

# **EXAMINATION REGULATIONS**

## **ABDUS SALAM SCHOOL OF MATHEMATICAL SCIENCES**

### **GC UNIVERSITY LAHORE**

These Regulations shall come into force with immediate effect.

#### **1 GENERAL REGULATIONS:**

These Regulations shall be applicable to all disciplines of Abdus Salam School of Mathematical Sciences (ASSMS), GC University Lahore.

#### **1.1 DEFINITIONS:**

In these Regulations, unless the context otherwise requires, the following expressions shall have the meaning hereby respectively assigned to them; that is to say:

- i. "Controller" means the Controller of Examinations, GC University Lahore.
- ii. "Course" means teaching unit of a discipline to be covered within a semester as detailed in the Syllabi of study program and issued by the ASSMS, GC University Lahore. Each course is identified by a Course Code and Title.
- iii. "Degree" means a title awarded to a student at the end of any program in recognition of satisfactory completion of prescribed courses of study for the particular program.
- iv. "Director General" means the Director General of Abdus Salam School of Mathematical Sciences.
- v. "Marks" means original marks obtained by the student.
- vi. "ORIC" means Office of Research, Innovation and Commercialization, GC University Lahore.
- vii. "Program" means a broad area of study for specific types of degree paths over a specific period of time.
- viii. "Progress Report" means a semester wise distributed inventory of courses taken and grades earned by a student. It will be issued after each semester.
- ix. "Registrar" means the Registrar, GC University Lahore.
- x. "School" means the Abdus Salam School of Mathematical Sciences (ASSMS), GC University Lahore.
- xi. "Semester" means a period of 16-18 weeks duration, during which University will hold classes.
- xii. "Student" means the student of ASSMS, GC University Lahore.
- xiii. "Syllabi" means list of approved courses for various academic programs, the Syllabi shall include outline of courses and credit assigned to each course.
- xiv. "Syndicate" means the Syndicate, GC University Lahore.
- xv. "Transcript" means an inventory of courses taken and grades earned by a student throughout the whole program. It will be issued at the end of program.
- xvi. "Unfair Means Cases Committee" means Discipline Committee for Examination of ASSMS.
- xvii. "University" means the GC University Lahore.
- xviii. "Vice Chancellor", means the Vice Chancellor, GC University Lahore.

## **1.2 STATUS OF STUDENT:**

- 1.2.1 A student admitted in any discipline in ASSMS, GC University Lahore shall be a full time student, enrolled for on-campus studies.
- 1.2.2 No student shall get admission in another course of study in this University or any other Institution during his/her enrollment as a student of any discipline of ASSMS, GC University Lahore.
- 1.2.3 No student shall accept any employment or work in an organization (private or public) during his/her enrollment as a bonafied student of this School.

## **1.3 CODE OF EXAMINATIONS:**

- 1.3.1 All Tests and Final/Re-sit Examinations shall take place on the ASSMS premises.
  - 1.3.1.1 In extra ordinary circumstances the Examination Centre can be created inside/outside the University Campus for the conduct of Final Examination.
- 1.3.2 The medium of instructions and examination at the ASSMS shall be English.
- 1.3.3 The academic calendar/schedule shall be notified by the Director General, ASSMS at the beginning of the semester.
- 1.3.4 The record of question papers / marked scripts of the Final/Re-sit Examination shall be preserved by ASSMS, for at least Two years.
- 1.3.5 Results of Final Exams shall be sent by the Director General, ASSMS to the Controller of Examinations within 15 days.

## **1.4 CONDUCT OF EXAMINATION:**

- 1.4.1 No latecomer shall be admitted unless a written request mentioning the genuine reason satisfies the superintendent of that examination centre. In no case he/she shall be admitted in the examination centre half an hour after the commencement of the examination.
- 1.4.2 No student shall be allowed to leave the examination centre before the half time is over. If he/she leaves, he/she should handover the question paper and script to the Superintendent of Examination Centre.
- 1.4.3 No student shall be allowed to sit in the examination centre without University or National Identity Card.

