

**SUPERVISION MANUAL  
FOR  
POSTGRADUATE STUDIES**



**DIRECTORATE OF ADVANCED STUDIES  
UNIVERSITY OF VETERINARY AND ANIMAL SCIENCES  
LAHORE**

**2023**

## **PREFACE**

*In compliance with the HEC Graduate Education Policy 2023 (Part-II, Section 4, Clause 4.2, Sub-Clause 4.2.3), Directorate of Advanced Studies in coordination with following UVAS faculty members has prepared Supervision Manual for guidance of supervisors at UVAS so that the graduate supervisors stay updated on the latest rules and regulations, and are able to effectively guide their research students. The manual touches upon all significant aspects of supervision to prepare the faculty for providing high quality experience to the postgraduate students.*

*This Supervision Manual was initially developed by following UVAS faculty members as part of 'PhD Supervisor Programme', jointly offered by NAHE HEC and Coventry University UK in July 2023:*

*Professor Dr Aneela Zameer Durrani (Department of Veterinary Medicine)*

*Professor Dr Aftab Ahmad Anjum (Institute of Microbiology)*

*Professor Dr Wasim Shehzad (Institute of Biochemistry and Biotechnology)*

*Professor Dr Muhammad Imran Rasheed (Department of Parasitology)*

*Professor Dr Hafsa Zaneb (Department of Anatomy and Histology)*

*Professor Dr Muhammad Ijaz (Department of Veterinary Medicine)*

*Professor Dr Arshad Javid (Department of Wildlife and Ecology)*

*Dr Jibran Hussain (Department of Poultry Production)*

*Subsequently, UVAS constituted the following committee (SR 561 dated 30-10-23) to finalize the Supervision Manual:*

*Prof Dr Hafsa Zaneb (Department of Anatomy and Histology) Convener*

*Prof Dr Muhammad Ashraf (Professor Emeritus) Member*

*Prof Dr Muhammad Avais (Department of Veterinary Medicine) Member*

*Dr Mubashra Munir (Department of Biological Sciences) Member*

*Dr Muhammad Naveed-ul-Haque (Department of Animal Nutrition) Member*

*Dr Muhammad Ali Hamza (Department of Economics & Business Management)* *Member*

*Dr Sakhra Mahmood (Director Advanced Studies)* *Member*

*Dr Adeel Sattar (Department of Pharmacology & Toxicology)* *Secretary*

*The committee as well as the core team, who developed this manual, attended a meeting with Professor Dr Nasim Ahmad, S.I, DNP (Vice Chancellor UVAS) on 7<sup>th</sup> November, 2023 to finalize the draft. Dr. Bilal Ahmed Shah (Assistant Director Advanced Studies) and Mr. Tahir Mehmood (Assistant, Directorate of Advanced Studies) also attended the meeting.*

*Dr. Sakhra Mahmood (DAS) and Dr. Bilal Ahmed Shah (ADAS) carried out the final review and edited this document to ensure that the document is consistent with the latest statutes, rules, regulations and policies of University of Veterinary and Animal Sciences, Lahore, Pakistan.*

*Finally, the Advanced Studies and Research Board of University of Veterinary and Animal Sciences, Lahore, Pakistan approved this Supervision Manual for Postgraduate Studies in its 64<sup>th</sup> Meeting held on 27<sup>th</sup> December, 2023.*

*It will be a great pleasure to receive suggestions from all for the improvement of this manual and give them due consideration in the next edition.*

*If you have any comments or feedback on this manual, please email the Director Advanced Studies at [das@uvas.edu.pk](mailto:das@uvas.edu.pk).*

***Dr. Sakhra Mahmood***  
*Director Advanced Studies*

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## **1. Launching of New M.Phil and Ph.D Programs**

### **1.1. HEC Guidelines**

To launch a new graduate program, universities are required to ensure the following points as mentioned in Graduate Education Policy 2023 by Higher Education Commission of Pakistan:

1. The Act/Charter of the university allows the program to be offered.
2. The rationale for launching the program is established. It delineates that the need, scope, and objectives of launching the degree program in terms of market demand and supply (both students and resources) have been assessed; societal problems expected to be resolved have been identified, and employability of graduates that the prospective program is expected to enhance has been determined, satisfactorily through all the statutory bodies keeping in view the national research agenda and sustainable development goals.
3. The title of the program is 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 is consistent with the guidelines issued by the HEC and international best practices.
5. The program completion requirements satisfy the HEC’s minimum criteria for awarding graduate degrees.
6. The other requirements of HEC regarding the arrangement of relevant faculty (in terms of numbers, level, student-to-teacher ratio, student-to-supervisor ratio etc.), establishment of a library and laboratory have been met. Relevance Assessment Committee (RAC) will be constituted as per the guidelines of the HEC. The RAC shall submit a report with detailed reasons and rationale for the assessment decision. The report shall be effective with the approval of relevant statutory bodies.
7. The degree program has been approved for launch by all relevant statutory bodies of the university/HEI/DAI.
8. If applicable, any necessary approvals are obtained by accreditation councils to launch the program.

9. Policies to inculcate a research culture by incorporating a system of research supervision that has been approved by relevant statutory bodies and governed following the guidelines delineated in this policy.
10. Policies to ensure academic research ethics have been developed, approved by the relevant statutory bodies and implemented as prescribed in this policy
11. Policies to address academic grievances of graduate students have been outlined, approved by the relevant statutory bodies and implemented through a grievance management system, as advised in this policy.
12. If applicable, HEC's permission has been sought to launch a new graduate program

## **1.2.UVAS Policy**

Permission to launch postgraduate programs in UVAS is accorded as per the guidelines of Higher Education Commission of Pakistan and the relevant regulatory bodies / councils. Briefly, a postgraduate program passes through the following statutory bodies before seeking HEC approval for the same:

**Departmental Board of Studies → Faculty Board → Advanced Studies and Research Board → Academic Council → Syndicate → HEC (for approval)**

Following documents are submitted to the statutory bodies when seeking approval for a program:

1. Faculty position (at least 3 relevant full time PhD faculty members to launch a PhD degree program and at least 2 relevant full time PhD faculty members to launch an MPhil degree program)
2. Program document
  - a. Program title and objectives
  - b. Applicant eligibility criteria
  - c. List of courses
  - d. Description of individual courses in specified format (course number, title, goals, learning outcomes, theory and practical course contents, split of theory and practical session, assessment strategies, class policies, recommended readings etc.)

3. Details of laboratory facilities to support the courses
4. Relevance Assessment Committee (RAC) has been constituted by the Vice Chancellor to ascertain the relevance of the faculty in the related discipline to the program and supervision of theses as per the guidelines of the HEC. The detail is as under:
  - a. Dean of the concerned Faculty Convener
  - b. Director QEC Member
  - c. Two External subject experts Member  
(Not less than a Professor /Associate Professor)
  - d. \*Program Team/Assessment Team Member Member/Secretary  
(Who prepared self-assessment report of the program)

\*Chairman or concerned faculty member, nominated by the authority

- ❖ The approval of two external subject experts shall be taken from the Vice Chancellor. The RAC shall submit a report with detailed reasons and rationale for the assessment decision. The report shall be effective with the approval of relevant statutory bodies.
- The Registrar office communicates with the HEC regarding approval of new programs duly forwarded by the Directorate of Advanced Studies. Once approval is received from the HEC and the respective Accreditation Council, the program admission can be advertised in the next admission cycle.

## **2. ADMISSION TO M.Phil and Ph.D PROGRAMS**

### **2.1. HEC Guidelines**

HEC required following documents / procedures to be in place before initiating admissions into a postgraduate program:

1. An Academic Calendar as per HEC and University policy.
2. Procedures and processes to submit application for admission explaining the manual and electronic ways.
3. Processes ensuring the dissemination of admission information to prospective students.
4. The documentary requirements for admission
5. Merit determination criteria defined and explained.
6. Minimum eligibility criteria for granting admission.

7. The program completion requirements satisfy the HEC's minimum criteria for awarding graduate degrees.

### **For Ph.D**

#### **i. Basic Academic Qualification:**

Prior to admission into Ph.D program, the student shall have been awarded MS/MPhil degree.

#### **ii. CGPA Requirement:**

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 being considered for admission, is required, whether such degree was obtained from Pakistani or foreign universities. If the CGPA/Percentage is not mentioned on the transcript, the candidate must produce equivalent weightage from the parent university.

#### **iii. Admission Test:**

The University is required to:

- Conduct the test equivalent to GRE/HAT General developed at the University, with the passing score of 60%. OR
- Accept a test equivalent to GRE/HAT General, conducted by testing bodies accredited by HEC, with a passing score of 60%.
- The university may conduct Subject test for admission in PhD programs, if required.

#### **iv. Statement of Purpose/ Research Proposal:**

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 sub-specialty in which the applicant is interested.

A statement of purpose shall, at least, include the following:

- 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

### **For M.Phil**

#### **ii. Basic Academic Qualification:**

Sixteen years of schooling or 4 year education (minimum 120 credit hours) after HSSC/F.A./F.Sc/Grade 12 or Equivalent shall be required.

#### **iii. Admission Test:**

The University is required to:

- Conduct a rigorous admission test as an eligibility condition for admission to MS/MPhil/Equivalent programs, with a passing score of 50%. OR
- Accept the GRE/HAT General/Equivalent tests, with a passing score of 50%.

