

BUIITEMS

Quality & Excellence in Education



Graduate Academic Rules

**Balochistan University of Information Technology
Engineering & Management Sciences**

Our Vision

To be among the leading universities of the world -accessible to all, imparting quality education and promoting cutting edge research.

Mission Statement

At **BUIITEMS**, we are committed to providing quality education with focus on research and to equip students with the art of living as productive members of society, contributing to the socio-economic uplift of Pakistan in general, and Balochistan in particular.

Our Goals

- ✘ To provide outstanding academic programs that further strengthen our performance, pre-eminence and efficiency.
- ✘ To provide an excellent teaching and learning environment to students to reach a level that matches the atmosphere prevailing at best universities in the world.
- ✘ To raise revenues from partnerships, research grants and technology transfer while strengthening our ability to more effectively invest and allocate resources for education.

Our Core Values

Accountability: We are committed stewards of the loyalty and goodwill of our alumni and friends of the human, fiscal and physical resources entrusted to us.

Diversity : We recognize that diversity leads to excellence, enhancing our teaching, scholar and service as well as our ability to respect and interact with people.

Integrity : We practice honesty, truth and integrity in all that we do.

Respect: We treat each other with civility, dignity and respect.

Social responsibility: We contribute to intellectual cultural, spiritual and economic well-being of the society.

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Preface

BUITEMS stands for quality and excellence in education and carries out business in a manner consistent with standards and quality parameters set by its statutory bodies. Documentation of academic rules for graduate programs is an important step in this direction.

These rules are designed for students of graduate programs offered at BUITEMS after careful process of refinement and scrutiny by seasoned academicians in the light of academic practices in vogue at reputed institutions of the world and guidelines provided by Higher Education Commission Islamabad. Rules given in this document are approved by higher authorities on recommendation by boards of studies of various departments.

These rules cover all aspects of academic life of students of graduate programs and are presented in this booklet for ready reference of students, teachers and other stakeholders. Students of MS, MS leading to PhD and students admitted in direct PhD programs of BUITEMS are encouraged to go through these rules carefully and plan their studies accordingly.

Engr. Ahmed Farooq Bazai
Vice Chancellor

1. Introduction

Graduate Studies Office (GS OFFICE) at Balochistan University of Information Technology, Engineering and Management Sciences (BUIITEMS) is dedicated to provide quality assurance, and systematic completion of graduate programs (MS and PhD). Graduate programs at BUIITEMS are aspired to meet the competitive edge as per market requirements and students' academic competence through the course work, field-based exercises and research studies that are relevant and useful in real life.

Graduate programs at BUIITEMS are designed keeping in view the requirements of the Higher Education Commission, and capability in meeting the competitive edge at national and international levels. Qualified faculty, well-equipped labs and structured programs at BUIITEMS provide smooth and effective commencement, progress and completion of MS and PhD programs.

1.1 Vision

Providing quality education with cutting-edge research at par with national and international standards and adding real-values in the development of society, environment, and corporate sector.

1.2 Mission Statement

Graduate programs at BUIITEMS are designed to meet competitive-edge at local and international levels, producing qualified human resource to enhance:

- the performance of society resulting in improved environment,
- socio-economic development particularly in Balochistan and Pakistan, and in the world at large,
- capacity of corporate sector

1.3 Goals

- To provide outstanding academic programs that further strengthens our performance, pre-eminence and efficiency.
- To promote research culture.
- To provide excellent teaching and learning environment to students to reach a level that matches the atmosphere prevailing at best universities in the world.
- To raise revenues from partnerships, research grants and technology transfer while strengthening our ability to effectively invest and allocate resources for education.

1.4 Core Values

All members of BUIEMS community are expected to value:

- Intellectual independence and freedom of inquiry,
- The discovery, refinement, preservation and knowledge engagement with professions and communities through responsiveness, partnerships and inclusiveness,
- Social justice including ethical practices and global citizenship,
- Economic, social and environmental sustainability, including the responsible stewardship of resources, well-being and development of staff and students.

Students can expect:

- to be treated with respect and tolerance and to pursue academic goals without fear, access to information about University regulations, policies and procedures including research and study requirements,
- the opportunity to engage with accessible and effective teaching

and professional practices and to interact with researchers and research outcomes,

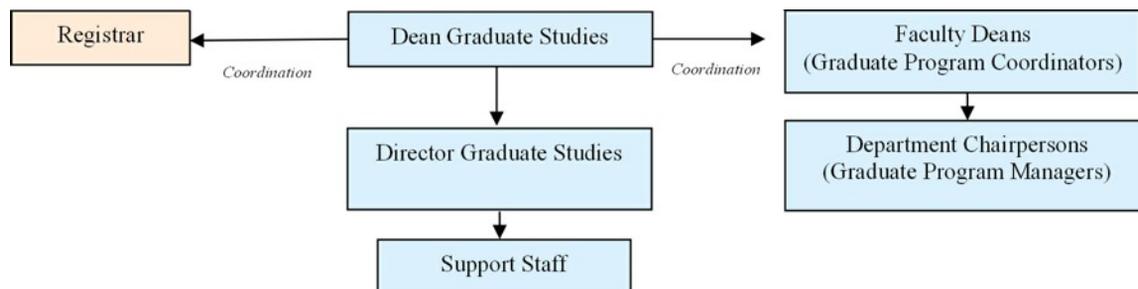
- the University staff to interact with them with honesty, integrity and respect in recognition of their intellectual property rights,
- a safe and healthy environment and provision of services including information technology, library, student support and counselling.
- Opportunities to provide feedback for the improvement of the university,

The University expects students to:

- behave in a manner that demonstrates respect and tolerance, adhering to University rules, regulations, policies and procedures,
- actively and positively participate in academic and research activities,
- interact with the University with honesty, integrity, and in a timely manner,
- recognize the intellectual property rights of the work that others produce individually or in partnership with them
- provide feedback for the improvement of the University services.

