



Balochistan University Of Information Technology, Engineering & Management Sciences, Quetta

BUITEMS

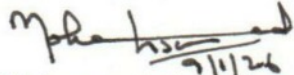
Quality & Excellence in Education

Dated: 9th January-2026

NOTIFICATION

Ref. ADR-41(Senate)/BUITEMS/2024/4941-49.../The BUITEMS Senate, in its 13th meeting held on 28-10-2025, approved the BUITEMS Academic Regulations for Undergraduate and Graduate Programs, duly recommended by the BUITEMS Academic Council in its 25th meeting held on 28th December-2023 and in its 26th meeting held on 30th July-2024 and the Syndicate in its 42nd meeting held on 13th & 20th October-2025.

2. The Academic Regulations for Undergraduate Programs shall be implemented with effect from Spring-2026, while the Graduate Program Regulations stand approved with effect from their date of implementation, i.e., Spring-2024, in accordance with the instructions of the Higher Education Commission (HEC), Islamabad.


(Mohammad Ahsan Achakzai)
Acting Registrar

Distribution :

1. Executive Secretary to Vice Chancellor, BUITEMS.
2. P.A to Pro Vice Chancellor, BUITEMS.
3. Director, Students Affairs & Academics, BUITEMS.
4. Dean, Graduate Studies Office, BUITEMS.
5. Director, Quality Enhancement & Accreditation, BUITEMS.
6. Resident Auditor, BUITEMS.
7. Relevant File.
8. Master File.

BUITEMS Academic Regulations for Graduate Programs

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NOTIFICATION

No.....4941-49...../ In exercise of the powers conferred by sub-section (1) of Section 36 of the Balochistan Universities Act-2022, the University on recommendations of its Academic Council and Syndicate, and with the approval of the BUIEMS Senate is pleased to make the following Academic Regulations, to regulate the graduate programs of studies of the University.

ACRONYMS

ASRB: Advanced Studies & Research Board

B. Com: Bachelor of Commerce

BDS: Bachelor of Dental Surgery

BS: Bachelor of Science

BUITEMS: Balochistan University of Information Technology, Engineering & Management Sciences

CGPA: Cumulative Grade Point Average

CH: Credit Hour

DAI: Degree Awarding Institute

DVM: Doctor of Veterinary Medicine

GEP: Graduate Education Policy

GRE: Graduate Record Examination

GS Graduate Studies

HAT: Higher Education Aptitude test

HEC: Higher Education Commission

HEIs: Higher education institutions

HJRS: HEC Journal Recognition System

HSSC: Higher Secondary School Certificate

IEEE: Institute for Electrical and Electronics Engineers

LLB: *Legum Baccalaureus* (Bachelor of Laws)

LLM: *Legum Magister* (Master of Laws)

MBA: Masters in Business Administration

MBBS: *Medicinae Baccalaureus Baccalaureus Chirurgiae* (Bachelor of Medicine-Bachelor of Surgery)

MPhil: Master of Philosophy

MS: Master of Science

NOCs: No Objection Certificates

Pharm D: Doctor of Pharmacy

PhD: Doctor of Philosophy

RAC: Relevance Assessment Committee

R&D Research & Development

1. Chapter 1

Preamble

The Academic Rules for the Graduate programs of studies offered by BUITEMS are in line with the guidelines provided by Higher Education Commission Pakistan. Aspects covered in these regulations include admission, duration of graduate programs; attendance, struck-offs, readmission, change of program, promotion & probation, freezing of semester, course limit, examinations, award of degree, repetition of courses, improvement of grades, maintenance of course files, migration / credit transfer, fee refund policy and discipline/conduct at University Campuses.

1.1. Short title, commencement and applicability

- II. These regulations may be called the BUITEMS Academic Regulations for Graduate Programs of Studies, 2023.
- III. This policy shall be effective from Spring 2024 (the “Effective Date”). Any additional requirements in this policy in comparison with the HEC’s previously applicable policies on MS/MPhil/Equivalent & PhD Programs (2016 and 2021) shall apply from the Effective Date and shall not be retroactively applicable.
- IV. These Regulations shall henceforth replace and repeal the previous Academic Rules of the University covering matters of the graduate programs of studies.

1.2. Definitions

In these Regulations, unless there is anything repugnant in the subject or context,

- (a) Academic Calendar: A schedule of the whole academic year (including spring and fall semesters, starting date, holidays during the semester, semester termination date, Mid-Term exam week, Final exam week, Result notification date etc.)
- (b) “Academic Council” means the Academic Council of the University;
- (c) “Academic Department” means a teaching department, institute, center of studies, center of excellence, campus, sub-campus, school or research institute maintained and administered, or recognized by the University, in accordance with the University Act or as may be prescribed;

- (d) Accreditation Councils: A council established either by the Act of Parliament or under clause 10(e) of the HEC ordinance 2002 to carry out accreditation of institutions including their departments, faculties, and disciplines by giving them appropriate ratings
- (e) Adjunct Faculty: A contractual faculty member, temporary or part-time, hired outside their fulltime profession such as researchers and scientists at any R&D or public/private sector organization, by educational institutions, typically colleges or universities, to teach specific courses or provide instructional support
- (f) “Act” means the BUIITEMS Act;
- (g) “Authority” means any of the Authorities of the University specified for any purpose as per these regulations;
- (h) “Chancellor” means the Chancellor of the University;
- (i) “Commission” means the Higher Education Commission of Pakistan;
- (j) “Committee(s)/ Sub-committee(s)” means the Committees specified or set-up in terms of Chapter VII of these Regulations;
- (k) “Controller of Examinations” means the Controller of Examinations of the University;
- (l) Credits Hours: A uniformly recognized measure of time and effort expended to acquire knowledge, skills, competencies, and recognition that a learner has successfully completed the prior course of learning, corresponding to the qualification at a given level. One credit hour is equal to one hour of student – teacher contact per week for the aforementioned purpose.
- (m) “Dean” means the head of a faculty or the head of an academic body granted the status of a Faculty by the University and/or its Act or by the Statutes or Regulations;
- (n) “Faculty” means an academic unit of the University consisting of one or more academic departments, as per the University Act or as may be prescribed through statutes;
- (o) Graduate level: As defined in the National Qualifications Framework, this is equivalent to level-7 and level-8 qualifications.
- (p) Level 6 Degree Programs: As defined and mentioned in the National Qualifications Framework including Bachelor (Hons): BS, B.E., B Arch., BSc (Eng), BSc (Agri), B.Tech (Hons), LLB, B.Com, MBBS, DVM, BDS, Pharm D etc.