## **1.5 UNFAIR MEANS CASES COMMITTEE**

- 1.5.1 The Unfair Means Cases (U.M.C) Committee for Examinations shall be constituted by the Director General, ASSMS. It shall comprise the senior teachers of ASSMS. The Committee shall decide the indiscipline cases relating to Examination referred to it by the Director General.
- 1.5.2 The Superintendent or Deputy Superintendent or any person authorized by the ASSMS shall prepare the indiscipline case, if any, together with the statement of the student along with the material recovered from the student and forward it to the Director General for necessary action.
- 1.5.3 The Director General shall refer all the indiscipline cases to the Unfair Means Cases Committee. The Committee shall decide all cases within a week after the receipt of the cases.

## **1.6 INDISCIPLINE IN EXAMINATIONS:**

- 1.6.1 Any candidate who:
  - i submits forged or fake documents in connection with the examination.
  - ii commits impersonation in the examination.

- iii copies from any paper, book or notes.
- iv mutilates the Answer Book.
- v possesses any kind of material, which may be helpful to him/her in the examination.
- vi does anything, which he/she should not do morally or legally in connection with the examination and which may be helpful to him/her in the examination.
- vii refuses to obey the examination staff or refuses to follow the instructions issued by the School in connection with the examination.
- viii misbehaves or creates any kind of disturbance in or around the examination centre.
- ix uses abusive or obscene language in an Answer Script.
- x possesses any kind of weapon in or around examination centre. His/Her case shall be referred to the Unfair Means Cases (UMC) Committee for Examination which after due investigation, if found guilty, shall expel the student forever from the School.

**1.6.2** If a person commits a cognizable offence, the School may, in addition to taking action under the above regulations, initiate legal proceedings against the offender under the law for the time being in force.

**1.7** **APPEAL AGAINST THE DECISION OF THE U.M.C. COMMITTEE:**

If a student is not satisfied by the decision of the Unfair Mean Cases Committee, he/she can submit his/her appeal within a week after the decision of the U.M.C. Committee to the Director General. No appeal shall lie against the decision of the Director General.

**1.8** **PLAGIARISM**

The act of using someone else's original ideas or work and then submitting it in his/her own name without acknowledging the source is strictly prohibited. Such cases shall be classified as Plagiarised. In case any student is found guilty of Plagiarism in any form, his/her case shall be referred to the Director General, ASSMS. The Director General after due investigation, if found sufficient evidence against the student, shall forfeit the work of the candidate and ask the Registrar for the cancellation of his/her admission under intimation to the Vice Chancellor. No appeal shall be entertained in such cases.

**1.9** **ACADEMIC COMMITTEE:**

The Academic Committee, dealing with the academic problems of the School, shall consist of the Director General and three senior members of the faculty.

**1.10** **ADVANCED STUDIES AND RESEARCH BOARD OF ASSMS:**

The Advanced Studies and Research Board deals with matters related to the promotion of advanced studies and research at ASSMS. It also recommends the panel of names of Examiners for Research Examination, after considering the proposals of Board of Studies of ASSMS.

**1.11** **GRADING SYSTEM:**

**1.11.1** Final grade in each course shall be awarded to the students on the basis of marks obtained by the students in the respective course. These grades then translated into Grade Points (GP). For determining a student's standing at the

end of academic session, the Grade Point Average (GPA) system shall be used.

**1.11.2 GRADING FORMULA:**

Percentage Marks	Letter Grade	Numeric Value of Grades	Description
90-100	A+	4.0	Outstanding
85-89	A	3.7	Excellent
80-84	B+	3.3	Very Good
75-79	B	3.0	Good
70-74	B-	2.7	Average
65-69	C+	2.3	Satisfactory
60-64	C	2.0	Pass
Less Than 60	F	0.0	Fail
	In	---	Incomplete

**1.11.3 GRADE POINT (GP):**

Grade Point = Numeric Value of Grade x Credit Hours

**1.11.4 GRADE POINT AVERAGE (GPA):**

Performance in any semester is reported in Grade Point Average. This is the average of weighted grade points earned in the courses taken during the semester. The Grade Point Average is obtained by dividing the sum of Grade Points attained in each course by the total number of Credit hours for that semester.

$$GPA = \frac{\text{Sum of Grade Points earned}}{\text{Sum of Credit Hours earned}}$$