## **2.2 UVAS Admission Policy**

### **PhD Admission**

1. The candidates must have a Master's degree (M.Sc. Hons./M.Phil) in related field of study with minimum of 1<sup>st</sup> Division (60%) according to annual system or not less than CGPA 3.00/4.00 according to semester system from HEC recognized Pakistani or foreign universities. If the CGPA/Percentage is not mentioned on the transcript, the candidate must produce equivalent weightage from the parent university.
2. Only registered candidates (all degrees including Bachelor's and Master's) from concerned councils like PVMC, PMDC, Punjab Pharmacy Council, Nursing Council, National Council for Tib etc. will be eligible.
3. The candidates must need to fulfill the Approved Departmental Eligibility Criteria. Candidates will have to qualify the GRE (Subject) test which will be conducted by UVAS, Lahore. Qualifying score is 70%
4. After passing the GRE Subject Test, the student will need to appear before the Selection Committee for interview and need to present a research proposal to the panel. The interview marks will be assigned based on defined criteria (academic merit, publication(s) record, professional experience, interview performance in terms of Aptitude for research, personality and conduct etc.)
5. After qualifying interview, the successful candidates need to deposit semester fee as per Final Merit Lists. (Final Merit Aggregate is determined by last degree CGPA (50%) and

Interview Obtained Marks (50%). Note: Minimum marks for qualifying PhD admission are 70%

### **MPhil Admission**

1. The candidates must have a Bachelor's degree (4 year education having minimum 120 credit hours) after HSSC/F.A./F.Sc/Grade 12 or Equivalent (Sixteen years of education) in related field of study with CGPA not less than 2.50/4.00 according to semester system or minimum of 2<sup>nd</sup> Division (50%) according to annual system obtained from HEC recognized Pakistani or foreign universities. If the CGPA/Percentage is not mentioned on the transcript, the candidate must produce equivalent weightage from the parent university.
2. Only registered candidates (Bachelor's degree) from concerned councils like PVMC, PMDC, Punjab Pharmacy Council, Nursing Council, National Council for Tib etc. will be eligible.
3. The candidates must need to fulfill the Approved Departmental Eligibility Criteria. Candidates will have to qualify the GRE (General) test which will be conducted by UVAS, Lahore. Qualifying score is 50%
4. After passing the GRE (General) Test, the successful candidates need to deposit semester fee as per Final Merit Lists. (Final Merit Aggregate is determined by last degree CGPA (50%) and GRE (General) Test Obtained Marks (50%))

### **Government Employees:**

The employees of the Government/other agencies nominated for the postgraduate programs at this University shall have to take NOC and study leave to pursue studies as a regular student, failing which he/she shall not be admitted.

## **3. DEGREE COMPLETION TIMELINE**

### **3.1. HEC Guidelines for PhD Program**

1. The PhD degree shall be awarded by the universities not before the completion of three (03) years or six (06) regular semesters and not after completion of eight (08) years or sixteen (16) regular semesters.
2. The completion date of the PhD degree shall be reckoned with the date of notification of the award of PhD degree.

3. The maximum duration shall be determined from the date of student enrollment until the date of the completion notification of the PhD degree.
4. In case a student is unable to secure a PhD degree within the prescribed timeframe and claims for extension in duration, the university may constitute appropriate authority and determine the causes for delay. In 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 PhD degree in accordance with the duration limiting factor(s) and shall also take corrective measures in case the delay is caused due to administrative reasons.

### **3.2. HEC Guidelines for MPhil Program**

- i The MS/MPhil degree shall be awarded by the universities not before the completion of one and half (1.5) years or three (03) regular semesters and not after completion of four (04) years or eight (08) regular semesters.
- ii In case a student is unable to secure an MS/MPhil 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.

### **3.3.UVAS Policy**

#### **Duration of Ph.D**

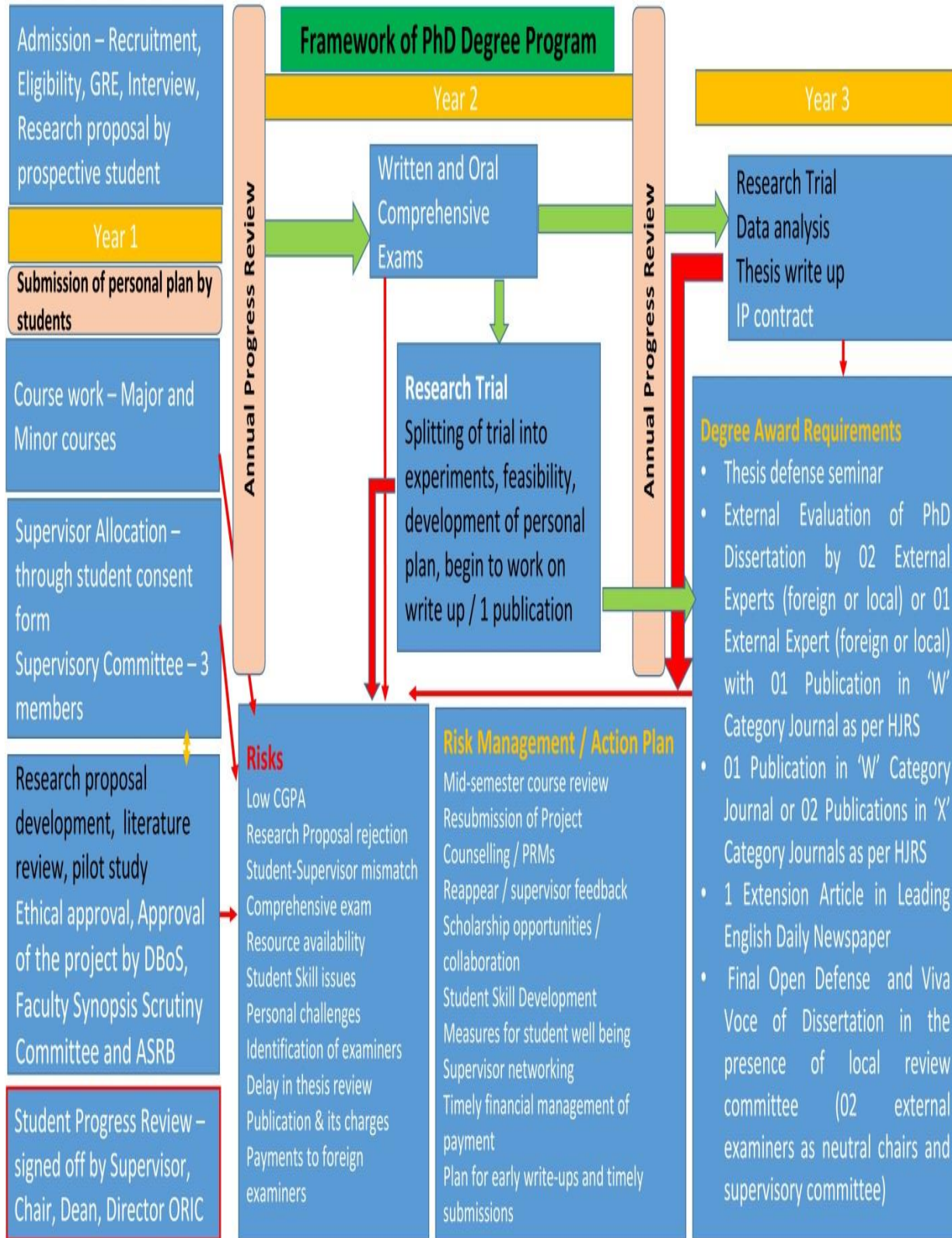
- (i) The duration of the course for the Degree of Doctor of Philosophy, in full residence shall not be less than six (6) semesters and more than sixteen (16) semesters for whole-time students. In case of University employees admitted as part time students, the duration shall not be less than eight (08) semesters and more than sixteen (16) semesters. The maximum duration shall be determined from the date of student enrollment until the date of the completion notification of the PhD degree.
- (ii) Students will be required to enroll all semesters from first enrollment till completion notification of the PhD degree. Students will be required to submit Final Thesis in the Directorate of Advanced Studies for external evaluation maximum up to twelve (12) semesters and remaining maximum up to four (04) enrolled semesters will be utilized for

external evaluation, research papers publication, extension paper publication, Final Open Defense and Viva Voce of PhD Dissertation till completion notification of PhD Degree.

- (iii) After availing 10 (ten) semesters, a full time Ph. D student will be required to complete his /her degree by paying double fee of remaining semesters {maximum up to sixteen (16) semesters} and after that his/her admission will be cancelled.
- (iv) A part time Ph. D student (faculty member) after completing fourteen (14) semesters will have maximum two (02) more semesters to complete his /her degree by paying double fee and after that his/her admission will be cancelled.
- (v) A student can discontinue only once during PhD Program but after 2<sup>nd</sup> semester and that too for one semester only. Moreover, he/she will have to apply for discontinuation of studies within 30 days from the date of commencement of classes. Any application received after that period shall be out rightly rejected.
- (vi) A student can cancel his/her admission only once during PhD program after successful completion of 2<sup>nd</sup> semester but not in last semester. If he/she desires for readmission, he/she will be required to apply for readmission before the expiry of 2 years (04 semesters).

**(Explanation:** The Vice Chancellor may readmit such a candidate in the same discipline by paying double fee (new fee structure) in all remaining semesters along with readmission fee Rs. 6000/- or refuse admission if the reasons advanced are not convincing).

- (vii) A student has to appear in the Comprehensive Written Examination in the subsequent semester right after successful completion of approved course work.
- (viii) If a student discontinues studies or cancel his/her admission after successful completion of entire Course Work then, he/she will be deemed to have availed one chance of Comprehensive Examination and failed to qualify in the first attempt.



**Framework of PhD Degree Program**

Briefly, the timeline of different steps of the entire doctoral journey is as follows:

1. From the date of Enrollment of first semester, the Supervisor is allotted with the consent of student and his/her research interest by the respective Dean of the Faculty on recommendation of Director/Chairperson of the respective Institute/Department.
2. The committee given on the course work will be approved as supervisory committee of the postgraduate student.
3. Coursework document is submitted to the Directorate of Advanced Studies during first semester for approval. In case of delay, a fine of Rs. 2000/- per semester will be charged at the time of submission of course work in the Directorate of Advanced Studies.
4. Coursework is required to be completed within two semesters
5. Those postgraduate students who completed their last degree other than University of Veterinary and Animal Sciences, Lahore are required to apply for Registration immediately after enrollment by submitting Registration Form (E-2 Form) in the Directorate of Advanced Studies.
6. By the end of 2<sup>nd</sup> semester, the research synopsis is required to be approved by the Ethical Review Committee, Departmental Board of Studies, Faculty Synopsis Scrutiny Committee and Advanced Studies and Research Board. In case of delay, a fine of Rs. 2000/- per semester will be charged at the time of submission of synopsis in the Directorate of Advanced Studies.
7. After successful completion of coursework, the students will appear in the Written Comprehensive Exam in the 3<sup>rd</sup> semester. The examination will consist of 3 written papers.
8. There will also be a Supplementary Semester of eight (8) to ten (10) weeks (Summer Semester) each year as part of an academic year which shall be optional. Students, who desire to take up failed courses as approved in their coursework programs under the rules, may enroll during this semester. It shall not count towards residential requirements.
9. Subject to success in Written Comprehensive Examination, the students will appear in the Oral Comprehensive Examination in the 4<sup>th</sup> semester.
10. The required coursework, comprehensive exam, and defense of synopsis/research proposals should be completed within the 1<sup>st</sup> six semesters of the registration into a PhD program.

