

# **UNIVERSITY OF SCIENCE & TECHNOLOGY BANNU**

## **M.Phil./MS. and Ph.D. REGULATIONS**

### **Short title commencement and application**

- i. These regulations shall be called the University of Science and Technology Bannu M.Phil./MS and Ph.D. Regulation, 2006.
- ii. These shall apply to research scholars admitted in a Post Graduate Department, Centre, College, or Institute of the University of Science & Technology, Bannu.

### **DEFINITIONS:**

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

- i. "University" means the University of Science & Technology Bannu.
- ii. "M.Phil." means Master of Philosophy
- iii. "MS" means Master of Science.
- iv. "Ph.D." means Doctor of Philosophy.
- v. "Graduate Studies Committee" means a committee of an Institution as constituted of these regulations.
- vi. "Supervisor" means a Supervisor appointed for a research scholar under these regulations.
- vii. "Examiners" means examiners, appointed under Sections 18 of these regulations.
- viii. "Thesis" means a thesis encompassing original research performed by a scholar.
- ix. "Head" means Chairman of Department, or Director of Institute or Centre, or Principal of Constituent College.
- x. "Institution" means a Department or Institute or Centre or Academy or Collage of the University.
- xi. "ASRB" means a Advanced Studies & Research Board

All other terms and expressions shall have the same meanings as assigned to them under the University of Science & Technology Bannu Act **2005** (Amended) **2006** or explained in these regulations.

### **Regulations**

#### **1. SCHEME OF STUDIES**

- a) The scheme of studies for studies for **M.Phil./MS** shall be as under:
  - i. Required course work (in the subject in which the scholar is registered.)
  - ii. Comprehensive examination after completion of course work.
  - iii. Thesis, on the topic approved by the ASRB.
  - iv. Viva-Voce.
- b) The scheme of studies for **Ph.D.** shall be as under.
  - i. Required course work (in the subject in which the scholar is registered.)
  - ii. Comprehensive examination after completion of course work.
  - iii. Thesis, on the topic approved by the ASRB.
  - iv. Public defence.

## **2. DURATION OF STUDY AND SEMESTERS:**

- i. The **M.Phil/MS** Program shall extend over a period of at least two years or four semesters.
- ii. The Doctorate of Philosophy (**Ph.D.**) program shall extend over a period of at least three years or six semesters.
- iii. There shall be two semesters in year, i.e. fall and spring, each of 18 weeks duration, including examinations.

## **3. ELIGIBILITY:**

### **a) M.Phil. / MS**

Candidates possessing the relevant sixteen years of schooling or four years of education after FA/FSc (130 credit hours) or master's degree or equivalent with (at least 45% marks) or a CGPA of **2.5** from any recognized university will be eligible for admission.

### **b) Ph.D:**

MS/M.Phil/M.Ed./M.Sc./M.A (eighteen years with research) from a foreign university with at least 3.00/4.00 CGPA or M.Phil/ M/S from a recognized university with at least 70% marks.

## **4. GRADUATE STUDIES COMMITTEE:**

There shall be a graduate studies committee for a period of three years, to be appointed by the Vice Chancellor, which shall consist of:

- i. Head of the institution as Ex-Officio convener.
- ii. Two senior-most teachers of the institution having research experience and publications or Ph.D.
- iii. One or two external experts from the same field to be nominated by the concerned dean, on the recommendation of the head of the institution.

## **5. FUNCTIONS OF THE GRADUATE STUDIES COMMITTEE:**

- i. To process the applications for admissions. The graduate studies committee shall consider the applications for admission to different courses and arrange GRE test through NTS or HEC and interview of the candidates and formulate its recommendations for placing before the ASRB
- ii. To facilitate the smooth functioning of the academic program.
- iii. To make arrangements for the conduct and supervision of internal examinations.

To submit an advance copy of the tabulated result on the prescribed Performa showing courses taken, name of teacher, detailed marks aggregate, and grade. The dean of faculty would authenticate this for the declaration of result. Tabulated results will be submitted within two weeks of the end of the semester.

Candidate admitted to the course shall, for so long as he/she has not submitted his/her thesis, enroll him/herself for each semester provided that he/she may discontinue his/her studies on account of sickness duly certified by the University Medical Officer or due to circumstances beyond his/her control, before appearing in the Final Examination, with the permission of the Vice Chancellor obtained through the Advanced Studies and

Research Board and Director Academics on the recommendation of the Head of Deptt/Institute.

**Explanation.** Candidates so permitted to discontinue will be allowed to resume their studies by the Head of the Department/Institute and will be notified by the Advanced Studies and Research Board.

The admission of a candidate to the course shall be provisional in the first instance and shall be confirmed only when he/she has:

- a. Demonstrated potential ability to handle course work and thesis/ research to the satisfaction of his Supervisory Committee.
- b. Rectified the course deficiencies, if any.

