2.5/4.0 for the third time.
- 21.4 If dropped from the programme, transcript mentioning courses completed with the status endorsed as "MS/MPhil Incomplete" may be issued by the Examination Department to the student. Migration letter may also be issued to the student by the Examination Department, on request.

## 22. Assessment Modalities for Coursework

22.1 Assessment modalities for MS/MPhil programmes shall be as follows:

Assessment Head & Mode	Weightage
Subjective Quizzes from Course Contents, Home/Classroom Assignments and Presentations, held throughout the Semester	30%
Mid-Term Examination, a subjective examination from Course Contents held after 8 weeks into the Semester/review for research paper	30%
Final Examination, a Comprehensive subjective examination from Course Contents, held at the end of the Semester	40%

22.2 Passing marks in each subject shall be 60%. The rest of the University's standard examination rules shall apply to these programmes.

## 23. Supervisors

23.1 The Principal Supervisor and Co-Supervisor (if needed) shall be appointed by the HOD on the consent of supervisor for each MS/MPhil research student. The Principal Supervisor shall be a faculty member or a professional in the relevant field holding a degree not lower than that of the programme applied for. In case the Principal Supervisor's highest qualification is MS/MPhil, he or she must have minimum four years post qualification research experience including Co-Supervisor of atleast two MS/MPhil or equivalent level thesis and minimum two research papers published in the HEC recognized journals. The HOD shall issue letter of appointment to the Principal Supervisor and the Co-Supervisor on the prescribed format (MS-7 and MS-8) respectively.

23.2 If the Principal Supervisor is not available temporarily, the Co-Supervisor, or the Head of Department (HOD), may act as a Principal Supervisor. The supervisory remuneration shall be divided between the Principal Supervisor and the Co-Supervisor in the ratio of 2:1.

23.3 The Principal Supervisor/Co-Supervisor shall not be changed except under extraordinary circumstances. In case of a serious problem between a student and the Principal Supervisor, the student may request the HOD to change the Principal Supervisor. The HOD shall investigate the matter and bring it before the DRC. The DRC shall take the final decision on the matter.

23.4 A supervisor shall be assigned 7 to 12 MS/MPhil research students. Maximum supervisory load, however, shall remain linked with the HEC policy in this regard.

## 24. Research Proposal Defence

24.1 The student shall prepare research proposal under guidance of the Supervisor and submit to the HOD/PG Coordinator, within two months of having registered for the research work/Thesis.

24.2 The research proposal shall be submitted as per prescribed format of the faculty.

24.3 The student shall also submit the Ethical Review Form (MS-9), duly filled in, along with the proposal for evaluation. Ethical Review Committee shall review the proposal before conduct of the research proposal defence if the student has declared that his/her research work shall involve human subjects. ERC may invite the student to attend meetings of the ERC when his/her study is being reviewed.

24.4 The DRC shall appoint two Internal Examiners to conduct the thesis proposal defence of the student. The Internal Examiner shall be permanent/adjunct faculty member of BU from the relevant research area and shall be eligible to supervise MS/MPhil level thesis. If suitable Internal Examiner is not available, Examiner(s) shall be selected from outside BU by the DRC from the FRC approved list of External Examiners.

24.5 PGP Coordinator with the consent of HOD shall announce and circulate the schedule of the thesis proposal defence and make necessary arrangements. Copy of the schedule shall also be sent to the Faculty Dean and the PGP Directorate.

24.6 The student shall defend the proposal by giving a multimedia presentation before the Examiners. The Examiners shall assess the proposal on a prescribed Research Proposal Evaluation format (MS-10). If the proposal is approved, the student shall be allowed to continue research work under the Supervisor, through a formal letter from the HOD (MS-11). If rejected, the DRC may ask the student to improve the existing proposal or submit a fresh one. In such a case, the PGP Coordinator shall communicate the reasons of rejection given by the Examiners to the student under intimation to the DRC and the PGP Directorate. In case the student does not appear in the defence without prior authorization, the proposal shall be considered rejected.

24.7 The student shall be given two chances to get the research proposal approved within maximum period of two semesters from the date of having registered in the thesis. If the proposal is rejected twice, or if the student fails to get the thesis proposal accepted within two semesters since registration of the thesis, candidacy of the student shall be decided as under:

24.7.1 **MS (Optional Research Work) Student.** The student may be asked by the DRC to take elective courses in lieu of the research work as per the roadmap of the given programme. In such a case, MS (Research Work) shall be converted into the

MS (Coursework) degree. However, if the student does not want the degree to be converted into MS (Coursework), the programme shall be considered as "Terminated". The DRC shall report the case to FRC for final approval of termination. If termination of the candidacy of the student is approved, the FRC shall inform the PGP Directorate for cancellation of admission. The Examination Department shall issue the transcript mentioning the courses completed with the status endorsed as "MS Incomplete". Migration letter may be issued to the student by the Examination Department, on request.

24.7.2 **MS (Compulsory Research Work)/MPhil Student.** The candidacy of the student shall be considered as "Terminated". The DRC shall report the case to the FRC for final approval of termination. If termination of the candidacy of the student is approved, the FRC shall inform the PGP Directorate for cancellation of admission. The Examination Department shall issue the transcript mentioning the courses completed with the status endorsed as "MS/MPhil Incomplete". Migration letter may be issued to the student by the Examination Department, on request.

## 25. Research Work Progress Report

25.1 The Principal Supervisor shall submit Quarterly Research Work Progress Report on the student to the PGP Coordinator, on the prescribed format (MS-12). The academic year w.r.t. research work in PG programs shall be divided into four quarters. The duration of these quarters and the timeline for submission of progress report for each quarter shall be as follows:

Quarter	Progress Report Submission Timeline
September - November	15 <sup>th</sup> December
December - February	15 <sup>th</sup> March
March - May	15 <sup>th</sup> June
June - August	15 <sup>th</sup> September

The first progress report of students, starting their research work in Spring semester, shall be submitted from March-May quarter. The PGP Coordinator

shall maintain complete record of the student's progress and shall submit a consolidated progress report to the Faculty Dean and the PGP Directorate, through the HOD.

25.2 In case of unsatisfactory progress report, the DRC shall interview the student, find out the reasons for unsatisfactory progress, and may suggest remedial measures. If the student gets unsatisfactory report a second time, the DRC may ask the student to change the research topic. If the change of research topic does not help either and the student's performance is reported unsatisfactory a third time, then the further course of action shall be as per articles 24.7.1 or 24.7.2, as applicable.

## **26. Thesis Submission Requirements**

26.1 The thesis shall be developed on the prescribed format (Annex-A). Any other type of format, if student desires to develop, must be approved by the FRC.

26.2 Plagiarism test shall be conducted through HEC recognized plagiarism testing software by the PGP Coordinator and report placed in the outset of the thesis. The overall similarity index of the thesis shall not exceed 19% and the similarity index from a single source shall not exceed 5%.

26.3 Certificate of Thesis Completion (MS-13) by the Principal Supervisor, Author's Declaration (MS-14A) and Plagiarism Undertaking (MS-14B) shall be placed at the outset of the thesis.

