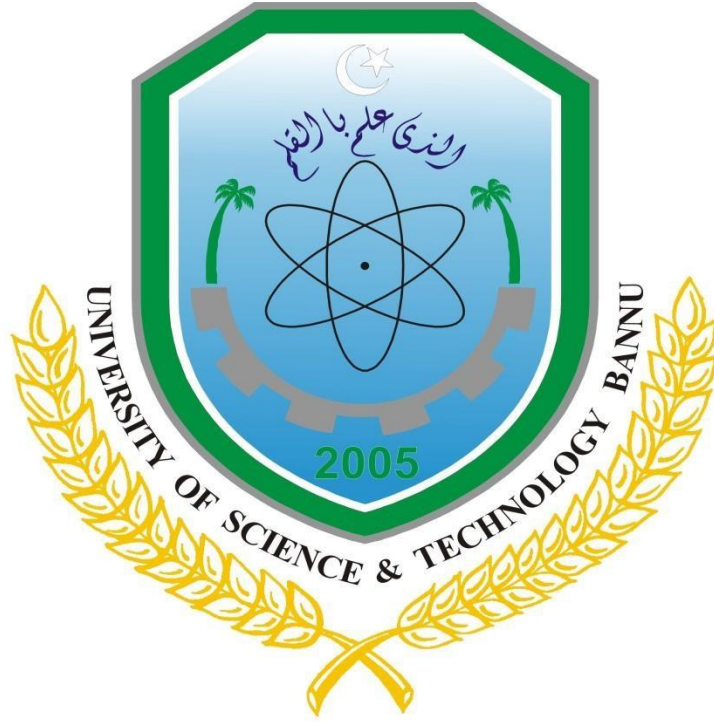


# University of Science & Technology, Bannu



**2022**

**Semester Rules & Examination Policy**  
*For*  
**Post Graduate Programs (MS / M.Phil & Ph.D)**

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**University of Science & Technology, Bannu (28100), KPK, Pakistan**

**[www.ustb.edu.pk](http://www.ustb.edu.pk)**

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### Short Title, Commencement and Application

(a).	These Rules and Regulations, framed under section 29(a) of the Khyber Pakhtunkhwa Universities Act, 2012 (Amendment 2016), shall be known as Semester Rules and Examination policy for postgraduate programs MS / M.Phil / Ph.D.
(b).	These Rules and Regulations shall come into force with immediate effect.
(c).	These Rules and Regulations shall apply to all postgraduate programs

MS / M.Phil / Ph.D students of the University of Science & Technology, Bannu and Programs running in Affiliated/ Associated Colleges/ Institution under semester systems.

## DEFINITIONS

1. **Academic Program.** Means Program of studies, which leads to the award of a Degree to the students, after successful completion of all its requirements.
2. **Assessment.** Means evaluation of performance of students in academic Programs, including examinations, assignments, practicals, project work, seminars and tutorials.
3. **Drop/ Cease.** Means that a student is declared unsuitable for further studies.
4. **Class Assignment.** Means a task relevant to a course of study to substantiate the course contents. An assignment may or may not be graded.
5. **Credit Hour (Crd. Hr).** One credit means a lecture of one-hour duration per week in a semester for a subject countable towards a student's Cumulative Grade Point Average (CGPA). A practical of three hours is equivalent to one credit hour.
6. **Contact Hour.** Means one hour spent on teaching, (lab work, practicals, research work, projects, seminars, workshops, internship, training) etc.
7. **Controller.** Means Controller of Examinations of the University of Science & Technology, Bannu.
8. **Credit Course.** Means a course required for a degree and is counted towards CGPA.
9. **Dean.** Means Dean of a faculty of the University of Science & Technology, Bannu.
10. **Director Academics.** Means Director Academics of the University of Science & Technology, Bannu.
11. **Department.** Means an Academic Department/Institute of the University of Science & Technology, Bannu.
12. **Examiner.** Means a person appointed to conduct an examination.
13. **Faculty.** Means Faculty of the University of Science & Technology, Bannu.

14. **Freeze.** Means Freezing of studies.
15. **Grade.** Means a letter grade which represent certain points earned by a student.
16. **Grade Point (P).** Means number of points assigned to a letter grade.
17. **Grade Point Average (GPA).** Means the average of points earned by a student in a semester.
18. **Cumulative Grade Point Average (CGPA).** Means Quality points earned in all courses in two or more than two semesters of an Academic Program, GPA of first semester will also considered as CGPA.
19. **Quality Point.** Grad point X Credit hours.
20. **Chairman.** Means Chairman of an Academic Department of the University of Science & Technology, Bannu.
21. **Non-Credit Course.** Means a course of study, successful completion of which is required for a degree, reflected in transcript but not counted towards CGPA.
22. **Probation.** Means a student is said to be on probation if his GPA/CGPA in a semester is lower than the required for promotion to the next semester.
23. **Principal.** Means Principal of the Affiliated/ Associated Colleges/ Institutes.
24. **Director.** Director of the Institute.
25. **Registration.** Means Registration of the student in examination Section of the University of Science & Technology, Bannu.
26. **University.** Means University of Science & Technology, Bannu.
27. **Vice Chancellor.** Means Vice Chancellor of the University of Science & Technology, Bannu.