**1.11.5 CUMULATIVE GRADE POINT AVERAGE (CGPA):**

Cumulative Grade Point Average is the up-to-date mean of the Grade Points earned by the student in a Programme of study. It is an indication of student's overall performance at any point in the programme. It is calculated by dividing the total of Grade Points attained by the student in all semesters by the total number of credit hours for all the semesters.

$$CGPA = \frac{\text{Sum of Grade Points earned during the program}}{\text{Sum of Credit Hours earned during the program}}$$

**1.11.6 CREDIT HOURS:**

Credit hours are weights assigned to a course. The distribution is as follows:

- i. Theory:** One credit is equivalent to One hour of class for course of theory per week throughout the semester.
- ii. Practical/ Lab:** One credit is equivalent to Two to Three hour of Laboratory work per week throughout the semester.

**1.12 TRANSFER OF CREDIT HOURS:**

**1.12.1** A case of transfer of credit hours shall be decided by the Academic Committee.

- 1.12.2 The transferred credit hours will not be calculated in the GPA and CGPA. Transferred credit hours will be taken into account to fulfil the total credit requirements for graduation.
- 1.12.3 No credit hour of a course will be transferred if the grade is less than **B** for MS/ MPhil Program.
- 1.12.4 Credit Hours will only be transferred from a Chartered HEIs.
- 1.12.5 Not more than 12 credits in case of MS/ MPhil Program will be transferred.
- 1.13 **PROBATION:**  
 Probation is a status granted to the student whose academic performance falls below an acceptable standard.
- 1.14 **SEMESTER FREEZE:**
- 1.14.1 A student may take a Semester off due to unavoidable circumstances by applying for a Semester Freeze. Such student must submit an application to the Director General for approval from the Academic Committee.
- 1.14.2 Semester Freeze for Semester-I of any program shall not be allowed.
- 1.14.3 The application for Semester Freeze should be submitted by the student within TWO weeks from the start of the Semester. No application for Semester Freeze shall be entertained after this period. (i.e. Two weeks from the start of semester).
- 1.14.4 A Student may apply for freeze at the most One semester, subject to the maximum length of the program.
- 1.14.5 Such a student should re-join the same Semester in the following academic year, subject to the maximum duration as per the Examination Regulations of the program.
- 1.15 **PERMISSION OF WRITER FOR SPECIAL STUDENTS:**
- 1.15.1 A blind student may be allowed to attempt the Tests/ Examinations of the University on Braille or Computer.
- 1.15.2 In case a student is physically handicapped, he/she may apply to the Director General for permission to engage a writer in Tests/Examinations of the University and if permitted he/she shall be allowed 45 minutes (maximum) extra time to solve the Question Paper.
- 1.15.3 The qualification of the person who acts as writer of a handicapped student must be at least one step lower than that of the student. (e.g. for a B.A./B.Sc. student, the writer should be at the most F.A./F.Sc. etc.)
- 1.16 **MEDICAL CERTIFICATE:**  
 Medical certificate from a registered medical practitioner duly endorsed by the University Medical Officer is acceptable for the Examination purposes in the School.
- 1.17. **RECHECKING OF SCRIPTS:**
- 1.17.1 A candidate can apply to the Director General, for rechecking of answer script of Final Examination, in case of a written examination, within 15 days of the date of declaration of result.
- 1.17.2 During Re-checking, Total marks of the answer script, unmarked questions, award lists and result sheet shall be checked by the Re-checking committee. The Re-checking committee will consist of two faculty members appointed by the Academic Committee. The Answer Scripts once marked shall not be re-evaluated.

**1.18 DAMAGED/LOST ANSWER SCRIPT:**

In an exceptional case where an answer script is damaged, lost or destroyed due to unavoidable circumstances, then the student may be given the following options:

- i Average marks shall be awarded to the student in that subject/course.
- ii In case of Final Examination if the candidate so desires he/she shall be given another chance as a special case to take the Examination in that subject/course in the next examination and no examination fee shall be charged from the student.
- iii In case of Internal Assessment if the candidate so desires he/she shall be given another chance as a special case to take the Makeup Test in that subject/course in the same academic session.

**1.19 MATTERS RELATED WITH CONVOCATION:**

**1.19.1** In case the result of any student is not ready until 40 days before University Convocation date, his or her degree shall be issued in the next convocation.