- (q) Level 7 Degree Programs: As defined and mentioned in the National Qualifications Framework including MS, MPhil, MBA, MSc (Eng.), ME, M. Tech., LLM etc.
- (r) Level 8 Degree Programs: As defined and mentioned in the National Qualifications Framework, this includes PhD.
- (s) National Qualification Framework: An approved framework of Pakistan's national qualifications classifying them into eight hierarchical levels that is from level-1 to level-8, based on learning outcomes i.e., skill, competence and knowledge specified against each.
- (t) "Prescribed" means prescribed by Statutes, Regulations or Rules and made under these Regulations or the University Act;
- (u) "Pro-Vice Chancellor" means the Pro-Vice Chancellor of the University;
- (v) "Recognized University" means any University incorporated by law and recognized by Higher Education Commission of Pakistan;
- (w) "Registrar" means the Registrar of the University;
- (x) "Registered Graduate" means a Graduate of the University who has his/her name entered in the register maintained for the purpose;
- (y) "Regulations" mean the BUITEMS Academic Regulations for Graduate Programs of Studies, 2022;
- (z) "Schedule" means a Schedule to these Regulations;
- (aa) "Session" means the Academic Session of the student during which his/her admission is allowed by the University;
- (bb) "Senate" means the Senate of the University;
- (cc) "Statutes", "Regulations" and "Rules" mean respectively the Statutes, the Regulations and the Rules made by the University in accordance with provisions of its Act from time to time;
- (dd) "Student" means a student who is registered with the University for the Graduate program of study, for a specific academic session;
- (ee) "Syndicate" means the Syndicate of the University;
- (ff) "Teachers" include Professors, Associate Professors, Assistant Professors, Lecturers and such other persons as may be declared to be teachers through statutes, rules or

regulations engaged whole-time by the University or by any constituent or affiliated college(s) of the University;

(gg) “University” means the Balochistan University of Information Technology, Engineering and Management Sciences; and,

(hh) “Vice-Chancellor” means the Vice-Chancellor of the University.

2) Words and expressions used in the masculine shall apply to the feminine where applicable, and wherever the context of these statutes requires, the plural shall be read as the singular and the singular as the plural.

3) Words and expressions used but not defined herein above in sub-section (1), unless the context otherwise requires, shall have the same meaning(s) as assigned to them by BUIITEMS Act or Syndicate/Senate of the University from time to time, as the case may be.

2. CHAPTER II ADMISSIONS

2.1. Programs of Studies offering

- 1) The University shall offer admission in the programs of studies as per its charter, needs in the job market, on guidance of its statutory bodies from time to time, and on fulfillment of requirements of the relevant accreditation bodies, the physical and technological requirements of the University, as the case may be.
- 2) The Programs of studies offered by the University shall have semester system of studies.
- 3) The title of the programs shall be defined in light of the “Criteria for Use of Titles/Nomenclature for the Degree” as listed in the National Qualification Framework (2015).
- 4) The curriculum of the program shall be consistent with the guidelines issued by the HEC and international best practices.

2.2. Admission Policy of the University

- 1) The University shall continue following and implementing its Admission Policy duly approved by its statutory bodies.
- 2) The University shall further be authorized to devise, revise and/or amend its Admission Policy through regulations, subject to approval of the Syndicate for grant of admissions to students from time to time.

Provided that such revised Admission Policy shall be in accordance with the Graduate Education Policy 2023 of the Higher Education of Pakistan and applicable from the date of its approval from the Syndicate, to be declared by notification through Registrar.

2.3. Admission Process

- 1) The Registrar, through BUIEMS Graduate Studies Office shall cause the admission advertisement on recommendations of the BUIEMS Admissions Committee.
- 2) Such advertisement shall mention details of program offerings, session of studies, important dates relating to admissions, guidelines for the candidates how to apply, the non-refundable application processing fee as may be prescribed from time to time, and the required documents for establishing his/her candidature.
- 3) The Admission Advertisement shall be publicized through leading daily newspaper(s) and through University’s official website.

- 4) The details relating to the eligibility criteria in each program of study offered shall be made available on official website of the University.
- 5) The applications shall be received at Admission Office/Graduate Studies Office of the University or through a designated officer on its Campuses/Sub-campuses/Constituent colleges/ Affiliated colleges, as the case may be.
- 6) The University shall have the right to reject incomplete admission forms, or those, received after the due date.
- 7) The candidates who meet the required criteria of admission, shall be subjected to appear for taking Admission Entry Test arranged by the University, or through its designated third party at a specific date.
- 8) The candidates who meet the required criteria of admission, and fall on the merit list of the admissions in their relevant programs of studies, may be offered provisional admission by the University.

2.4. Admission Criteria

2.4.1. MS programs

- 1) The applicants must have completed 16 years of education or equivalent [e.g. BS (4 years) (minimum 120 credit hours) after HSSC/F.A./F.Sc/Grade 12 or Equivalent, in the relevant field with at least 60% marks or CGPA 2.5 / 4.
- 2) The applicant must have passed GRE/HAT General / Equivalent tests /GAT general test with 50% marks or subject test with at least 60% marks, conducted by any testing agency authorized by HEC.

2.4.2. PhD programs

- 1) Prior to admission into a PhD program, the student shall have been awarded MS/MPhil or equivalent degree as described in this policy
- 2) For admission in PhD programs, a minimum CGPA of 3.0 (out of 4.0 in the semester system) or 60% (in the annual system) in the MS/MPhil/equivalent degree shall be required.
- 3) If the CGPA/Percentage is not mentioned on the transcript, the candidate must produce equivalent weightage from the parent university.
- 4) The applicant must have passed GAT subject test or GRE/HAT subject test or GRE/HAT General test with at least 60 %, conducted by the university or any testing agency authorized by HEC.

2.5. Statement of Purpose

As part of the application for admission to PhD programs, applicants shall be required to submit a statement of purpose, which shall form an integral part of the application. The admissions committee shall use the information provided to ascertain the preparedness and interest of the candidate in pursuing doctoral studies, and whether the department has the requisite resources to train and supervise the doctoral candidate in the subspecialty in which the applicant is interested. A statement of purpose shall, at least, include the following:

- ☐ Motivation
- ☐ Title of the potential research proposal
- ☐ Clear articulation of the current understanding of the intended field and ideas for potential research
- ☐ Explanation of the intended impact of the proposed research
- ☐ The prospective candidates shall demonstrate passion and enthusiasm for the area of research.
- ☐ Minimum and maximum word limit shall respectively be 500 and 1500.