## STANDARDIZED SCHEME OF STUDIES FOR DEGREE PROGRAMS

### 1.1 Ph.D STRUCTURE, AFTER COMPLETION OF 18 YEARS OF EDUCATION

Total number of Credit Hours (Minimum)	54 (including a minimum of 18 Credit Hours of Course Work + 36 Credit hours for Thesis).
Semester Duration	16 - 18 weeks
Course Duration (Minimum)	3-5 years extendable to further two annual extensions by ASRB and one annual extension by the Academic Council
Number of Regular Semesters	6-10
Course Load Per Semester	6-9 Credit Hours

### 1.2 MS/MPHIL STRUCTURE, AFTER COMPLETION OF 16 YEARS OF EDUCATION

Total number of Credit Hours (Minimum)	30 (including a minimum of 24 Credit Hours of Course Work + 06 Credit hours of Thesis).
Semester Duration	16- 18 weeks
Course Duration (Minimum)	2-3 years extendable to further one annual extension by ASRB
Number of Regular Semesters	4 (max 8)
Course Load Per Semester	Up to maximum of 12 credit hours

## 2. ADMISSION

2.1 Application on prescribed forms along with the following documents shall be submitted to the concerned department on the dates notified for admission.

- i. DMCs of all Examinations.
- ii. Original/Provisional Degrees.
- iii. Character Certificate from the Head of the Institution last attended.
- iv. Three duly attested passport size photographs.
- v. Domicile Certificate.
- vi. An Undertaking on stamp paper that he/she is not pursuing degree program / studies in any other University upon selection for admission.
- vii. Migration Certificate within one month of the admission, otherwise admission shall stand cancelled.
- viii. Proof of valid GAT (General) test or test conducted by the UST Bannu, with minimum 50% score for admission into M.Phil and GAT subject test with a score of 60% for admission into PhD.
- ix. Government servants shall provide NOC.
- x. Admissions shall be granted by the admission committee
- xi. Foreign students shall apply for admission as per criteria laid down by HEC.
- xii. Wherever needed, the equivalence of academic qualifications shall be determined by the following Committee as per HEC Islamabad criteria.
  - a. Chairman / HoD CONVENOR
  - b. Two senior teachers of the concerned department MEMBERS
- xiii. All eligible candidates are required to appear for interview before the admission committee for verification of documents.
- xiv. The Admission committee may refuse admission to a candidate based on reasons to be recorded.
- xv. The Admission committee will furnish its recommendation along with original record of the application forms to ASRB.
- xvi. The ASRB will notify list of admitted students in each department.

## 2.2 ELIGIBILITY CRITERIA FOR MS / M.PHIL PROGRAM

To be eligible for admission in M.Phil/MS Program, a candidate must have:

- i Sixteen years of schooling.
- ii Qualifying the GAT-General or Test conducted by UST Bannu with a minimum 50% cumulative score at the time of admission to MS/M.Phil.
- iii Selection shall be made on the basis of cumulative merit to be determined from previous academic record.
- iv The candidates must have:
  - a. Obtained 50% in annual / term system of examination and 2.50 CGPA in semester system in last degree.
  - b. No 3<sup>rd</sup> division in the entire academic career.

## 2.3 ELIGIBILITY CRITERIA FOR PH.D PROGRAM

To be eligible for admission in Ph.D Program, a candidates must have:

- i Eighteen years of schooling.
- ii Qualifying the GAT-subject with a minimum 60% cumulative score at the time of admission.
- iii Selection shall be made on the basis of cumulative merit to be determined from previous academic record.
- iv The candidates must have:
  - a. Obtained 3.0 CGPA in MS / M.Phil or last degree.
  - b. No 3<sup>rd</sup> division in the entire academic career.

## 2.4 MERIT DETERMINATION, QUANTIFICATION & SELECTION

3.1 Merit will be determined using the following weightage.

- a. Academic Qualification Marks                      60 %
- b. Admission Test Marks                                      40 %

2.5 Quantification will be carried out as per the following procedure

a.	Matric	=	% marks × 1	= Score
b.	Intermediate	=	% marks × 2	= Score
c.	Bachelor (2 years)	=	% marks × 3	= Score
d.	Master	=	% marks × 4	= Score
e.	Bachelor (4 years)	=	% marks × 7	= Score
f.			<b>Total 10</b>	<b>= Total Score</b>

**Academic Qualification Marks** = (Total Score divided by 10) × 0.6

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**Test Marks** = (Marks Obtained divided by Total Marks) × 40

**2.4** After selection, the candidate shall submit the fee during the notified dates.

**2.5** In case a candidate fails to enroll during the stipulated time after selection for admission, the next candidate will be offered admission on merit.

**2.6** Admission of each candidate shall require the approval of the Advanced Studies & Research Board of University of Science and Technology, Bannu.

### **3. COURSE LAYOUT FOR MS / M.PHIL PROGRAM**

**3.1** A student pursuing MS/MPhil or Equivalent Degree at the University shall successfully earn a minimum of 30 credit hours (24 Theory + 06 Research) to be considered eligible for MS/MPhil degree.

**3.2** Except some fields of humanities and social sciences where a student has the option to choose between research and course work, all students of MS/MPhil must undertake research work of 6 credit hours as part of the 30 credit hours requirements under the regulations.

**3.3** The courses codes shall be as per HEC Islamabad criteria approved by the BOS.

**3.4** An MS/ MPhil student who secures CGPA less than 2.5 /4.00 will be placed on probation for the next semester. To clear the probation the student must secure a minimum of CGPA of 2.5/4.00 at the end of probation semester. Only one probation is allowed in the entire MS/MPhil studies.

**3.5** An MS/MPhil student who fails to secure a minimum CGPA 2.5/4.00 at the end of probation semester shall be academically ceased and expelled from the graduate programme of the subject.