1.5 Organogram

Organogram of the Graduate Studies Office is given below:



1.6 Graduate Studies Office staff

The Graduate Studies Office provides the main administrative support to graduate students across the University. The staff members of GS OFFICE who primarily provide support for research students are:

1.6.1 Dean Graduate Studies

The Dean Graduate Studies shall be responsible for:

- Conducting the aptitude tests for Graduate research students in consultation with Registrar, Dean(s) and graduate program coordinator(s)
- Coordinating with Secretary Advanced Studies & Research Board (ASRB)
- Presenting the research titles/synopses and allocation of supervisors in coordination with Dean concerned.
- Presenting the panel(s) of examiners to ASRB.
- Interpreting examiners' reports
- Facilitating PhD thesis defense.
- Liaising with graduate program coordinator(s) and external examiners.
- Facilitating graduate training/seminar sessions.

- Dealing with graduate students' grievances and complaints in consultation with Dean concerned,
- Notifying leave of absence of graduate students

1.6.2 Director Graduate Studies

The Director Graduate Studies shall be responsible for:

- processing the admission of the graduate programs (Tests/Interviews etc.) in consultation with Registrar, Dean Graduate Studies and faculty Dean(s),
- updating the records of synopses/research proposals and theses
- updating the academic records of the students,
- issuing certificates (NOCs, clearance, bonafide etc.) to graduate student(s),
- coordinating with Director QE&A for Graduate students theses plagiarism tests,
- supporting the Dean Graduate Studies for graduate training/seminar sessions,
- any other task(s) as assigned by the competent authority.

1.6.3 Support Staff

The Support Staff shall carryout duties as assigned by the Dean /Director Graduate Studies.

1.6.4 Graduate Program Coordinator

Dean of the Faculty concerned or his/ her nominee with PhD qualification will act as Graduate Program Coordinator. His/ her roles and responsibilities include:

- to convene the synopsis/research proposal defense presentations,
- to assist Dean Graduate Studies in interpreting examiners' reports for MS students and supervisors,
- liaising with external examiners,
- forwarding research proposals based on the recommendations of the

supervisor (s) and Graduate Research Committee through concerned Chairperson and Dean for approval by ASRB,

- forwarding the graduate student's progress and seminar reports to the GS OFFICE,
- resolving differences among examiners,
- conducting Faculty based Post Graduate training/seminar sessions,
- facilitating the research students in their supervisory matters.

1.6.5 Graduate Program Manager

Chairperson of the teaching department concerned or his/ her nominee will act as Graduate Program Manager, to assist the graduate program coordinator and students. The roles and responsibilities of Program Manager include:

- responding to admission enquiries within the department,
- organizing and managing research proposal/ synopsis presentations at department level,
- dealing with graduate student inquires and problems,
- assisting students and supervisors with research related budgetary issues,
- pro-actively working with students through research presentations, seminars, maintaining regular contact etc.,
- advising students on regulations, leave, scholarships and annual progress reports,
- advising students about research ethics and related issues.

2. Responsibilities of Supervisor and Student

Each student shall be allocated a supervisor/ supervisory team as detailed below:

a. MS

- Principal supervisor (from within the University)
- Co-supervisor(s) (if deemed necessary)

b. PhD

- Principal supervisor (from within the University)
- Co-supervisor(s) (if deemed necessary)

The students' main contact will be with their principal supervisors.

2.1 Responsibilities of the Principal Supervisor

The principal supervisor is accountable to the graduate program coordinator for advising and monitoring the progress of a candidate and leading the supervisory team.

Responsibilities of a Principal Supervisor include:

- negotiating roles with co-supervisor(s), at the commencement of the candidature,
- facilitating the operations of the supervisory team in supporting the candidate's research endeavors,
- monitoring and coordinating the performance of the candidate relative to the standards required for the program,
- ensuring that necessary approvals are obtained from the relevant bodies and/ or other ethics committees for data collection where the research deals with human or animal subjects,
- reporting issues of academic misconduct to the Graduate Program Coordinator,
- bringing to attention of the Dean Graduate studies issues relating to intellectual property rights, commercial, or other confidentiality matters

concerning content of the thesis or portfolio,

- presenting the names and credentials of proposed examiners in consultation with Graduate Program Coordinator, to the Dean Graduate Studies,
- ensuring that the candidate has accurate information about supervisor's planned leave of absence/ retirement,
- development of supervisory skills of inexperienced co-supervisors.

2.2 Responsibilities Common to Principal Supervisor and Co-Supervisor

Responsibilities common to both principal supervisor and co-supervisor include:

- responding in a timely manner to research related queries,
 - guiding the student for exploring solutions for unexpected problems which arise in the research,
 - maintaining close and regular contact with the candidate,
 - ensuring originality in research work
 - ensuring acknowledgement of any substantial assistance received by the candidate,
 - commenting in a timely manner on the contents and the draft of the thesis/ examinable work,
 - provide general support and encouragement to the candidate,
 - encourage the candidate to publish the research,
 - fulfilling other obligations assigned by the University from time to time.
- supervisor,

2.3 Responsibilities of students

Responsibilities of students include:

- conducting research and developing thesis as per guidelines of the
- keeping an active contact with supervisor(s),
- keeping the schedule as agreed with the supervisor(s) and approved in the research proposal,
- taking the initiative in identifying research problems and potential solutions to these problems,
- adhering to the ethical standards which govern research,
- ensuring that the thesis conforms to the requirements of the University,
- submitting progress report bi- annually.

3. Graduate Study Programs

Graduate study programs offered at BUIITEMS are designed after careful process of refinement and scrutiny by seasoned academicians in the light of academic practices in vogue at reputed institutions of the world and guidelines provided by Higher Education Commission, Pakistan.

3.1 MS Program

The Master of Science (MS) programs at BUIITEMS will foster a broad understanding of the related subjects. This is materialized through a rigorous disciplinary and interdisciplinary program of study and a research-based education in related subjects for career or entry to PhD programs.

3.1.1 Admission

Admission test conducted by the University or its authorized testing agency with a minimum 50% cumulative score will be required at the time of admission. Valid GRE (International) test with 50 percentile score or valid GAT subject test with 60% cumulative score will also be acceptable.

3.1.2 Admission Criteria

The applicants must have completed 16 years of education or equivalent [e.g. BS (4 years) MSc/ MBA etc.] in the relevant field with at least 50% marks or CGPA 2.0 / 4.