2.6. Determination of Merit

- 1) The merit shall be determined separately for each program of study keeping in view the overall percentage weight-age and performance of the candidate measured on following scale:

- | | | |
|----|--|-----|
| a. | Marks/CGPA secured in terminal degree: | 50% |
| b. | Marks secured in Admission Entry Test: | 30% |
| c. | Marks secured in Interview: | 20% |

Provided that the University may include any other requirement at its own, or as per requirements of the field of study, accreditation body of the relevant program of study, and may assign it percentage weight-age while calculating and determining the merit.

- 2) The merit lists containing names of the successful candidates shall be displayed at main Notice Boards of the University as well as on official website of the University with a defined last date for depositing fee.
- 3) Seats allocated to the candidates who fail to deposit fee within the prescribed date, shall be considered vacant on expiry of the stipulated date, and the University shall be at liberty to assign/ allocate those to the candidates who are on waiting list of the merit for each program of study.

Provided that each time such arrangement is made, a stipulated date/ time for depositing fee shall be notified by the University.

Provided further, that for the program(s) of studies where no candidates are recorded on the waiting list, the University may allocate those to the candidates from other program of studies, subject to fulfilment of the basic criteria of admission and matching the merit percentage.

2.7. Grant of Provisional Admission

- 1) The candidates who fall on the merit list, and consequently deposit their fee within stipulated time, shall be granted Provisional Admission by the University. Such provisional admission shall be subjected to verification of educational documents from the issuing authority, and checking the character / antecedents of the candidate from the organizations as may be specified by the University, within the first two semesters of the provisional admission.
- 2) In case educational documents of the student are found forged / tempered, or any objectionable question on the character / antecedents of the student are recorded, the University shall have the right to cancel his/her admission without any further notice.

2.8. Confirmation of Admission

- 1) On verification of educational documents and character/ antecedents of the provisionally admitted student, the candidature of student shall be confirmed for pursuing his/her studies in his/her relevant field. For PhD, the students will also need to meet the below mentioned criteria
 - a. completion of course work with CGPA ≥ 3.00
 - b. success in Doctoral Qualifying Examination
 - c. approval of the research proposal/synopsis by AS&RB

- 2) Such confirmation of admission shall not guarantee the award of relevant degree, unless the candidate meets all other requirements of the same as mentioned in these regulations, or other relevant rules, regulations, policies, procedures, requirements of accreditation bodies, as framed and/or adopted from time to time by the University.
- 3) The university shall devise and notify a timeline for each of the milestone mentioned above.

2.9. University Fee

- 1) On securing provisional admission, the student shall be required to deposit the fee in university accounts, as may be prescribed and notified from time to time.
- 2) The University shall be authorized to charge and receive such fee and other payments for the academic services, admissions, courses offered, examinations, laboratory services, hostel, transport facility, library facilities, co-curricular activities and such other academic and non-academic activities as it may determine from time to time, through regulation, subject to approval of the Syndicate.
- 3) An increase, decrease in any fee or related charge may be implemented on approval of the Syndicate, and shall be made applicable from the date of issuance of notification, duly signed by the Registrar.
- 4) The university shall refund the Security Fee to the student on completion of the program of study, or on cancellation of the admission, subject to submission of clearance certificate mentioning that nothing is outstanding against the student and the relevant quarters, i.e. the office of Department Chair, Lab, Library, Student Affairs Office, Hostel, State Bank Library and Accounts section, have provided their clearance certificate.
- 5) The admission and registration fee deposited shall not be refunded to a student in any case. Further, Prospectus charges and the application processing fee shall not be refunded.
- 6) The student shall be entitled for 100% fee refund If the university advertises a program of study and then, for some reason(s), discontinue that program of study,
- 7) If any student requests for cancellation of his/her admission, he will be entitled to a fee refund as per the following details:

Fee Refund•	Prescribed Time Duration**
Full (100%) Fee Refund	Up to 7th day of commencement of classes
Half (50%) Fee Refund	From 8th – 15th day of commencement of classes
No Refund (0%) Refund	From 16th day of commencement of classes

• Percentage of Fee shall be applicable on all components of fee, except for security & admission charges.

** Timeline shall be calculated continuously, covering both weekdays and weekend.

3. CHAPTER III TEACHING AND ACADEMIC ADMINISTRATION

3.1. Duration of the Program

3.1.1. MS/MBA/PhD Programs of Studies

- a. The MS/MPhil degree shall be awarded by the universities not before the completion of 1.5 years or three (03) regular semesters and not after completion of four (04) years or eight (08) regular semesters, save exceptions mentioned at clause 3.1.1. (c).
- b. The PhD degree shall be awarded by the universities not before the completion of 03 years or six (06) regular semesters and not after completion of eight (08) years or sixteen (16) regular semesters, save exceptions mentioned at clause 3.1.1. (c).
- c. In case a student is unable to secure an MS/PhD within the prescribed timeframe and claims for extension in duration, the university may constitute appropriate authority and determine the causes of delay. In the event of force majeure (i.e., delay on account of circumstance beyond the control of student), the university may grant an extension in the period of award of MS/MPhil degree in accordance with the duration limiting factor(s) and shall also take corrective measures in case the delay is caused by process or administrative reasons.
- d. The minimum and maximum duration for completion of the MBA 1.5 years' degree shall be one and half year as minimum duration (equally divided into three semesters), and two and half years (05 semesters) as maximum duration respectively.
- e. The minimum and maximum duration for completion of the MBA 2 years' degree shall be two years as minimum duration (equally divided into four semesters), and three and half years (07 semesters) as maximum duration respectively

- f. The completion date of PhD degree shall be reckoned with the date of notification of the award of PhD degree.
- g. The maximum duration shall be determined from the date of student enrollment until the date of the completion notification of the PhD degree.
- h. Each semester shall spread over eighteen (18) weeks, including sixteen (16) weeks for teaching, and two (02) weeks for the conduct of examinations.

3.2. Credit Hours Requirement

- a. A student must complete a minimum of 24 CH course work (In case of degree with coursework + Research) and 30 CH (Degree with coursework only) prescribed by the department for the MS degree with CGPA ≥ 2.5 . In case of PhD, the minimum requirement shall be 18 CHs.
- b. A student shall be allowed to enroll for a maximum of 12 and 09 Credit Hours (CH) course work in one semester respectively for MS and PhD program of studies.
- 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 term examination.
- d. Having obtained CGPA ≥ 2.5 , the candidate shall do a minimum of 6 credit hour thesis to qualify for MS degree (with research).
- e. The PhD student must complete prescribed course work with CGPA ≥ 3.0 .
- f. Any student, who gets CGPA < 3.0 , shall have to improve CGPA to ≥ 3.0 to appear in the DQE.
- g. 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 .