26.4 Dues clearance letter from the Accounts Department of the BU shall be submitted separately.

## **27. Thesis Submission**

27.1 The student shall submit two spiral bound hard copies of the thesis and one digital copy (CD) to the PGP Coordinator. The PGP Coordinator shall issue acknowledgement on the prescribed form (MS-15) and forward the copies to the DRC for evaluation.

27.2 After successful thesis evaluation and defence, the student shall submit three hardbound copies and a CD of the thesis to the HOD through PGP Coordinator who will forward one copy each to the PGP and Examination Directorates and the Campus library for record.

## 28. Thesis Evaluators

28.1 Thesis shall be evaluated by two Evaluators, internal and external. Internal Evaluator shall be drawn from the faculty whereas the External Evaluator shall be appointed from the FRC approved list of External Evaluators. If suitable Internal Evaluator is not available, both Evaluators shall be selected from outside the BU.

28.2 The DRC, in consultation with the Principal Supervisor, shall recommend two names for Internal and External Evaluators each, after having secured their consent, to the FRC for approval. The FRC shall select one person from each category. Identity of the Evaluators shall be kept confidential from the student.

28.3 The PGP Coordinator shall send a copy of the thesis to each Evaluator on a prescribed form (MS-16) along with the prescribed Thesis Evaluation Report Form (MS-17). The Evaluators shall be requested to evaluate the thesis and send their evaluation report within four (4) weeks of the receipt of the thesis. Where an Evaluator is unable to meet the original or a revised deadline, the FRC may appoint another Evaluator out of the list of recommended evaluators.

28.4 All communication with the Evaluators shall be carried out by the PGP Coordinator.

## 29. Thesis Evaluation

29.1 The evaluation reports shall be received by the PGP Directorate which, after hiding the name/identity of the Evaluators, shall send them to the HOD/PGP Coordinator with information to the Dean. The HOD/ PGP Coordinator shall handover the reports to the student.

29.2 The Evaluators can evaluate thesis and make recommendations thereon in any one of the following ways (Form MS-17 refers):

- a. *"The thesis meets all the requirements of international standards. No changes are required. The candidate may proceed for thesis defence."* This shall be construed as Thesis **Approved**.
- b. *"The thesis requires major/minor changes, as pointed out in the detailed report. These changes be incorporated into the thesis. There is no need to send the thesis to me for reassessment; I authorize BU to ascertain the compliance and carry out reassessment through its own system before the thesis defence."* This shall be construed as Thesis **Conditionally Approved (A)**.

- c. *"The thesis requires major/minor changes, as pointed out in the detailed report. These changes be incorporated and the revised thesis be sent to me, along with a compliance report, within \_\_\_\_\_ weeks for reassessment.* This shall also be construed as Thesis **Conditionally Approved (B)**.
- d. *"The thesis is unacceptable. Detailed analysis is given on a separate sheet."* This shall be construed as Thesis **Not Approved**.

29.3 The "Approved", "Not Approved" or "Conditionally Approved" evaluations will result in a number of scenarios as tabulated, and shall be addressed as elucidated in the ensuing articles:

Case #	Evaluation	
	One Examiner	Other Examiner
1	Approved	Approved
2	Approved	Conditionally Approved(A)
3	Approved	Conditionally Approved(B)
4	Conditionally Approved	Conditionally Approved
5	Conditionally Approved	Not Approved
6	Approved	Not Approved
7	Not Approved	Not Approved

**29.4 Case 1: Approved+Approved**

The Student shall qualify for the thesis defence & viva voce examination.

**29.5 Case 2: Approved + Conditionally Approved(A)**

The Student shall make the suggested changes and have them endorsed by the Principal Supervisor on behalf of the Evaluator. The thesis shall then be deemed to be "Approved", and the student will qualify for the thesis defence & viva voce examination.

**29.6 Case 3: Approved+Conditionally Approved (B)**

The student shall make the suggested changes and have them endorsed by the Principal Supervisor. The PGP Directorate will send the amended thesis back to the Evaluator. This process shall continue until 'Approved' or 'Conditionally Approved (A)' reports are received from the Evaluator. Subsequent actions shall be as per articles 29.4 or 29.5 depending on the re-evaluation report.

**29.7 Case 4: Conditionally Approved+Conditionally Approved**

29.7.1 Actions shall be as per articles 29.5 and/or 29.6, as the case(s) may be.

29.7.2 If both the Evaluators ask for changes which are mutually conflicting, the Principal Supervisor shall provide the necessary guidance to the student. If either or both Evaluators

have asked for resubmission of thesis (Case B), a separate "Compliance Report" shall be sent to the Evaluators(s) who asked for resubmission along with the revised thesis, clearly identifying the conflicting changes/requirements.

**29.8 Case 5: Conditionally Approved+Not Approved**

The thesis shall be sent to a third Evaluator for evaluation and subsequent actions shall depend on the report of the third evaluator:

29.8.1 If the third Evaluator evaluates the thesis as "Approved", it becomes an "Approved+Conditionally Approved" case, in which case articles 29.5 and/or 29.6 shall apply, as applicable.

29.8.2 If the third Evaluator evaluates "Conditionally Approved", it becomes a "Conditionally Approved+Conditionally Approved" case. Article 29.7 shall apply.

29.8.3 If the third Evaluator evaluates "Not Approved", two of the three evaluators would have evaluated the report "Not Approved". It thus becomes the "Not Approved+Not Approved" Case. Article 29.10 shall apply.

**29.9 Case 6: Approved+Not Approved**

The thesis shall be sent to a third Evaluator for evaluation. The report of the third Evaluator shall be considered as final. Action shall be as follows:

29.9.1 If the third Evaluator reports "Approved", the student shall qualify for the thesis defence and viva voce examination.

29.9.2 If the third Evaluator evaluates "Conditionally Approved", it becomes "Approved+Conditionally Approved" case; actions shall be per paras 29.5 and/or 29.6, as applicable.

29.9.3 If the third Evaluator reports "Not Approved", the situation will become tantamount to both reports evaluated "Not Approved". Article 29.10 shall apply.

**29.10 Case 7: Not Approved+Not Approved**

It shall be construed that the student has failed in producing an acceptable thesis. Candidature of the student shall be decided as below:

**29.10.1 MS(Optional Research Work) Student.**

- a. The FRC may ask the student to terminate research work and take elective courses in lieu of research work as per the programme requirement. In such a case, the student shall be eligible for the award of MS(Coursework) degree, on successful completion of the degree requirements.
- b. If the student does not want the degree to be converted into MS(Coursework), the programme

shall be considered as "Terminated". The PGP Directorate shall be informed and the Examination Department shall issue the transcript mentioning the courses completed with the status endorsed as "MS Incomplete". Migration letter may be issued by the Examination Department, on request.