**3.6** After completion of course work the student must present his/her research synopsis/proposal in front of GRC followed by approval from ASRB before starting his research work.

**3.7** The option of allowing 06 credit of course work in place of research work shall be decided by the respective Graduate research Committee (GRC) comprise of the following:

a. HoD - Convener

- b. All Professors and Associate Professors - Member
- c. 02 Assistant Professors to be nominated by the concerned Dean- Member
- d. One Assistant Professor to be nominated by HoD- Secretary

The minimum number of members shall be 05. In case where the total number as per above less than 05, then on the recommendations of HoD, the Vice Chancellor or concerned Dean if so empowered by the Vice Chancellor shall appoint the deficient No. of member(s) from other Department or outside the University.

**3.8** An M.Phil student shall have to deliver two seminars related to their field of studies in the respective department. The seminars are to be declared satisfactory by the concerned examination committee.

**3.9 Change of supervisor or research topic:** In unavoidable circumstances, the student, Department or university may change the topic of the approved synopsis and/or Supervisors subject to approval from ASRB on the recommendations of the GRC. The recommendations of the GRC shall be forwarded to ASRB with the approval of the Dean Concerned. The ASRB shall review and analyze each such on case to case basis. The decision of the ASRB shall be final and binding on all concerned.

**3.10** At the end of research period student can submit his/her thesis, after approval from the supervisor through chairman to QEC for plagiarism check.

#### **4. Reviewers, Evaluation, Viva & Result of MS/MPhil Thesis:**

The following procedure will be used to complete this task.

##### **4.1. Reviewers & Examiners:**

The HoD will send a list of possible reviewers & examiners to the Director Academics for onward submission to Vice Chancellor. The following steps will be mandatory before sending the list of reviewers & examiners.

- a. The HoD shall forward a list of 05 possible reviewers/examiners to the office of the Director Academics along with thesis in sealed envelope for review process and conduction of viva voce from the students as per prescribed regulations.
- b. All reviewers & examiners shall be active researchers working in a subject related to the field and must be from the list approved by BoS and ASRB. The activeness and

relevance shall be ascertained from the list of publications of the reviewers during the last five years.

- c. The Vice Chancellor shall appoints 01 examiner from the list attached.
- d. The Director Academics shall first approach the reviewer for consent. In case of dissent or delay in response for more than 15 days, the Director Academics shall approach the VC office for appointing other reviewers/examiners. Once the consent is received, the office of Director Academics shall send the copies of thesis (both in soft and hard) to them with a request to furnish a formal signed report within a period of one month.

#### **4.2 Evaluation of the thesis**

On receiving the comments of the reviewer, the office of Director Academics shall forward the reports to the concern HoD for further process.

- a. With positive report and no additional work/drastric amendments suggested by the reviewers, the HoD shall communicate to the office of Director Academics to conduct viva voce examination, provided other formalities are completed.
- b. In case of negative report from reviewer, the office of the HoD shall be informed that research work was found not worthy of the degree and hence the student shall be informed accordingly, for amendment/ revision under close supervision of supervisor and HoD.
- c. In case of additional work/amendments suggested by the reviewers, the case shall referred back to HoD for doing the needful and repeat the whole process including fresh evaluation from another reviewer. Further the HoD will ensure the incorporation of the correction, suggestion and modification by the scholar certified by the concern supervisor.

#### **4.3 Viva and final result of the thesis:**

The thesis after modification shall also be evaluated for the purpose of the final defense by examiners.

The following criteria will be followed:

- a. The already appointed reviewers/ examiners will conduct defense of the Scholar.
- b. The Director Academics / HoD office first approaches the examiner for possible date of the oral examination.
- c. The University prefers to exam be conducted on campus but in extreme cases with the approval of the Vice Chancellor, the viva examination can be conducted outside campus as well as through video conferencing.

- d. After receiving the consent, the Director Academics office shall communicate with examiner for a feasible date, time and venue for examination.
- e. The HoD shall submit the results of the examination, duly signed by the examiners and counter signed by HoD to ASRB for award of degree along with a hard copy of thesis. If the exam committee finds that the thesis is inadequate, the candidate may be permitted to revise and resubmit his/her thesis for a new examination within the stated dates.
- f. Only one chance of resubmission will be allowed to the student and if the revised thesis is not approved under the aforesaid procedure, the thesis shall be finally rejected.
- g. If the thesis is adequate but the candidate fails to defend the thesis, he may be permitted to reappear in the defense examination within a period not exceeding 06 months. However, only two chances are allowed to reappear in such examination.

#### **4.4 Notification and Finalization of the Thesis:**

- a. After the successful completion of the above process and other all other requirements the scholar must submit 04 copies of the revised/corrected version of the Thesis in hard bound as per the approved format of the University to the office of the HoD for onward submission to the office of the Director academics, COE, Central Library and the Departmental Library.
- b. A softcopy should also be submitted to be placed on the UST BANNU Research Database by QEC.

#### **4.5 Defense committee for MS / M.Phil Thesis**

Defense of MS / M.Phil thesis will be conducted by a committee consisting of the following members:

1. Dean of the Faculty or his nominee.
2. Head of the concerned Department.
3. An external examiner.
4. An Internal examiner (other than Supervisor).
5. Supervisor
6. Any other co-opted member(s) of the faculty, shall be allowed to sit during the defense as an observer.