**1.19.2** In case a student fails to submit his/her Thesis/Dissertation according to the Examination Schedule, he/she shall be awarded Degree next year.

**1.19.3** The Degrees shall be issued to the students after these have been formally conferred in the Convocation.

**1.19.4** Duplicate Degree may be issued to a candidate in case the original degree is lost/damaged or in case of change in the name of candidate. The candidate has to apply to the Controller of Examination for the issuance of duplicate degree along with the relevant documentary proof.

**1.19.5** The Duplicate Degree shall not be signed by the Chancellor.

**1.19.6** In case a student does not receive his/ her Degree within one month of the conduct of the Convocation, a prescribed fee may be charged from his/her, as late degree fee.

**1.20 STUDENT GRIEVANCES AGAINST ANY COURSE INSTRUCTOR:**

**1.20.1** A student may submit an application to the Director General about his/her grievances against any course instructor or guide. The Academic Committee will look into the matter to address the student's grievances.

## **2 EXAMINATION REGULATIONS FOR M.PHIL PROGRAM.**

### **2.1 PROGRAM BREAKUP:**

2.1.1 M.Phil Program is of two-year duration, divided into Four semesters.

2.1.2 Each academic year is divided into Two Semesters.

<b>Year - I</b>	<b>Year - II</b>
Semester - I	Semester - III
Semester - II	Semester - IV

2.1.4 Each semester shall be of 16 weeks duration.

2.1.5 There shall be Course Work of at least 24 Credit Hours.

2.1.6 There shall be Thesis of at least 12 Credit Hours. The student shall be whole time scholar.

2.1.7 The Course Load allowed for a Regular Student shall be 09-12 credit hours in a Semester.

2.1.8 The maximum duration allowed to a student for completion of M.Phil Degree shall be THREE years from the date of first admission.

2.1.9 A student has to complete at least 36 credit hours study, out of which 12 Credit Hours are of Thesis, subject to passing all the courses offered by the School during the Program, for the completion of Degree.

2.1.10 He/she has to score 2.70 CGPA at the end of program for the award of Degree.

### **2.2 ASSESSMENT FORMAT FOR COURSE WORK:**

2.2.1 Quizzes/ Assignments/ Projects given by the respective teacher to the students in a Semester shall be called Semester Work.

2.2.2 The weightage of marks for each course in a Semester shall be as under:

i.	Semester Work	30 Marks
ii	Mid Semester Test	30 Marks
iii.	Final Examination	40 Marks
<b>Total</b>		<b>100 Marks</b>

2.2.3 Each course will be of 100 marks.

2.2.4 The detail of Semester Work and other Assessment Tools for each course shall be prepared by the Course Instructor and the students shall be informed about the detail under intimation to the Director General.

2.2.5 There shall be a Final Examination at the end of each Semester covering the whole prescribed syllabus for each course.

2.2.6 Every candidate must take every Examination except in case of serious illness or exceptional circumstances.

### **2.3 ATTENDANCE CRITERIA:**

2.3.1 A student must attend at least 80% of the lectures delivered in each course in a semester to be eligible to appear in the Final Examination of that course.

2.3.2 In case a student does not attend at least 80% of the lectures delivered in any course(s) in a Semester, he/ she shall not be allowed to appear in the Final Examination of that course(s) prior to the approval of Academic Committee.

2.3.3 A student, who does not have the required attendance percentage and is declared Not Eligible, by the Academic Committee for the Final Examination of any course(s), shall be awarded "In" (Incomplete) grade in such course(s). Such students shall have to repeat the concerned course(s) in a forthcoming

Semester which offers the course(s), provided that he/she is not debarred under Regulation 2.4.2.