#### **6. REGISTRATION:**

- i. A scholar for M.Phil. / MS and Ph.D. shall be registered in the concerned teaching institution of the university.
- ii. The Director Academics shall maintain a register of M.Phil. / MS and Ph.D. scholars separately and assign a registration number to each, at the time of admission.
- iii. Registration may be renewed on payment of the prescribed fee if a scholar is re-admitted within a year after having been struck off for any valid reason.

#### **7. APPROVAL OF ADMISSION AND CONFIRMATION OF REGISTRATION:**

- i. The head of the institution shall forward cases of provisional admission within one month from the date of recommendations of the graduate studies committee to the Director Academics, through the Dean of the faculty, for the approval of the Vice Chancellor.
- ii. On successful completion of course work and passing the comprehensive examination the concerned head may recommend confirmation of registration by the Vice Chancellor.

#### **8. COURSE REQUIREMENTS**

##### **a) M.Phil./MS:**

- i. Approved courses of 24 credits in the major subject (600 and above)
- ii. Deficiency courses may be below 600, but these will neither be given numerical grades nor counted towards CGPA and shall be given letter grades P (Pass) or F (Fail).
- iii. Research and thesis will have 6 credits.
- iv. Any additional course work as prescribed in individual cases.
- v. The ASRB will approve the topic and synopsis on the recommendation of the supervisor.

##### **b) Ph.D:**

- i. Approved courses of 18 credits in the subject.
- ii. Research and thesis will have 9 credits.
- iii. Any additional course work as prescribed in individual cases.

- iv. The ASRB will approve the topic and synopsis on the recommendation of the supervisor.

### **9. TRANSFER OF CREDIT:**

The graduate studies committee, after due vetting, may recommend transfer of credits for courses taken at other institutions. Provided that only up to 50% of the total credit requirement of the courses shall be transferable.

### **10. SUPERVISOR.**

- i. A teacher holding a Ph.D degree for Ph.D scholar and Ph.D or M.Phil./ MS degree for M.Phil./ MS scholar in the same field will be appointed as supervisor, in consultation with the scholar.
- ii. The head shall forward the name of the supervisor, who commits in writing to such supervision, to the Director Academics for approval of the ASRB.
- iii. If otherwise essential, one co supervisor maybe appointed with the approval of the ASRB.

### **11. FUNCTIONS OF THE SUPERVISOR:**

- i. To recommend and plan the course of studies.
- ii. To determine the topic of research in consultation with the research scholar.
- iii. To supervise and review the progress of the research scholar.
- iv. To propose to the ASRB through the graduate studies committee and Director Academics, a panel of experts for thesis examination and Viva-Voce, for approval of the Vice Chancellor.

### **12. EXAMINATION:**

- i. Every semester, there shall be tow examinations; mid-term and final, in addition to assignments/quizzes/presentations etc.
- ii. The weight of the examinations and assignments shall be as follow:
  - a) Mid term examination 20%
  - b) Assignments, term papers, etc. 30%
  - c) Final examination (covering the entire course content) 50%
- iii. the comprehensive examination will be conducted after all course work has been successfully complete by the controller of examinations in consultation with the graduate studies committee, to assess the scholars, knowledge and understanding of the overall areas, pertaining to the courses of study.
- iv. Notwithstanding clauses (i) to (iii) above, the examination rules that are prescribed from time to time will be applicable.

### **13. GRADES AND ACADEMIC STANDING.**

i. The grading system for the courses shall be as follow:

<b>Percentage</b>	<b>Letter Grade</b>	<b>Grade Point Credit</b>
87-100	A	4.0
86	B+	3.9
84-85	B+	3.8
82-83	B+	3.7
80-81	B+	3.6
79	B	3.5
77-78	B	3.4
75-76	B	3.3
74	B	3.2
73	B	3.1
72	B	3.0
71	B	2.9
70	B	2.8
69	C	2.7
68	C	2.6
66-67	C	2.5
64-65	C	2.4
63	C	2.3
62	C	2.2
61	C	2.1
60	C	2.0
50-59	D	1.0-1.9
0-49	F	0.0

**Note:** In case it is not possible to award numerical grades, e.g. for field work, letter grade P (Pass) or F (Fail) shall instead be used, which shall not count towards the CGPA.

- ii. The minimum GPA for a course shall be **2.0** and CGPA of **2.5** for successful performance for **M.Phil. / MS**. A scholar whose record falls below must improve his CGPA to the required minimum (2.5) by taking additional/repetition course (s) in the following semesters, otherwise he shall be considered as withdraw.
- iii. The minimum standard for successful performance in a Ph.D programme shall be a grade point of 2.7 in each course and CGPA of 3.00. A scholar whose record falls below it must raise his CGPA to the required minimum (3.0) by taking additional/repetition course(s) in the following semester; otherwise he shall be considered as withdrawn.