## 5. COURSE LAYOUT FOR PH.D PROGRAM

### 5.1 Presentation

- a. A minimum of 54 credit hours is required for the award of Ph.D degree
- b. The degree requirements are minimum of 18 credit hours of course work and a research thesis of at least 36 credit hours. Maximum course load per semester is 09.
- c. The departments will make their own course layout duly approved by Board of studies and ASRB.
- d. A Ph.D student shall have to deliver two seminars related to his field of studies in the respective department. The seminars are to be declared satisfactory by the concerned examination committee.
- e. The courses codes shall be as per HEC Islamabad criteria approved by the BOS.
- f. A PhD student who fails to secure minimum GPA of 3.00 at end of a semester is placed on probation for the next semester. In order to clear the probation, the student must secure a minimum GPA 3.00 at the end of the semester. Failing this the student shall be academically expelled from the University and shall not be allowed to readmit in the same subject in the University.
- g. After the completion of course work the student is eligible to take a written comprehensive examination within six months of his/her course completion. At the completion of his coursework of 18 credit hours, a PhD student at the University is expected to have a grasp over the broader subject of his degree as well as an in-depth knowledge about his field of specialization. A PhD student at UST BANNU is, therefore, required to pass (minimum 60%) a graduate level Comprehensive Examination set by the Comprehensive Examination Committee comprising of the following for this purpose as a part of the requirements set for the PhD degree:
  - a. Head of the Department- Convener
  - b. Supervisors- Member
  - c. Three faculty (Experienced faculty members related to the subject, other than supervisors, to be appointed by the Dean)- Members
  - d. One external examiner from outside of the UNIVERSITY which will be selected by the COE from panel of BOS approved examiners.

*Note: In case of Chairperson is supervisor of the student; the committee shall be headed by the Dean or next senior most faculty member in the committee. The Convener of the committee will be responsible to*

*conduct examination and keep all records. The quorum of the committee shall be 3 of the composition of the committee.*

- h. The HoD shall be responsible to keep all records pertaining to the comprehensive examination. The complete results (Pass / Fail) shall be sent to the office of the COE. The office of the COE shall notify the results of comprehensive Examinations with a copy to all concerned including the student and his supervisor.
- i. A student can avail maximum one attempt to pass the comprehensive examination. In case he/she fails to qualify the comprehensive Examination in one attempt, the Student will be academically ceased from the PhD program. When passed, the status of the student is changed to a PhD scholar and he/she is formally allowed to embark upon PhD research on the topic of his synopsis.
- j. Without having passed the Comprehensive Examination, the Institute/Department/Centre shall not process his PhD synopsis. To facilitate the PhD students, the Comprehensive Exam may be held once a semester for the particular scholar.
- k. If a student is not satisfied from his/ her evaluation of Comprehensive Examination Committee, he/she will have the right to appeal to the Departmental Students Grievance Committee recommended by the Head of Department and approved by the concerned Dean for retotaling/rechecking or appeal against the decision of the committee. In case the student is still not satisfied with the decision of Departmental Students Grievance Committee then he/she can apply to the University Appellate Committee that shall be specified by Semester System.
- l. The PhD comprehensive examination shall be subjective/oral in nature and the duration for the exam shall be 3 to 4 hours in case of subjective examination. The paper of comprehensive examination shall consist of the following two parts
  - a. Field of Specialization 60%
  - b. General Subject of the Degree Program 40%

**Note:** Supervisor will only be allowed to set 30% of the specialization part of the comprehensive examination paper. The rest of the paper(s) will be set by committee members

m. After notification of the comprehensive examination result by the COE the student can present his research proposal before the GRC following the approval of ASRB. After the approval student can start the research which cannot be less than 24 months' duration.

## **5.2 Selection of Supervisor(s) and Topic**

At the time of selecting a supervisor every candidate submits a sketch of proposed PhD research for a discussion with the available faculty in the university. In consultation with the supervisor the GRC may also recommend to HoD the involvement of an additional supervisor(s) for the smooth conduct of the PhD research. A consent letter(s) from the additional supervisor(s) shall be obtained in due course of time. The synopsis for the research shall be as per regulations described in this document.

### **5.3 Change of Topic and Supervisor**

In unavoidable circumstances, the student, Department or university may change the topic of the approved synopsis and/or Supervisors subject to approval from ASRB on the recommendations of the GRC. The recommendations of the GRC shall be forwarded to ASRB with the approval of the Dean Concerned. ASRB shall review and analyze each such on case to case basis. The decision of the ASRB shall be final and binding on all concerned.

### **5.4 Research Synopsis:**

- a. A PhD student who has successfully completed his course work with minimum CGPA of 3.0 and has passed his/her comprehensive examination as described in these regulations shall submit his/her research proposal to the office of the HoD through his/her supervisor(s) along with similarity index report through turnitin. A scholar will be considered admitted to candidacy once he/she has passed the PhD comprehensive examination, and defended his synopsis. The following procedure will be adopted for the synopsis defense:
- b. The research proposal shall be submitted in form of synopsis employing the approved format, though the supervisors to the office of the HoD for the consideration of the GRC. The HoD shall forward the synopsis on the recommendations of GRC to the office of the Director Academics for the approval of the ASRB.
- c. The ASRB may approve or suggest amendments or reject the synopsis. The Office of the Director Academics, after approval of the minutes of the meeting of ASRB by the competent authority shall forward comments of the ASRB to the respective HOD for compliance.
- d. In case the candidate successfully defends his/her synopsis an approval from the ASRB will be issued to him/her.
- e. In case the candidate is unable to defend his Synopsis in front of the ASRB, he/she will be asked to revise the Synopsis according to the directions of ASRB.
- f. The research work on the project can only be allowed to start when approved by the ASRB in order to be considered for the PhD degree.