3.3. Attendance and Punctuality

1. Students shall have to be punctual and regular in attending all lectures, laboratory periods, semester sessions, seminars, presentations, fieldwork, research projects and research thesis etc. as required for each course and overall program of study.
2. The students shall have to meet the minimum attendance requirements as notified by the Registrar from time to time, so as to make himself/herself eligible for appearing in the Final examination. In case the student fails to meet the required percentage of attendance; he/she shall not be allowed to take final examinations.

3.4. Probation/Cancellation of admission

1. If a student scores CGPA less than 1.5 (for MS) and 2.0 (for PhD) at the end of any semester during the program of study, the student shall be dropped from the university rolls (GPA of first semester is CGPA as well).
2. In MS programs, whenever any student's CGPA falls between 1.5 and 2.5 he / she shall be placed on the probation for the next semester. 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.
3. In PhD programs, 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.
4. The student eligible to continue the study program and having failed in the course(s) shall repeat the course(s) whenever such course(s) are offered by the faculty provided the contents of course(s) remain unchanged.
5. In MS programs, 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
6. A consecutive willful absence of two weeks or accumulative 60 days' absence on part of the student may result in cancellation of admission upon approval from ASRB. Such cases shall be forwarded by the chairperson/supervisor through Dean of the faculty.

3.5. Deferment (Freezing) of a Semester

- 1) A student, for any justified reason, shall be allowed to apply for deferment of at the most one semester during entire program of MS/PhD studies, provided that freezing semester shall be within the initial two years (4 semesters) of a study program.
- 2) The cases for deferment of the semester and resumption thereafter shall be placed before the Pro Vice Chancellor, by the Dean Graduate Studies, duly recommended by the Chairperson of the respective department through the Dean of the faculty, for approval.
- 3) 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 enrolment (excluding the period of semester being deferred).

3.6. Appointment of Supervisor(s)

1. In MS programs, the appointment of principal supervisor and co-supervisor (If any) shall be processed within the first two semesters through Graduate Research Committee and Dean Graduate Studies for approval by Advanced Studies & Research Board (AS&RB).
2. In PhD programs, a student may choose a principal supervisor from within the department/faculty subject to the willingness of the supervisor and area of specialization. In case student is unable to identify a suitable supervisor, the Graduate Research Committee shall assign the principal supervisor provided that
 - a) the supervisor shall be according to the eligibility criteria of Higher Education Commission, received from time to time for the purpose
 - b) The research supervisor shall be provisionally allocated to a doctoral student by the department from the date of enrollment, and shall be presented before AS&RB for final approval.
3. The supervisor once assigned, shall recommend co- supervisor(s) for the student (At least one from the same department of the university). In cases where the research area is interdisciplinary, one of the co-supervisors shall be from that particular discipline.
4. The processed cases will be forwarded to the Dean graduate studies for further submission to the Advance Studies & Research Board (AS&RB) for approval.
5. In case the principal supervisor leaves the university, the student may be provided with alternate supervision (Principal Supervisor). 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 of the concerned student.

3.6.1. General Guidelines/Conditions to Supervise Doctoral Research

The following general guidelines shall, at least, be required while allocating a PhD supervisor. At the time of supervisor allocation, the supervisors:

1. Shall be a PhD degree holder complying with the criteria and standards provided in the HEC policy.
2. Must be relevant to the field of research in which the student intends to conduct research.
3. Should have NO CONFLICT OF INTEREST in personal, financial, or professional stakes.
4. Should be capable of conducting themselves in a professional and respectful manner throughout the supervision process.

5. Should be capable of maintaining confidentiality and protecting the intellectual property of the dissertation.
6. Should, primarily, be a regular faculty member or researcher at a public or private university or DAI, or position of researcher or scientist at any R&D or public/private sector organization. However, in the case of a non-faculty PhD supervisor, who otherwise meets the criteria of being a PhD supervisor, shall be taken as an adjunct faculty member, for a period not less than the minimum time required to complete the student's PhD research, prior to assigning a PhD supervision. Such a person shall also provide an NOC from the parent organization.
7. The research supervisor shall be allocated to a doctoral student from the date of enrollment/in first semester.
8. The supervisory workload of research supervisors should be determined based on the nature of the institution, availability of teaching and research facilities, and the academic standing of supervisors. However, it is mandated that the maximum supervisory load shall not exceed five PhD students, simultaneously. Further, fresh PhDs can supervise MS/MPhil and co-supervise PhD students, while a PhD faculty member, after two years of obtaining a PhD degree, can supervise one PhD student in 3rd year, two PhD students in 4th year and maximum up to 5 PhD students from 5th year onward, subject to fulfillment of other conditions provided in this policy.
9. The university/DAI/HEI shall allocate supervision/research space to the doctoral students.
10. PhD research work completed under supervision is a shared property of supervisor, supervisee and the university. All publications resulting from such research shall, therefore, reflect the authorship of both parties and shall be subject to mutual consent along with affiliation to the university.

3.7. Publication Requirements

In addition to fulfilling the General Requirements, a PhD supervisor must publish research articles in the HEC's recognized research journals and the category specified in the HJRS for the publication year. These conditions are different for different disciplines and aim to ensure that the potential PhD supervisor is an active researcher:

3.7.1. Specific Requirements for Science and Technology

For indigenous and foreign PhDs:

- a) Within the last 3 years after PhD: at least one research publications in W category journal. OR

- b) Within last 5 years after PhD: at least five research publications in X category journal.

3.7.2. Specific Requirements for Social Science, Arts and Humanities and Business Education:

For indigenous and foreign PhDs:

- a) Within the last 3 years after PhD: at least one research publication in W category journal. OR
- b) Within the last 5 years after PhD: at least five research publications in X and Y category journal.

3.7.3. Specific Requirements for Regional and National Languages:

For indigenous and foreign PhDs:

- a) Within the last 3 years after PhD: at least one research publication in X category journal. OR
- b) Within the last 5 years after PhD: at least five research publications in X or Y category journal.

3.8. Doctoral Qualifying Examination (DQE)

Following the completion of coursework, every PhD student shall be required to

1. Pass the Doctoral Qualifying Examination (DQE)/ comprehensive examination to be granted candidacy as a PhD researcher, with the provision that the student failing to pass the comprehensive exam, shall be allowed to retake the exam once.
2. The required coursework, DQE, and defense of synopsis/research proposals should be completed within the 1st six semesters of the registration into a PhD program. The responsibility in this regard rests collectively with the PhD student and the university.
3. In case of noncompliance, the registration shall be cancelled and transcripts for completion of coursework may be issued to the student.
4. In an event of force majeure i.e., noncompliance on account of circumstances beyond the control of student, the university may consider the matter in accordance with the procedure prescribed at 3.12(iv) of the HEC Graduate Education Policy 2023.