### **14. CREDITS AND AUDITS:**

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

**15. COURSE DURATION AND CHANGE/S:**

- i. A scholar is expected to complete the course work within the semester in which he takes that course. However, the supervisor may recommend an extension of up to one year for the completion of that course. If a scholar fails to complete the course within the extension period, the course shall be shown as “Incomplete” on the scholar’s record and shall not be credit towards the degree.
- ii. A scholar may request the Head of Institution that his status in a course is changed to that an auditor or that he may be permitted to withdraw from a course, not later than four weeks from the start of the semester. If the request is granted, the scholar’s record shall be marked “Auditor” or “withdrawn” against that course. A scholar who fails complete a course without having his status so changed (to “Auditor” or “Withdrawn” ) shall receive, at the teacher’s discretion, either a grade of I (Incomplete) or F (Fail).

**16. RESEARCH REQUIREMENTS AND THESIS:**

- i. The Scholar shall pursue research work for at least on calendar year under the guidance of the Supervisor.
- ii. The statement of research problem, with comments of the Graduate Studies Committee, shall be submitted during the first academic year for approval by the ASRB.
- iii. The scholar shall prepare a thesis on the approved topic. Four ring-bound type-written or printed copies of the thesis shall be submitted to the Head of the Institution, for onward submission to the Director Academics for the purpose of examination.
- iv. Thesis for the M.Phil/MS degree shall not be accepted earlier than four semesters and later than six semesters, provided the ASRB extends the period after the date of first registration.
- v. Thesis for the Ph.D degree shall not be accepted earlier than five semesters and later than seven semesters, provided the ASRB extends the period after the date of first registration.
- vi. Acceptance/publication of at least one research paper for the M.Phil/MS degree and two research papers for the Ph.D degree is essential for the award of respective degrees.

**17. APPOINTMENTS OF THESIS EXAMINERS:**

1. For M.Phil/MS thesis, on the recommendations of the supervisor, through the Graduate Studies Committee, the ASRB will obtain approval of the Vice Chancellor for the appointment of two examiners for evaluation of the thesis, one of whom shall be the internal, preferably, to be appointed from within the University, but excluding the Supervisor or Co-supervisor, if any, the external examiner shall be chosen from within the country.
2. For the Ph.D degree On the recommendations of the supervisor, through the Graduate Studies Committee, the ASRB will obtain approval of the Vice Chancellor for the appointment of three examiners for evaluation of the thesis, one of whom shall be the internal, preferably, to be appointed from within the University, but excluding the Supervisor or Co-supervisor, if any, the external examiners shall be chosen form the technologically advanced countries (except for those fields in which the relevant expertise may not be available there).

**18. THESIS EVALUATION:**

The Director Academics shall send the thesis to the examiners who shall examine the thesis and communicate the result to the Director Academics as follow:

- a) The scholar may be recommended for the award of the degree. In a such case, the scholar shall have Viva Voce.
- b) The scholar may be asked to revise the thesis for re-submission.
- c) The thesis may be rejected.
- d) If two examiners find that the thesis is inadequate, the scholar will be advised to revise and re-submit the thesis for a fresh examination by the same examiners, within a period of twelve months.
- e) If one examiner raises serious objections, the case will be referred back to the ASRB.
- f) If two examiners conclude that the thesis, despite having some shortcomings, is of sufficient merit, the scholar may be permitted to improve the thesis for re-submission within six months, but without a fresh examination. The re-submitted thesis must carry a certificate by the Supervisor to the effect that the short comings identified have been rectified.

**19. VIVA- VOCE:**

An M.Phil/MS scholar would be required to pass a viva-voce examination. This examination will be conducted by the two approved external examiners from the same field and from within the country and the internal examiner.

**20. PUBLIC DEFENCE:**

An Ph.D scholar would be required to pass a public defence examination. This examination will be conducted by the two approved external examiners and the internal examiner from the same field and from within country.

**21. CHANCES FOR RE-SUBMISSION OF THESIS AND VIVA-VOCE:**

- i. Only one chance for re-submission of the revised thesis shall be allowed to a scholar.
- ii. If the revised thesis is not approved under the provisions of clause 19, the thesis shall be finally rejected.
- iii. If the thesis is adjudged as adequate but the scholar fails in the viva-voce, he may be given one chance to re-appear in the viva-voce, within a period not exceeding six months.
- iv. If the thesis is adjudged as adequate but the scholar fails in the public defence, he may be given one chance to re-appear in the public Defence, within a period not exceeding four months.

**22. EXTENSION IN THE STUDY PERIOD**

In special circumstances, to be recorded, extension in the study period up to a maximum of two years may be allowed by the ASRB on the recommendation of the Supervisor, subject to the payment of the required fee per semester for continuing registration.

