

REGULATIONS FOR M.Sc (Hons) / MS / M.Phil. / Ph.D. DEGREE PROGRAMME
The University of Swabi

In pursuance of the decision of the 9th meeting of the Syndicate, University of Swabi, the following Regulations are prescribed to govern matters relating to M.Sc (Hons) / MS/ M.Phil./ Ph.D. degree programme.

SHORTTITLE, COMMENCEMENT AND APPLICATION

- i. These Regulations shall be called the “University of Swabi M.Sc / MS / M.Phil./ Ph.D. Regulations”.
- ii. These shall apply to all constituent and affiliated Post-Graduate Departments, Centers or Institutes of the University of Swabi.

DEFINITIONS

In these Regulations, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them:

- i. “Board” means Advanced Studies and Research Board
- ii. “Examiners” means examiners, appointed under the university Act and Statues and as per Section 22(1) of these Regulations.
- iii. “Graduate Studies Committee” / “Academic Committee” (in case of centers) means a Committee of an Institution as constituted under Section 11 of these Regulations.
- iv. “Head” means Chairman of a Department or Director of an Institute or a Center, or Principal of a College.
- v. “Institution” means a constituent and affiliated Department/College, a Center, an Academy or a Constituent College of the University.
- vi. “M.Phil.” means Master of Philosophy.
- vii. “Ph.D.” means Doctor of Philosophy.
- viii. “Related subjects” mean subject(s), which are supportive of the major field of studies.
- ix. “Research Scholar” means a person registered in the M. Phil / Ph.D. Programme.
- x. “Secretary” means the Director Admissions or the head of a section dealing with M.Sc (Hons) / MS / M. Phil / Ph.D. degree programme.
- xi. “Supervisor” means a Supervisor appointed for a research scholar under Section 13 of these Regulations.
- xii. “Thesis” means original research work carried out by an M.Sc (Hons) / MS / M.Phil. Research Scholar.
- xiii. “Dissertation” means original research work carried out by a Ph.D. Research Scholar.
- xiv. “University” means the University of Swabi.

All other terms and expressions shall have the same meaning as assigned to them under the KP University Act or as explained in these Regulations or in the University of Swabi Statutes.

SCHEME OF STUDIES

The scheme of studies for M.Sc (Hons) / MS / M.Phil. / Ph.D. degree programme shall be as under:

- i. Course Work in the major subject, in which a scholar is registered.
- ii. Course Work in subject(s) related to the major subject.
- iii. Passing of Comprehensive Examination after completion of the required course-work.
- iv. Publication of a research article / paper in a recognized journal by Ph.D. Research Scholars.

- v. Thesis /dissertation, on a topic approved by the Board.
- vi. Viva-Voce / Public Defence, as the case may be.

2. DURATIONS OF COURSE AND SEMESTERS

- i. The Ph.D. degree as per section 3(i) (ii) shall extend over a period of at least four years or eight semesters.
- ii. The Ph.D. degree as per section 3(iii) shall extend over a period of at least three years or six semesters.
- iii. The M.Phil. Degree programme shall extend over a period of at least two years or four semesters.

3. ELIGIBILITY:

- i. Candidates possessing the relevant Master's degree or 4-years Education after intermediate (120 Credit hours), with at least First Division or a GPA of 3.00 from a recognized University, shall be eligible for admission to M.Phil. / Ph.D. degree Programme.
- ii. Candidates having 45% marks or equivalent grade shall be eligible for admission in the field of study of English Language and literature.
- iii. Those who have already completed M.Phil. or equivalent (at least 18 years Education) shall be eligible for admission to the Ph.D. degree programme provided that the candidates have secured at least CGPA of 3.00 or First Division in their M.Phil. course work, subject to section 5(iv) of these Regulations.

4. ADMISSION CRITERIA

Admission to M.Phil. / Ph.D. degree programme shall be on Merit. The merit shall be determined on the following criteria.