**29.10.2 MS (Compulsory Research Work)/MPhil Student.**

- a. The FRC may ask the student to re-register in the Programme and carry out the research work on a new topic from the scratch. However, coursework shall not be required in such a case.
- b. If the student does not want to re-register in the programme, the programme shall be considered as "Terminated". The FRC shall inform the PGP Directorate in this regard. Examination Department shall issue the transcript mentioning the courses completed with the status endorsed as "MS/MPhil Incomplete". Migration letter may be issued by the Examination Department, on request.

## **30. Thesis Defence Examiners**

30.1 There shall be constituted a panel of two Examiners. Preferably the panel of thesis Evaluators to conduct the thesis defence and viva voce examination of the student. If thesis Evaluators are not available to conduct thesis defence and viva voce, two separate Examiners, internal and external, shall be appointed for this purpose. Internal Examiner shall be a faculty member having qualification higher than the examinee whereas the External Examiner shall be appointed from the FRC approved list of External Examiners. The DRC shall recommend two names of the Internal and External Examiners each, after having secured their consent, to the FRC for approval. The FRC shall select one person from each category. Identity of the Examiners shall be kept confidential from the student.

30.2 The PGP Coordinator shall send a copy of the thesis to each Examiner along with the prescribed Thesis Defence Evaluation Report Forms (MS-18A & MS-18B). All communication with the Thesis Defence Examiners shall be undertaken by the PGP Coordinator.

## **31. Thesis Defence & Viva Voce Examination**

31.1 PGP Coordinator shall announce and circulate the schedule of the thesis defence with consultation of the HOD and shall ensure necessary arrangements to conduct the thesis defence. Copy of the schedule shall also be sent to the Faculty Dean and the PGP Directorate.

31.2 The thesis defence shall be in the form of a multimedia presentation by the student, followed by a Viva Voce Examination/QA session before the panel of Examiners. The two may be held on the same day or the latter may be deferred after mutual consent.

31.3 The Principal Supervisor/Co-Supervisor shall remain present throughout the thesis defence. The presentation part of the thesis defence shall be open to all those interested, but the Viva voce Examination shall be conducted by the panel of Examiners in the presence of the Principal/Co-supervisor. Head of the FRC or the HOD may also remain present if necessary.

31.4 In case of a handicapped student, thesis-work may be presented through a third person with the consent of the Dean and the PGP Directorate.

31.5 The Examiners shall evaluate the thesis defence of the student on the Thesis Defence Evaluation Report Form (MS-18A) against the following assessment weightage:

- |    |                                  |     |
|----|----------------------------------|-----|
| a. | Thesis write-up and its quality: | 50% |
| b. | Presentation of work:            | 25% |
| c. | Viva Voce Examination:           | 25% |

31.6 To be able to pass the thesis defence, the student must obtain at least 60% marks from both the Examiners on the panel.

31.7 The thesis defence evaluation reports shall be received by the HOD who shall pass them over, alongwith consolidated report on prescribed Form (MS-18B) to the PGP Directorate for onward submission to the Examination Department under information and copy to the Faculty Dean.

31.8 If one evaluation report is "Approved" and the other is "Not Approved", then a third Examiner shall be appointed. The report of the third Examiner shall be considered as final. If the third Examiner reports "Approved", the student shall qualify for the degree. If the third Examiner reports "Not Approved", the situation will become tantamount to both reports evaluated "Not Approved" which means the student has failed in producing an acceptable defence.

31.9 The student shall be given three chances to defend the thesis successfully. After a failed attempt, the panel of Examiners shall specify the time period within which the student shall be required to defend the thesis again. If the student is not able to defend the thesis in the third attempt even,

the candidature of the student shall be decided in accordance with Article 29.10.

## **32. Submission of Thesis Revision**

### **32.1 Time Lines for Minor Corrections**

All minor corrections recommended by the Examiners during the Thesis evaluation or Thesis Defense/Viva Voce Examination shall be incorporated and submitted to the PGP Coordinator within one month of receiving the evaluation/examination report. Principal Supervisor shall verify the desired corrections in the form of written report within this time period.

### **32.2 Time Lines for Major Corrections**

All major corrections recommended by the Examiners during the Thesis evaluation or Thesis Defense/Viva Voce Examination shall be incorporated and submitted to the PGP Coordinator within two months of receiving the evaluation/examination report. Principal Supervisor shall verify the desired corrections in the form of written report within this time period.

### **32.3 Failure to incorporate the changes and submit revised thesis**

If a student fails to incorporate and submit the changes within the time period mentioned in para 32.1 and 32.2, following rules will be applied:

- a. Students that are not time-bared can apply for an extension in the submission deadline on the prescribed form. Dean may approve the extension of maximum two month from the last given deadlines as mentioned in para 32.1 and 32.2.
- b. Students that have completed the maximum duration of MS/MPhil programme shall request for extension in accordance with Article 14.3.
- c. If a student is not able to submit the revised version of the thesis with a dully approved compliance report within a timeframe as specified in para 32.1, 32.2 & 32.3a, the student shall be required to pay the complete fee against the thesis credit hours for the ongoing semester and upcoming semesters till the revision is submitted.

## **33. Honorarium for Examiners**

Suitable honorarium is to be paid to the thesis Evaluators and Examiners (Internal, External) for proposal and thesis defence, as decided by the University from time to time.

## 34. Award of the Degree

34.1 The student shall be entitled to the degree after fulfilment of all the requirements, as laid down in these Rules, and the academic roadmaps and curricula. The Examinations Department shall complete all the degree formalities.

34.2 The minimum CGPA requirement is 2.5 for the award of MS/MPhil degree.

## 35. Honours and Awards

35.1 Top performers shall be eligible for University awards, if he/she does not have any of the following ineligibilities:

- a. CGPA less than 3.5 (for medals)/3.6 (for Cum Laude Honour);
- b. Not a regular student of the same batch;
- c. Used any of the following options/relaxations:
  - (1) Semester Freeze/Withdrawal;
  - (2) Course Repetition;
  - (3) Any Mid-Term or Final Examination Retake; or
  - (4) Any course taken in a Summer Session.
- d. 'F' or 'T' grade in any course;
- e. Dropped from the Programme;
- f. Disciplinary case; or
- g. Credit transfer case.