11. Concurrently, the students continue with the research trial, thesis write-up and preparation of one (01) research article to be published in 'W' Category Journal or two (2) research articles to be published in 'X' category Journal as per HEC Journal Recognition System (HJRS). They keep submitting their semester-wise progress report to their supervisors for review and onward transmission to the Dean of the Faculty.
12. In 6<sup>th</sup> semester, students can submit their thesis to the Directorate of Advanced Studies after successful defense at the Departmental level.
13. Concurrently, on the proposal of the Departmental Board of Studies, Vice Chancellor will appoint:
  - a. **At least two (02) neutral external experts in the relevant field out of panel of ten (10)** for evaluation of the PhD dissertation who shall be:
    - i. 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
    - ii. 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
  - b. **At least one (1) neutral external expert in the relevant field out of panel of ten (10)** qualifying any one of the conditions mentioned at 'a' 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 before external evaluation of PhD Dissertation
14. Communication with the external experts and the supervisors regarding thesis review and revision is mediated by the Controller of the Examinations.
15. After successful evaluation of PhD Thesis by the external expert(s), the Controller of Examinations requests concerned Director/Chairperson of the Institute/Department to propose a panel of six (06) local, neutral external examiners in the relevant field for thesis examination duly recommended by the respective Departmental Board of Studies. Vice Chancellor selects two (02) examiners from this panel who will act as Neutral Chairs

along with Supervisory Committee in local Review Committee, and Supervisor arranges Final Open Defense of PhD Thesis and Viva Voce accordingly.

16. The case for award of PhD degree is forwarded by the Supervisor to the Controller of Examinations when the degree award requirements have been met (find detailed information in Section No. 10).

### **3.4. UVAS Policy**

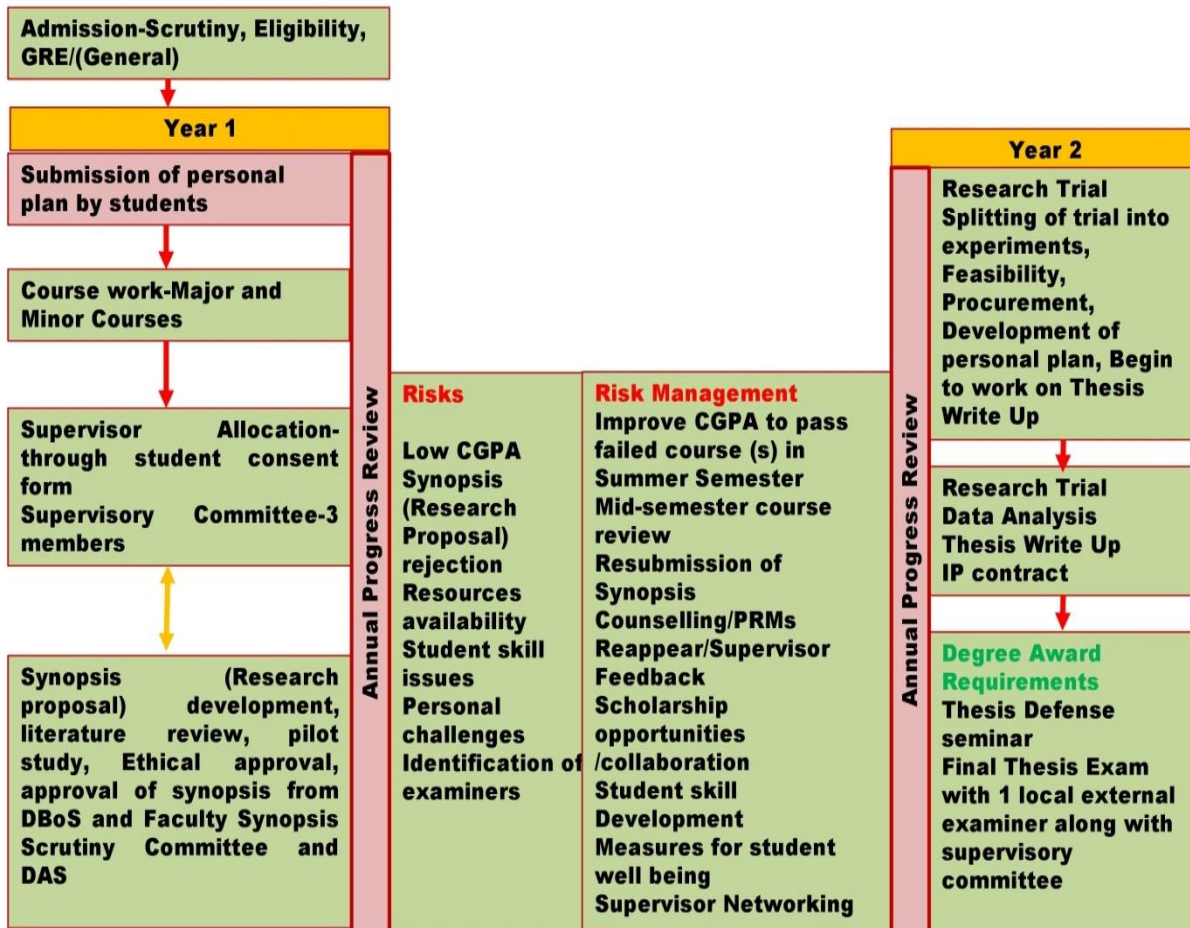
#### **Duration of MPhil**

1. The MPhil degree shall be awarded by the universities not before the completion of two (2) years or **four (04) regular semesters** and not after completion of four (04) years or **eight (08) regular semesters**. The maximum duration shall be determined from the date of student enrollment until the date of the completion notification of the MPhil degree.
2. In case a student is unable to secure an MPhil within the prescribed timeframe and claims for **extension in duration, the Vice Chancellor may constitute a committee to determine the causes of delay**. In the event of force majeure (i.e., delay on account of circumstance beyond the control of the student), the Advanced Studies and Research Board on the recommendation of the Committee may grant an extension in the period of award of 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.

*Explanation:* An M. Phil student after completing six (06) semesters will have maximum two (02) more semesters to complete his/her degree by paying double fee and after that his/her admission will be cancelled, However, a part time M. Phil student will have maximum eight (08) semesters to complete his/her degree and after that his/her admission will be cancelled.



## Framework of MPhil Degree Program



Framework of MPhil degree program

Briefly, the timeline of different steps of the entire MPhil journey is as follows:

1. From the date of Enrollment of first semester, the Supervisor is allotted with the consent of student and his/her research interest by the respective Dean of the Faculty on recommendation of Director/Chairperson of the respective Institute/Department.
2. The committee given on the course work will be approved as supervisory committee of the postgraduate student.
3. Coursework document is submitted to the Directorate of Advanced Studies during first semester for approval. In case of delay, a fine of Rs. 2000/- per semester will be charged at the time of submission of course work in the Directorate of Advanced Studies.
4. Coursework is required to be completed within two semesters
5. Those postgraduate students who completed their last degree other than University of Veterinary and Animal Sciences, Lahore are required to apply for Registration immediately after enrollment by submitting Registration Form (E-2 Form) in the Directorate of Advanced Studies.
6. By the end of 2<sup>nd</sup> semester, the research synopsis is required to be approved by the Ethical Review Committee, Departmental Board of Studies, Faculty Synopsis Scrutiny Committee and Director Advanced Studies. In case of delay, a fine of Rs. 2000/- per semester will be charged at the time of submission of synopsis in the Directorate of Advanced Studies.
7. There will also be a Supplementary Semester of eight (8) to ten (10) weeks (Summer Semester) each year as part of an academic year which shall be optional. Students, who desire to take up failed courses as approved in their coursework programs under the rules, may enroll during this semester. It shall not count towards residential requirements.
8. After successful completion of coursework, the regular students will enroll Research and Thesis in the 3<sup>rd</sup> and onward semesters.
9. Concurrently, the students continue with the research trial and thesis write-up. They keep submitting their semester-wise progress report to their supervisors for review and onward transmission to the Dean of the Faculty.
10. In 4<sup>th</sup> semester, students can submit their thesis to the Directorate of Advanced Studies after successful defense at the Departmental level.

11. Concurrently, the Chairman Departmental Board of Studies will propose a panel of local external examiners for thesis evaluation. Vice Chancellor selects two examiners from this panel, and Supervisor arranges the viva voice examination accordingly.
12. The case for award of MPhil degree is forwarded by the Supervisor to the Controller of Examination when the degree award requirements have been met (more information in section 9 and 10).

#### **4. SUPERVISOR ALLOCATION: EXPECTATIONS & RESPONSIBILITIES OF RESEARCH SUPERVISORS**

##### **4.1. HEC Guidelines**

At the time of supervisor allocation, the supervisors:

- i. Shall be a PhD degree holder complying with the criteria and standards provided in this policy.
- ii. Must be relevant to the field of research in which the student intends to conduct research.
- iii. Should have NO CONFLICT OF INTEREST in personal, financial, or professional stakes.
- iv. Should have the time and availability to supervise PhD dissertation and give clear and constructive feedback.
- v. Should be capable of conducting themselves in a professional and respectful manner throughout the supervision process.
- vi. Should be capable of maintaining confidentiality and protecting the intellectual property of the dissertation.
- vii. Should, primarily, be a regular/adjunct faculty member of the supervisee's University/HEI/DAI
- viii. The research supervisor shall be allocated to a doctoral student from the date of enrollment.

- ix. 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 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 3<sup>rd</sup> year, two PhD students in 4<sup>th</sup> year and maximum up to 5 PhD students from 5<sup>th</sup> year onward, subject to fulfillment of other conditions provided in this policy.
- x. The university/DAI/HEI shall allocate supervision/research space to the doctoral students.
- xi. PhD research work completed under supervision is a shared property of supervisor and supervisee. All publications resulting from such research shall reflect the authorship of both parties and shall be subject to mutual consent.