- i. 50% weighting shall be given to the marks obtained in the qualifying examination.
- ii. For Admission to MS/M.Phil./M.Phil. leading to Ph.D. all candidates shall be required to pass, by scoring at least 50% marks.
 - a) Graduate Assessment Test (GAT) conducted by NTS, Islamabad.
 - b) GRE (General) test, conducted by ETS of USA.
- iii. For Admission to Ph.D. either direct or by transfer from M. Phil., all candidates shall be required to pass (i.e. score at least 50% marks) the International GRE Subject Test, preferably prior to admission or transfer, as the case may be, OR at least prior to the submission of thesis.

In case of subjects where international GRE subject test is not available, the concerned Department / Center / Institute / Academy shall prepare and conduct a test equivalent to international GRE subject test, and the candidates shall be required to pass this test by obtaining at least 50% marks.

5. ADMISSION PROCEDURE

- i. Admission to M.Phil. / Ph.D. degree programme of the University shall be advertised by the Director Admissions in consultation with heads of Institutions.
- ii. The number of scholars to be admitted shall be determined by the Graduate Studies Committee.
- iii. Applications on prescribed forms shall be submitted to the Director Admissions, within the prescribed period, who will forward them to the concerned Head after the closing date. The Director Admissions shall keep a record of all the applications received.

- iv. The Candidates should have passed GRE type test.
- v. The names of the provisionally admitted candidates shall be forwarded to the Director Admissions within one month of selection.

6. CRITERIA FOR LAUNCHING PROGRAMME

There should be at least three Ph.D. Faculty members in an institution to launch M. Phil / Ph.D. degree programme. However, in specified circumstances, an institution having one teacher with Ph.D. degree may start the programme with the prior approval of the Board.

7. SUPERVISION

The number of Ph.D. scholars under the supervision of a full time faculty member shall not exceed five. In research institutions where the faculty is involved in full time research with no or minimal teaching workload, the number of Ph.D. scholars may be increased to maximum of eight with the prior approval of the Board.

8. ADMISSION, TUITION FEE, RTC.

- i. The following fees (subject to revision) shall be paid by the Scholars (50% concession shall be given in fees or charges for 1-5 to serving University employees and their wards for minimum period prescribed for their respective courses).
 - a. Enrollment Fee Rs. 5000/- (At the time of first registration).
 - b. Tuition Fee per Semester Rs. 6000/-
 - c. Exam. Fee per course Rs. 500/- (To be deposited in the Deptt)
 - d. Thesis and Exam. Fee Rs. 3000/-
 - e. Incidental charges (Non-refundable) To be fixed by & paid to the Institution where applicable.
 - f. Caution Money (refundable) Rs. 1500/- (to be deposited in the Institution)
- ii. Admission of the candidate shall stand cancelled if fees, etc. are not paid within one month of the date of provisional admission.
- iii. Foreign nationals shall be required to pay tuition fees, etc., as prescribed by the Government of Pakistan. Such candidates shall have to forward their cases of admission through the Ministry of Education, Government of Pakistan, Islamabad. No-objection certificate by the said ministry is, therefore, mandatory in case of foreign applicants.

9. REGISTRATION

- i. A scholar for M.Phil./ Ph.D. degree programme shall be registered in a teaching/ research institution of the University
- ii. The Director Admission shall maintain a register of M.Phil. / Ph.D. Research Scholars and assign a registration number to each scholar at the time of provisional admission.
- iii. Registration may be renewed on payment of the prescribed fee if a scholar is re-admitted within a year after having been struck off the rolls for any valid reason.
- iv. A person registered for the M.Phil. / Ph.D. degree programme shall be called M.Phil. / Ph.D. Research Scholar.

10. APPROVAL OF ADMISSION & CONFIRMATION OF REGISTRATION

The Head of the Institution shall forward cases of provisional admission within one month from the date of recommendations of the Graduate Studies Committee to the Director Admissions, for the approval of the Vice Chancellor through the Dean of Faculty.

On passing the comprehensive examination, the Director Admission may confirm registration of a Research scholar in the respective Ph.D. degree programme.

In case of M.Phil. Degree programme, the provisional admissions may be confirmed after successful completion of the required course work.