35.2 Gold and Silver medals will be awarded to the students who achieve First and Second highest CGPA respectively, within the whole batch. Ties in CGPA, if any, shall be decided on percentages (P1 & P2, where  $P1 > P2$ ), as tabulated:

<b>Tie Situations</b>	<b>Percentages Distribution</b>	<b>Award</b>
Two or more Top CGPAs OR One Top CGPA & Two or more 2nd Best CGPAs	One P1 One P2	P1: Gold P2: Silver
	One P1 Two or more P2s	P1: Gold All P2s: Silver
	Two or more P1s P2	All P1s: Gold No Silver

35.3 Cum Laude Honours shall be awarded to the students scoring the following CGPAs:

CGPA	Honour
> 3.9	Summa Cum Laude
> 3.8 to 3.9	Magna Cum Laude
> 3.7 to 3.8	Cum Laude

## 36. Forms for MS/MPhil Programmes

36.1 All MS/MPhil related activities shall be executed and concluded using MS Forms, templates of which are added next. These forms are to be reformatted and reproduced on A4 sized paper. Under no circumstances, any information is to be added to or deleted from the forms. Should such a need arise, a request for amendment is to be processed. The forms and their purpose/title are listed:

Form #	Purpose/Title
MS-1A	Admission Evaluation Form
MS-1B	Response to Admission Request
MS-2	Request for Extension in Thesis Submission Time
MS-3	Application for Transfer of Credits/Exemption
MS-4	Comparison Statement/Equivalence Chart for Transfer of Credits
MS-5	Request for Withdrawal of Courses
MS-6	Request for Semester Freeze
MS-7	Appointment of Principal Supervisor
MS-8	Appointment of Co-Supervisor
MS-9	Ethical Review Form
MS-10	Research Proposal Evaluation
MS-11	Approval of Research Proposal
MS-12	Quarterly Progress Report of MS/MPhil Student
MS-13	Thesis Completion Certificate
MS-14A	Author's Declaration
MS-14B	Plagiarism Undertaking
MS-15	Acknowledgement Receipt of Thesis
MS-16	Request for Thesis Evaluation for MS/MPhil Programme
MS-17	Thesis Evaluation Report
MS-18A	Thesis Defense & Viva Voce Evaluation
MS-18B	Thesis Defense & Viva Voce Evaluation ( <i>Consolidated Result</i> )



**MS-1A**

**Admission Evaluation Form**

Semester: \_\_\_\_\_ Date: \_\_\_\_\_  
S.NO. \_\_\_\_\_ APPLICATION NO: \_\_\_\_\_ PROGRAMME APPLIED FOR: \_\_\_\_\_  
DEPARTMENT \_\_\_\_\_ CAMPUS \_\_\_\_\_  
APPLICANT'S NAME: \_\_\_\_\_

**A. Academic Eligibility:**  
BS/MASTER CGPA/PERCENTAGE

\_\_\_\_\_ *(Weightage of Previous Academic Qualification in Overall Merit: 48%)*

**B. GAT/BU Entry Test:**  
GAT (GENERAL) SCORE:  Yes  NO **if Yes** Marks: \_\_\_\_\_

**OR**

BU ENTRY TEST SCORE:  Yes  NO **if Yes** Marks: \_\_\_\_\_  
*(Weightage of GAT General/BU Entrance Test in Overall Merit: 32%)*

**C. Interview By Admission Committee**

S. No.	Description	Marks Allocated	Marks Awarded
1	Teaching / Industrial /Research Experience	15	
2	Communication Skills	20	
3	Question Asked by the Interviewer	45	
4	Aptitude toward programme of study	20	
	<b>Total Marks:</b>	<b>100</b>	

*(Weightage of Interview in Overall Merit: 20%)*

**Final Score  $(0.48 \times A + 0.32 \times B + 0.20 \times C) =$**

\_\_\_\_\_

**Recommended**

**Not Recommended**

If not recommended, please mention reasons: \_\_\_\_\_

\_\_\_\_\_  
**Member**

\_\_\_\_\_  
**Member**

\_\_\_\_\_  
**Head of Department**



**MS-1B**

## **Response to Admission Request**

\_\_\_\_\_  
\_\_\_\_\_  
(Candidate's Name and Address)

Dear Applicant

With reference to your application for admission in the \_\_\_\_\_ programme being offered by the Department of at \_\_\_\_\_ Islamabad/Karachi/Lahore Campus, the Admission Committee examined your case on merit and has reached the following decision:

- You are recommended for admission. Please complete the required admission formalities latest by \_\_\_\_\_, after which the admission will be offered to the next Candidate in the merit list.

**OR**

- You are offered provisional admission, subject to the fulfillment of the following requirements:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OR**

- It is regrettably informed that you do not qualify for admission with respect to the standards set for the admission in the given programme at this university at present. Please re-apply in future when you meet admission requirements.

Date: \_\_\_\_\_  
\_\_\_\_\_

**(Head of Department)**

**Copy to:**

Director Campus ISB/KCHI/LHR  
Director PGP  
Director Admissions  
Dean of respective Faculty





### MS-3

## Application for Transfer of Credits/Exemption

Department: \_\_\_\_\_ Campus: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Programme Applied for: \_\_\_\_\_ Disciplines: \_\_\_\_\_

S. No	TOC/Exemption of courses at BU	Courses applied for TOC/Exemption	Name of University	Grade/Marks Obtained

I have read the rules for TOC/Exemption carefully as given in MS/MPhil Rules, and have attached all the required documents given in the checklist given below.

Receipt of fee of Rs \_\_\_\_\_ Paid on \_\_\_\_\_ vide Challan No \_\_\_\_\_ is attached.

Signature of Student: \_\_\_\_\_

Date: \_\_\_\_\_

#### Check List

- Attested copy of Transcript.
- No Objection Certificate (NOC) or Migration Certificate from the parent University.
- Receipt of Processing Fee.
- Copies of outlines of the courses applied for TOC/Exemption.
- Grading policy of the previous university/institute.



**MS-4**

**Part – I**  
**COMPARISON STATEMENT/EQUIVALENCE CHART FOR**  
**TRANSFER OF CREDITS**

Name of Student:  
Programme:

Reg No.

COURSES ATTENDED AT			
Course Code	Subject	Credit Hours	Grade/ %age

EQUIVALENT COURSES AT BAHRIA UNIVERSITY			
Course Code	Subjects	Credit Hours	Grade/ %age

- a. Total \_\_\_\_\_ ( \_\_\_\_\_ ) credit hours are recommended for transfer.
- b. The student, during his/her studies at the previous HEI earned a CGPA of \_\_\_\_\_ which is equivalent to a CGPA of \_\_\_\_\_ at the BU, according to the CGPA calculation table attached.

Member: \_\_\_\_\_ Member: \_\_\_\_\_  
Member: \_\_\_\_\_

(Equivalence Committee)



## Part – II CGPA CALCULATION TABLE

Name of Student:  
Programme:

Reg No.

COURSE Code	SUBJECT	GRADE AT PREVIOUS UNIVERSITY	GRADE AS PER BU GRADING SYSTEM	GRADE POINT	CREDIT HOURS	PRODUCT

CGPA (as per BU Grading System) =

Member: \_\_\_\_\_ Member: \_\_\_\_\_  
Member: \_\_\_\_\_

(Equivalence Committee)



**MS-5**

**BAHRIA UNIVERSITY \_\_\_\_\_ CAMPUS**

Registration # \_\_\_\_\_

Enroll # \_\_\_\_\_

Class/Section: \_\_\_\_\_

The Head of Department  
Bahria University \_\_\_\_\_ Campus

**REQUEST FOR WITHDRAWAL OF COURSE(S)**

Dear Sir,

I, \_\_\_\_\_ S/D/W/o \_\_\_\_\_ student of class/section \_\_\_\_\_ would like to drop the following course(s) during Spring / Fall 20\_\_\_\_, as semester:

S. #	Course Code	Course Title	Course Instructor Name	Course Instructor's Sign (For info)
i				
ii				
iii				

Above-mentioned course(s) is/are pre-requisite(s) of following course(s):

S. #	Course Code	Course Title	Course belongs to semester	Remarks
i				
ii				
iii				

The reason for dropping this course is

\_\_\_\_\_



**Declaration:**

1. I understand that the management reserves the right to offer this course(s) I am going to withdraw as and when suits to the university depending upon the availability of faculty and other required facilities.
2. I understand that in order to take the course(s) I am going to withdraw, I might have to enroll for an extra semester to take up this course(s) for which management will not be responsible, affidavit.
3. I understand that I have to complete my all degree requirements within the given maximum allowed period for the programme I am enrolled in and for the course(s) I am going to withdraw no extra time will be allowed to me.