## **5.5 PhD Thesis Evaluation and Examination**

- a. The research work shall be undertaken with full honesty/integrity and with optimal utilization of available resources under the guidance of the supervisor(s). The authenticity and uniqueness of the reported research shall be the joint responsibility of the scholar and the supervisors.
- b. A PhD Student shall report his research work in formally complied form as per the university approved format. This report shall be submitted to the office of the HoD through his supervisor.
- c. The thesis shall include a single page certificate from the supervisor duly counter signed by HoD confirming the originality of the research work reported.
- d. The HoD shall forward the thesis in hard and soft to QEC of the University for ascertaining the similarity index using the tools available. The QEC after calculating the similarity shall forward a formal report to the office of HoD for further processing. If the QEC reports similarity index is more than the standard set by HEC, the HoD shall refer back the case to supervisor for amendments and lowering the similarity index to the acceptable level. With a similarity index in acceptable range, the scholar shall be asked to make the QEC report part of the Thesis and submit 05 ring bound/ Spiral bound copies as well as a soft copy to the HoD for onward submission to Director Academics. The HoD shall include a list of possible reviewers and examiners and forward the case to the Director Academics for further submission to ASRB.

## **5.6 PhD Thesis/ Report Evaluation and Examination:**

The thesis is evaluated by reviewers and examiners using the following parameters that shall be communicated by the Director Academics at the time of sending thesis to the reviewers and examiners:

- i. Relevance to the Field
- ii. Originality of the Work
- iii. Timeliness of the Work/ Topic
- iv. Importance of the Work to the Field
- v. Scope of the Work for a PhD Degree

Along with details comments, the reviewers and examiners shall also be requested to make a clear statement with regard to the overall suitability of the thesis for the award of PhD degree or otherwise.

Acceptance / publication of at least one research paper in an HEC approved “X” category journal is a requirement for the award of Ph.D. degree (“Y” in case of Social Sciences only) as per HEC criteria (Annex-1). The publication of research paper must be ensured before the thesis defense of the student.

### **5.7 Review of the Thesis by Reviewers**

A PhD thesis shall be reviewed by a minimum of four reviewers holding an earned PhD (or Equivalent) degree and are active researchers in a field related to the title of the thesis. The activeness of the reviewers may be ascertained from the list of publication of the reviewers to be furnished by the HoD while recommending the reviewers. Amongst the four reviewers, two (02) of the reviewers must be from academically/technologically advanced countries as per the HEC approved list for the subject and the other two reviewers may be from within Pakistan but shall not be affiliated with University or its constituent/ affiliated college/ institutions.

**Note:** The reviewers must not be from same institution/country and must have an official email IDs.

The HoD shall furnish a list of five (05) experts from outside Pakistan and five (05) experts within Pakistan who are not affiliated with the University. The HoD shall also furnish a list of their publications during the last five years. These reviewers are appointed by the Vice Chancellor from a list of reviewers furnished by the respective HoD that shall be approved by BoS.

In case of dissent or delay in response for more than 30 days, the director academics shall approach the Vice Chancellor for appointing other reviewers by providing a list of reviewers afresh provided by the HoD. The Director Academics office shall communicate with the reviewers regarding the evaluation of the thesis and submission of formal review report (remarks/comments) duly signed by the reviewers in a printable form acceptable to HEC within a month time. On receiving the comments of the reviewers, the Director Academics office shall forward the reports to the committee already constituted for evaluation of PhD thesis reports for further action.

The possible outcome and appropriate actions after the completion of the review process would be:

- a. With all or 03 positive reports and no additional work/drastring amendments suggested by the reviewers, the HoD shall communicate to the Director Academics office to contact the examiners for consent to evaluate and examine the scholar provided other formalities are completed.
- b. In case of two negative report or additional work/drastring amendments suggested by the reviewers, the case is referred back to HoD for doing the needful. After amendments by the scholar, the HoD shall forward fresh copies (soft and hard) of the thesis submitted by the student for onward submission of Director Academics office for fresh review/ evaluation with the approval of Vice Chancellor.
- c. In case 03 reports are negative from reviewers, the office of the HoD shall be informed that research work was found not worthy of the degree and hence the student shall be informed accordingly.

- d. In case of one negative report, the case may be sent to ASRB for discussion and final decision. The ASRB will inform the concerned HoD regarding its recommendations.

### **5.8 Public Defense of the Thesis by the Board**

After receiving the positive reports, The Director Academics office shall communicate with examiners for possible evaluation and oral examination. After receiving the consent, the Director Academics office shall send the copies of thesis to the examiners with a request to communicate a feasible date, time and venue for examination.

The University prefers the exam to be conducted on campus but in extreme cases with the approval of the Vice Chancellor, the viva examination can be conducted outside campus as well as through video conferencing.

The following committee under the supervision of the Dean will conduct the public defense after evaluating the reviewer's report.

1. Dean concerned (Convener)
2. HOD
3. Director QEC
4. Director Academics

The Dean will supervise the whole activity and process of the defense. Final verdict regarding the thesis will be made after the mutual consent of two examiners. The director academics shall notify the venue and date and time of the Public Defense by widely circulating both in and outside (constituent/ affiliated colleges/ institutions) the University. The final verdict of the Board of Examiners shall be made public at the conclusion of the PhD Defense.