11. GRADUATE STUDIES COMMITTEE(GSC)

There shall be a Graduate Studied Committee for a period of Two-years to be appointed by the Vice-Chancellor. The Dean, after consulting with the head of the institution, shall forward the names of the members of the Graduate Studies Committee to the Director Admissions for approval of the Vice-Chancellor.

The GSC shall consist of:

- i. The Head of the institution as Convener
- ii. Two senior teachers of the Institution, preferably having a Ph.D. degree.
- iii. Two experts, to be nominates by the Dean in consultation with the Head of the Institution.

12. FUNCTIONS OF THE GRADUATE STUDIES COMMITTEE

- i. To process the application received for admission by Director Admissions.
- ii. To manage and facilitate the smooth functioning of the academic programme.
- iii. To conduct and supervise the examinations, including comprehensive examination.
- iv. To submit an advance copy of the tabulated result to the Director Admissions on a prescribed proforma for transcript (as per annexure) showing course taken, the name of teachers, time/duration, detailed marks, aggregate and grade. Tabulated results shall be forwarded within two weeks of end of semester.

13. SUPERVISOR

- i. In consultation with the Research Scholar, a teacher/expert holding a Ph.D. Degree in the field shall be appointed as Supervisor.
- ii. The Graduate Studies Committee shall forward the name of the supervisor, who agrees to such supervision, for each scholar to the Director Admissions for approval of the Vice-Chancellor.

- iii. If necessary, one co-supervisor may be appointed with the approval of the Vice-Chancellor.

14. FUNCTIONS OF THE SUPERVISOR

Subject to the overall supervision of the Head of the Institution, a supervisor shall perform the following functions:

- i. To recommend and plan course of studies.
- ii. To propose the topic of research in consultation with Research Scholar.
- iii. To supervise and review the progress of the Research Scholar periodically.

15. CONDUCT OF EXAMINATION

- i. For each semester, there shall be two examinations; mid-term and final, in addition to assignments.
- ii. The weighting of the examinations and assignments shall be as follows:
 - a. Mid-term examination 30%
 - b. Assignments, term papers, etc. 20%
 - c. Final examination (Covering the entire course contents) 50%
- iii. In courses where the examinations are not required the concerned teacher may change the evaluation procedure in consultation with the Graduate Studies Committee, if already not specified in the curriculum.

16. COURSE REQUIREMENT & AWARD OF DEGREE

- i. A Research Scholar admitted under Section 3(i) (ii) shall complete the following course requirements, duly recommended by the Graduate Studies Committee / Academic Committee, as the case may be, in consultation with supervisor.
 - a. Subject to these Regulations, before moving to the Ph.D. degree programme, a candidate shall have to complete a minimum of 24 credit hours work with a minimum CGPA of 3.00 as following:
 - i. Approved course of 18 credit hours in the major subject (700 & above).
 - ii. Approved course of 6 credit hours in the related subjects (600 & below). However, such courses shall be graded as 'Pass' or 'Fail' and shall not be counted towards the CGPA.
 - b. In case the CGPA falls below 3.00, a Research Scholar shall be allowed to improve the CGPA as defined in S. 17(2)
 - c. Before moving to the Ph.D. degree programme, a Research Scholar shall have to pass the comprehensive examination as per section 20 below. In case of failing, a Research Scholar may complete the requirements for the M .Phil. Degree programme as give in section 16 (iii).
 - d. Additional Ph.D. level course work at least 12 credit hours with a minimum CGPA of 3.30.
 - e. On successful completion of additional course work, as specified above, a Research Scholar shall be required to submit a Research Proposal in consultation with the supervisor for the approval of the Board.