Tel # (Res) \_\_\_\_\_ Mob # \_\_\_\_\_ Email: \_\_\_\_\_

Date: \_\_\_\_\_ Student's Sign \_\_\_\_\_

**HOD's Office use only**

The name of the above student has been entered in the withdrawal candidates list.

- Approved with full fee adjustment**       **Approved with half fee adjustment**  
 **Approved without fee adjustment**

Date: \_\_\_\_\_ Student Advisor PG Coordinator Head of the Department

**STUDENT'S RECEIPT**

**REQUEST FOR COURSE(S) WITHDRAWAL (MS/MPHIL/PHD)**

**Note:** (Student should preserve this slip till such time he/she receive his/her Final Transcript)

I, \_\_\_\_\_ S/D/W/o \_\_\_\_\_ Reg # \_\_\_\_\_  
 student of class/section \_\_\_\_\_ would like to drop the following course(s)  
 during Spring / Fall 20\_\_\_\_, as semester:

Course Title: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

- Approved with full fee adjustment**       **Approved with half fee adjustment**  
 **Approved without fee adjustment**

Date: \_\_\_\_\_ Student Advisor PG Coordinator Head of the Department



**MS-6**

**BAHRIA UNIVERSITY \_\_\_\_\_ CAMPUS**

Registration # \_\_\_\_\_

Enrollment # \_\_\_\_\_

Class/Section: \_\_\_\_\_

The Head of Department  
Bahria University \_\_\_\_\_ Campus

**REQUEST FOR SEMESTER FREEZE (MS/MPHIL/PHD)**

Dear Sir,

I, \_\_\_\_\_ S/D/W/o \_\_\_\_\_ student of  
class/section \_\_\_\_\_ would like to drop the following course(s) during  
Spring / Fall 20\_\_\_\_, as semester:

Tel # (Res) \_\_\_\_\_ Mob # \_\_\_\_\_ Email: \_\_\_\_\_

**UNDERTAKING:**

1. I have qualified the previous semester with CGPA \_\_\_\_\_ (copy of transcript/website result is attached).
2. I have deposited tuition fee of the semester I am going to freeze. (copy of paid fee slip is attached).
3. I understand that the management reserves the right to offer the semester I am going to freeze as and when suits to the university depending upon the availability of faculty and other required facilities.
4. I understand that I have to complete my all degree requirements within the given maximum allowed period for the programme I am enrolled in and for the semester I am going to freeze no extra time will be allowed to me.
5. I understand that full fee and half fee will be adjusted to the next semester if the semester is frozen within first and second week respectively. For the semester frozen afterward (till third week from the final examination). No fee will adjusted to the next semester.
6. I understand that I have to resume the studies in the next semester otherwise my name would be struck off from the university roll.

Date: \_\_\_\_\_

Student's Sign \_\_\_\_\_



**HOD's Office use only**

The name of the above student has been entered in the semester freeze list.

Frozen before commencement of semester (no fee required)	Approved with full fee adjustment	Approved with half fee adjustment	Approved without fee adjustment
--	-----------------------------------	-----------------------------------	---------------------------------

Date: \_\_\_\_\_ Student Advisor PG Coordinator Head of the Department

**STUDENT'S RECEIPT**  
**REQUEST FOR SEMESTER FREEZE (MS/MPHIL/PHD)**

**Note:** (Student should preserve this slip till joining the next semester and till such time he/she receive his/her Final Transcript)

I, \_\_\_\_\_ S/D/W/o \_\_\_\_\_ student of \_\_\_\_\_ class/section \_\_\_\_\_ would like to freeze Spring/Fall 20\_\_\_\_.

The reason for dropping this semester is \_\_\_\_\_

Frozen before commencement of semester (no fee required)	Approved with full fee adjustment	Approved with half fee adjustment	Approved without fee adjustment
--	-----------------------------------	-----------------------------------	---------------------------------

Date: \_\_\_\_\_ Student Advisor PG Coordinator Head of the Department



**MS-7**

## **Appointment of Principal Supervisor**

Name, Designation \_\_\_\_\_

Department & Campus \_\_\_\_\_

Dear Sir/Madam,

The Departmental Research Committee (DRC) of the Department of \_\_\_\_\_  
BU is pleased to appoint you as the Principal Supervisor for the following MS/MPhil  
student:

Student's Name: \_\_\_\_\_

Registration No: \_\_\_\_\_

Programme: \_\_\_\_\_

Entry Session/Semester: \_\_\_\_\_

During the period of research work, you are requested to send us the quarterly  
Progress Report on the specified form, available with the department. Your presence at  
the time of Proposal/Thesis Defense is mandatory. To acknowledge your contribution,  
you will be paid remuneration as per Bus policy for supervision of Research Work.  
Kindly send us your acceptance in writing, or through email (signed scanned copy), so  
that formal intimation may be send to Postgraduate Programme Directorate.

We hope our student will greatly benefit from your valuable research experience  
towards completing his/ her research work in time.

Date: \_\_\_\_\_

\_\_\_\_\_  
**(Head of Department)**

Distribution:

- |                   |  |
|-------------------|--|
| 1. Registrar      | 2. Dean                                      |
| 3. Director PGP   | 4. Student's File (with the PGP Coordinator) |
| 5. Student's Copy |  |



**MS-8**

## **Appointment of Co-Supervisor**

Name, Designation \_\_\_\_\_

Department & Campus \_\_\_\_\_

Dear Sir/Madam,

The Departmental Research Committee (DRC) of the Department of \_\_\_\_\_ Bahria University is pleased to appoint you as the Co-Supervisor for our following MS/MPhil student:

Student's Name: \_\_\_\_\_

Registration No: \_\_\_\_\_

Programme: \_\_\_\_\_

Entry Session/Semester: \_\_\_\_\_

During the period of research work, you are requested to guide the student in consultation with the Principal Supervisor. Your presence at the time of Proposal/Thesis Defense is mandatory. To acknowledge your contribution, you will be paid remuneration as per BUs policy for supervision of research work. Kindly send us your acceptance in writing, or through email (signed scanned copy), so that formal intimation may be sent to Post Graduate Programs Directorate.

We hope our student will greatly benefit from your valuable research experience towards completing his/her research work in time.