### **5.9 Internal and External Examiners/ Experts**

- a. The Internal and External examiners are appointed by the Vice Chancellor on the recommendations of the HoD from a list of experts. The experts shall have an earned PhD or equivalent Degree in the subject and must be active in research in a field related to the thesis. The appointment of reviewers and examiners for PhD evaluation shall be for a period of 02 months, extendable to further such period by the competent authority if needed.
- b. In case any issue raised meanwhile and after defense, the decision of ASRB will be final in such cases.

### **5.10 Notification and Finalization:**

After the successful completion of above requirements the scholar must submit 03 copies of the revised/corrected version of the Thesis in hard bound as per the approved design of the University to the office of the HoD for onward submission to the Director Academics office, Central Library of University and the Departmental Library. The office of COE shall forward hard bound copy along with pdf file and duly filled prescribed form to HEC for country directory. A softcopy should also be submitted to be placed on the UST BANNU Research Database.

The soft copy of thesis after corrections suggested by the examiners will be submitted to QEC for recheck of plagiarism and generation of fresh turnitin/similarity index report

### **6. Semester (FALL / SPRING)**

There will be two regular semesters (Fall and Spring) in an academic year. Each semester will spread over 16-18 weeks (inclusive of 1 – 2 weeks for exams). Fall semester will start in September and the Spring semester will start in February as per academic calendar.

### **7. COURSE LOAD FOR FALL & SPRING SEMETERS**

**MS / MPhil Students:** A student normally enrolls for 9-12 credit hours in a regular semester. A graduate student must take at least 9 credit hours in a regular semester to be classified as a full-time student.

**Ph.D Students:** A student normally enrolls for 6-9 credit hours in a regular semester. A graduate student must take at least 6 credit hours in a regular semester to be classified as a full-time student.

The department may formulate specific policies for allowing a student to take extra courses in a semester depending on unique circumstances of the student by taking approval from Board of studies of respective departments. For Post graduate students, additional advice may be taken from ASRB.

### **8. ENROLLMENT / REGISTRATION IN COURSES**

- 8.1. Students are required to choose the courses they wish to enroll in, prior to the start of a semester. For this purpose, the university will publish a schedule for enrollment of students. The students may make any change (add/drop) in the courses they are taking within second week of the semester.
- 8.2. Students may not be allowed to add/drop a course after the end of the second week of the semester.
- 8.3. Students may be allowed to withdraw from a course during 4-6 week of the semester. In such a case the transcript shall record that the student enrolled in the course and withdrew. Consequently, grade **W** will be awarded to the student which shall have no impact on the calculation of the GPA of the student.
- 8.4. A student withdrawing after the 6th week shall be automatically awarded “**F**” grade which shall count in the GPA.

8.5. All students are required to register themselves with the department before the start of the semester.

8.6. A student's registration shall be confirmed after:

- a. He/she has deposited the prescribed dues.
- b. He/she has submitted an undertaking that he/she shall abide by the rules and regulations framed by the university from time to time.
- c. He/she has submitted all the documents required by the university.

## **9. Failure / Repeating Courses / Re-Appearence in Examination / Improvement of GPA / CGPA**

9.1. If a student fails in securing 50% marks in any subject, he/she will be declared as failed (assigning grade **F**) in that subject and he/she will have to pass this subject before next semester terminal examination. The failed student will have to re-appear in mid-term and terminal examination of that subject whereas test / assignment marks will be same whatever he/she has secured in his/her regular semester.

9.2. A graduate student (MS/MPhil/PhD) students may be allowed to repeat a course in which s/he has obtained Grade 'C'. In such a case both the course and the grade obtained, will be recorded on the transcript, however, only the better grade shall be used in the calculation of **CGPA**. The student may be allowed to take a maximum of 3 courses at the graduate level.

## **10. Fee structure for Re-appear / Improvement /Comprehensive Examination Cases**

In case of failure in course work subjects / improvement, a candidate must have to deposit Rs/- 3000 per subject in the University bank account as a re-examination fee. However, in case of failure in comprehensive examination, a candidate must have to deposit Rs/- 2000.

## **11. ATTENDANCE, Struck off and Re-Admissions**

11.1. Attendance in classes is normally considered mandatory especially in a semester system.

11.2. To be eligible to sit in the final examination, minimum attendance of 75 % in a course is required.

11.3. Students having less than 75% attendance will not be allowed to sit in the final examination.

11.4. A student with attendance greater than 70% may request the Dean of the Faculty for a special permission.

11.5. The student who will be continuously absent for 7 days in any subject, the course instructor will report to the chairman for struck off his /her name from the roll.

11.6. After struck off student can be re-admitted upon written request along with deposition of re-admission fee.

## 12. EXAMINATION

12.1. Each semester, may be breakup as per the given table:

<b>S.#.</b>	<b>Nature of Examination</b>	<b>Marks (%)</b>
1	Quizzes / Assignments / Presentations / Mini Projects	20
2	Mid-term	30
3	Final Term	50

12.2. In the start of a semester, the Instructor should hand over a course breakdown to students including weekly lectures, books, assessment criteria, paper specification, examination dates, schedule of material to be taught, take home assignment policy, reading material and any other information important for the successful completion of the course.

12.3. All course instructors are required to take at least three quizzes and three assignments per subject in a semester. There will be no quiz or assignment in the final week of the semester.

12.4. The course instructor is required to show all marked mid-term paper, final term paper, quizzes, assignments, project reports etc. to the students.

12.5. A student must have attended at least 75% of the classes held in a course in order to be allowed to sit in the final term examination. Students having class attendance less than 75% in a particular course will be required to repeat the course when it is offered again.