The following are the guidelines for a conducting Comprehensive Examination:

- ☐ ☐ The exam should be based on recapitulation of the conceptual knowledge of the discipline to which the student is admitted.
- ☐ ☐ The exam shall cover the courses studied, preferably at the graduate level, conducted on one composite question paper.
- ☐ ☐ The evaluation shall be on an aggregate basis, expressed in terms of pass/fail and shall not be graded.

3.8.1. Procedure:

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).

- 2) The faculty Dean in consultation with concerned chairperson and principal supervisor shall nominate a panel of two experts in the relevant field (with PhD qualification) from within faculty for paper preparation.
- 3) The paper preparation process shall be supervised by the Chairperson of the department, provided that if the chairperson is the supervisor of concerned student, then Dean of the Faculty shall supervise the process.
- 4) The paper pattern shall be based upon the entire course work of that PhD program and the subjects that are considered essential for the broader research area of the concerned student.
- 5) The DQE shall be comprising of two sections, one covering the coursework of entire PhD program and other shall cover the broader research area of the concerned student.
- 6) Minimum passing marks for each section in DQE shall be 60%.
- 7) After completion of course work, the candidate is required to qualify the DQE within one year.
- 8) 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.
- 9) The result of DQE shall be confirmed by Advanced Studies and Research Board (AS&RB).
- 11) After success in DQE the student shall defend research synopsis / proposal before the Graduate Research Committee.

3.9. Graduate Research Committee

1) There shall be a Graduate Research Committee at departmental /faculty level. Responsibilities of the committee include:

- I. conducting research proposal/synopses seminars of graduate students,
- II. evaluating and recommending research synopses to Advanced Studies & Research Board (AS&RB) for approval,
- III. conducting graduate students' progress seminars,
- IV. recommending the cases of appointment of supervisors and co-supervisors to AS&RB for approval besides other relevant issues.

3.9.1. Constitution of Graduate Research Committee

3.9.1.1. Departmental Graduate Research Committee

The departmental Graduate Research Committee (DGRC) shall consist of the following:

- | | | |
|------|---|-----------|
| I. | Departmental Chairperson | Chair |
| II. | All PhD faculty members of the concerned department | Members |
| III. | Departmental Graduate Research Program Coordinator | Secretary |
| IV. | The Chairperson concerned can coopt any other member if and when needed | |

3.9.1.2. Faculty Graduate Research Committee

The faculty Graduate Research Committee (DGRC) shall consist of the following:

- | | | |
|------|--|-----------|
| I. | Faculty Dean | Chair |
| II. | Associate Dean | Member |
| III. | All Chairpersons within the faculty | Members |
| IV. | All Departmental Graduate Research Program Coordinators | Members |
| V. | Faculty Graduate Program Coordinator | Secretary |
| VI. | The Dean concerned can coopt any other member if and when needed | |

3.10. Supervisory Process*

There shall be a Supervisory Committee constituted by the respective Dean for each doctoral researcher, to supervise the doctoral research. The committee shall consist of:

- | | |
|--|------------|
| ☐ ☐ Supervisor | (Convener) |
| ☐ ☐ Co-supervisor | (Member) |
| ☐ ☐ Expert(s) from the field of research | (Member) |

***For details, Please refer to Supervisory Manual.**

3.11. Extended Abstract/Research Proposal (Synopsis)

- 1) The research proposal shall provide a justification for the proposed research. The justification should demonstrate that the student is familiar with the relevant 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.

- 2) A student has to present research proposal/synopsis in a seminar at the respective department/faculty in the presence of Graduate Research Committee. The recommendation of the committee on the synopsis 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.

3.12. Progress reports

1. After the completion of course work and assigning research supervisor(s), the student has to maintain progress consistent with the timeframe in the approved 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. The bi-annual progress report shall be completed by the end of each semester.

The progress report shall include:

- a. stages of the research work carried out,
 - b. goals met over the previous six months and goals set for the next six months,
 - c. problems coming across in the conduct of research and the level of satisfaction based on the supervisor-supervisee relationship.
 - d. 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.
2. The student shall be required to give a seminar presentation on the progress in front of the Graduate Research Committee

3.13. Leave of absence.

- 1) When a student, for any justified reason, cannot continue with studies for a short period of time, he/she may seek an official leave of absence.
- 2) A student, during research work and after completion of course work, is entitled to four weeks' annual leave (with the prior approval of principal supervisor).

- 3) Request for leave specifying the reasons, shall be made on the appropriate form.
- 4) The leave beyond four weeks shall be determined by the Advance Studies and Research Board (AS&RB) on recommendation of the principal supervisor.
- 5) The decision with respect to an application for leave shall be notified by the Graduate Studies Office. Besides, a student is not allowed to avail the semester break during his research work/ thesis.

CHAPTER IV EXAMINATION AND EVALUATION

4.1 Course Work Evaluation

1. There shall be a perpetual evaluation system of the student's performance. In addition to home assignments, term papers, quizzes, and class presentations, the following examinations in each course during the semester shall be held: -
 - a. Mid Semester Examination
 - b. Final Semester Examination
2. The Mid Semester Examination shall be held by the end of the 8th week of classwork for each course from the commencement of the semester. The final semester examination shall be held at the end of the semester.
3. No student shall be eligible to appear in the final examination unless they are registered at the University for the respective Study Program and have paid all the required dues.
4. A student must have attended at least 75% of the classes held for a course to be allowed to sit in the final semester examination, or a percentage / limit of attendance set by the University for any specific academic session as notified by the Registrar from time to time.
5. Students having class attendance less than the required mark of 75% in a particular course will be required to repeat the course whenever it is offered again.
6. Paper setting, appointment of Examiners/ External Examiners, invigilation related matters and conduct of Examination shall be in accordance with the provisions of the University Act, and/ or as the case may be from time to time.

4.2 Evaluation Scheme

1. Evaluation of the registered students shall be done as per following scheme;
 - a. The Evaluation Scheme for Theory courses
 - a) Mid Semester Examination: 25%
 - b) Final Semester Examination: 50%
 - c) Quizzes, Assignments, Reports,
Projects, Term Papers, Case Studies,

Class Presentations, Group Work etc.: 25%

2. The marks, grade points and letter grades for evaluation shall be as follows:

Marks Range	Grade
85 and above	A+
80-84	A
75-79	B+
70-74	B
65-69	C+
61-64	C
58-60	D
00-57	F

**Fraction shall be rounded as a whole number.*

3. The above Letter grades shall be used only for individual courses and not for semester GPA or CGPA.
4. The percentage of marks or values of grades other than grade points shall not be reported on the transcripts whether these are relative grades or absolute grades.
- a. 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.
5. The mid-semester and final semester answer books should be shown to the student after marking and before posting the result.
6. Re-evaluation of answer books shall not be allowed after the declaration of result; however, a student may apply for recounting of marks.
7. Students have to register for the courses being repeated within 10 days from the date of commencement of the semester.
8. The result of failed course(s) will be reflected in the transcript of the respective semester(s) and in the subsequent semester(s) during which the failed course(s) was (were) passed.