- f. Before the public defence of the Ph.D. dissertation, the Research Scholar shall be required to publish a research paper or produce an acceptance letter of such publication in a recognised journal.
 - g. The Dissertation shall be of nine credit hours; however, it shall not be awarded any numerical grade.
- ii. A Research Scholar admitted under Section 3(iii) shall complete the following course requirements, duly recommended by the Graduate Studies Committee/ Academic Committee, as the case may be, in consultation with the Supervisor.
- a. Subject to these Regulations, before confirmation of provisional admission in the Ph.D. degree programme, a Research Scholar shall have to complete a minimum of 24 credit hours course work in the major subject with a minimum CGPA of 3.00.
 - b. In case the CGPA falls below 3.00, a Research Scholar shall be allowed to improve the CGPA by taking additional courses or by repeating the courses already taken.
 - c. On successful completion of course work, as specified above, a Research Scholar shall have to pass the comprehensive examination.
 - d. On passing the comprehensive examination, a Research Scholar shall be required to submit a Research Proposal in consultation with the Supervisor for the approval of the Board.
 - e. Before the public defence of the Ph.D. dissertation, the Research Scholar shall be required to publish a research paper or produce an acceptance letter of such publication in a recognised journal.
 - f. The dissertation shall be of nine credit hours; however, it shall not be awarded any numerical grade.
- iii. A Research Scholar, who fails the comprehensive examination for the second time shall continue as M.Phil. Research Scholar. Such Scholar shall have to complete the following requirements for the award of M.Phil. degree:
- a. Writing up of a Research Proposal in consultation with the Supervisor for the approval of the Board.
 - b. Writing up of thesis (The Thesis shall be of 6 credit hours for which numerical grade will not be awarded)
 - c. Passing of the Vive-Voce.

17. GRADES AND ACADEMIC STANDING

- i. The grading system for the M.Phil. courses of 700 and above levels shall be as follows:
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|-----------------|--------------|-------------|
| A. Excellent | (4) | 80% & above |
| B. Good | (3-3.9) | 65-79% |
| C. Satisfactory | (2-2.9) | 50-64% |
| D. Pass | (1-1.9) | 40-49% |
| E. Fail | (< 1, i.e.0) | < 40% |
| F. Incomplete | | |

Note: In case numerical grades are not feasible (e.g. field work, thesis, dissertation) or not required (e.g. related courses), letter grade P (Pass) or F (Fail) shall instead be used, and not counted towards the CGPA.

- ii. The minimum standard for successful performance in M.Phil. Degree programme shall be a CGPA of (3.00) by taking additional course(s) or by repeating the courses in the following semester failing which he shall be considered as withdrawn.

18. CREDITS AND AUDITS

- i. Unless otherwise noted, a credit shall represent a study in an approved course carried out for one theory hour or two laboratory hours per week per semester.
- ii. A Scholar who desire to attend a course without taking examination in that course shall be called an Auditor and shall be shown as such in the transcript. An auditor must secure the consent of the instructor before he is registered as an auditor. He shall pay the regular fees but no credit shall be granted for the course.

19. COURSE CHANGE AND CREDITS

- i. A Scholar is expected to complete the course work within the semester in which he takes that course. The supervisor may recommend an extension of time up to one year for the completion of that course. If a scholar fails to complete the course within the permitted period of extension, the course shall be shown as "incomplete" on the scholar's record and shall not be credit towards the CGPA.
- ii. A scholar may request the Head of the Institution that his status in a course be changed to that of an auditor or that he may be permitted to withdraw from a course, not later than the end of the fourth week of the semester. If the request is accepted, the scholar's record shall be marked as Auditor or as Withdrawn against that course. A scholar who fails to complete a course without having his status so changed to Auditor or Withdrawn shall receive, at the teacher's discretion, either a grade of I (Incomplete) or F (Fail)

20. COMPERHENSIVE EXAMINATION

- i. On completion of the course work, M.Phil. Research Scholars shall have to pass the comprehensive examination in the subject / discipline in order to move to the Ph.D. Programme.
- ii. On completion of the course work Ph.D. Research Scholars shall have to pass the comprehensive examination in the subject / discipline before writing up a Research Proposal.
- iii. There shall only be two chances for passing the comprehensive examination.
- iv. The comprehensive examination shall be conducted by the Graduate Studies Committee.
- v. In case of failing the comprehensive examination, a Research Scholar may continue as M.Phil. Research Scholar.