### **Expectations & Responsibilities of Research Supervisors**

- ✓ The research supervisor is required to be familiar with the regulations and guidelines which are being implemented within HEC. It include but not limited to:
- ✓ Guide the student in a choice of research topic; a suitable topic of research which can be completed as a research project and written up within the prescribed period of study (normally three to maximum up to eight years).
- ✓ The supervisor must insist that the student no later than 6 months after PhD course work completion, should complete the basic structure of the research project, an appropriate research method, a realistic plan of work, and any additional required study including Skills Development Training.
- ✓ The Supervisor must ensure that, where applicable, risk assessment of laboratory and/or field-based activities has been carried out in accordance with HEC rules and university /departmental procedures and that the student receives the required safety training.

- ✓ Supervisor must monitor the progress according to agreed milestones (and revising same based on issues in the field).
- ✓ The Supervisor must establish a practice of regular meetings with the student at which all matters relating to the research project can be discussed.
- ✓ Provide commentary, constructively and within a reasonable timeframe, on the student's oral and written work. Ensure that the written evidence of the meeting is kept within the Department and HEC.
- ✓ The supervisor must alert the student to what they may expect from the supervisor by way of a critique of work.
- ✓ The supervisor must complete annual progress reports in conjunction with the postgraduate student to ensure supervision of a maximum 12 students out of them 05 maximum at the level of PhD.
- ✓ Encourage the student to present work in progress from time to time, as appropriate, attend relevant conferences, meetings and workshops and publish their work in 'W' or 'X' Category Journals as per HEC Journal Recognition System (HJRS).
- ✓ Provide guidance on the preparation of the thesis and the viva voce examination and other aspects.
- ✓ The supervisor should ensure timely submission of thesis by the student and it should be presented to the appropriate board within 06 months of submission. The Supervisor should ensure to get the foreign evaluators report maximum up to 06 months after final thesis submission.
- ✓ The supervisor must guide students who act like an author who submits substantially similar work to more than one publisher and must disclose this to the publishers at the time of submission.
- ✓ The supervisor must ensure that the student is familiar with the HEC policy on plagiarism.

## 4.2. UVAS Policy

Following are basic guidelines available for the research Supervisor in UVAS:

- a. The research supervisors should be encouraged to participate in the selection process of the research students, from advertisement to recruitment process, also in case of any particular skill required from the PG students.
- b. From the date of Enrollment of first semester, the Supervisor is allotted with the consent of student (MPhil/PhD) and his/her research interest by the respective Dean of Faculty on recommendation of Director/Chairperson of the respective Institute/Department
- c. When a PG student has been enrolled for his/her first semester, the Supervisory Committee is allotted with the consent of student (MPhil/PhD) and his/her research interest by the respective Dean of Faculty on recommendation of Director/Chairperson of the respective Institute/Department. Supervisory Committee shall normally consist of two (2) specialists from the major field of study and one (1) from the minor field of study whereas one of the teacher members from the major field of study will be designated as Chairperson and will act as Major supervisor.
- d. The committee given on the course work will be approved as supervisory committee of the postgraduate student.
- e. The Supervisor in consultation with the supervisory committee should guide the PG student for the enrollment of the courses.
- f. There should be division of tasks and responsibilities among the supervisory committee. Each member of the supervisory committee should be on board regarding the progress of the PG student.
- g. The Supervisor must establish a practice of regular meeting schedules with the PG students. It is recommended to have a weekly meeting with the student and a monthly meeting with the supervisory committee, including students. These meetings should commence from the start of a PG journey of the student. It should encompass all the matters relating to the research project and other milestones for PG studies. Each scheduled meeting should have an agenda, the minutes of meetings should be properly recorded and shared among students, the supervisory committee and

- concerned head of the department, and to the Directorate of Advanced Studies at the end of each semester.
- h. Supervisor must monitor the progress according to agreed milestones (and revise the same based on emerging issues, time after time on weekly and monthly basis).
  - i. Guidance to PG students in a choice of research topics; a suitable topic of research, can be completed as a research project and written up within the prescribed period of study (normally two to maximum up to four years for MPhil and three to maximum up to eight years for PhD).
  - j. The supervisor must encourage the PG student to complete and defend the research synopsis, parallel to the course work completion, the scholar should complete the basic structure of the research project, an appropriate research method, a realistic plan of work, and any additional required study including skill development training.
  - k. Where applicable, the supervisor must ensure the risk assessment of laboratory and/or field-based activities has been carried out in accordance with HEC rules and university /departmental procedures and that the student receives the required safety training.
  - l. Provide constructive critical and actionable feedback within a reasonable timeframe, on the student's oral and written work. Ensure that the written evidence of the meeting is kept within the Department.
  - m. The supervisor must alert the student to what is expected from the supervisor by way of a critique of work.
  - n. The supervisor must complete semester progress reports of the PG students in conjunction to ensure the supervision of a maximum twelve students, including maximum five at the level of PhD, as per HEC guidelines.
  - o. The supervisor should provide appropriate guidance regarding the publication of research articles in peer reviewed journals, extension paper and presentation of research work of the students at scientific forums, including workshops and conferences.
  - p. The supervisors should encourage PG students to participate in scientific meetings, workshops and conferences.

- q. Provide guidance on the preparation of the thesis and the viva voce/ defense examination and other aspects.
- r. The supervisor should navigate the timely submission of the thesis by the student. The Supervisor should ensure to get the external evaluation report(s) within six months after final thesis submission, in case of a PhD student.
- s. The supervisor of each doctoral student should submit a progress report to the Advanced Studies and Research Board, routing through the concerned Chairperson and Dean, considering the course work, research and other milestones required for the PhD, at the end of each semester.
- t. The supervisor must ensure that the student is familiar with the HEC policy on plagiarism.

## **5. STUDENT PROGRESS REVIEW**

### **5.1. HEC Guidelines**

The Directorate of Advanced Studies shall monitor and ensure that the thesis is progressing in accordance with the time prescribed in the prospectus / booklet. It includes, but not limited to, the timely approval of the research synopsis, evaluation of the research thesis / dissertation in accordance with the HEC guidelines as well as its submission, and finally the conduct of open defense.

### **5.2. UVAS Policy**

- The supervisors of postgraduate students shall submit a report with regard to each postgraduate student showing general progress particularly in research. Such report shall be submitted on the prescribed form after each semester to the Quality Enhancement Cell through the Chairperson of the Department/Director of the Institute/Dean of the Faculty concerned
- In case their progress is not satisfactory, they will be called during the next semester to justify the delay in Advanced Studies and Research Board. In case their explanation, in the opinion of the Advanced Studies and Research Board is not found satisfactory, appropriate orders, including cancellation of admission shall be passed by the Board.



The supervisors / supervisory team are to ensure that their postgraduate students develop and submit their Individual Development Plan (IDP) to their supervisors at the end 1<sup>st</sup> semester. The IDP is a personal and flexible planning tool to help graduate students plan and achieve their professional goals. Students use the IDP process to reflect, identify professional goals, create manageable plans, and get feedback from the supervisory committee members and peers on their action plan and achievements. The supervisors will hold weekly meetings with postgraduate students, and monthly meetings with the student and the supervisory committee. During these meetings, they will review and sign off the progress of the students benchmarked against their previously submitted IDP goals and timelines. The IDP is expected to evolve as a result of these meetings.

Suggested goals and IDP can be as follows (adopted from University of Iowa) but the supervisors and the students can be flexible around the specifics:

<p><b>Academic / Degree related goals</b></p> <p>Supervisory Committee Formed</p> <p>Coursework Complete</p> <p>Synopsis Submitted</p> <p>Comprehensive Exams</p> <p>Research Methods / Process Complete</p> <p>Thesis Write-up Complete</p> <p>Thesis Defense</p> <p>Review Program Requirements/Milestones</p> <p><b>Personal goals</b></p> <p>Physical Wellbeing: Exercise, Eat, Sleep</p> <p>Financial Wellbeing: Balance Budget, Pursue Additional Funding,</p> <p>Manage Debt</p> <p>Social Wellbeing activity</p> <p>Identify top priorities that inform career decision</p>	<p><b>Career development goals</b></p> <p>Create LinkedIn Profile</p> <p>Update LinkedIn Profile</p> <p>Update Resume and CV Simultaneously</p> <p>Networking Event: Name/Date/Title</p> <p>Join Professional Society</p> <p>Attend Conference</p> <p>Publish a Paper</p> <p>Present at a Conference</p> <p>Keep in touch with contacts from undergraduate institution</p> <p>Keep in touch with contacts from past jobs</p> <p>Let network contacts know you are looking for a job</p> <p>Explore positions or postdocs of area of interest</p> <p>Keep references/recommenders informed of your progress</p> <p>Identify new mentors as needed for career goal</p>
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	<p><b>Money / funding goals</b></p> <p>Develop financial strategy</p> <p>Explore possible internal and external grants/fellowships</p>
<p><b>Skill development goals</b></p>	
<p>Lead Workshop or Program on Campus</p> <p>Leadership Opportunity</p> <p>Learn about negotiation</p> <p>Learn Excel</p> <p>Practice interviewing</p> <p>Practice job talk</p> <p>Practice talking about transferable skills</p> <p>Write or co-write Grant Proposal</p>	<p>Design Survey</p> <p>Design Syllabus</p> <p>Facilitate Discussion</p> <p>Find resources on campus to learn or strengthen skill</p> <p>Have faculty observe teaching</p> <p>Work on a team to solve a problem</p> <p>Write Assessment Questions</p> <p>Write Fellowship Application</p>

Once they have identified their goals, the students should be prompted to use the SMART principle to break their professional goals into a concrete plan i.e. document small steps that they will need to take in the next week. What could they plan to accomplish in the coming months? in the coming year?

**Specific** - is it focused and unambiguous?

**Measurable** - define metrics to know whether the objective is achieved.

**Action-oriented** - identify concrete steps to achieve the objective.

**Realistic** - is the strategy feasible?

**Time bound** - define a deadline.

It will be followed up by the students identifying strategies and resources needed to achieve their goals. For example,

1 week: (goal) Update LinkedIn profile; (strategy) watch related YouTube tutorials)

3 month: (goal) conduct 2 informational interviews - write grant proposal; (strategy) review papers, take an online grant writing course

The IDP will include information on their goals for each year. Having this information will help the students as well as the supervisor in developing and reviewing strategies throughout the year and the program duration. This information is, however, expected to evolve over time.