3.1.3 Determination of Admission Merit

Admission merit would be determined as:

- a. Academic performance (terminal degree only) 50%
- b. Admission test conducted by the University or any other body authorized by HEC + Interview (30% + 20%)

Academic performance shall be determined as follows:

In case two or more candidates score equal marks and are placed at the bottom of the merit list, both / all of them shall be allowed admission in the relevant program.

3.1.4 Duration of the Program

The minimum duration for completion of the MS program is 1.5 years from the date of enrolment in the MS program. A candidate for a Master degree shall not normally be permitted to submit a thesis for examination within the first year of candidature. A candidate will be expected to present his/her thesis for examination within two years of the date of the initial enrolment in the course, excluding periods of approved leave of absence/ deferment.

The maximum duration for the completion of degree shall be four years.

3.1.5 Promotion & Probationary Period

If a student scores CGPA less than 1.5 at the end of any semester during the program of studies, the student shall be dropped from the university rolls (GPA of first semester is CGPA as well).

3.1.5.1 Probation/Cancellation of admission

- a) Whenever any student's CGPA falls between 1.5 and 2.5 he / she shall be placed on the probation for the next semester.
- b) If the student fails to raise CGPA to 2.5 or above on availing the probation period, he / she shall be dropped from the university rolls.
- c) The student eligible to continue the study program and having failed in the course(s) shall repeat the course(s) whenever such course(s) shall be offered by the faculty provided the contents of course(s) remain unchanged.
- d) The student can repeat the failed course(s) for a maximum of two times and can improve course(s) with (C/D grades) once in the entire study program.
- e) A student can improve at most three courses during the entire degree program

- f) A consecutive willful absence of two weeks or accumulative 60 days absence on part of the student may culminate the admission upon approval from ASRB. Such cases shall be forwarded by the chairperson/supervisor through Dean of the faculty.

3.1.6 Deferment of a Semester

- a) A student shall be allowed to apply for deferment of at the most one semester during his / her entire program of MS studies.
- b) The case for deferment of the program and resumption thereafter shall be placed before the Dean Graduate Studies by the chairperson of the respective department through the Dean of the faculty.
- c) A student already registered shall not pay the registration / admission fee in order to resume the studies. However, the student has to complete the degree requirements within maximum duration of the program from the date of his/her enrolment (excluding the period of semester being deferred).

3.1.7 Course Limit

A student shall be allowed to enroll for a maximum of 12 Credit Hours (CH) course work in one semester.

3.1.7.1 Credit Hours

- a. A credit hour means teaching a theory course for 50-60 minutes each week throughout the semester.
- b. A student must complete a minimum of 24 CH Course work prescribed by the department for the MS degree with CGPA ≥ 2.5 .
- c. A student must have attended at least 75% of the classes held in a course in order to be allowed to sit in the final semester examination.
- d. Having obtained CGPA ≥ 2.5 , the candidate shall do a minimum of 6 credit hour thesis to qualify for MS degree.

3.1.8 Appointment of Supervisor(s)

The appointment of principal supervisor and co-supervisor (If any) shall be processed through Graduate Research Committee and Dean Graduate Studies for approval by Advanced Studies & Research Board (AS&RB).

3.1.9 Alternate supervision

In case the principal supervisor leaves the university, the student may be provided with alternate supervision. The Chairperson in consultation with the Dean shall place the matter in the departmental/faculty Graduate Research Committee. The graduate research committee shall recommend alternate supervision (principal supervisor) for the student.

The leaving principal supervisor, however, may act as co-supervisor till the completion of the degree of the concerned student.

3.1.10 Graduate Research Committee

There shall be a Graduate Research Committee at department level. However if the minimum required number (as per HEC criteria for each program) of PhD faculty is not available then committee may be constituted at the faculty level.

Responsibilities of the committee include:

- Conducting research proposal/synopses seminars of graduate students,
- Evaluating and recommending research proposal/synopses to AS&RB for approval,
- Conducting progress seminar of graduate students prior to theses defense,
- Recommending the cases of appointment of supervisors and co-supervisors to AS&RB for approval,

3.1.11 Synopsis/Research Proposal Seminar presentation

A student has to defend his/her research proposal/synopsis in a seminar at the respective department/faculty in the presence of Graduate Research Committee. Its recommendations shall be forwarded to AS&RB through Graduate Studies office for consideration. In addition to the proposal defense, a student has to

present a progress seminar in the presence of graduate research committee.

3.1.12 Research Proposal

The research proposal will provide a justification for the proposed research. The justification should demonstrate that the student is familiar with the key literature in the area and that the candidate can critically evaluate it and use it to build an argument to justify the research question. In addition, the proposal should demonstrate that the student has the knowledge and skills to carry out the research. A research proposal may contain the following components:

Title Page

Title page of the synopsis should include title of the research

Contents page

Comprising of all the contents of the synopsis with page numbers.

Introduction

A brief description to introduce the area of the proposed research work along with background information and problem statement.

Objectives

objectives to be achieved should be clearly outlined (numbering). These objectives will indicate major aspects of the study to be undertaken.

Justification and Benefits of the Research

It is important to provide justification and benefits of the proposed research, in the light of previous work done. It should be possible in most cases to anticipate the specific and general benefits likely to be achieved as a result of completion of the proposed research.

Review of Literature

A review of the relevant and upto-date literature showing the work done previously in the area of proposed research is essential to plan further studies effectively after identifying the research gap.

Plan of Work and Methodology

A plan of work describing various aspects of the study in a logical sequence along with the methodologies to be employed, are the most important component of any research plan. Sufficient details to demonstrate that the researcher has a fairly good idea about the nature of work likely to be involved should be provided. In the case

of experimental sciences, e.g., which equipment and experimental procedures will be used to obtain the results; in the case of social sciences what resource materials will be used; whether the required information will be obtained from primary or secondary sources, etc. A time schedule for the various aspects of the proposed research may be provided wherever possible.

Place of Work and Facilities Available

In order to complete the proposed research some specialized facilities may be required. For example in case of experimental sciences different equipment may be involved or in the case of, may be, a study on a scholar, the relevant literature may be available in a foreign country. Therefore it is important to identify the place where the research work will be undertaken and whether the resources and facilities required for doing the research are available.