4.3 Observation or Grievances

4.3.1 HEC Guidelines to Establish a Grievance Management System

1. The universities/HEIs shall develop/adopt/adapt a grievance management policy through their statutory bodies, covering:
 - a. Values to inculcate a culture in which grievances are viewed as an opportunity for improvement. In general, such values may include, but are not limited to, valuing diversity, inclusiveness, equality, confidentiality, and showing respect for all parties involved. Therefore, a culture of reporting through appropriate forums should be encouraged.
 - b. Roles and responsibilities of the principal authorities responsible for addressing academic grievances/complaints: In general, the Heads of the Departments/Directors/Deans and the Vice Chancellor/Rectors/Heads of Universities/HEIs shall be responsible for addressing the grievances of graduate students/prospective students and stakeholders in line with the grievance management policy of their relevant university/HEI.
 - c. Complainant's rights, roles, and responsibilities: Procedures/processes and timelines for easily accessing grievance settlement procedure/system, lodging grievances/complaints, timely response thereto, and settlement thereof, up to the satisfaction of all parties must be ensured.
 - d. Rules ensuring that the complainants shall have a fair opportunity to formally present their case and each party to a grievance may be accompanied and assisted by a support person (such as a family member, friend, counsellor, or other professional support person other than a legal representative) at any relevant meeting must be ensured.
 - e. Methods and rules ensuring that complainants and respondents shall not be victimized and/or discriminated against at any time.
 - f. Procedures of maintaining records and confidentiality.
 - g. Guidance to give hearing to the parties involved, taking notes, reasoning for decisions to be written, and actions taken.
 - h. Process elaborating how and when to launch an appeal in case the decision does not support the complainer or the accused.

- i. Process to implement the decision and/or required corrective and preventive actions in case the decision supports the complaint.
2. The structure of the grievance management system shall be hierarchal, starting from the lowest authority such as Head/Chair of the Department, then Dean/Director of the faculty/institute, and shall finally be presented to the Academic Board/Committee constituted to hear grievances in case the grievance/complaint is not settled at each level. However, the intent of the system should be to resolve grievances/complaints at the lowest level with minimal impact.
3. To make the system more effective and efficient, the universities/HEIs shall develop a parallel, informal system to preempt grievances/complaints by allocating counselors to the students and mentors to employees. Counselors and mentors should be competent to use consultative and teaching approaches to raise awareness and prevent issues.
4. Further, to create awareness about the grievance management system and inculcate its values, the universities/HEIs shall conduct seminars and training for students, faculty, and non-academic staff.
5. The system/policy shall be reviewed after an appropriate time to be decided by the board/committee constituted to hear the grievances.

4.3.2 Grievances in Grade Evaluation

1. A student must approach the chairperson of the department for a grievance on a grade within 5 days of the receipt of the grade. Final semester students must apply within 15 days of the receipt of their grade.
2. The chairperson of the department shall forward the grade grievance to the “Departmental Committee”
3. It will be binding on the committee to hear both sides (student and instructor) and give the final recommendation within 5 days or before the start of the date of registration for the new semester, whichever comes earlier to the faculty committee. It is the faculty committee that will make the decision regarding grade grievance.

4.4 Thesis evaluation and examination

4.4.1 MS programs

1. Once a student submits thesis, it shall be sent to the Director QE&A for plagiarism test, the Director Quality, then, shall check the plagiarism as per policy/guidelines of Higher Education Commission, received from time to time.
2. Upon confirmation of plagiarism as per allowed limit, the thesis shall be sent to the external examiner for evaluation. The principles governing examination at BUITEMS are:
 - a. The examination process shall be carried out to ensure that the student has satisfied 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 (Not from BUITEMS) to the Vice Chancellor through 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 the final defense 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 the 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.
3. 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 rectification** as indicated in report to the satisfaction of the concerned Principal Supervisor (MA)*.

iii. **Passed, subject to substantive amendments rectification** along the lines indicated in the report'. The G.S OFFICE shall constitute a committee comprising principal supervisor and one senior faculty member nominated by the faculty Dean. The student shall submit rectified report to the satisfaction of the committee without further referral to the examiner.

iv. The thesis may be **re-submitted** to the examiner after completing the required extra work and revisions suggested in the report (R)*

4.4.2 PhD programs

1. Once a student submits thesis, it shall be sent to the Director QE&A for plagiarism test, the Director Quality, then, shall check the plagiarism as per policy/guidelines of Higher Education Commission, received from time to time.
2. The PhD dissertation must be evaluated by at least two external experts who shall be:
 - a. PhD faculty member from the world top 500 universities ranked by the Times Higher Education or QS World Ranking in the year corresponding to dissertation evaluation year OR
 - b. A foreign PhD faculty member having a minimum H-Index 30 for sciences, 15 for Social Sciences or 8 for Art & Humanities as determined by Web of Science OR
 - c. Pakistan-based Distinguished National Professors, Meritorious Professors from any national university; or professors from top universities ranked by HEC; or professors from any Pakistani University having a minimum H-Index 30 for sciences, 15 for Social Sciences or 8 for Art & Humanities as determined by Web of Science. OR
 - d. At least one external expert qualifying any one of the conditions mentioned at 'a & b' above if the PhD candidate publishes dissertation research in a peer-reviewed journal that is classified by the HEC in category W for Sciences and X or above for Social Sciences.
3. Upon confirmation of plagiarism as per allowed limited, the thesis shall be sent to the external examiners for evaluation. The principles governing examination at BUITEMS are:

- a. The examination process shall be carried out to ensure that the student has satisfied regulations for the award of the PhD degree.
 - b. The faculty Dean in consultation with the concerned chairperson and principal supervisor shall propose a panel of examiners (1:3 i.e. a panel of three for one examiner) to the Graduate Studies Office for seeking 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, as per the HEC's criteria for External Evaluation of PhD Dissertation.
 - d. The examiner shall not have a blood relation/ spouse, or co-authorship with the student to be examined. Furthermore, in the selection of an external evaluator, due consideration must be given to the general guidelines stipulated by the Higher Education Commission (HEC).
 - e. The duration of examination process from the date of submission of thesis to the final defense 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.
4. 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.
 5. If examiner(s) 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.
 6. 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 rectification** as indicated in report to the satisfaction of the concerned Principal Supervisor (MA)*.
 - iii. **Passed, subject to substantive amendments** rectification along the lines indicated in the report'. The G.S OFFICE shall constitute a committee comprising principal supervisor and one

senior faculty member nominated by the faculty Dean. The student, in light of the suggestions of the examiner, shall submit thesis duly rectified to the satisfaction of the committee without further referral to the examiner.