An example of IDP for year 1 is given below. The student will develop and submit the plan for Year 2 & 3 also at the end of the 1<sup>st</sup> semester and will guide their progress review.

Year 1	
Academic / Degree related goals	1. 2. 3. 4.
Career development goals	1. 2. 3. 4.
Skill development goals	1. 2. 3. 4.
Personal development goals	1. 2. 3. 4.
Money / Funding goals	1. 2. 3. 4.

Also, the supervisors will record their observations on the ‘Student Research Progress Review Form’ that’s filled in by the postgraduate students at the end of each semester during the research phase.

## **6. COURSE WORK AND COMPREHENSIVE EXAMINATION**

### **I – COURSEWORK**

#### **6.1. HEC Guidelines**

##### **PhD Program**

The students shall complete the coursework of at least:

- 18 credit hours if they are from the same discipline.
- The courses shall be offered through regular classes (i.e., classes taught on campus by full-time faculty members of the university)
- The courses shall preferably be of 800 level.

##### **MPhil Program**

- Either need to complete 30 credit hours of course work or
- Complete 24 credit hours of coursework along with a minimum of six (6) credit hours for research work/thesis.
- In case a degree is offered with research work, the university shall develop a policy regarding thesis defense and evaluation through its statutory bodies.

#### **6.2. UVAS Policy**

##### **PhD Program**

- A student shall complete 24 credit hours (18 Major & 06 Minor) during the course work
- Compulsory courses like Statistics and Biochemistry shall be counted towards Major field and minor field respectively. However, if a student is admitted in MPhil or PhD in the discipline of Biochemistry, the compulsory minor course of Biochemistry shall not be counted towards minor field.
- Ordinarily, a whole time student shall not be enrolled for more than twelve (12) and less than eight (8) credits in a semester except in the last semester. Relaxation for enrolling one (1) credit hour more than the limit may be allowed by the Director Advanced Studies in exceptional cases only except 1<sup>st</sup> semester. The Deans / Directors / Chairpersons would ensure that the requisite courses are offered by their Faculties / Institutes / Departments to avoid hardship to the students.

- A part-time student may take two (02) courses only in a semester. However, a compulsory course of PG clinic (1 Credit Hour) for clinical degrees only may be taken in addition to two (02) courses in a semester.
- An application for enrolment on the prescribed enrolment form (GS-10 Form), accompanied by the prescribed fees, shall be presented on the day(s) notified for enrolment provided that the Director, Advanced Studies may, in special circumstances and on payment of late fee permit a student to enroll within ten days after the commencement of the semester. Provided further that the Vice-Chancellor may allow enrolment of a student after the expiry of 10 days of the commencement of the semester under special circumstances in individual cases to be recorded in writing with double late fee, till such time as it does not conflict with the prescribed requirement of 75% attendance in lectures and practicals of each subject.  
(**Explanation:** Enrolment will only be considered completed when the enrolment form is submitted to the Directorate of Advanced Studies within due date personally. Merely depositing of fee will not serve the purpose)
- If a student fails to enroll in any semester without permission of the competent authority, he/she shall cease to be on the rolls of the University and in case he desires readmission, he shall have to apply for the same.  
(**Explanation:** The Vice Chancellor may readmit such a candidate in the same discipline by paying double fee (new fee structure) along with readmission fee Rs. 6000/- or refuse admission if the reasons advanced are not convincing).
- At the end of 1<sup>st</sup> semester, a student must attain a GPA of 3.00. However, in case of a GPA of 2.5 or above but less than 3.00, he/she will be given a warning to improve his/her GPA/CGPA and if he/she fails to attain a CGPA of 3.00 in the next semester, his/her admission shall stand canceled.
- A course can be repeated three times, at the most. First repetition will be on student's will. For 2<sup>nd</sup> repetition prior permission of Director Advanced Studies is essential and for 3<sup>rd</sup> repetition, permission of the Advanced Studies and Research Board will have to be sought and the applicant will have to justify the repetitions.
- All students are required to submit their course work program during 1<sup>st</sup> semester. (The committee given on the course work will be approved as supervisory committee of the postgraduate student). In case of delay in submission of course work, a fine of Rs. 2000/- per

semester will be charged at the time of submission of course work in the Directorate of Advanced Studies.

- All students are required to submit their synopsis during 2<sup>nd</sup> semester. In case of delay in submission of synopsis, a fine of Rs. 2000/- per semester will be charged at the time of submission of synopsis in the Directorate of Advanced Studies.

### **MPhil Program**

- A student shall complete 29 credit hours (21 Major & 08 Minor) during the course work along with 06 credit hours of Research and Thesis
- Compulsory courses like Statistics and Biochemistry shall be counted towards major field and minor field respectively.
- Ordinarily, a whole time student shall not be enrolled for more than 16 and less than 10 credits in a semester except in the last semester. Enrolment for a minimum of 10 credits in a semester will be strictly adhered to, as provided under rules. Relaxation for enrolling 2 credits less than the requisite limit may be allowed by the Advanced Studies & Research Board in exceptional cases only. Relaxation for enrolling one (1) credit hour more than the limit may be allowed by the Director Advanced Studies in exceptional cases only except 1<sup>st</sup> semester. The Deans / Directors / Chairpersons would ensure that the requisite courses are offered by their Faculties / Institutes / Departments to avoid hardship to the students.
- An application for enrolment on the prescribed enrolment form (GS-10 Form), accompanied by the prescribed fees, shall be presented on the day(s) notified for enrolment provided that the Director, Advanced Studies may, in special circumstances and on payment of late fee permit a student to enroll within ten days after the commencement of the semester. Provided further that the Vice-Chancellor may allow enrolment of a student after the expiry of 10 days of the commencement of the semester under special circumstances in individual cases to be recorded in writing with double late fee, till such time as it does not conflict with the prescribed requirement of 75% attendance in lectures and practicals of each subject.

**(Explanation:** Enrolment will only be considered completed when the enrolment form is submitted to the Directorate of Advanced Studies within due date personally. Merely depositing of fee will not serve the purpose)

- If a student fails to enroll in any semester without permission of the competent authority, he shall cease to be on the rolls of the University and in case he desires readmission, he shall have to apply for the same.

**(Explanation:** The Vice Chancellor may readmit such a candidate in the same discipline by paying double fee (new fee structure) along with readmission fee Rs. 6000/- or refuse admission if the reasons advanced are not convincing).

- At the end of the first semester, student must obtain a minimum grade point average (G.P.A.) of 2.00 to be promoted to the second semester. In case a student is able to obtain GPA of 1.75 or more but less than 2.00, he/she will be promoted to the second semester on probation. At the end of the second semester, a student must obtain a minimum cumulative grade point average (C.G.P.A.) of 2.00 and must also pass at least 50 per cent of the courses taken by him/her in order to be promoted to the third semester. If any of the preceding two conditions is not fulfilled by a student, he/she shall cease to be on the rolls. A student will be required to repeat those courses of the previous semesters in which he/she had failed, at the first available opportunity, provided that his/her maximum work load, including the courses being repeated by him/her, will not exceed the normal work load. At the end of the third and subsequent semesters, the C.G.P.A. of a student should not be less than 2.00, otherwise he/she shall cease to be on the rolls. A student, who cannot maintain the GPA/CGPA requirements in accordance with regulation and ceases to be on the rolls, may seek fresh admission along with other candidates, on merit, but only once.
- A student, who obtains CGPA of 2.00 but less than 2.50, upon the completion of entire approved course work, may be allowed to repeat once the courses of the previous semesters in which he/she had obtained the lowest grades, in order to improve the CGPA so as to obtain the minimum of 2.50, failing which he/she shall cease to be on the rolls.
- A course can be repeated three times, at the most. First repetition will be on student's will. For 2<sup>nd</sup> repetition prior permission of Director Advanced Studies is essential and for 3<sup>rd</sup> repetition, permission of the Advanced Studies and Research Board will have to be sought and the applicant will have to justify the repetitions.
- All students are required to submit their course work program during 1<sup>st</sup> semester. (The committee given on the course work will be approved as supervisory committee of the postgraduate student). In case of delay in submission of course work, a fine of Rs. 2000/- per

semester will be charged at the time of submission of course work in the Directorate of Advanced Studies.

- All students are required to submit their synopsis during 2<sup>nd</sup> semester. In case of delay in submission of synopsis, a fine of Rs. 2000/- per semester will be charged at the time of submission of Synopsis in the Directorate of Advanced Studies.

## **II - COMPREHENSIVE EXAMINATION (Only for PhD Program)**

### **6.3. HEC Guidelines**

- Following the completion of coursework, every PhD student shall be required to pass the 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.
- The required coursework, comprehensive exam, and defense of synopsis/research proposals should be completed within the 1<sup>st</sup> six semesters of the registration into a PhD program. The responsibility in this regard rests collectively with the PhD student and the university. In case of noncompliance, the registration shall be cancelled and transcripts for completion of coursework may be issued to the student.
- In case a student is unable to secure a PhD degree within the prescribed timeframe and claims for extension in duration, the university may constitute appropriate authority and determine the causes for delay. In 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 PhD degree in accordance with the duration limiting factor(s) and shall also take corrective measures in case the delay is caused due to process or administrative reasons.
- The following are the guidelines for conducting a 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.



#### **6.4. UVAS Policy**

- A student admitted to the course shall take a Comprehensive Examination within six weeks of the termination of the next semester after he/she has successfully completed the approved course work program.
- A student will have to apply for the said exam on the prescribed form (E-30) by depositing Examination Fee within a week of scheduled Enrollment. If a student does not apply within the specified period or does not appear in the examination, he/she will be deemed to have availed one chance and failed to qualify at the first attempt
- The evaluation of Comprehensive Examinations (Written or Oral) shall be on an aggregate basis, expressed in terms of pass/fail and shall not be graded.
- In the Comprehensive Written Examination, there will be 2 Major and 1 Minor written Papers of 5 hours each, which will be administered in the semester following completion of coursework. The students have to 'Pass' all three papers by securing not less than 65% marks separately. In case of failing any paper, students have to repeat the comprehensive written examination and retake all three papers in the subsequent semester. Each exam will last for 5 hours and the student will be required to attempt any 5 out of 7 questions.
- In the Comprehensive Oral Examination, it is mandatory for students to have been declared 'Pass' by 05 out of 06 examiners. The panel for the oral exam consists of six faculty members—three examiners of the written comprehensive examination, the Dean of Faculty, and two nominees of the Vice-Chancellor. Students have to secure 65 marks out of 100 from each member. If two members fail any student, the student has to reappear for the oral comprehensive exam in the subsequent semester in front of the same panel constituted previously.
- A student shall not be eligible to sit in the oral part, unless he/she has qualified in the written part of the Comprehensive Examination
- If a student fails to qualify either in the written or oral part he/she shall be eligible to offer himself/herself again in the part in which he/she failed, in the subsequent semester/next semester but only once and also within one year of the declaration of the results of the examination.