## **2.4 COURSE WORK FOR M.PHIL:**

- 2.4.1** The course work of M.Phil shall be of at least 24 credits. The exact number of credits and courses for each student shall be recommended by the Academic Committee of ASSMS.
- 2.4.2** A student must complete his/her course work for M.Phil within TWO years of his/her first admission in the Program.
- 2.4.3** A student shall pass a course if he/she scores at least 60% marks in Semester Work and Final Examination combined.
- 2.4.4** No grace marks shall be awarded to the students.
- 2.4.5** A student who fails to qualify any course, he/she may be allowed one chance to re-appear in Re-sit Examination in that course, to be conducted within 30 days after the result. No further chance will be given after this Examination.
- 2.4.6** A student, who fails to score a minimum of 2.30 CGPA at the end of any semester, his/her registration will be cancelled. No further chances will be given.
- 2.4.7** A student, who scores a CGPA between 2.30 and 2.70 at the end of a semester, may be conditionally promoted to the next semester and shall be placed on Probation.
- 2.4.7.1** In case he/she fails to score 2.70 CGPA in the Semester of Probation, his/her Registration shall be cancelled. No further chances will be given.
- 2.4.8** A student shall be given only one chance to improve the course(s) with grades C+ and below. This improvement examination will be a re-sit examination and shall be conducted within 30 days after the result. No further chances will be given after this examination.
- 2.4.9** In case a student re-appears in a course (s) in order to improve the grade and fails to improve the grade, then the grade scored previously shall be retained.
- 2.4.10** The Re-sit Examination shall comprise of written as well as oral parts. Written test shall be of 60 marks and oral test shall be of 40 marks.

## **2.5 THESIS FOR M.PHIL DEGREE:**

- 2.5.1** Thesis shall be a compulsory requirement in M.Phil studies.
- 2.5.2** The number of credits for M.Phil Thesis will be 12.
- 2.5.3** A student shall prepare the research proposal for MPhil Thesis within Three weeks after the Final Examination of Semester II.
- 2.5.4** The synopsis along with the name of Supervisor shall be presented before Board of Studies for approval and same shall be notified by the Director General under intimation to the Controller of Examinations.
- 2.5.5** The student must complete the defense of his/her M.Phil thesis within a maximum of 3 years from the time of admission.
- 2.5.6** The date for the submission of thesis shall be notified by the Director General, under intimation to the Controller of Examinations.
- 2.5.7** Each student shall work under the guidance of a supervisor appointed for this purpose by the Board of Studies.
- 2.5.8** The Supervisor shall submit a Quarterly progress report of MPhil student to the Director General.
- 2.5.9** In case of adverse report, the student shall be immediately asked in writing to show the required progress. A progress report duly certified by his/her supervisor shall be submitted after ONE month of the adverse report.



- 2.5.10** In case of adverse report by the supervisor for the second time, his/her case would be referred to Board of Studies for cancellation of his/her M.Phil. Registration by the Director General.
- 2.5.11** In case of any change in the title/ research proposal of the Thesis/ Supervisor, the procedure outlined in 2.5.4 shall be followed.
- 2.5.12** Before the submission of thesis, the student
- i. should have passed all the courses offered by the School with atleast 2.70 CGPA.
  - ii. should have given a presentation of his/her work before the faculty and the post graduate students.
- 2.5.13** The student shall submit Three (03) copies of the thesis to the Director General, according to the format approved by the University. Permission of the supervisor(s) for submission of the thesis is must. The Director General shall immediately send a copy of the thesis to the External Examiner for evaluation. Before the Thesis is submitted, the Director General must certify that the plagiarism test, using the software provided by Higher Education Commission, has been conducted and the report has been authenticated by the HEC focal person.
- 2.5.14** The External Examiner shall examine the thesis in detail to judge the suitability of the thesis for the award of MS/M.Phil. Degree to the student and will be invited to conduct the Viva Voce (Oral Examination) by the Director General.
- 2.5.15** The student has to appear in person in the Viva Voce (Oral Examination) in order to defend his Thesis at ASSMS, GC University Lahore.
- 2.5.16** The presence of Supervisor during the Viva Voice Examination of his/her M.Phil students is mandatory either physically or through the Video Link.
- 2.5.17** The Board of Examiners for thesis Oral Examination (viva-voce) shall comprise the Director General, ASSMS (Convener), one Internal Examiner / Supervisor and the External Examiner approved by the Board of Studies.
- 2.5.18** The Board of Examiners shall evaluate the thesis in an oral (viva-voce) examination of the student. A student should score at least 60% marks for the approval of the thesis. The Board may recommend a revision and one-time re-submission of the thesis in case the thesis is not up to the standard, provided that the student is not debarred under regulation 2.5.5.
- 2.5.19** The candidate shall resubmit the thesis to the Director General after making the changes proposed by the Board of Examiners within TWO months. The Director General shall reconvene the meeting of the Board of Examiners to evaluate the resubmitted thesis.
- 2.5.20** In case the Re-submitted Thesis is again rejected by the Board of Examiners, no further chance will be given and his/ her candidature shall be cancelled.
- 2.5.21** The candidate shall submit 03 copies of the thesis according to the format approved by the University. The thesis, which has been accepted, shall become the property of the ASSMS.
- 2.6** **ADDITIONAL COURSE(S) FOR M.PHIL:**
- 2.6.1** A student of M.Phil may be allowed to do additional course(s) provided that he/ she have passed the course work.
- 2.6.2** A student shall be allowed to study the additional course(s) along with the regular students.
- 2.6.3** He/ she shall have to complete the Semester Work and to appear in the Final Examination of that Course.