References

Synopsis should contain at the end a list of references, and a bibliography if required.

3.1.13 Key Milestones for MS

- A minimum of 24 CH course work with minimum CGPA of 2.5
- Successful defense of synopsis/research proposal and its approval by AS&RB.
- Progress seminar
- A minimum of 6 CH research work / thesis
- Thesis defense and viva

3.1.14 Progress

After the completion of course work and assigning research supervisor(s), the student has to maintain progress consistent with the timeframe approved in the research proposal. The progress shall be monitored and documented by the principal supervisor and graduate program coordinator of the relevant faculty and shall subsequently be communicated to the GS Office under intimation to the chairperson and faculty Dean.

3.1.15 Progress reports

The bi-annual progress report shall be completed by the end of spring and fall semesters. The student is required to indicate the work carried out during the

previous six months or from commencement. The progress shall include:

- a) Stages of the research work completed,
- b) goals met over the previous six months and goals set for the next six months,
- c) problems experienced and the level of satisfaction with the supervisory relationship.

The student shall submit the progress report to the principal supervisor who shall make recommendations on it. The report shall be forwarded to the GS OFFICE by the principal supervisor through the relevant faculty dean/ chairperson/ graduate program coordinator.

3.1.16 Leave of absence

For any unforeseen reason, when a student cannot continue with his/her studies for a short period of time, the student may seek an official leave of absence. During an approved leave of absence the student shall not pursue the studies or consume any University resources in terms of supervision and other support services. A student is not allowed to avail the semester break during his research work/ thesis; however, the student during research work and after completion of course work is entitled to four weeks annual leave (with the prior approval from principal supervisor).

Request for leave specifying the reasons, shall be made on the appropriate form. The leave beyond four weeks shall be determined by the Advance Studies and Research Board (AS&RB) on recommendation of the principal supervisor. The decision with respect to an application for leave shall be notified by the Graduate Studies Office.

3.1.17 Examination

Once a student has submitted thesis it shall be sent to the examiner for evaluation. The principles governing examination at GS OFFICE are:

- a) The examination process shall be carried out to ensure that the student has satisfied GS OFFICE regulations for the award of the degree.
- b) The faculty Dean in consultation with the concerned chairperson and principal supervisor shall propose a panel of three examiners (other than BUISTEMS) to the Dean Graduate Studies for appointment of one examiner.
- c) Examiners of theses shall be selected on the grounds of their academic and research competence in the areas of the submitted theses. They should be

active in both research and scholarship.

- d) The examiner shall not have a blood relation/ spouse, or co-authorship with the student to be examined.
- e) The duration of examination process from the date of submission of thesis to its outcome shall not normally exceed three months
- f) The examination process shall be tracked by the GS OFFICE. Students and supervisors shall be kept informed of progress at different stages of the process.
- g) All the reports and results of an examination shall be communicated to the faculty graduate program coordinator by the G.S OFFICE.

The examiner shall evaluate the thesis, provide a written report and make one of the following recommendations:

- i. **Passed** without any amendments and the candidate may be awarded the degree (NA)*.
- ii. **Passed, subject to minor amendments** as indicated in report to the satisfaction of the concerned Principal Supervisor (MA)*.
- iii. **Passed, subject to substantive amendments** along the lines as indicated in the report'. The G.S OFFICE shall constitute a committee comprising of principal supervisor and one senior faculty member nominated by the faculty dean. The student shall submit a detailed report outlining the amendments to the satisfaction of the committee without further reference to the examiner.
- iv. The thesis may be **re-submitted** to the examiner after completing the required extra work and revision indicated in the report (R)*.

(NA) no amendments, (MA) minor amendments, (SA) substantive amendments, (R) re-submit

3.1.18 Thesis Defense & VIVA

The Dean Graduate Studies in the light of examiner's report and consequent incorporation of the required amendments in the thesis shall announce a student eligible for defense and viva. The following defense process shall be followed:

- a) The examiner who has evaluated the thesis shall be invited for the defense and viva.

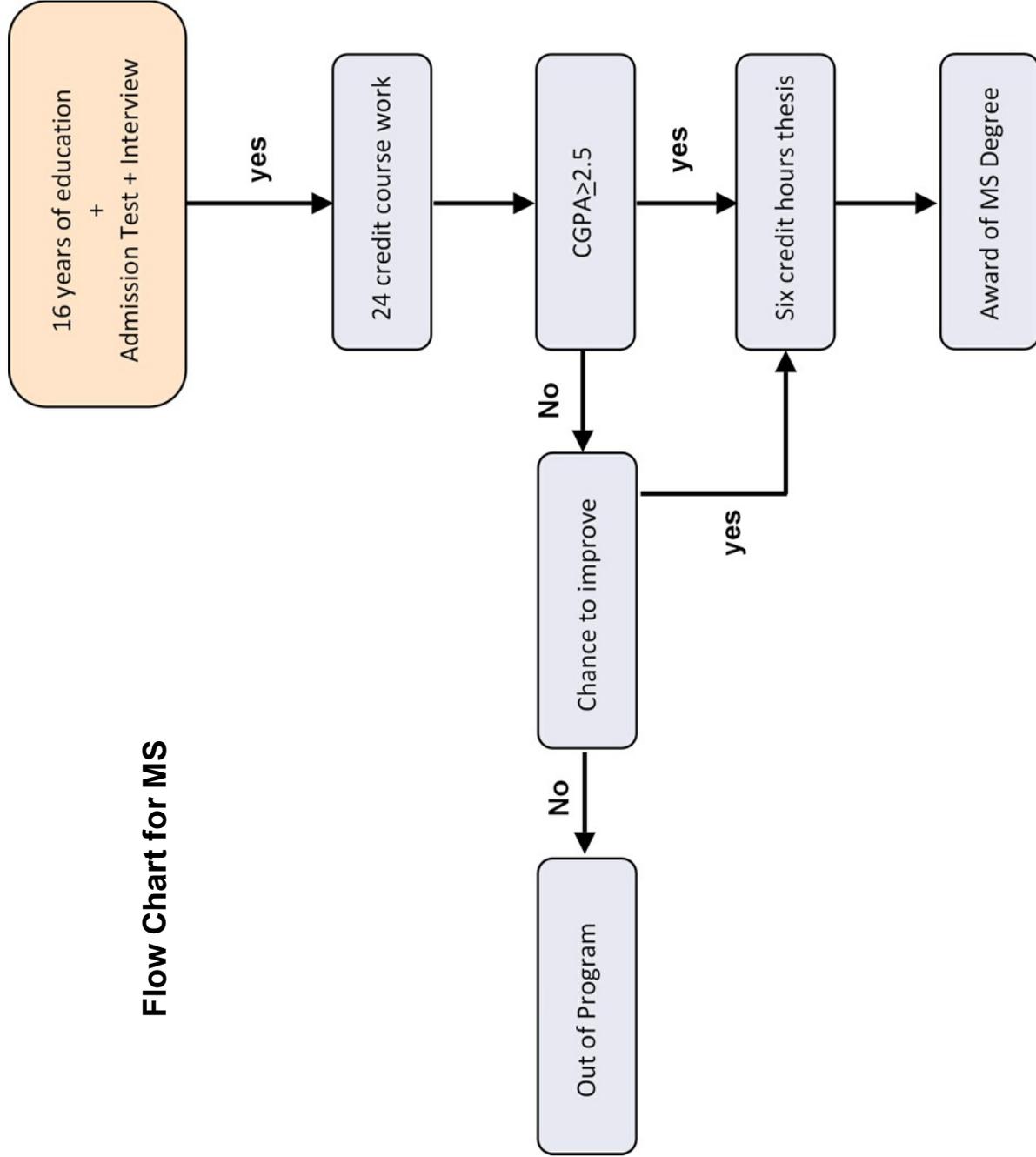
- b) The date of defense shall be notified by the Dean Graduate Studies. The defense of thesis shall be open for all.