- iv. The thesis may be **re-submitted** to the examiner after completing the required extra work and revisions indicated in the report (R)*.
- v. **Not recommended** for the award of degree of Doctor of Philosophy however the candidate may be considered for award of MS or equivalent degree
- vi. **Failed** and not recommended for the award of degree of Doctor of Philosophy.

4.5 Thesis Public Defense & VIVA)

The Dean Graduate Studies, in the light of examiner(s) report(s) and consequent incorporation of amendments if required in the thesis and performing Plagiarism test, shall announce a student eligible for defense and viva. The following defense process shall be followed:

- a) The examiner (from within Pakistan in case of PhD program) who has evaluated the thesis shall be invited for the public defense and viva.
- b) In case the examiner (from within Pakistan in case of PhD program) 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 student shall present his research work through Presentation (MS program)
- d) The date of the open defense of PhD candidate shall be notified by the Dean Graduate Studies. The defense of thesis shall be open for all interested persons.

4.6 Research Publication

For award of PhD degree, a PhD researcher shall be required to publish¹ research articles meeting the following criteria of at least:

- a. One research article in W category journal or two research articles in X category journals, for Science disciplines

¹ A research article appearing online with valid DOI on website of an HEC's recognized research journal shall be considered published w.e.f. the date it appeared online with DOI. ¹² As categorized in HJRS at the time of acceptance of the research article

- b. One research article in X category journal or two research articles in Y category journals, for Social Science disciplines
- c. The PhD researcher shall be the first author of these publications.
- d. The research article shall be relevant to the PhD research work of the PhD researcher.
- e. The article shall be published after approval of the research synopsis

4.7 Award of MS Degree

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

- ☐ ☐ Either 30 credit hours of course work or
- ☐ ☐ 24 credit hours of coursework along with a minimum of six (6) credit hours for research
- ☐ ☐ Minimum CGPA of **2.5**

If the degree is with research, the scholar has also to fulfill the following:

- ☐ ☐ Successful defense of synopsis/research proposal and its approval by AS&RB.
- ☐ ☐ Progress seminar
- ☐ ☐ A minimum of 6 Credit Hours research work / thesis
- ☐ ☐ Submission of a paper in well-reputed Journal
- ☐ ☐ Plagiarism test after external examiner's comments is incorporated
- ☐ ☐ Poster Presentation (Optional)
- ☐ ☐ Thesis defense and viva

4.8 Award of PhD Degree

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

- a) completion of course work with CGPA ≥ 3.00
- b) success in Doctoral Qualifying Examination
- c) approval of the research proposal/synopsis by AS&RB.
- d) positive examiners, reports / addressal of reviewer's comments, successful public defense and viva

- e) Plagiarism test after external examiner's comments is incorporated
 - f) publication in a journal as per HEC policy.
- 1) The successful completion of a PhD program shall be notified by the Controller of Examinations according to HEC notification format.
 - 2) There shall be no award of Gold Medal in MBA, MS and PhD degree programs.

4.8.1 Award of MS degree to an unsuccessful PhD candidate.

A student who successfully completes coursework and passes the comprehensive examination but is unable to defend a PhD synopsis/research proposal or does not complete the required research for obtaining a PhD degree within the specified timeframe, shall be granted another MS upon completion of necessary requirements as per HEC policies and the university rules and regulations.

4.9 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.

4.9.1 HEC Guidelines on Ethics

To inculcate a culture of academic integrity, the universities/HEIs/DAIs shall:

- ☐ ☐ Develop/adopt/adapt and regularly publicize policies promoting academic integrity and dealing with allegations of academic misconduct.
- ☐ ☐ Develop procedures to prevent foreseeable risks to academic and research integrity.
- ☐ ☐ Strengthen the system governing the conduct of doctoral research.
- ☐ ☐ All governing bodies must ensure that the occurrence of academic misconduct and breaches are monitored, and action taken to document and address the underlying cause.
- ☐ ☐ Regularly educate and train students/faculty and admin staff about what constitutes academic or research misconduct and maintain good practices.
- ☐ ☐ Ensure that information to maintain academic integrity is available to all prospective and

current students.

- ☐ ☐ Ensure that unauthorized access to private and sensitive information is detained/controlled.
- ☐ ☐ Regularly assess and ensure that academic and research integrity is maintained in accordance with developed policies and procedures. In this regard, it shall be ensured that a self-assessment checklist has been prepared and implemented.
- ☐ ☐ Acquire a license for similarity detection software and develop policies and procedures to ensure productive use. In this regard, some guidelines are provided in the following sections

4.9.2 Guidelines on Ethics of Using Similarity Detection Software (for Administrators)

- a) Universities/institutions need to apprise student's/faculty members about the HEC Anti-Plagiarism Policy and Turnitin service.
- b) Administrators need to create accounts of all faculty members of their respective university/institution.
- c) The Administrators shall maintain their privacy and shall not disclose any report to anyone except the concerned person or to the concerned authorities, if required.
- d) If the instructor/scholar is involved in the screening of papers and theses of other authors, then the administrator shall report to the university authorities with evidence.

4.9.3 Guidelines on Ethics of Using Similarity Detection Software (for Instructors)

- e) COPE (Committee on Publication Ethics) guidelines shall be followed for publication and theses.
- f) Instructors are required to create classes and enroll students in them.
- g) Students/scholars should be informed that their work will be checked through anti-plagiarism services; therefore, they must follow proper documentation style in writing reports/papers/theses.
- h) References/bibliographies and tables of contents must be removed from the submitted documents. If these are included, the similarity index of the document will increase.