21. RESEARCH REQUIREMENTS, THESIS/ DISSERTATION

- i. The Research Proposal shall be submitted after appearing in the comprehensive examination but not later than the comprehensive of the fourth semester for the approval of the Board.
- ii. The M.Phil. Research Scholar shall pursue research work and writing up of Thesis for at least one calendar year under the guidance of the supervisor.
- iii. The Ph.D. Research Scholar shall pursue research work and writing up of dissertation for at least two calendar years under the guidance of the Supervisor.
- iv. The Research scholar shall write a Thesis / Dissertation in the field of his major subject. Four ring-bound type - written or printed copies of the Thesis / dissertation shall be submitted to the Head of Institution for onward transmission to the Director Admissions, through the Dean, for the purpose of examination.
- v. The Thesis / Dissertation shall be submitted only after due approval by the Supervisor.
- vi. A Ph.D. Research Scholar shall publish a research paper or provide an acceptance letter of such publication in a recognised journal before defending his dissertation.

22. APPOINTMENT OF EXAMINATION AND OPINION (In case of M.Phil.)

- i. The Graduate Studies Committee, in consultation with the supervisor, through the Dean of faculty, shall send a panel of examiners, comprised at least five qualified persons from within the country out of whom three examiners be appointed for the evaluation of Thesis by the Vice Chancellor.
- ii. The Director Admission shall send the Thesis to the examiners who shall examine the Thesis and communicate the result as follow:
 - a. The scholar may be recommended for the award of the degree, if reports of the majority of examiners are positive.
 - b. The scholar may be asked to revise the Thesis for re-submission.
 - c. The Thesis may be rejected.
 - d. If the majority of examiners find that the Thesis is inadequate, the scholar shall be allowed to revise and re-submit the Thesis for a fresh examination by the same examiners, within a period of twelve months.
 - e. If the majority of examiners feel that the Thesis, despite having some shortcomings, is of sufficient merit, the scholar may be permitted to improve the Thesis for re-submission within six months, but without a fresh examination. The re-submitted Thesis must carry a certificate given by the Supervisor to the effect that the shortcomings so identified have been rectified.

23. APOINTMENT OF EXAMINERS AND OPINION (In case of Ph.D.)

- i. The Graduate Studies Committee, in consultation with the Supervisor, shall send a panel of examiners, consisting of at least five experts from the Technologically Advanced Countries and three from within the country. The Vice Chancellor will appoint three examiners for the evaluation of Dissertation, one of whom shall be from within the Country. Majority positive shall count towards the award of the degree.
- ii. The external examiners for the evaluation of the Dissertation shall be qualified persons in the relevant field.
- iii. The Director Admissions shall send the Dissertation to the examiners who shall examine the Dissertation and communication the result to him as follows:
 - a. The scholar may be recommended for the award of the degree, if reports of the majority of examiners are positive. The Research Scholar shall then have to defend his Dissertation in the presence of his Supervisor and one of the external examiners.
 - b. The scholar may be asked to revise the Dissertation for re-submission.
 - c. The Dissertation may be recommended for the award of the M.Phil. degree, if majority of the examiners so advice.
 - d. The Dissertation may be rejected.
- iv. If the examiners that the Dissertation needs revision, the scholar shall be allowed to revise it. It shall be re-submitted for a fresh examination by the same examiners within a period of twelve months.
- v. If the majority of examiners feel that the Dissertation, despite some shortcomings, is of sufficient merit, the scholar may be directed to improve the Dissertation for re-submission within six months, but without a fresh examination. The re-submitted Dissertation must carry a certificate by the Supervisor to the effect that the shortcomings so identified have been rectified.

24. VIVA-VOCE

An M.Phil. Research Scholar shall be required to pass a viva-voce related to his research work. This examination shall be conducted by one of the three approved examiners in the presence of his Supervisor.

25. PUBLIC DEFENCE

A Ph.D. Research Scholar shall be required to defend the Dissertation in public to be conducted by one of the three approved examiners in the presence of the Supervisor and the members of the Graduate Studies committee, if available.