3.1.19 Award of MS Degree

A student shall be awarded MS degree subject to the fulfillment of key milestones mentioned in 3.1.13

The concerned chairperson and Dean through GS OFFICE, on the basis of examiner's report and fulfillment of all other conditions, shall advise the controller of examinations to process the case for the award of MS degree.

Flow Chart for MS



3.2 PhD Program

PhD program is investment in future. Through our faculty of renowned academicians, pre-eminent in their fields, we impart thorough, state-of-the-art training as well as access to leading-edge thinking.

The program focuses on two aspects:

- Coursework, to provide grasp of research skills and knowledge in the field of study.
- A closely supervised thesis.
- The main objectives of PhD program are to enable the students to;
- acquire competency as an independent researcher, able to plan and carry out research, and use and disseminate its outcomes and implications,
- make original contribution to knowledge through research,
- understand the uses of theory and of theoretical frameworks,
- evaluate and apply the research of others to issues emerging in their research,
- understand academic research as a form of professional practice,
- demonstrate intellectual leadership.

3.2.1. Admission in PhD program

There are two entry points for PhD program:

- a) Direct admission in PhD program
- b) Admission in MS leading to PhD program

The details are shown in the flow chart below:

3.2.2 Direct Admission in PhD Program

The applicant must possess:

- HEC recognized MS or equivalent Degree with minimum of 30 credit hours (24 credit hour graduate level courses + 6 credit hours thesis) in the relevant field with 1st Division or equivalent grade or CGPA 3 out of 4,

- GRE (International) Subject Test with 60 percentile score or GAT subject test with 60 % marks. The University may arrange a subject test after fulfilling all conditions required by the Higher Education Commission.

3.2.3 Course Work

- The student shall have to complete minimum of 18 CH course work.
- The principal supervisor may recommend foundation non-credit courses, if required.
- A student must have attended at least 75% of the classes held in a course in order to be allowed to sit in the final semester examination.
- The student must complete prescribed course work with CGPA ≥ 3.0 .
- Any student, who gets CGPA < 3.0 , shall have to improve CGPA up to ≥ 3.0 before Doctoral Qualifying Examination (DQE).
- Failing to improve CGPA up to ≥ 3.0 , the student shall do a minimum of 6 CH thesis to qualify for MS degree provided that CGPA is ≥ 2.5 .

3.2.4 Probation/Cancellation of admission

- Whenever any student's CGPA falls between 2.0 and 3.0 he / she shall be placed on probation for the next semester
- If the student fails to raise CGPA to 3.0 or above on availing the probation period, he / she shall be dropped from the university rolls.
- The student eligible to continue the study program and having failed in the course(s) shall repeat the course(s) whenever such course(s) shall be offered by the Faculty provided the contents of the course(s) remain unchanged.
- A student can improve at the most two courses during the entire degree program
- A consecutive willful absence of two weeks during course work and accumulative 60 days absence during research work on part of the student

may culminate in cancellation of admission upon approval from AS&RB. Such cases shall be forwarded by the chairperson/supervisor through Dean of the faculty.

3.2.5 Appointment of Supervisor(s)

A student may choose a principal supervisor from within the department subject to the willingness of the supervisor and area of specialization. In case student is unable to find a suitable supervisor, the Graduate Research Committee shall assign the principal supervisor. The supervisor once assigned, shall recommend co-supervisor(s) for the student

The appointment of principal supervisor and co-supervisor(s) shall be processed through Graduate Research Committee to Dean graduate studies for approval by Advanced Studies & Research Board (AS&RB).

3.2.6 Alternate supervision

In case the principal supervisor leaves the university, the student may be provided with alternate supervision. The Chairperson in consultation with the Dean shall place the matter in the departmental/faculty Graduate Research Committee. The graduate research committee shall recommend alternate supervision (principal supervisor) for the student.

The leaving principal supervisor, however, may act as co-supervisor till the completion of the degree of the concerned student.

3.2.7 Doctoral Qualifying Examination (DQE)

- After obtaining provisional transcript from the office of the Controller of Examinations (CoE) and with the completion of the requirements of the course work, the Dean graduate studies shall announce the candidate eligible for Doctoral Qualifying Examination (DQE).
- The faculty Dean in consultation with concerned chairperson and principal

supervisor shall nominate a panel of two experts (with PhD qualification) from within faculty.