Date: \_\_\_\_\_

\_\_\_\_\_  
**(Head of Department)**

Distribution:

- |                   |  |
|-------------------|--|
| 1. Registrar      | 2. Head of Constituent Unit                  |
| 3. Dean           | 4. Director Examinations                     |
| 5. Director PGP   | 6. Student's File (with the PGP Coordinator) |
| 7. Student's Copy |  |



**MS-9**

## **Ethical Review Form**

### **Part-I**

This Form is designed to ensure that the departmental research operates an ethical review process that falls within the University guidelines. Any student undertaking research on live human subjects needs to fill this Form. If all questions in this Form are answered 'No', ethical approval shall automatically be granted. In such case Part-II of this Form shall not be filled by the student. If any of the questions is answered 'Yes', the student shall be required to fill Part-II of this Form. This part of the Form shall be reviewed by the Ethical Review Committee (ERC). Students shall be informed of the decision of the ERC as soon as possible. If needed, the student may be asked to submit further information and appear before the ERC for discussion meeting.

Student's Name:	
Reg. No:	
Faculty/Department	
Programme:	
Title of the Thesis:	
Principal Supervisor:	

Name of Supervisor:	
Faculty/Department	
Designation:	

Name of Co-Supervisor:	
Faculty/Department	
Designation:	

Aim/purpose of study, source(s), Method(s) of Data Collection, benefits of study, duration of the study (*not more than one page, use extra sheet if required*).



Please answer all of the questions below by ticking (✓) 'Yes' or 'No' in the box provided

		Yes	No
1.	Does the study involve participants who are particularly vulnerable or unable to give informed consent? (e.g. people under the age of 18, people with disabilities etc.)		
2.	Will it be necessary for the participants to take part in the study without their knowledge and consent?		
3.	Does the study involve audio or visual recording of people in public places?		
4.	Will the study involve the discussion of sensitive topics? (e.g. sexual activity, drug use, illegal activities, death, whistle-blowing etc.)		
5.	Does the research involve the use of drugs, radiation agents experimental surgical / harmful procedures, blood or tissues samples		
6.	Is physical pain or psychological stress being part of this research work is likely to cause harm or negative consequences to the participants?		
7.	Will the study involve prolonged or repetitive testing on the participants?		
8.	Will financial inducements be involved in the study and (other than expenses) be offered to participants?		
9.	Will the study involve recruitment of patients or staff?		

If you have answered 'yes' to any of these questions, please fill in Part-II as well. Otherwise, simply submit Part-I of the form.

**Student**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***Verified by***

**Principal Supervisor**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Part-II

**A. In consultation with the supervisor, the student is required to give following information:**

Student's Name:	
Reg. No:	
Faculty/Department	
Programme:	
Detail reason of answering 'yes' to one or more of the questions in Part-I of the Form, and the plan to address the ethical/financial issues. <i>(attach additional sheet if required)</i>	
<i>*The ERC for Faculty of Health Sciences may ask further information if required.</i>	

### Supervisor's Comments

--

Principal Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**B. Student is also required to do the following:**

1. Prepare an information letter for their participants. The letter needs to introduce the student and provide a simple explanation of the research. It needs to make clear what the participants are asked to do, how long the research work will take. The letter shall also include whether it will be/not be anonymous and/or confidential and who will have access to the data.
2. Prepare a Consent Form containing the phrases “I agree to participate in the research work \_\_\_\_\_ and I understand my information will be/will not be treated as confidential, and/or anonymous.”

**Student**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**MS-10**

**Research Proposal Evaluation**

Student's Name: \_\_\_\_\_ Reg. No. \_\_\_\_\_

Programme: \_\_\_\_\_ Discipline: \_\_\_\_\_

Faculty/Department: \_\_\_\_\_

Proposed title of Research: \_\_\_\_\_

\_\_\_\_\_

**Assessment Report**

(Range of Marks: 3 = Excellent; 2= Good, 1= Just Acceptable; 0= Unsatisfactory)

<b>Evaluation Criteria</b>	<b>Marks (0-3)</b>
<b>(1) Research Topic:</b>	
Clarity	
Depth	
Justification w.r.t. degree programme and background study	
<b>(2) Quality of the written Proposal:</b>	
All essential elements (significance, literature review, problem definition, etc.)	
Academic writing quality	
<b>(3) Comprehension of Subject matter:</b>	
Knowledge of background literature	
Ability to form a hypothesis and objectives	
<b>(4) Knowledge of Method:</b>	
Methodology of work presented with intelligibility	
Awareness of modern techniques, hardware/software tools	
<b>(5) Presentation of the Proposal:</b>	
Demonstration of professionalism	
Level of confidence	
Answers to questions	
<b>Total Marks (Out of 36)</b>	

(Minimum Passing score 60% of 36=20 Marks)

Based on my above assessment: *(Please initial any one appropriate box)*

Research proposal is recommended without any change.

Research proposal is recommended with minor changes verified by Supervisor

Research proposal is recommended with Major changes verified by Supervisor/  
Examiner

I am not convinced and do not recommend the research proposal.

Expert's Name: _____	Signature: _____
Date: _____	



**MS-11**

## Approval of Research Proposal

Mr/Miss/Ms/Mrs/ \_\_\_\_\_

Registration No. \_\_\_\_\_ Session: \_\_\_\_\_

Department: \_\_\_\_\_

Dear MS/MPhil Student,

I am pleased to inform you that your research proposal on \_\_\_\_\_ has been approved. You may, therefore, continue your research on this theme and produce a quality thesis, as per the HEC requirements.

I take this opportunity to remind you that you must complete your thesis, and defend it successfully, by \_\_\_\_\_; this is the date which marks the end of the Extended Duration of your programme. However, to remain eligible for honours and awards, you must complete the thesis, and successfully defend it, by the end of week-10 of the \_\_\_\_\_ semester.

I wish you every success.

Dated: \_\_\_\_\_

\_\_\_\_\_  
(HOD)

### Distribution:

- Registrar
- Dean
- Director Examination
- Director PGP
- Head of Constituent Unit
- Student's File (with the HOD/PGP Coordinator)
- Student



## MS-12

### Quarterly Progress Report of MS/MPhil Student

*(To be filled by the student, verified by the Principal Supervisor and sent to the PGP Directorate through the PGP Coordinator/HOD)*

Student's Name: \_\_\_\_\_ Registration No. \_\_\_\_\_

Entry Session: \_\_\_\_\_ Name of Supervisor: \_\_\_\_\_

Faculty/Department: \_\_\_\_\_ Campus: \_\_\_\_\_

Title of Thesis: \_\_\_\_\_

Report for Research Period: \_\_\_\_\_ From: to: \_\_\_\_\_

**Research work carried out by the student during the reporting period:** *(a. Please include the progress of Research Paper(s) publication, if any. b. Use extra sheet if necessary)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Comments/Assessment by Supervisor:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

As per my assessment, the progress during the period is: *(Please initial the appropriate box)*

a. **Excellent**       b. **Satisfactory**       c. **Unsatisfactory**

Principal Supervisor's Signature: \_\_\_\_\_

**Affiliation:** \_\_\_\_\_      **Date:** \_\_\_\_\_



**MS-13**

## **Thesis Completion Certificate**

Student's Name: \_\_\_\_\_ Registration No. \_\_\_\_\_

Programme of Study: \_\_\_\_\_

Thesis Title: \_\_\_\_\_

\_\_\_\_\_

It is to certify that the above student's thesis has been completed to my satisfaction and, to my belief, its standard is appropriate for submission for Evaluation. I have also conducted plagiarism test of this thesis using HEC prescribed software and found similarity index at \_\_\_\_\_ that is within the permissible limit set by the HEC for the MS/MPhil degree thesis. I have also found the thesis in a format recognized by the BU for the MS/MPhil thesis.