- 2.6.4** A student shall qualify the Course(s) if he/ she scores at least 60% marks in each additional course.
- 2.6.5** In case he/ she fails to score 60% marks, he/ she shall be allowed to repeat the course along with the regular students of the forthcoming Semester. In case he/ she again fails to qualify the course no further chance shall be given.
- 2.6.6** Additional course shall not be included in the Transcript of MPhil. However, a Certificate to the effect that he/ she has passed additional course(s) shall be issued to the student.

### **3 EXAMINATION REGULATIONS FOR PhD PROGRAM.**

#### **3.1 ELIGIBILITY FOR ADMISSION**

- 3.1.1** A person holding M.Phil / MS / Equivalent degree in Mathematics is eligible for admission to PhD program if he/ she possesses at least 3.00/4.00 GPA or 1st Division in his/her M.Phil / MS / Equivalent Degree from an institution / University recognized in Pakistan.
- 3.1.2** A candidate has to qualify subject GRE (International)/ Local (GAT/ ASSMS) Test, whichever is applicable, for admission in PhD Program.
- 3.1.3** Persons working in the Government/Semi Government or private Institutions may also apply. Such candidates shall have to submit "No Objection Certificate" from the employer.
- 3.1.4** Each candidate to be admitted in the PhD Program shall have to submit a declaration to the effect that he/she has not been registered for the similar degree elsewhere.
- 3.1.5** A "Notification of Registration" of the candidate approved for provisional admission to PhD program shall be issued by the Registrar Office.

#### **3.2 COURSE WORK OF PHD:**

- 3.2.1** Course Work of at least 18 credit hours will be offered in the first year of PhD studies. The exact number of credits and courses for each student shall be recommended by the Academic Committee of ASSMS.
- 3.2.2** The candidate must fulfill the course work requirement within One year (Two Semesters) from the date of his/her provisional admission to the PhD Program. This period may be extended to further One year on the recommendation of Academic Committee. In case a candidate fails to fulfill the above condition in stipulated time period, his/her admission may be cancelled.
- 3.2.3** A student shall pass a course if he/she scores at least 60% marks.
- 3.2.4** No grace marks shall be awarded to the students.
- 3.2.5** A student who fails to qualify any course, he/she may be allowed one chance to re-appear in Re-sit Examination in that course, to be conducted within 30 days after the result. No further chance will be given after this Examination.
- 3.2.6** A student, who fails to score a minimum of 2.30 CGPA at the end of any semester, his/her registration will be cancelled. No further chances will be given.
- 3.2.7** A student, who scores a CGPA between 2.30 and 2.70 at the end of a semester, may be conditionally promoted to the next semester and shall be placed on Probation.
- 3.2.7.1** In case he/she fails to score 2.70 CGPA in the Semester of Probation, his/her Registration shall be cancelled. No further chances will be given.
- 3.2.8** A student shall be given only one chance to improve the course(s) with grades C+ and below. This improvement examination will be a re-sit examination and shall be conducted within 30 days after the result. No further chances will be given after this examination.
- 3.2.9** In case a student re-appears in a course (s) in order to improve the grade and fails to improve the grade, then the grade scored previously shall be retained.
- 3.2.10** A student shall qualify the Course Work if he/she passes all courses taken by the student with at least 2.70 CGPA.