- The panel of experts along with the supervisor (s), Dean and chairperson of the department shall be responsible for paper setting, pattern, schedule and conduct of DQE.
- The result of DQE on qualified/Not qualified basis shall be placed before the Dean Graduate Studies for approval and notification by the Controller of Examinations.
- The result of DQE shall be confirmed by Advanced Studies and Research Board (AS&RB).
- After success in DQE the student shall defend research synopsis / proposal.
- In case a student is unable to qualify the DQE, the candidate may be allowed to re-appear for the last chance.

3.2.8 Duration of the PhD Program

The minimum duration for completion of PhD program is 3 years. A candidate shall be allowed to submit thesis after completion of three years from the date of enrollment.

The maximum duration for completion of degree shall be 8 years.

3.2.9 Synopsis/Research Proposal Seminar presentation

A student has to defend his/her research proposal/synopsis in a seminar at the respective department/faculty in the presence of Graduate Research Committee. Its recommendation shall be forwarded to AS&RB through GS office for consideration. In addition to the proposal defense, a student has to present a progress seminar in the presence of Graduate Research Committee.

3.2.9.1 Research Proposal

The research proposal will provide a justification for the proposed research. The justification should demonstrate that the student is familiar with the key literature in the area and that the candidate can critically evaluate it and use it to build an argument to justify the research question. In addition, the proposal should demonstrate that the student has the methodological knowledge and skills to carry out the research.

3.2.10 Confirmation of PhD Candidature

Formally each research student is admitted under probation and becomes a *confirmed* candidate only when the following conditions have been met:

- Completion of course work with CGPA \geq 3.00
- Success in Doctorate Qualifying Examination
- Approval of the research proposal/synopsis by AS&RB.

3.2.11 Deferment of a Semester

- a) A student shall be allowed to apply for deferment of at the most one semester during his / her entire program of studies.
- b) The case for deferment of the semester and resumption thereafter shall be placed before the Dean Graduate Studies by the chairperson of the respective department through the Dean of the faculty.
- c) A student already registered shall not pay the registration / admission fee in order to resume the studies. However, the student has to complete the degree requirements within maximum duration of the program from the date of his/her enrolment (excluding the period of semester being deferred).

3.2.12 Course Limit

A student shall be allowed to enroll for a maximum of 9 credit hour course work in one semester.

3.2.12.1 Credit Hours

a. A credit hour means teaching a theory course for 50-60 minutes each week throughout the semester.

- b. A student must complete a minimum of 18 CH Course work prescribed by the department for the PhD degree with CGPA ≥ 3.0 .
- c. Any student who obtains CGPA < 3.0 shall be given one chance for each subject (with C/D grades) to Improve CGPA to ≥ 3.0 .

3.2.13 Progress

After the completion of course work and assigning research supervisor(s), the student has to maintain progress consistent with the timeframe approved in the research proposal. The progress shall be monitored and documented by the principal supervisor and graduate program coordinator of the relevant faculty and shall subsequently be communicated to the GS OFFICE under intimation to the chairperson and faculty dean.

3.2.14 Progress reports

The bi-annual progress report shall be completed by the end of spring and fall semesters. The student is required to indicate the work carried out during the previous six months or from commencement. The progress shall include:

- a) stages of the research work completed,
- b) goals met over the previous six months and goals set for the next six months,
- c) problems experienced and the level of satisfaction with the supervisory relationship.

The student shall submit the progress report to the principal supervisor who shall

make recommendations on it. The report shall be forwarded to the GS OFFICE by the principal supervisor through the relevant faculty dean/ chairperson/ graduate program coordinator.

3.2.15 Leave of absence

For any unforeseen reason, when a student cannot continue with his/her studies for a short period of time, the candidate may seek an official leave of absence. During an approved leave of absence the candidate shall not pursue the studies or consume any University resources in terms of supervision and other support services. A student is not allowed to avail the semester break during his research work/ thesis; however, the student during research work and after completion of course work is entitled to four weeks annual leave (with the prior approval from principal supervisor). Request for leave specifying the reasons, shall be made on the appropriate form. The leave beyond four weeks shall be determined by the Advance Studies and Research Board (AS&RB) on recommendation of the principal supervisor. The decision with respect to an application for leave shall be notified by the GS Office.

3.2.16 Examination

Once a student has submitted thesis it shall be sent to the examiners for evaluation. The principles governing examination at GS OFFICE are:

- a) The examination process shall be carried out to ensure that the student has satisfied GS OFFICE regulations for the award of the degree.
- b) The faculty Dean in consultation with the concerned chairperson and principal supervisor shall propose a panel of seven examiners (four examiners from technologically/ academically advanced countries and three from within Pakistan) to the Graduate Studies Office for seeking of appointment of three examiners (two foreign and one from Pakistan) by the Vice Chancellor.

- c) Examiners for thesis shall be selected on the grounds of their academic and research competence in the area of the submitted thesis. They should be active in both research and scholarship.
- d) The examiner shall not have a blood relation/ spouse, or co-authorship with the student to be examined.
- e) The duration of examination process from the date of submission of thesis to its outcome shall not normally exceed six months
- f) The examination process shall be tracked by the GS OFFICE. Students and supervisors shall be kept informed of progress at different stages of the process.

3.2.17 Examiners' Reports

The reports received in sealed covers from the examiners shall be placed before the Advance Studies and Research Board (AS&RB) by the Dean Graduate Studies.

If two examiners from technologically/academically advanced countries recommend thesis of the candidate for the award of PhD degree, the AS&RB shall advise Dean Graduate Studies for conduct of public defense.

Each examiner shall examine the thesis, provide written report on prescribed proforma and make one of the following recommendations:

- i. **Passed** without any amendments and the candidate may be awarded the degree (NA)*.
- ii. **Passed, subject to minor amendments** as indicated in report to the satisfaction of the concerned Principal Supervisor (MA)*.