12.6. In courses where a pre-requisites or co-requisites are defined, student with an F in a pre-requisite course or a co-requisite course will not be allowed to take the course until such time s/he fulfills the requirement by passing the required course.

12.7. For lab courses, all the above requirements for the theory courses have to be met also. The departments are at a liberty to set up mid and final exam dates in coordination with the examination section.

12.8. At least one week before the examination the course instructor is required to display the test / assignment marks to the students.

12.9. There will be no re-take of the final examination. However if a student fails to give the final examination due to circumstances beyond his control, the Dean of the respective faculty may allow him to re-take the examination within one week of the end of examination date. In case the student is unable to re-take examination he may be give an 'I' grade.

### 13. Evaluation

13.1. There shall be a perpetual evaluation system of the student's performance. In addition to home assignments, term papers, quizzes and class presentations, the following examinations in each course during the semester shall be held:

- a. Mid-Term examination
- b. Final-term examination.

13.2 The Mid-term examination shall be held by 9th week for each course from the commencement of the semester and the final term examination shall be held 18th week of the semester.

13.3. The duration of the examinations:

- a. Mid-term examination at least two (02) hours.
- b. Final-term examination three (03) hours.

13.4. Structure of Question Paper:

- There shall be no choice in question.
- Paper must be descriptive type.
- Teacher may try to make a conceptual paper.

### 14. GRADING POLICY

Grade	Grade Points	Percentage Obtained in a Semester System
A	4.00	85 and above
A-	3.66	80-84
B+	3.33	75-79
B	3.00	71-74
B-	2.66	68-70
C+	2.33	64-67
C	2.00	61-63
C-	1.66	58-60
D+	1.3	54-57
D	1.00	50-53
F	00	Below 50
I	---	Incomplete
W	----	Withdrawal

\*fraction is to be rounded as a whole number.

Letter grades are used only for

individual courses and not for semester GPA or CGPA.

## **15. COMPUTATION OF SEMESTER GRADE POINT AVERAGE**

### **(GPA) AND CUMULATIVE GRADE POINT AVERAGE (CGPA)**

Semester Grade Point Average (GPA) and Cumulative Grade Point Averages (CGPAs) will be calculated using the following relationships:

**GPA** = Sum over Courses in Semester (Course Credit Hours X Grade Point Earned)

Total Semester Credit Hours

**CGPA** = Sum over all taken Courses in all Semesters (Course Credit Hours X Grade Point Earned)

Total Credit Hours Taken in all Semesters

## **16. CGPA REQUIRED FOR THE COMPLETION OF MS / M.PHIL / PH.D DEGREES**

16.1. For completion of the degree, the minimum qualifying CGPAs for MS/MPhil, and PhD Students are 2.50, and 3.00 respectively.

16.2. Thesis Credit hours shall not be calculated in GPA/CGPA.

16.3. Thesis result shall be reflected on transcript only as Satisfactory/ Unsatisfactory.

## **17. TRANSFER OF CREDIT HOURS / MIGRATION**

17.1. A migration committee shall be constituted by the Vice Chancellor for the period of two years to deal with the migration cases/ credit hour transfer cases.

17.2. In order to protect the merit policy and quality of education, the University shall allow no migration from any other University/College/Institute, in any case. However the Vice Chancellor has the power to grant migration to a candidate in a special case.

17.3. Migration / credit transfers from UST Bannu to some other University or vice versa shall be allowed after completion of the prescribed codal formalities. Transfer of credit hours to and from only the Higher Education Commission recognized universities / institutions (both public and private) shall be considered.

17.4. When a student's request for migration/transfer of credit hours is accepted, he/she has to obtain/provide migration certificate within 15 days.

17.5. Tim duration shall be counted from the date of his/her admission in the respective university/DAI in case of credit hours transfer.

17.6 Migration processing fee shall be Rs 5000/-. The following documents shall be attached by the candidate with the application for obtaining Migration Certificate:

- Attested copy of degree/ result card of last examination taken.
- Bank Challan showing the deposit of fee.

17.7 A student who fails in the university examination and wants migration / credit transfer to another university shall be issued Migration Certificate on production of the original Result Card.

17.8. Once the Migration Certificate is issued, it can be cancelled and admission restored within 3 weeks from the date of issuance of migration certificate. The student will have to provide a certificate from the respective Registrar that he/she had not been registered at that university for which the Migration Certificate was issued.

17.9 No Migration / Credit Transfer Certificate shall be issued to a student who had been debarred from appearing in the university examination or expelled from university / affiliated institute / college for misconduct till such time as the period of punishment lasts.

17.10 A regular student of the university / affiliated institute who desires migration to another university shall be issued Migration Certificate on the production of the Clearance Certificate.

17.11 If any question arises to the interpretation of any of the provisions of these rules, it shall be placed before the Vice Chancellor whose decision thereon shall be final and binding.

17.12 Student may apply for migration to UST Bannu, if the complete at least two semester in the parent University/ Institution. No credit hour of a course will be transferred from other University, if the grade is less than C.

17.13 University may enroll students (if they fulfill the criteria) for any course(s) and issue a transcript for the courses done. Rs. 3000/per course will be charged.

17.14 Requirement for awarding of degrees (Transfer of Credit Hours Cases): A student must have a proper admission in the undergraduate program of the university, and should earn minimum of 60 credit hours out of a total of 124-145 credit hours from UST Bannu.

17.15 Only those students will be allowed migrations who fulfill the minimum criteria for admission to the relevant course.