- If a student is unable to qualify either written or oral part of the comprehensive examination twice, he/she shall cease to be on the University rolls. In case, he/she seeks a fresh admission in any Ph.D discipline then his/her previous studied courses shall not be revalidated.

## **7. RESEARCH ETHICS AND PLAGIARISM POLICY**

### **7.1 ETHICS IN RESEARCH**

According to the perspective of the Higher Education Commission, academic integrity is defined as “commitment, even in the face of adversity, to six fundamental values: honesty, trust, fairness, respect, responsibility, and courage. From these values, flow principles of behavior that enable academic communities to translate ideas into action.”

According to UVAS perspective, an Affidavit for “INTELLECTUAL PROPERTY-POLICY CERTIFICATE” is to be submitted at Directorate of Advanced Studies during the course of studies of postgraduate education, mentioning that:

- a. The student shall neither submit nor publish any part of his/her thesis to any Journal without the prior permission of his supervisor.
- b. He understands that his thesis will remain the property of UVAS as per UVAS IP-policy approved by the Syndicate.
- c. He also understands that the Research paper published by him out of his Postgraduate Research will bear his name and names of his supervisory committee only.
- d. In case of violation, he will be liable to face the legal legislation as per university rules and regulations.

#### **7.1.1 INTELLECTUAL PROPERTY RIGHTS POLICY OF UVAS**

Intellectual Property refers to human creativity and new ideas. Intellectual Property Rights (IPR) includes copyright, patent, database right, trademark, design, chemical formulation (e.g., medicine/vaccine/meat presentation styles/wanda or feed formulation, composition of mineral mixture/ milk adulteration test kit etc.), procedure, product, process, protocol, and performance

rights. This may also include services (e.g., diagnostic, farm) provided by the UVAS which has the potential to generate IP. Furthermore, this IPR policy will protect every such idea throughout its stages of conception, development, exploitation and commercialization.

## **Objectives**

- i. To protect the rights of the university, its staff, students, faculty, and researchers.
- ii. To eliminate the breach, inappropriate manipulation, and abuse of intellectual assets of the university.
- iii. To enhance and optimize the environment that is suitable for the researchers and for the creation of new ideas and knowledge.
- iv. To devise a strategy for co-ownership and due share of UVAS from commercialization of IP assets developed/created by UVAS through contracts with the industrial partners of the research projects.
- v. To ensure that the name, insignias and logos of UVAS and its associated functions are properly used, and to receive a fair share of any commercial benefits from the use of its names.

## **UVAS IP Policy Statement**

- i. The UVAS treats staff (academic & non-academic) and students (undergraduate, postgraduate, visiting scholars) alike, as far as IP policy is concerned. This policy will refer to all of these as “originators”.
- ii. The UVAS is committed to maximize the benefits from IP for both the originator and the university. Thus, both UVAS and originator will be equally responsible to take required measures to protect IPs. Upon commercialization of IP, both the university and the originator will share its financial benefit in accordance with this policy as recommended by the nominated committee and approved by the competent authority.
- iii. The UVAS encourages active participation of its employees and students for identification, development and commercialization of IPs.

## **UVAS Ownership**

Unless there are specific agreements to the contrary, The UVAS owns the following IPs:

- i. All IP generated by academic and non-academic staff
- ii. All IP generated by registered students during the registered period.
- iii. All IP generated by visiting scholars while using the facilities of UVAS, on-campus or otherwise.
- iv. All IP generated by staff and students other than their employment or study period for which substantial resources of UVAS were used.

**Note:**

- a) The specific agreement is determined/executed by the nominated committee of UVAS.
- b) The income from publications of different kinds will rest with the originator only.

**Conflict Resolution and Procedures**

- i. The cases of doubts of conflicts will be referred to the competent authority.
- ii. If in case the originator leaves the university (for employment or study) UVAS will give royalty-free permission to use all academic materials developed during that period provided that it does not harm the interests of UVAS.
- iii. If material generated by the originator is used by the university, the UVAS will be bound to acknowledge the originator appropriately.
- iv. If the university decides to commercialize the IP, the UVAS will be bound to share a specific percentage of income to the originator as per given table. The originator will be adequately kept in loop in this whole process of commercialization.

**7.2 HEC PLAGIARISM POLICY**

- ✓ Under no circumstances shall a dissertation based on plagiarized research be acceptable. It is the primary responsibility of both PhD researchers and their supervisors to prevent plagiarism. To avoid plagiarism, it is important to follow the provisions outlined in HEC Graduate Education Policy i.e., Governing Research Supervision and Research Ethics.
- ✓ For Plagiarism COPE guidelines must be followed.
- ✓ If a PhD dissertation is found to be plagiarized, it will be handled in accordance with the Anti-Plagiarism Policy issued by the Higher Education Commission, Pakistan, as updated from time to time.

- ✓ A similarity test, in accordance with the HEC's Anti-Plagiarism Policy, must be conducted on the dissertation before its submission to the external experts by the student.

Generally, following acts fall within the scope and definition of plagiarism:

- i. To steal and present the ideas or words of others as one's own
- ii. To use another person's production, without citing and crediting the source
- iii. To commit literary theft
- iv. To present as a new and original idea or product derived from an existing scholarly source.
- v. Turning in someone else's work as one's own
- vi. Copying words or ideas from someone else without giving credit
- vii. Failing to put a quote or quotation marks, when copying the exact language from a source
- viii. Giving incorrect information about the source of a quotation
- ix. Changing words but copying the sentence structure of a source without giving credit
- x. Copying a bulk of words or ideas from other references and including them in your work, whether you give credit or not.

The following activities are prevalent in today's technology-driven society. Despite their everyday use, they still count as academic cheating and plagiarism if done without permission from the original artists/creators.

- i. Copying media (especially images) from other websites to paste them into your work or websites.
- ii. Making a video using footage from others' videos or copyrighted art and music as part of a soundtrack.
- iii. Performing another person's copyrighted music (i.e., playing a cover) without permission.
- iv. Composing a piece of music which is heavily borrowed from another composition.

Indeed, some media can create challenging situations to determine if the copyrights of a work are being violated. For example:

- a. A photograph or scan of a copyrighted image (using a picture of a book cover to represent that book on one's website)
- b. Recording audio or video in which copyrighted music or video is playing in the background.
- c. Re-creating a visual work in the same medium. (Shooting a photograph that uses the same composition and subject matter as someone else's photograph)
- d. Re-creating a graphic work in a different medium (making a painting closely resembling another person's photo without permission).
- e. Re-mixing or altering copyrighted images, videos, audio, or other artistic expressions.
- f. Use of ChatGPT and similar machine-generated text.

### **7.3. UVAS Plagiarism Policy**

UVAS follows the HEC guidelines regarding plagiarism policy. Briefly, the similarity index of the doctoral thesis must be less than 19% and from individual sources, the similarity index must not exceed 5%. This plagiarism is excluding the research publications produced from doctoral thesis. A verified copy of similarity report duly verified by supervisor as well as Quality Enhancement Cell (QEC) will be required for submission along with thesis.

- If the thesis, submitted by a candidate for final evaluation, is proved to be copied/plagiarized, it will be liable to be rejected. The admission of such a candidate shall be cancelled and he will not be readmitted to Ph.D. under any circumstances.
- If the thesis of a candidate is proved to be plagiarized after its evaluation and declaration of result, previous result of the candidate will be cancelled and he will be declared to have failed in thesis examination. Such a candidate shall not be readmitted to Ph.D. under any circumstances.

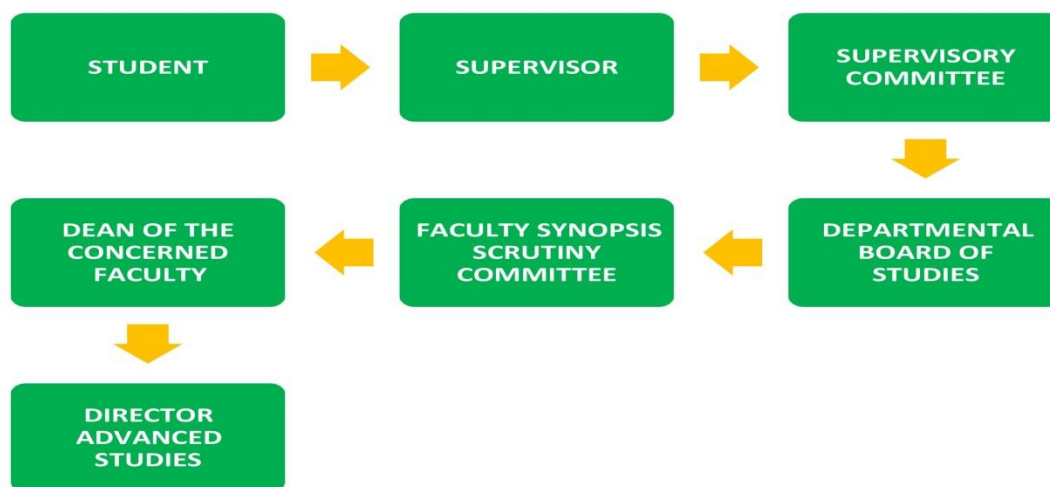
## 8. RESEARCH SYNOPSIS APPROVAL PROCESS:

### 8.1. HEC Guidelines

The defense of synopsis/research proposals should be completed within the 1<sup>st</sup> six semesters of the registration into a PhD program. The responsibility in this regard rests collectively with the PhD student and the university.