26. CHANCES FOR THE RE-SUBMISSION OF THESIS AND VIVA-VOCE.PUBLIC DEFENCE

Only once chance for re-submission of Thesis/ Dissertation shall be allowed to a scholar.

If the revised M.Phil. Thesis is not approved, the Thesis shall be finally rejected.

If the revised Ph.D. Dissertation is not approved, it may be rejected or it may be recommended for the award of M.Phil. degree.

If the Thesis/ Dissertation is adjudged as adequate but the Scholar fails in the Viva-Voce/ Public Defence, as the case may be, the Scholar may be given a chance to reappear in the Viva-Voce/ Public Defence, as the case may be, within a period not exceeding six months.

27. EXTENSION IN THE STUDY PERIOD

In special circumstances reasons to be recorded, extension in the study period up to a maximum of three years may be allowed by the Board on the recommended of the Supervisor, subject to the payment of Rs. 1000/- per semester to the University, in addition to the payment of normal fee, etc.

28. STUDY LEVEL AND NO OBJECTION CERTIFICATE

An employed person may be considered as a whole-time regular scholar with or without obtaining level of absence, subject to the production of:

“A No Objection Certificate from the Employer concerned to the effect that studies of the scholar in M.Phil. / Ph.D. degree Programme would not be affected by official duties”.

29. LEAVE OF ABSENCE

- i. On the recommendation of the Graduates Studies Committee and the approval of the Board, a Research Scholar may be allowed Leave of Absence up to two semesters on valid grounds.
- ii. Leave of Absence shall be excluded from the total period of study. The scholar shall not be required to pay any fee during the leave of absence.

30. CANCELLATION OF REGISTRATION

If a scholar does not fulfill the requirements as prescribed in Section 15 or fail in the examinations as provided under section 20 to 26, his registration shall be cancelled.

31. GENERAL REGULATION

- i. The research scholar shall have to attend at least 75% of the total contact hours of a course.
- ii. If a scholar continues as a regular student of the Institution during the period of revision of thesis, etc., he shall have to pay the tuition fee, etc., for the semester(s), for which he stays in the institution.

- iii. If a scholar qualifies the requirements under Section 24 and 25, the Head of the Institution shall forward the case to the Director Admissions for approval of the Vice Chancellor for declaration of his result.
- iv. English shall be the medium of instruction and examinations for Thesis/Dissertation of all subjects, except languages, in which the medium shall be either the language itself or English.
- v. The admission of a Research Scholar may be cancelled if his academic progress or conduct is found unsatisfactory at any stage by the Supervisor.
- vi. The scholar shall abide by the rules and regulations framed by the University from time to time.

vii. **Ph.D. DISSERTATION FORMAT**

The size of the typing paper should be 4A. The final five copies of the thesis must be hard bound in black cloth. The complete title of the Dissertation should be printed in block, golden letters at the top of the cover. In the middle of the cover, full name of the candidate should be printed. The spine should have the surname of the scholar, the year in which the Dissertation was submitted and the name of the degree for which the Dissertation was presented i.e. Ph.D.

viii. **M.Phil. THESIS FORMAT**

The size of the typing paper should be A4. The final five copies of the Thesis must be hard bound (Navy blue). The complete title of the thesis should be printed in block, golden letters at the top of the cover. In the middle of the cover, full name of the candidate should be printed. The spine should have the surname of the scholar, the year in which the Thesis was submitted and the name of the degree for which the Thesis was presented i.e. MPhil.

- ix. In case where the operation of these regulations cause undue hardship to a scholar, the Board may, for reasons to be recorded in writing, relax any of these regulations in his / her favor.
- x. Where these regulations are silent, the Board shall have the discretion to make such decision as it deems fit and proper.

32. REPEAL AND SAVING

The M.Phil. / Ph.D. Regulations 2002 are hereby repealed. All previous admissions, relating to M.Phil. / Ph.D. Degree made prior to the promulgation of these Regulations, shall be governed under the Regulations of 2002.