(NA) no amendments, (MA) minor amendments, (SA) substantive amendments, (R) re-submit

- iii. **Passed, subject to substantive amendments** along the lines as indicated in the report'. The G.S OFFICE shall constitute a committee comprising of principal supervisor and one senior faculty member nominated by the faculty dean. The student shall submit a detailed report outlining the amendments to the satisfaction of the committee without further reference to the examiner.
- iv. The thesis may be **re-submitted** to the examiner after completing the required extra work and revision indicated in the report (R)*.
- v. **Not recommended** for the awarded the degree of Doctor of Philosophy however the candidate may be considered for award of MS or equivalent degree
- vi. **Failed** and not recommended for awarded of Doctor of Philosophy degree.

3.2.18 Thesis Public Defense & VIVA

The Dean Graduate Studies in the light of examiners' report and consequent incorporation of the required amendments in the thesis shall announce a student eligible for defense and viva. The following defense process shall be followed:

- a) The examiner (from within Pakistan) who has evaluated the thesis shall be invited for the public defense and viva.
- b) In case the examiner (from within Pakistan) is not available, the alternate from the panel of internal examiners shall be invited for the public defense and viva after seeking approval from the Vice Chancellor through Dean Graduate Studies.
- c) The date of open defense of PhD candidate shall be notified by the Dean Graduate Studies. The defense of thesis shall be open for all interested persons.

3.2.19 Award of PhD Degree

A student shall be awarded PhD degree subject to the fulfillment of the following requirements:

- a) Confirmation of PhD candidature
- b) Positive examiners' reports / addressal of reviewers' comments
- c) Successful public defense and viva
- d) Publication of at least one paper in a journal as per HEC policy before the award of the PhD degree.

3.3 MS Leading to PhD Program

Admission test conducted by the University or its authorized testing agency with a minimum 50% cumulative score will be required at the time of admission. Valid GRE (International) Test with 50 percentile score or valid GAT subject test with 60% cumulative score will also be acceptable.

3.3.1 Admission

Admission test conducted by the University or its authorized testing agency with a minimum 50% cumulative score will be required at the time of admission. Valid GRE (International) Test with 50 percentile score or valid GAT subject test with 60% cumulative score will also be acceptable.

3.3.2 Admission Criteria

The applicants must have completed 16 years of education or equivalent [e.g. BS (4 years) MSc/ MBA etc.] in the relevant field with at least 50% marks or CGPA 2.0 / 4.

3.3.3 Determination of Admission Merit

Admission merit would be determined as:

- a. Academic performance (Terminal degree only) 50%

- b. Admission test conducted by the University or any other body authorized by HEC + Interview (30% + 20%)

Academic performance shall be determined as follows:

In case two or more candidates score equal marks and are placed at the bottom of the merit list, both / all of them shall be allowed admission in the relevant program.

3.3.4 Course Work

3.3.4.1 Course Work Part-I

A student, prior to conversion to the PhD program, must:

- Complete at least 24 CH course work of MS degree program with CGPA ≥ 3 ,
- Qualify GAT subject test with 60% cumulative score

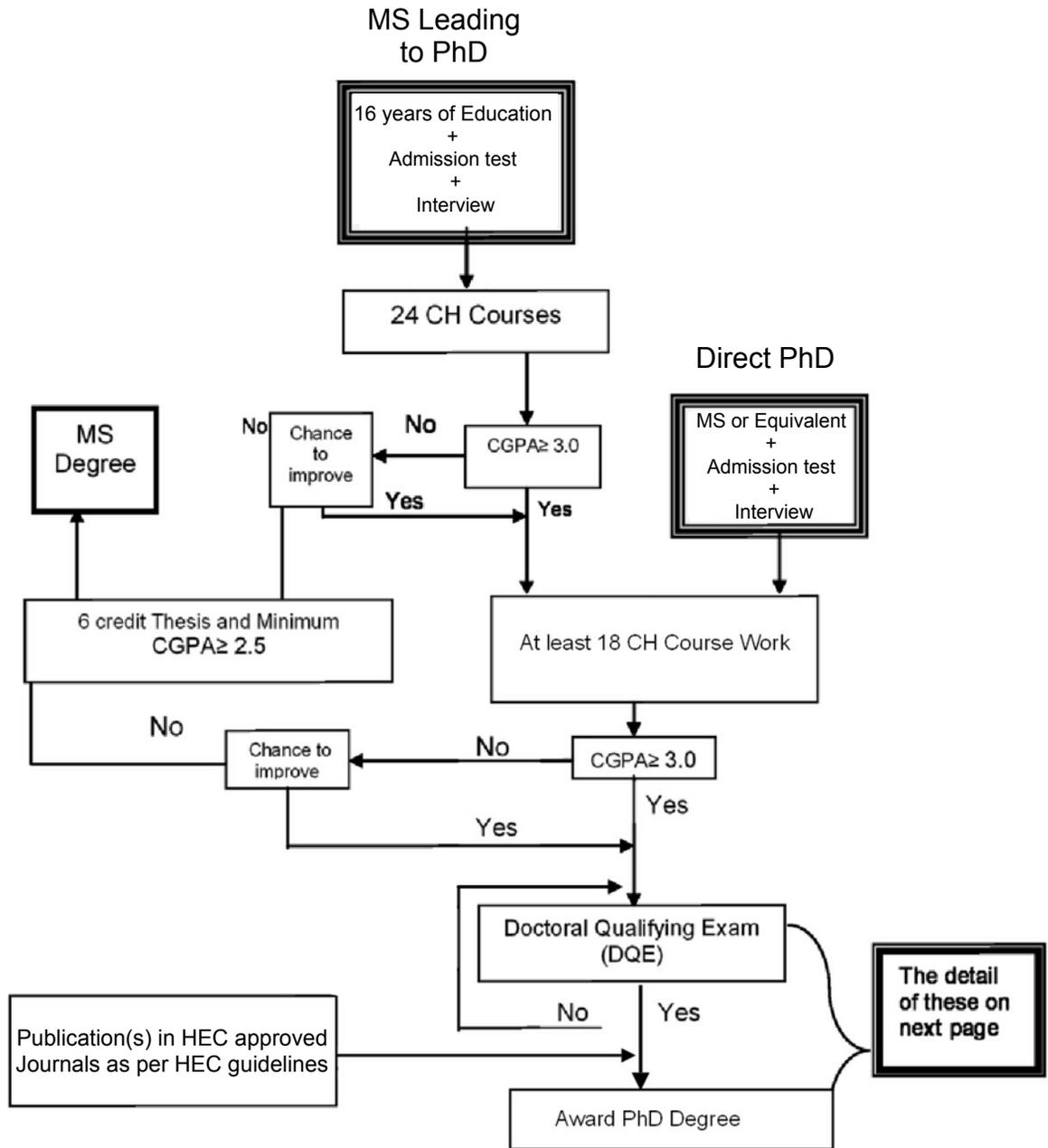
Any student who obtains CGPA < 3.0 shall have to improve CGPA to ≥ 3.0 , failure to improve CGPA ≥ 3.0 , but having earned CGPA ≥ 2.5 , the candidate may opt for 6 CH thesis for MS degree only.