### 8.2. UVAS Policy

At UVAS, the route of synopsis approval is as follows:



The postgraduate student will defend his/her synopsis in the form of a presentation in the Departmental Board of Studies and then the Faculty Synopsis Scrutiny Committee. If the Faculty Synopsis Scrutiny Committee does not suggest any change, the Dean concerned will forward Synopsis to Director Advanced Studies (DAS) / Advanced Studies Research Board (ASRB) [in case of PhD Synopsis] that will finally approve a research synopsis. Submission of Synopsis by student to Director Advanced Studies/Advanced Studies & Research Board should be done during 2<sup>nd</sup> semester.

If the Faculty Synopsis Scrutiny Committee suggests any change, the Dean will send the Synopsis back to the Chairperson of the concerned Department in order to ask the student to

make suggested changes in the Synopsis. After making the changes, the Chairperson of the Department will send the Synopsis to Convener, Faculty Synopsis Scrutiny Committee for onward submission to Director Advanced Studies.

### **Synopsis Document**

- ✓ The document with the main headings as the introduction, review of literature, materials and methods, summary, and literature cited, each starting from the new page. The synopsis must be written and duly signed as per approved format of the University (06 copies for M. Phil and 04 copies for PhD)

### **Accompanying Documents:**

- ✓ Along with the research synopsis the student will also submit: An affidavit for “intellectual property-policy certificate” duly signed by the student, supervisor and chairperson/director of the department/ institute.
- ✓ Plagiarism report as generated by Turnitin software duly signed and stamped by the supervisor. The similarity index of the Synopsis must be less than 19% and from individual sources, the similarity index must not exceed 5%.
- ✓ UVAS 16 points checklist proforma where individual reviewer will record his/her response
- ✓ A purposefully developed synopsis submission proforma of UVAS. This proforma contains information about Student Name, Registration Number, Login I.D, E.mail I.D, Cell No., Department Name, Discipline Name, Supervisor Name, Research Priorities of Department, Title of proposed research, Objectives of research and problem identified, Certificate that proposed research plan is not repetition of work within university at least for last 10 years, References details, and written comments from every member of committee and convener’s summary for the Dean of the faculty.
- ✓ A page containing signatures of the supervisor, supervisory committee, Chairperson or Director, Convener, Faculty Synopsis Scrutiny Committee, Dean of the Faculty, and Director Advanced Studies



- ✓ Certificate from UVAS Ethical Review Committee / Institutional Review Committee for Biomedical Research / Educational Research Ethics Review Committee / Institutional Biosafety Committee
- ✓ Minutes of the Departmental Board of Studies
- ✓ Minutes of the Faculty Synopsis Scrutiny Committee
- ✓ Minutes of the Advanced Studies & Research Board (in case of PhD Synopsis only)
- ✓ Cover Letter from the respective Dean
- ✓ Receipt of fine @ PKR. 2000/- each semester in case Synopsis is submitted in the Directorate of Advanced Studies after 2<sup>nd</sup> semester

### **Synopsis Memorandum**

After fulfillment of all the above requirements, Directorate of Advanced Studies issues memorandum or approval letter of Synopsis which indicates the following responsibilities of the postgraduate student as well as his/her supervisory committee:

- ✓ The members of the Supervisory Committee will serve as a member of Thesis Committee of the candidate.
- ✓ The Chairman of the Committee (Supervisor) has the principal responsibility but other members are expected to assist in the guidance of the student by contributing constructive criticism at all stages of the work.
- ✓ The Chairman of the Committee shall call meetings of the Committee and the student from time to time, to consider the progress of work and the method/procedure followed.
- ✓ It is necessary that upon completion of the work, thesis must be acceptable to all members of the Committee.
- ✓ The student will confer with all members of the Committee as frequently as possible, so that all may get familiar with the progress of the work and the student may profit from the experience and guidance of the members of the Committee.

**Note:** No student (MPhil/PhD) will be allowed to conduct research outside the University Campus without prior permission of the Director/Chairperson of the Institute/Department and the Dean of the Faculty Concerned

## **9. THESIS SUBMISSION AND EVALUATION PROCESS**

### **9.1. HEC Guidelines**

#### **PhD Program**

The PhD dissertation must be evaluated by:

- a. At least two external experts who shall be:
  - I. 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
  - II. 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
- b. At least one external expert qualifying any one of the conditions mentioned at ‘a’ 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

An open defense of the dissertation is required after positive evaluation of the dissertation by committee members.

#### **MPhil Program**

For award of MPhil Degree, candidates shall:

- Either need to complete 30 credit hours of course work or
- Complete 24 credit hours of coursework along with a minimum of six (6) credit hours for research work/thesis.
- In case a degree is offered with research work, the university shall develop a policy regarding thesis defense and evaluation through its statutory bodies.

## 9.2. UVAS Policy

### PhD Program

- A candidate who has passed the Comprehensive Examinations shall be allowed to submit his/her thesis, but before submission he/she will have to defend his/her thesis, at University level. This presentation shall be evaluated by the Supervisory Committee and if found acceptable, the final submission in the Directorate of Advanced Studies may be allowed.
- The supervisor will provide two (2) original hard copies of QEC SI verified report to the concerned student for onward submission to the Directorate of Advanced Studies at the time of final thesis submission
- Director Advanced Studies is empowered to extend the date of final submission of the theses by two weeks for those students who get their semi-final theses approved / scrutinized by the Directorate of Advanced Studies.
- Directorate of Advanced Studies will forward the approved final thesis to office of the Controller of Examinations for External Evaluation.
- Office of the Controller of Examinations will request the concerned Principals/Directors/Chairpersons of the Colleges/Institutes/Departments to submit a panel of ten neutral external experts in the relevant field meeting HEC requirements for external evaluation of PhD Thesis duly recommended by concerned Board of Studies directly to the office of Controller of Examinations under the sealed cover as “Confidential” information. The Controller of Examinations shall get the final approval of the Vice Chancellor for appointment of said external experts before processing the thesis with these external experts
- As per HEC requirements and PhD regulations of UVAS, Vice Chancellor will appoint **a. at least two neutral external experts in the relevant field** (out of panel of 10) for evaluation of the PhD dissertation who shall be:
  - i. 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
  - ii. 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

**b.** At least **one neutral external expert** in the relevant field qualifying any one of the conditions mentioned at ‘a’ 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 before external evaluation of PhD Dissertation

- The Controller of Examinations sends the thesis to the said external expert(s) after taking expert(s)' consent. If the selected external expert(s) are not available to evaluate the thesis, then the Vice-Chancellor selects another one from the same panel.
- Each external expert is expected to provide a detailed evaluation report in the form of a proforma provided by the office of the Controller of Examinations.
- Controller of Examinations will receive the evaluation report(s) and forward it to the Dean of the concerned Faculty, for further processing. Evaluation report shall be shared with the supervisor.
- If external expert(s) reject thesis, the candidate shall be declared to have failed. However, the Advanced Studies and Research Board may allow a student to re-conduct his/her research and/or re-submit his/her thesis as recommended by his Supervisory Committee. This facility would be available only once.
- If one of the external experts approves the thesis and other rejects it, a third external expert shall be appointed for the evaluation. If the third external expert approves the thesis, the candidate shall be recommended for the award of the degree, otherwise he/she shall be declared to have failed.
- If one of the examiners approves the thesis and the other is of the view that it is not acceptable in the form in which it has been presented but requires revision, the following procedure shall be followed.
  - (i) The Supervisory Committee of the candidate may either:
    - (a) Write to the examiners concerned explaining why it is not possible to revise the thesis and taking that it should be examined in its original form, or
    - (b) If the views of the examiner were acceptable to the Committee, require the candidate to revise and re-submit the thesis within a period not exceeding one semesters, for-re-evaluation.
  - (ii) If the examiner approves the original thesis or the revised thesis, as the case may be the candidate shall be recommended for the award of the degree.

- (iii) In case of disagreement between the Supervisory Committee and the examiner, the matter shall be referred to the Advanced Studies and Research Board which may suggest such action as it may consider expedient.
- If both the external experts express the opinion that the thesis as presented is not acceptable, but required revision, the following procedure shall be adopted:
    - i. In case the lines, on which the external expert(s) have suggested revision of the thesis, are substantially the same and are acceptable to the Supervisory Committee, they shall call upon the candidate to revise the thesis on these lines and re-submit it along with annotated response letter within a period not exceeding one semester, for re-evaluation. The revised thesis shall then be sent to the external expert(s) as desired.
    - ii. In case the lines on which the external expert(s) have suggested revision are not acceptable to the Supervisory Committee, the matter shall be referred to the Advanced Studies and Research Board which may suggest such action as it may consider expedient.
    - iii. In case a candidate, who is required to revise and re-submit his/her thesis, does not do so within the period allowed, he/she shall re-submit thesis evaluation fee(s)/semester(s) to submit his/her revised thesis.
  - Students will have to correct the thesis according to external experts' suggestions/changes.
  - After receiving of the successful external evaluation report(s), Office of the Controller of Examinations will request the concerned Principals/Directors/Chairpersons of the Colleges/Institutes/Departments to submit a panel of six (6) local neutral external examiners in the relevant field within country other than UVAS for external examination of PhD Thesis duly recommended by concerned Board of Studies directly to the office of Controller of Examinations under the sealed cover as “Confidential” information. The Controller of Examinations shall get the final approval of the Vice Chancellor for appointment of **two local neutral external examiners in the relevant field** (out of panel of 06) before processing the thesis with them.
  - The Supervisor sends the thesis to these external examiners after taking their consent and arranges the viva voce during the specific time (not less than seven (07) days from the issuance of notification of external examiners’ appointment). Supervisor will make sure that final thesis must reach to the external examiners and other members of supervisory

committee well in time and they may have minimum 7 days to critically examine the PhD Thesis prior to Final Open Defense and Viva Voce. If the selected external examiner(s) are not available to evaluate the thesis, then the Vice-Chancellor selects another one from the same panel.