### **3.2.11 COMPREHENSIVE EXAMINATION:**

- 3.2.11.1** A student must qualify the Comprehensive Examination consisting of a written exam which will be conducted within the next semester after the successful completion of PhD course work.
- 3.2.11.2** The Syllabus for Comprehensive Examination shall comprise of topics covered in the PhD course work determined by the Academic Committee.
- 3.2.11.3** The syllabus shall be communicated to the students at the beginning of the second semester.
- 3.2.11.4** A student has to score 70% marks in aggregate in order to pass the Comprehensive Examination.
- 3.2.11.5** A student, who fails to qualify the Comprehensive Examination, may be allowed to re-appear in a Re-sit Examination to be conducted within 60 days after the declaration of result. No further chance shall be given after this Examination and the failed student shall be dropped from the PhD Program.

### **3.3 REGISTRATION AND COMMENCEMENT OF PhD PROGRAM:**

- 3.3.1** A student who qualifies the Comprehensive Examination shall be eligible to prepare his /her research synopsis for PhD thesis. The synopsis shall be submitted by the student to the Board of Studies for further approval from the Advanced Studies and Research Board by the end of 4<sup>th</sup> semester.
- 3.3.2** Each student shall work under the supervision of a supervisor/co-supervisor recommended for this purpose by the Board of Studies.
- 3.3.3** On approval of the research proposal by the Advanced Studies and Research Board the Registrar shall formally notify the confirmation of PhD registration. The date of PhD registration of a student shall commence from the date of his/her provisional admission to the PhD program.
- 3.3.4** In case of death of the supervisor of a PhD student, a new supervisor shall be appointed by the Advanced Studies and Research Board on the recommendation of Departmental Board of Studies. In order to acknowledge the contribution made by the deceased supervisor, his/her name shall be written in the Thesis by the student as well as the name of new supervisor along with their periods of supervision.

### **3.4 THESIS FOR PhD DEGREE:**

- 3.4.1** A student shall be given FOUR years for completion of his/her thesis for PhD starting from the date of his/her provisional admission. An extension of maximum one year shall be given in case of non-completion or rejection of PhD thesis. Permission of the supervisor(s) for submission of the thesis is must.
- 3.4.2** The supervisor shall submit bi-annual progress report of the PhD scholar to the Director General. In case of adverse report, the candidate shall be immediately asked in writing to show the required progress, which shall be certified by his/her supervisor in a report to be submitted after THREE months of the first report. In case of adverse report by the supervisor for the second time, his/her case would be referred to Board of Studies for cancellation of his/her PhD registration.
- 3.4.3** The foreign candidate enrolled for PhD Thesis has to fulfil the Residency Condition of ONE year after the approval of Research Synopsis by the Advance Studies and Research Board.