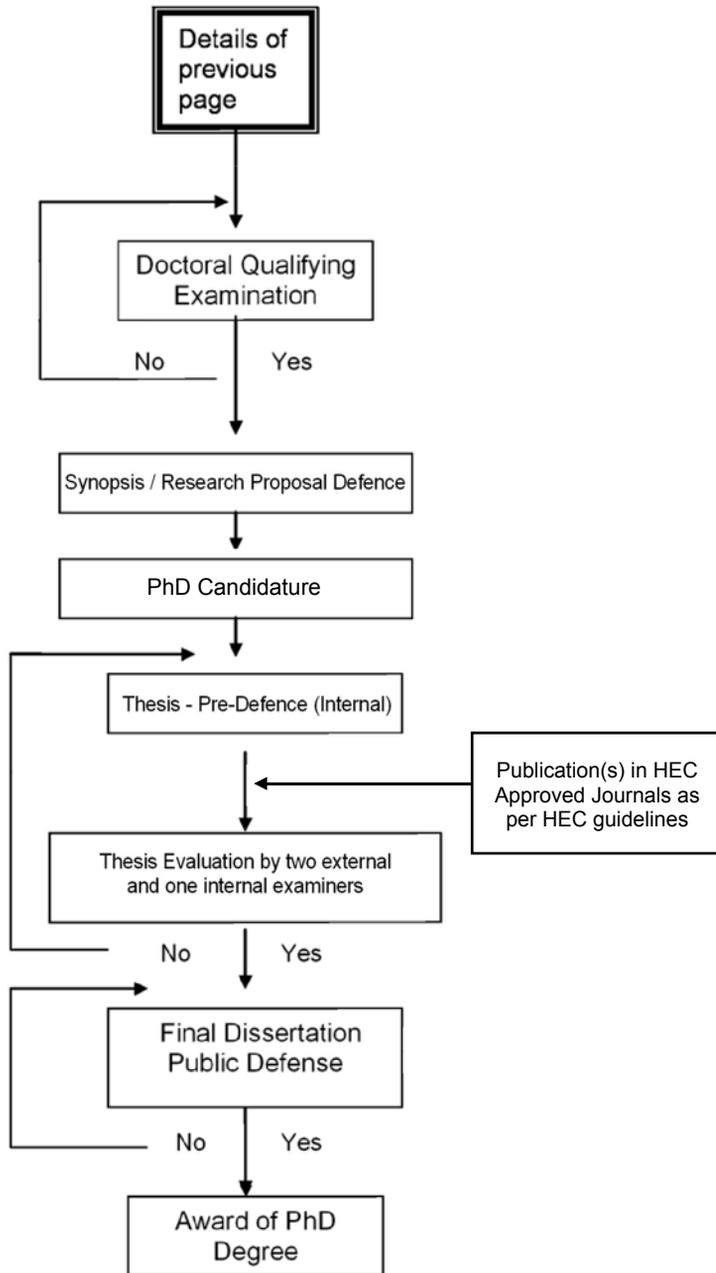
3.3.4.2 Course Work Part-II

In addition to the course work mentioned above (24 CH)

- the student shall have to complete minimum of 18 CH course work.
- The student must complete prescribed course work with CGPA ≥ 3.0 .

Any student, who gets CGPA < 3.0 , shall have to improve CGPA up to ≥ 3.0 before Doctoral Qualifying Examination (DQE). Failing to improve CGPA up to ≥ 3.0 , the student may do a minimum of 6 CH thesis to qualify for MS degree provided that CGPA is ≥ 2.5 .





3.5 Marks, Grade Points, Letter Grades for MS/PhD

3.5.1 Letter grades are used only for individual courses and not for semester GPA or CGPA. Grade points for each letter grade are given below:

Marks Range	Grade Point	Grade
85 and above	4.00	A
80-84	3.70	A-
75-79	3.30	B+
70-74	3.00	B
65-69	2.70	B-
61-64	2.30	C
58-60	2.00	D
00-57	0.00	F

*fraction in marks is to be rounded as a whole number.

3.5.2 The percentage of marks or values of grades other than grade points shall not be reported on the transcript whether these are relative grades or absolute grades.

3.5.3 The course instructor, on his / her own accord or in consultation with the Dean / Chairperson of department of the concerned faculty / department, may decide to use curving for award of letter grades instead of using fixed percentages tabulated above.

3.5.4 Mid-semester and final semester answer books of each student should be shown to the student after marking.

3.5.5 Re-evaluation of answer books is not allowed after declaration of result; however, in such cases, a student may apply for recounting of marks.

3.6 Ethics

In developing research proposal the student need to explicitly consider the ethical implications of various aspects of the research. Formally, if the proposed course of research raises ethical issues then student need to obtain a formal ethical clearance from the ethics committee before undertaking the research.

BUITEMS

Quality Policy Statement

BUITEMS contributes in defining standards and systems for the up-lift of socio-economic order through quality education and services by:

- ❖ Providing an environment conducive to learning, teaching, academic inquiry and innovation
- ❖ Maintaining academic excellence and professionalism
- ❖ Adhering to established systems for ensuring good governance for management and transfer of knowledge
- ❖ Benchmarking with other leading institutions of higher education for improvement
- ❖ Enhancing efficient and effective operations by encouraging participation of stakeholders
- ❖ Pursuing continuous improvement through creativity, team work and adaptation to change

For

- ❖ Playing a catalytic role to achieve the national, regional and global harmony.

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