- After satisfactory reports from neutral external expert(s) in the relevant field, the candidate shall be allowed to defend his/her thesis publically at University level.
- Supervisor in coordination with local **Review Committee comprising upon two external examiners (Neutral Chairs) and supervisory committee** will decide the date for Final Open Defense. Thesis Presentation shall be evaluated publically in the presence of local **Review Committee followed by a viva voce examination.** The final decision of the local Review Committee will be expressed on PhD Thesis Examination Certificate in the following terms:
  - i. Pass or
  - ii. Pass with minor amendments to be incorporated in the PhD Thesis and Defense or
  - iii. Deferred for resubmission and re-defense or
  - iv. Fail (in exceptional circumstances and for the reasons to be recorded by the local review committee, then same review committee may require the student to defend the thesis for second and the last time within a period of six months.
- Similarly, students will have to incorporate changes as suggested by local external examiners.
- A thesis must receive Satisfactory (S) report(s) from the **two neutral external experts in the relevant field** and local **review committee** for being considered for the award of PhD degree.
- Final hard-bound copies of the thesis after incorporation of examiners' feedback are submitted to the Controller of Examination as part of the degree award process.
- Before a Ph. D student awarded a degree:
  - A. He/She shall be required to publish an extension article based on his/her original research, through his/her supervisor in one of the leading English Daily Newspapers.
  - B. He/She shall be required to publish research articles (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.) meeting the following criteria:

- i. At least:
  - a. One research article in **W** category journal or two research articles in **X** category journals (As categorized in HJRS at the time of acceptance of the research article), for Science disciplines
  - b. One research article in **X** category journal or two research articles in **Y** category journals, for Social Science disciplines
- ii. The PhD researcher shall be the first author of these publications.
- iii. The research article shall be relevant to the PhD research work of the PhD researcher.
- iv. The article shall be published after approval of the research synopsis.
- v. The article shall be published in a relevant research journal.

(However, the review articles, erratum, corrections, letter to the editors, notes, corrigendum, addendums and short communications should not counted as research article for award of degree.)

**Note:** The expenditure to be incurred on research articles submitted to foreign journals will be borne by the University out of an endowment fund to be instituted for purpose.

- Supervisor will provide two (2) original hard copies of final Plagiarism/Similarity Index report after successful evaluation of the dissertation by the External Expert(s), duly verified by QEC, prior to issuance of notification for the award of Ph.D degree by the Controller of Examinations.

### **MPhil Program**

- ✓ A student shall be entitled to submit thesis for examination after he/she has passed all the final examinations in the approved courses and has also fulfilled the residential requirements.

- ✓ The thesis shall be prepared and presented in the manner laid down in the instructions approved by the Advanced Studies and Research Board from time to time. It shall be accompanied by a research paper (publishable), Extension paper and abstract embodying results of the thesis.
- ✓ The unbound thesis shall be referred to the examiner for evaluation duly certified by the supervisory committee that the contents and form of the thesis are satisfactory for submission
- ✓ The thesis shall be evaluated by a Board of Examiners comprising members of the supervisory committee and one external examiner appointed by the Vice-Chancellor from the persons proposed by the Board of Studies of the concerned Department. The Board of Studies shall send the recommended panel directly to the office of the Controller of Examinations under the sealed cover as “confidential” information. The controller of Examinations shall get the final approval from the Vice Chancellor for further necessary action. At least three members of the Boards of examiners of whom one must be an external Examiner shall for the purpose of evaluating the thesis, hold a viva voce examination and such other tests, as they may consider necessary. The external Examiner shall be given reasonable time to go through the contents of the thesis critically.
- ✓ The viva voce examination would be conducted at least after one week and not later than three months of the receipt of thesis by the external Examiner. If the student is responsible for the delay, he shall have to pay a fine of Rs.5000/- and would be required to enroll again for Research & Thesis for the next semester by depositing the semester fee. In case, he does not appear in that semester for thesis examination; his Research & Thesis will be cancelled. Similarly, if a student after taking final VIVA VOCE examination is unable to submit the revised/corrected copy of the thesis after incorporating the necessary changes as suggested by the External Examiner, within 18 weeks of the VIVA VOCE examination thereafter, he/she will have to deposit next semester fee for submission of corrected/revised copy of thesis to fulfill the requirements of result notification. **This offer is valid for only one year.**
- ✓ The thesis shall be evaluated by the Board of Examiners according to the following numerical and letter grades:



- ✓ There shall be 120 marks corresponding to 06 credit hours allocated for thesis and these may be divided as under:
- ✓ Twenty five percent marks will be reserved for the evaluation of technical knowledge of the topic as well as general knowledge about the subject of the degree programme.
- ✓ Fifty percent marks will be reserved for the subject matter of the thesis such as the originality and justification of research, quality of data, interpretation of data, conclusions drawn and achievements of the objectives of the research.
- ✓ Twenty five percent marks will be reserved for technical aspects of presentation such as consistency, illustration, diagrams, references, English grammar, vocabulary and quality of typing.
- ✓ The marks so awarded will be converted into letter grades by the prescribed formula which shall be A, B, C or F as the case may be. Average grades on the basis of course work and thesis will then be worked out to calculate the final CGPA.
- ✓ If a candidate fails in the thesis examination, he/she may enroll again and submit a revised thesis on payment of the prescribed examination fee but he/she shall not be entitled to resubmit his/her thesis on the expiry of six months after the date of declaration of the result of the last thesis examination. He/She can avail of this chance only once.
- ✓ In case of disagreement between the Supervisory Committee and the External Examiner regarding the acceptance of the thesis it shall be referred to another external examiner whose decision shall be final.
- ✓ The subject approved for thesis research shall remain valid only for 8 semesters from the date of admission of the candidate to the course. The Advanced Studies and Research Board may, however, relax this condition for special reasons to be recorded.
- ✓ A student admitted to the course in partial residence shall undertake research work in a laboratory or institute approved by the Syndicate on the recommendations of the Academic Council and Advanced Studies and Research Board.
- ✓ If the thesis, submitted by a candidate for final evaluation, is proved to be copied/plagiarized at the time of viva-voce examination, it will be liable to be rejected on the report of Board of Examiners, the Controller of Examinations will declare the candidate fail in thesis examination. The admission of such a candidate shall be cancelled and he/she shall not be readmitted to M.Phil under any circumstances.

- ✓ If the thesis of a candidate is proved to be plagiarized after its evaluation and declaration of result, previous result of the candidate will be cancelled and he will be declared to have failed in thesis examination. Such a candidate shall not be readmitted to M.Phil under any circumstances.
- ✓ University examination fees shall be charged at the time of enrolment for each semester. However, the thesis examination fee will be charged at the time of thesis submission.

## **10. DEGREE AWARD REQUIREMENTS**

### **10.1. HEC Guidelines**

#### **PhD Program**

##### **Reporting Requirements**

On completion of PhD studies, the universities/HEIs/DAIs are required to submit following documents to the HEC as per the HEC's procedure:

- a. A duly filled completion form by Office of the Controller Examinations of the university notifying that the PhD scholar has completed all the requirements for the award of PhD degree.
- b. A soft copy of PhD Dissertation for inclusion in PhD Country Directory and for attestation of the PhD degree by the HEC.
- c. A duly filled Proforma for the PhD Country Directory, approved by the Principal Supervisor, Controller of Examinations, and the Vice Chancellor (or Rector).
- d. Any other requirement/procedure amended/approved by the HEC from time to time.

##### **Research Publications**

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

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

b. One research article in X category journal or two research articles in Y category journals, for Social Science disciplines

ii. The PhD researcher shall be the first author of these publications.

iii. The research article shall be relevant to the PhD research work of the PhD researcher.

iv. The article shall be published after approval of the research synopsis.

v. The article shall be published in a relevant research journal.

### **MPhil Program**

In case a degree is offered with research work, the university shall develop a policy regarding thesis defense and evaluation through its statutory bodies.

## **10.2. UVAS Policy**

### **PhD Program**

- A student who successfully completes coursework and passes the comprehensive examinations 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 will be granted a **Graduate Level Diploma/Certificate/Transcripts** in accordance with the university rules and regulations.
- A candidate who has fulfilled all the requirements prescribed for the course and passed all the examinations including coursework, comprehensive examinations, final thesis defense and viva voce with the prescribed C.G.P.A. (3.0) shall be awarded the Degree of Doctor of Philosophy subject to submission of following documents:
  - ✓ Supervisor Letter in which he/she has certified that all corrections/modifications as suggested by the External Expert(s) have been incorporated in the thesis of the student
  - ✓ 03 Copies of Final Hard Bind Thesis (Color of Hard Bind: Black with Golden Printing
  - ✓ 03 CD (Compact Disc) having one file soft copy of PhD thesis

- ✓ Plagiarism report (the similarity index of the doctoral thesis must be less than 19% and from individual sources, the similarity index must not exceed 5%) duly signed and stamped by Supervisor and verified by QEC (2 copies for Ph. D)
- ✓ Final Open Thesis Defense Certificate
- ✓ Clearance Certificate to be signed and sent to Office of Controller of Examinations by generating from student's Login
- ✓ Entry in PhD Country Directory Online System (PCD-OS)

### **Research Publications**

UVAS policy on research publications is as follows:

- ✓ Research articles: One (1) in 'W' or Two (2) in 'X' category journals for Sciences and One (1) in X or Two (2) in Y category for Social Sciences according to HEC Journal Recognition System (HJRS)
- ✓ The PhD student must be the first author and as per IP policy, only the names of supervisory committee can be incorporated as authors in the publications
- ✓ One (01) extension article published in National Daily English Newspaper

### **PhD Country Directory Online System (PCD-OS)**

Following are the attachments for Online PCD Performa:

- i. Notification for the award of PhD degree
- ii. Soft copy of PhD Dissertation in PDF (both machine-readable and printable format, not scanned PDF document)
- iii. Letter of Acceptance of Research Paper from the Office of Editor of Journal
- iv. Approval of Supervisor from ASRB (Synopsis Memorandum)
- v. Single Page Plagiarism/Similarity Index report of dissertation wherein overall similarity index and single source is clearly mentioned
- vi. PhD Transcript
- vii. BS or MPhil or Equivalent degree transcript
- viii. PhD admission entry test result card (GRE Score)
- ix. Research Paper or Publication
- x. Marriage Certificate (for female applicants) (Optional)
- xi. Miscellaneous Document (Optional)

## **MPhil Program**

- A candidate who passes all the examinations including final thesis defense and viva voce examination with the prescribed C.G.P.A. (2.5) shall be awarded the Degree of Master of Philosophy subject to submission of following:
- 03 copies of Final Hard Bind Thesis (Color of Hard Bind: Green with Silver Printing)
- 02 CD (Compact Disc) having one file thesis
- Clearance Certificate to be signed and sent to Controller's Office by generating from student's Login