- 23. PROBATION PERIOD AND CONFIRMATION OF REGISTRATION:**  
The registration shall be confirmed only after successful completion of probationary period of two semesters. Only under extra-ordinary circumstances the probationary period may be extended by one semester by the ASRB, on the recommendation of Supervisor.
- 24. CANCELLATION OF REGISTRATION:**  
If a scholar does not fulfill the requirements as prescribed in section 15 (i) or fails in the examination as provided under section 9 (i), 20 to 22, his registration shall be cancelled.
- 25. GENERAL:**
- i. The research scholar shall have to attend at least 75% of the total contact hours of a course
  - ii. A research scholar has to successfully clear at least 50% of the course requirements during the first two semesters.
  - iii. If a scholar continues as a regular scholar of the University, during the period of revising the thesis etc, he shall have to pay the tuition fee etc. for the period for which he stays in the Institution.
  - iv. If a scholar passes the viva-voce for the defence of thesis, the Dean of the Faculty/Director of Centre concerned will forward the case to the Director Academics for approval of the Vice Chancellor for declaration of his result.
  - v. If a scholar fails to defend his thesis in the viva-voce in the second chance, his registration for M.Phil./MS shall be cancelled.
  - vi. English shall be the medium of instruction and thesis / examinations for all subjects, except Oriental Languages, in which the medium shall be either the language itself or English. The medium for Islamyat and Arabic shall be Arabic, Urdu or English.
  - vii. The admission of a research scholar shall be cancelled if his academic progress or conduct is found unsatisfactory at any stage by the supervisor.
  - viii. The scholar shall abide by the rules and regulations framed by the University from time to time.
  - ix. The size of the paper of the thesis should be A4. The final five copies of the thesis must be hard bound (Navy Blue). The complete title of the thesis should be printed in block, golden letters on the top of the cover. In the middle of the cover, full name of the candidate should be printed. The spine should have the surname of the scholar, the year in which the thesis was submitted and the name of the degree for which the thesis was presented, i.e., M.Phil./MS.
  - x. In case where the operation of these regulations cause undue hardship to a scholar, the ASRB may, for reasons to be recorded in writing, relax any of the same.
  - xi. Where these regulations are silent, the ASRB shall have the discretion to make decisions as it deems fit.

25. **FEES:**

- i. The following fees, subject to revision, shall be paid by the M.Phil./MS and Ph.D. scholars:
- |    |  |     |            |
|----|--|-----|------------|
| 1. | Admission & Registration Fee one time    | Rs. | 10,000/-   |
| 2. | Tuition Fee Per credit hour              | Rs. | 3,000/-    |
| 3. | Exam Fee per Course                      | Rs. | 500/-      |
| 4. | Comprehensive Examination Fee            | Rs. | 10,000/-   |
| 5. | Registration Extension Fee, Per Semester | Rs. | 1,000/-    |
| 6. | Security (Refundable)                    | Rs. | 15, 0000/- |
- ii. Admission of the candidate shall stand cancelled if fees are not deposited within one month of the date of provisional admission.
- iii. A scholar registered in a Ph.D programme may be transferred on the scholar's request to a M.Phil./MS programme, within two years, and on the recommendation of the supervisor.

**26. STUDY LEAVE AND NO OBJECTION CERTIFICATE.**

An employed person may be considered as a whole time regular scholar with or without obtaining leave of absence, subject to the production of a No Objection Certificate from the Head of Institute concerned, to the effect that studies of the scholar in M.Phil. /MS Programme would not be affected by official duties.

**27. PROBATION PERIOD AND CONFIRMATION OF REGISTRATION.**

The registration shall be confirmed only after successful completion of probationary period of two semesters. Only under extra ordinary circumstances the probationary period may be extended by one semester by the ASRB, on the recommendation of supervisor.

**28. CANCELLATION OF REGISTRATION.**

If a scholar does not fulfill the requirements as prescribed in section 15 (i) or fails in the examination as provided under section 9 (ii), 20 to 22, his registration shall be cancelled.

**29. GENERAL:**

- i The research scholar shall have to attend at least 75% of the total contact hours of a course.
- ii A research scholar has to successfully clear at least 50% of the course requirements during the first two semesters.
- iii If a scholar continues as a regular scholar of the university, during the period of revising the thesis etc, he shall have to pay the tuition fee etc., for the period for which he stays in the institution.
- iv If a scholar passes the viva-voce for the defence of thesis, the dean of the faculty / director of center concerned will forward the case to the Director Academics for approval of the Vice Chancellor for declaration of his result.
- v If a scholar fails to defend his thesis in the viva-voce in the second chance, his registration for M.Phil. / MS shall be cancelled.