- 3.4.4** The foreign candidate can choose a Co-Supervisor in his/her own country in the relevant field after completing the Residency Conditions. The name of Co-Supervisor shall be approved by the Advance Studies and Research Board.
- 3.4.5** The Co-Supervisor shall give progress report of the PhD Scholar to the Director General, after six months. This report shall be evaluated by the Supervisor of PhD Scholar at ASSMS, GC University Lahore. In case of favourable remarks the candidate shall continue his/her research. In case of adverse report, the candidate shall be immediately asked in writing to show the required progress, which shall be certified by his/her Co-Supervisor in a report to be submitted after THREE months of the first report. In case of adverse report by the supervisor for the second time, his/her case would be referred to Board of Studies for cancellation of his/her PhD registration.
- 3.4.6** Before the thesis is submitted to the Controller of examinations of the University, the Supervisor must certify that :
- i. the quality of work is adequate for award of PhD degree.
  - ii. plagiarism test, using the software provided by Higher Education Commission, has been conducted and the report has been authenticated by the HEC focal person.
  - iii. A certificate from the ORIC that the student has got accepted/ published research paper out of his/her PhD Thesis in a HEC approved journal/ journal with impact factor.
- The student has to submit a declaration to the effect:
- iv. that no direct major work has already been done by him/her or by anybody else on the topic he/ she intends to work on, for PhD degree.
  - v. that the work he/ she shall submit for the PhD degree has not already been submitted elsewhere and shall not in future be submitted by him/her for obtaining similar degree from any other institution.
- 3.4.7** At the end of the period of study and before the VIVA VOCE examination of the thesis, the candidate shall be required to give a presentation of his/her work before the faculty and the post graduate students.
- 3.4.8** In order to earn a PhD degree the thesis must contain:
- i. Original work evidenced by discovery of new facts or by the exercise of independent critical judgment.
  - ii. Addition to existing knowledge of the relevant field.
- 3.4.9** On the recommendation of Board of Studies, the Advanced Studies and Research Board shall propose a panel of at least eight experts, including five experts from academically developed countries and three local experts. The Vice Chancellor shall appoint Three International and one Local experts out of this panel as referees/ external examiner for the thesis.
- 3.4.10** The student shall have to submit 04 copies of the thesis to the Controller of Examinations according to the format approved by the University. The Controller of Examinations will seek consent from the foreign experts, approved vide Regulation No. 3.4.9, who shall act as International Referees and shall send one copy of thesis to each of them. These referees shall examine the thesis in detail to judge the suitability of the thesis for the award of PhD degree to the student and shall send a report in this connection, on the prescribed Performa, to the Vice Chancellor within One month of the receipt of the thesis. The Vice Chancellor shall forward the same to the Controller of Examinations.

- 3.4.11** In case of favourable and good reports from at least Two International Referees, the Controller of Examinations should send copies of PhD Thesis to the local expert, approved vide Regulation No. 3.4.9, for conduct of Viva Voce.
- 3.4.11.1** In case Two out of Three International Referees declares the Thesis inadequate for the award of PhD Degree, the Thesis will be rejected.
- 3.4.11.2** In case Two International Referees suggests re-submission of the Thesis after modification/ revision, the student shall be directed to re-submit the thesis after due modifications/revisions within a maximum period of Six months, through his/her Supervisor. Such thesis shall be sent for review and report of the same International Referee who suggested re-submission.
- 3.4.11.3** In case any of the International Referee suggests that the Thesis is adequate for the award of PhD Degree with minor corrections, the student shall be asked to incorporate the suggested corrections/ modifications in the Thesis and submit a certificate of the fact through his/her Supervisor and concerned Chairperson before conduct of Viva Voce.
- 3.4.12** The candidate has to appear in person in order to defend his/her PhD Thesis at ASSMS, GC University Lahore.
- 3.4.13** The presence of the Supervisor during the Public Defense / Viva Voice Examination of his/her PhD students is mandatory either physically or through the Video Link.
- 3.4.14** The Oral Examination shall be conducted by a Board of Examiners comprising the Director General (coordinator), the Supervisor, one internal examiner and the Local Referee. The Oral Examination should be in the form of open defence. The student will be asked to give a presentation regarding his/ her PhD research work. The result of Oral Examination will be finalized only by the Board of Examiners.
- 3.4.15** In case the candidate fails to qualify the oral examination, he/she would be given another chance to appear in the second oral examination within six months.
- 3.4.16** If the candidate fails in the second oral examination, his/her candidature shall be cancelled.
- 3.4.17** On satisfactory performance of the candidate in the Viva Voce examination, the degree of PhD under the seal of the University shall be awarded to the successful candidate.
- 3.4.18** The thesis, which has been accepted, shall become the property of the ASSMS, GC University Lahore.
- 3.4.19** The cover of final copy of PhD Thesis shall be DARK MAROON and also hardbound.
- 3.4.20** Any discovery / formulation / invention of commercial interest made during the research program shall be the sole property of the University which can exercise its right by getting it patent from the concerned authorities and any income thereof would belong to the University except some portion of the share (to be determined by the University authorities) to the candidate or his/her supervisor.

**4**            **AUTHORITY IN SPECIAL CASES:**

**4.1**            Not withstanding anything contrary to these Regulations, the Vice Chancellor shall have the powers to issue orders, directions or instructions in connection with the smooth working of the Examinations where the Regulations are silent.

**4.2**            In case of ambiguity or discrepancy as regards the interpretation of these Regulations, case will be referred to the Syndicate for final decision.