- i) Instructors may allow students to view reports. The instructor shall maintain privacy and will not disclose any report to anyone except the concerned person and to the concerned authorities, if required.
- j) If a scholar/student is involved in checking papers and theses of any other person, the instructor shall report to university authorities about that with valid proof.
- k) Originality/similarity reports generated by Turnitin provide clues in the form of text matches as well as proverbs, universal truths, phrases, etc. Scholars/students must ensure that the documents they are submitting are in proper documentation style (i.e., IEEE, Chicago, MLA, APA, etc.) and are free of plagiarism.
- l) If the report has a similarity index of $\leq 19\%$, then the benefit of doubt may be given to the author; however, if any single source has a similarity index $\geq 5\%$ without citations then it needs to be revised.
- m) If the similarities of a report are from the author's own (previous) work, then they may be ignored only if the material has been cited by the author.
- n) Documents that are checked through this service have not yet been published and no benefit is acquired; therefore, no punishment or penalty is recommended. It is advised that similarities at a greater level should be taken care of in the light of the HEC plagiarism policy.

4.9.4 Guidelines on Interpreting Originality Report

- o) The similarity index of the originality report showing matches of submitted work with internet content does not mean that the document is plagiarized.
- p) The similarity index is based on the percentage of matched text out of the total number of words in a document.
- q) Instructor/faculty members must verify each similarity index to identify potential clue to plagiarism.
- r) If similarities in the document are significant, then the scholar/student may be guided, accordingly, or a case may be reported based on the evidence.
- s) The similarities in the document may contain matches with the author's previous work; they may be ignored if it is the same work.
- t) Bibliography and quoted material may be excluded after verification. It is important to

note that too much quoted material is not desired as per the policy.

- u) Common phrases and proper nouns also appear as similarities in the report; therefore, every instructor or faculty member should ignore the matches returned from them.
- v) The originality report will show similarities from three major sources: the Internet, periodicals, and student repositories. Similarities returned from the student repository may be ignored if they are the author's own work. Similarities from the student repository help in detecting collusions in the documents.
- w) The graphs, tables, formulae, and other pictorial materials are not matched through the service; therefore, they will only offer similarities with text.
- x) Instructor/faculty members supervising students/scholars can provide verdicts of plagiarism after interpreting reports.

4.10 Determining relevance of faculty with subject/degree program

- a) Wherever required, the subject and supervisory relevance of faculty members shall be determined based on:
 - i. Qualifications including bachelor, master, and doctoral degrees.
 - ii. The research includes thesis/dissertation and published articles.
 - iii. Experience consisting of teaching and administrative domains.
- b) To ascertain the relevance of the faculty in the related discipline to the program and supervision of theses, the university shall:
 - i. constitute a Relevance Assessment Committee (RAC)/equivalent body, with the approval of the Vice Chancellor/Rector/Head of the HEI.
 - ii. The RAC shall consist of at least five (5) members: a. Respective Dean of the university b. Director QEC of the university c. Two External subject expert not less than a professor /Associate Professor level d. Program Team/Assessment Team member who was involved in preparing self-assessment report of the program.
- c) The RAC shall submit a report with detailed reasons and rationale for the assessment decision
- d) The Report shall be effective with the approval of relevant statutory bodies

CHAPTER V CODE OF CONDUCT AND DISCIPLINE

5.1. STUDENT CONDUCT

- a) Students are expected to be law-abiding, and responsible individuals, demonstrating tolerance towards religious, ethnic, social, and other differences.
- b) Students must avoid engaging in any activity that undermines discipline or tarnishes the reputation of the University.
- c) Students should dress uniformly in the prescribed way in all campus settings.
- d) Students must ensure that their actions do not pose any threat to the health, safety, or security of others or endanger their property.
- e) Students should refrain from behaviors that may cause damage to university property.
- f) Students are expected to treat all members of the BUIEMS family, including staff, faculty, volunteers, visitors, and fellow students, with respect and dignity.

5.2. Permissions

Students must obtain prior written permission through office of Registrar for the following:

- a) Arranging extracurricular events on campus or in digital spaces.
- b) II. Issuing public statements or communications to the media regarding internal University matters.
- c) Utilizing University branding, such as the BUIEMS logo, mascot, and official wordmarks, across various media.
- d) Engaging in protests, rallies, or demonstrations disrupting student or University functions.
- e) Organizing fundraisers on campus or using University branding for such activities.
- f) Extending official invitations to government officials or public figures to visit the University.
- g) Retrieving University records or data for academic or professional use.

5.3. Discipline

- 1). The following shall constitute the acts of indiscipline:

- a) Use of indecent or uncivilized language, remarks or gestures within the varsity premises.
- b) Improper behavior, such as shouting, abusing, quarreling, fighting, and manhandling on the campus.
- c) Carrying, using, or threatening to use firearms and deadly weapons.
- d) Defiance of authority.
- e) Fake representation or giving false information or willful concealment of the relevant information, cheating, or deceiving.
- f) Inciting or staging a walkout, strike, or unauthorized the procession or forming an organization for sake of indulging in political activities.
- g) Shouting of slogans derogatory to the prestige of the university or the reputation of its officers or teachers.
- h) Being found under the effect of an intoxicant.
- i) Smoking within the University premises, hostel or while using University transport.
- j) Action defamatory of and derogatory to religion and Pakistan.
- k) Use of unfair means in an examination.
- l) Indulgence in activities prejudicial and detrimental to good order on the campus.
- m) Taking pictures / recording videos of students, officials or the University facilities without prior permission of the student concerned or the official concerned, or the Registrar/ Campus Director, as the case may be.
- n) Unauthorized use of, or damaging university's moveable or immovable property or wall chalking.
- o) All such other acts which the Competent Authority/Discipline Committee may construe as breach of discipline, from time to time.
- p) Any act prohibited and/ or not permitted under any law of the country

(2) Punishment or penalty for any of the offenses mentioned under the above clauses shall be according to the gravity of the case and maybe one or more of the following:

- a. A record in the BOOK OF DISCIPLINE to be maintained by the Registrar's office.
 - First entry: Stern Warning
 - Second entry: Monetary Fine

□ Third entry: Expulsion

- b. Fine as decided by the Discipline Committee.
- c. Expulsion from the class, hostels for a specified period,
- d. Detention from examination.
- e. Cancellation of Examination results or withdrawal of certificate granted, and
- f. Expulsion or rustication from the university for a specified period or for good.

(3) The Department Chairs/ Directors / Provosts shall be responsible for the maintenance of discipline among the students of their respective departments subject to the provisions of statutes and regulations of the university.

(4) The certificates/degrees/ diplomas and other documents of a student involved in a case of breach of discipline may be withheld till the final disposal of the case.

(5) Exceptional cases, not covered by the prescribed rules, shall be referred to the Syndicate by the Discipline Committee.

(6) The Syndicate may consider the appeals of the students involved in the cases of breach of discipline on the recommendation of the Vice Chancellor.

(7) Any student found guilty of committing any of the offenses cited above shall automatically disqualify himself or herself from the award of any honor/ distinction from the university.