**Principal Supervisor's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Name:** \_\_\_\_\_



**MS-14A**

**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.

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

Name of student: \_\_\_\_\_

Date: \_\_\_\_\_



**MS-14B**

**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 Bahria 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 PhD degree, the university reserves the right to withdraw / revoke my PhD 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's Sign: \_\_\_\_\_

Name of the Student: \_\_\_\_\_



**MS-15**

## **Acknowledgement Receipt of Thesis**

This is to acknowledge that Mr/Ms \_\_\_\_\_ Reg. No \_\_\_\_\_ has submitted four (4) hard copies and one softcopy of the thesis to this department. The other pertinent details are as follows:

Title of Thesis	
Degree	
Programme	
Principal Supervisor	
Department	
Faculty	
Campus	
Date of Admission with Batch	
Due Date of Submission:	
*Coursework Completed? (Yes/No) (if No, how many courses are left?)	

\*where applicable

Date: \_\_\_\_\_

\_\_\_\_\_  
**(PG Coordinator)**

### **Distribution**

1. Dean
2. Director PGP
3. HOD
4. Student's copy



**MS-16**

---

---

---

Dear Sir/Madam,

**Request for Thesis Evaluation for MS/MPhil Programme**

1. After getting your kind consent, I am pleased to forward you the thesis of Mr/Ms \_\_\_\_\_ Reg No. \_\_\_\_\_ for your assessment/evaluation. The student is registered in MS/MPhil programme in the Department of \_\_\_\_\_ at the Islamabad/Karachi/Lahore Campus. Other pertinent details are as follows:

a. Title of Thesis: \_\_\_\_\_

b. Name of Programme: \_\_\_\_\_

2. You are requested to provide your valuable assessment on the form attached herewith. We shall be extremely grateful if your assessment report can reach us in three weeks. For quick processing of the matter, you may email, to me only, a scanned copy of your duly signed assessment report. However, you are requested to follow it up with the actual report through courier or registered mail.

3. The University is thankful to you for sparing your precious time for the required assessment.

Date: \_\_\_\_\_

\_\_\_\_\_  
**Head of Department**

Encl:

1. One Hard Copy of the Thesis
2. One Digital Copy (CD)
3. The Assessment Form



**MS-17**

## MS/MPhil Thesis Evaluation Report

*(To be completed by the Department)*

Candidate's Name:	
Enrollment No:	Registration No:
Faculty/Department:	
Title of Thesis:	
Date of Submission:	Due Date of Report:

### The Examiner

*(to be completed by the Examiner)*

Name of Examiner:	
Faculty/Department:	
Institution/University:	

### Part 1 - Abridged Evaluation Report

Having examined this thesis and provided detailed assessment in Part-2, my recommendation to Bahria University is as follows *(please initial/sign one box)*:

- a. The thesis meets all the requirements. The degree be awarded.
- b. The thesis requires major/minor changes, as pointed out in the detailed report. These changes be incorporated and the revised thesis be sent to me, along with a compliance report, within \_\_ weeks for reassessment. Degree be awarded if recommended in my reassessment report.
- c. The thesis requires major/minor changes, as pointed out in the detailed report. These changes be incorporated. There is no need to send the thesis to me for reassessment; I authorize Bahria University to ascertain the compliance and carry out reassessment through its own system. Degree be awarded if the University is satisfied with the compliance.
- d. The thesis is unacceptable. Degree not to be awarded.

Examiner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Part 2 - Detailed Evaluation Report

### General Rating Parameters:

Rating	Points Range	Interpretation
Excellent	9-10	<i>Fully satisfied. No extra work required.</i>
Good	7-8	<i>Well Satisfied. No extra work required.</i>
Average/Acceptable	5-6	<i>Satisfied. Minor observation. Improvement may be carried out.</i>
Below Average	3-4	<i>Major observation. Improvement must be carried out.</i>
Poor	0-2	<i>Unacceptable. Rework required.</i>

**Numerical Assessment:** (Please award the points in “points awarded” column based on the “points range” and the given “guidelines”)

Category	Points Awarded	Points Range	Guidelines
Problem Definition		9-10	<i>Problem has been clearly defined. It identifies the gaps in scientific knowledge and provides strong justification for the current research.</i>
		7-8	<i>Research problem is well defined.</i>
		5-6	<i>Research problem is satisfactorily defined; a little more clarity would do.</i>
		3-4	<i>Research problem is not clearly defined, almost vague.</i>
		0-2	<i>Research problem is completely vague and confusing.</i>
Introduction/ Conceptualization		9-10	<i>The Candidate has clear understanding of the work undertaken, and knows what has been done and why. The Candidate has thoroughly elaborated the problem in the introductory chapter.</i>
		7-8	<i>The Candidate has good background knowledge of the work undertaken. The introductory chapter is quite adequate in contents.</i>
		5-6	<i>The Candidate has adequate background knowledge. The introductory chapter has minor deficiencies.</i>
		3-4	<i>The problem has not been well elaborated in the introduction. The Candidate lacks in conceptualization of the research problem. Major improvements required.</i>
		0-2	<i>The introductory chapter seriously lacks in contents. Needs rewriting.</i>
Literature Survey/Review		9-10	<i>Literature survey/review has been done exceptionally well, in a chronological and effective manner. All the previous work has been properly referenced. It justifies the scope of work undertaken in the thesis.</i>
		7-8	<i>Literature survey/review has been done well.</i>
		5-6	<i>Literature survey/review has been satisfactorily done, with a room for improvement through minor changes.</i>
		3-4	<i>Literature survey/review has not been carried out extensively. Previous work has not been properly referenced. Requires major improvement.</i>
		0-2	<i>Literature survey/review has been done poorly, with no proper references provided. It is hard to find out the research problem currently undertaken.</i>



Methodology	9-10	<i>Methodology very well demonstrated. All the software/hardware tools used very well presented. Research design, measures, data collection techniques and standard analytical tools appropriately employed. Relevant professional standards well utilized.</i>
	7-8	<i>Proficient knowledge of methodology demonstrated and justification for selection of method given.</i>
	5-6	<i>The methodology demonstrated is understandable, but needs minor improvement.</i>
	3-4	<i>The methodology demonstrated is hardly understood; major changes required.</i>
	0-2	<i>The methodology is not appropriate for study and understanding is not demonstrated.</i>
Results/Analysis	9-10	<i>Results interpreted in the light of proposed research question and existing literature. Includes alternative explanations and instructional tables and graphs. The interpretations based on analysis are quite convincing.</i>
	7-8	<i>Results clearly summarized, discussion of results focused and tied to research question. Subsequent analysis based on results is more than adequate.</i>
	5-6	<i>Results adequately summarized, discussion of results reasonably focused and tied to research question. Subsequent analysis is about right. Minor changes considered in order.</i>
	3-4	<i>Results produced have either little or no connection vis-à-vis the actual research problem undertaken. Subsequent analysis has little value.</i>
	0-2	<i>Results are vague. Presentation lacks focus, tables are unorganized, and results produce no insight into proposed question.</i>
References	9-10	<i>References are properly mentioned and are in right number. Latest references have been provided</i>
	7-8	<i>References are properly mentioned. The number of references is neither too low nor too high.</i>
	5-6	<i>References are adequately mentioned. Their number is either a little too high or too low.</i>
	3-4	<i>References are provided but several of them are incomplete. Most of the references are related to internet websites.</i>
	0-2	<i>Most of the references are too old and improperly provided. Vital information in several references is missing.</i>
Overall Quality of Thesis	9-10	<i>The thesis presents a master piece work. Ideas expressed with exceptional clarity, logic and conciseness. The material has been provided in an organized manner. The thesis is free of grammatical and structural errors.</i>
	7-8	<i>The thesis is good and nicely presented.</i>
	5-6	<i>The thesis is generally of a satisfactory standard. There are minor grammatical or structural errors.</i>
	3-4	<i>The overall quality of the thesis is less than adequate. It contains numerous grammatical and/or structural errors.</i>
	0-2	<i>The thesis is full of errors. The sentences are vague and ambiguous. Not worth reading.</i>





**MS-18A**

**Thesis Defense & Viva Voce Evaluation**

(To be completed by the HOD)

Candidate's Name	Reg No:	
Faculty/Department	Campus:	
Title of Thesis		
Date of Defence		

(To be completed by the Viva voce Examiner)

Name of Examiner	
Faculty/Dept	
Affiliation	

**Evaluation**

Parameter	Weightage	Marks Awarded
Thesis Write-up and its quality	50	
Presentation	25	
Viva voce Examination	25	
<b>Total*</b>	<b>100</b>	

\*Passing Percentage: 60

Comments, if any: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Examiner: \_\_\_\_\_ Date: \_\_\_\_\_



**MS-18B**

**Thesis Defence & Viva Voce Evaluation**

*Consolidated Result*

Candidate's Name:	Reg No:	
Faculty/Department:	Campus:	
Title of Thesis:		
Date of Defence:		

**Detail of Examiners**

	Name	Department/Affiliation
Internal Examiner		
External Examiner		

**Evaluation**

	Marks Allocated	Marks Awarded
Internal Examiner		
External Examiner		
Average Marks:		
Grade:		

\_\_\_\_\_  
**PG Coordinator**

Date:

\_\_\_\_\_  
**Head of Department**

Date:



## Annexure-A

### Format of Thesis for MS/MPhil Students

Thesis should be submitted in English, on single sided A4 papers; normally with a 12 point font; 1.5 line spacing; with a margin of 1 inch on top, bottom and right side whereas 1.5 inch margin on left side of every page for binding; explanatory footnotes should stand at the foot of the relevant pages; and the bibliography should follow the text and any appendices. The font used should be clear, easy-to-read such as Ariel or Times New Roman & Calibri (Body). Sequence of the format should be as follows:

Sections of Thesis	Assigned Page Numbering
<b>PRELIMINARY SECTION</b>	
Approval Sheet	
Title Page	
Copy right page	
Dedication	
Acknowledgement	
Authentication	
Abstract	
Table of Contents	
List of Tables	
List of Figures	
List of Illustrations	
List of Symbols and or Abbreviations	



**THE MAIN TEXT**

The main Body of the Thesis shall include

- Introduction
- Objective of Research/Study
- Problem Statement/problem of the study
- Significance of the study
- Research limitations
- Literature Review (including background and gaps)
- Methodology and basic assumption/ framework
- Result/Analysis
- Conclusion

**SUPPLYMENTARY SECTIONS/END MATTER**

References

Bibliography

Appendices (as per requirement)

- Results of software (if required)
- Questionnaire
- Archival Resources Utilized
- Official Documents Used



## Index

- Admission,1,4,10,12,14,15,19,33,34  
Admission Committee,1,14,15,33,34  
Advisory Committee,8  
Aptitude Test,14  
Assessment,10,20,24,25,28,49  
Attestation,14  
Claims,19  
Conflict Resolution,19  
Candidate,4,7,8,9,10,14,15  
Chance,1,19,21,28  
Comprehensive Examination,8  
Co-Supervisor,4,9,20,28,32,44,45  
Course Withdrawal,18  
Courses outside BU,18  
Credit Hours,1,15,17,29,37,38  
Definitions,1,4,16,49,58  
Degree,1,4,5,6,10,12,16  
DRC,1,4,8,9,12,13,17,18  
Drop,1,13,19,30,39,40,41,42  
Duration,1,5,15,16,17,18,22,29,45,50  
Extension,12,29,32,35  
Extended,5,15,16,35,50  
Eligibility,1,10,14,17,33  
Equivalence Committee,4,17,37,38  
Equivalency,14  
Ethical Review  
Committee/ERC,1,8,10,21,45  
Exemption,1,4,5,8,9,12,17,32,36  
External Examiner,4,7,8,21,24,27,62  
Foreign Evaluator,8,13  
Format,5,15,17,18,20  
FRC,1,7,8,9,11,12,13,17  
HERC,6,30,  
Honorarium for Examiners,29  
Internal Examiner,5,21,27,62  
Migration,1,17,19,22,27,36  
MS Forms,32  
MS/MPhil Credit  
Hours,1,15,17,29,37,38  
Post-Graduate Programmes  
Coordinator,1,6,8,9  
Post-Graduate Programmes  
Directorate,1,8,9,10  
Principal  
Supervisor,5,8,9,20,22,23,24,25,28  
Probation,19  
Progress Report,1,8,9,12,13  
Refund,1,18,19  
Registration  
Procdcedure,1,8,13,14,16,21,39,41  
Regular/Minimum,16  
Research Committees,6  
Research Proposal,1,9,10,21,32,49,50  
Semester Freeze,1,18,30,32,41,42  
Selection,1,14,15,59  
Shortfall, 35  
Submission of Thesis Revision,29  
Thesis  
Defence,1,4,5,6,8,16,24,25,26,27,29,62  
Thesis  
Evaluation,1,16,23,24,29,32,56,57  
Thesis Submission,1,23,32  
Time Bar/Barred,5  
Time Late,5,16,35  
Transfer of  
Credits/TOC,1,5,8,9,17,32,36,37  
Viva  
Voce,1,6,8,9,25,26,27,28,29,32,61,62  
Waiver to Time Bar,5,6,15,16,35



Bahria University, Shangrilla Road, E-8, Islamabad  
[www.bahria.edu.pk](http://www.bahria.edu.pk)