## 18. Disciplinary Rules

18.1 A record in the BOOK OF DISCIPLINE to be maintained by the Registrar's / Director / Chairperson / Principal office.

18.2 The following shall constitute the acts of indiscipline.

- Use of indecent or uncivilized language, remarks or gestures within the university premises.
- Improper behavior, such as shouting, abusing, quarreling, fighting and manhandling on the campus.
- Carrying, using or threatening to use firearms and deadly weapons.
- Defiance of authority.
- Fake representation or giving false information or willful Concealment of the relevant information, cheating or deceiving.
- Inciting or staging a walkout, strike or an unauthorized procession or forming organization for sake of indulging in political activities.
- Shouting of slogans derogatory to the prestige of the university or the reputation of its officers or teachers.
- Being found under the effect of an intoxicant.
- Smoking within the University premises or university or while in the university transport, except the designated places.
- Use of unfair means in an examination.
- Indulgence in activities prejudicial and detrimental to good order on the campus.
- Unauthorized use of, or damaging university's moveable or immovable property or wall chalking.

- All such other acts which the Competent Authority/ Discipline Committee may construe as breach of discipline.

18.3. Punishment or penalty for any of the offenses mentioned under above clauses shall be according to gravity of the case and may be one or more of the following:

- First stage: Stern Warning
- Second stage: Monetary Fine
- Third stage: Expulsion
- Fine as decided by the Discipline Committee.  Expulsion from the class, hostels for a specified period,
- Detention from examination.
- Cancellation of examination results or withdrawal of certificate granted, and
- Expulsion or rustication from the university for a specified period or for good.

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

18.5. The certificates/ degree/ diplomas and other documents of a student involved in a case of breach of discipline may be withheld till the final disposal of the case.

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

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

18.8. Any student found guilty of committing any of the offences cited above shall automatically disqualify himself or herself from the award of any honor/ distinction from the university.

## **19. Matters Related to Degrees Conferment**

19.1 University should conduct Convocation once in a year to award the degrees to the qualified students as per criteria.

19.2. Urgent degree can be issued as per policy of University upon the request of student.

19.3. Duplicate Degree may be issued (with completion of all requirements) to a candidate in case the original degree is lost/damaged or in case of change in the name of candidate. The candidate has to apply to the Controller of Examinations for the issuance of duplicate degree along with the relevant documentary proof as per University rules.

## **20. FORMAT OF FINAL TRANSCRIPT**

The final transcript for the award of degree includes following information:

### **Front Side:**

- Name of Student
  
- Father's Name
  
- Date of Birth
  
- Registration No. /Roll No.
  
- Name of the Program
  
- Date of Admission into Degree Program
  
- Semester Wise Break-up with Dates
  
- Subjects Detail along with Credit Hours
  
- Type of Enrollment – Full Time or Part Time
  
- Picture of the Applicant be Printed on Transcript
  
- Date of Completion of Degree Requirements

- Mode of Study – Regular or Private or Distance Learning
- Online Result Verification Key/ID (Front Side at the End of the Transcript)
- GPA/CGPA and Overall Percentage against earned CGPA (at the End of the front side of Transcript)

**BACK SIDE:**

- Basic Admission Requirement of the Program
- Previous Degree held by the Student along with Institution Name
- Credit Hours Exempted/Transferred if any/applicable.
- CNIC No. for Pakistani and Passport No. for Foreign Students
- Grading System must be mentioned on Back Side of the Transcript
- Charter Date of the University/DAI may be mentioned
- Name of Campus/College be mentioned along with HEC Permission Date
- Signature of Issuing Officer(s) (Front and Back Side at the end of the Transcript)
- The diploma/transcript must have the water-mark seal on it.

## **21. STUDENT GRIEVANCES AGAINST COURSE INSTRUCTOR**

21.1. All Faculties of the university should have a 3-member Committee headed by a senior faculty member to redress the grievances of the students about any course instructor or grades or for any other issue. One additional member of the committee should be outside the faculty concerned to be recommended by the dean concerned.

21.2. A student must submit the grievance if any, in writing to the Head of the Department within 5 days of the receipt of the grade. The Head of the Institution or the respective Head of Department shall forward the grievance application to a 4-member Committee. It will be mandatory for the Committee to hear both sides (student and the instructor) and will give its final decision within 5 days or before the start of registration for the new semester,

whichever comes early. The decision of the Committee will be deemed final and will be binding on all parties.

21.3. A Post Graduate Departmental Committee headed by the Chairman / Senior Faculty

Members will be constituted to check randomly a few answer papers of the final semester examination for uniformity of scoring & covering of the course content.

## **22. CANCELLATION OF ADMISSION**

If a student is continuously absent during the first four weeks after the commencement of the semester as per announced schedule, his/her admission shall stand cancelled automatically without any notification.

## **23. COURSE FILE / Folder**

23.1. Maintaining the Course File is compulsory for the teacher. It should have complete record of every activity that happens during the semester. The course file should contain:

- Description of Course/Course Objectives
- Course Coding
- Weekly Teaching Schedule
- Dates of Mid-Semester Examination
- Grading Policy Will Identify Each Activity. Such as Homework, Quizzes, Mid-Semester Examination, Final Examination and Term Papers etc.
- Copy of Each Homework Assignment with dates
- Copy of Each Quiz Assigned with dates
- Copy of Question Papers for Mid Semester Examination
- Copy of Question Papers for Final/Semester End Examination
- Grading Sheets of the Course, Detailing Statistical Data on the Grades Obtained by Students
- Difficulties / Problems Faced by the Teacher and Students During Classroom / Course Delivery

## 24. FREEZING OF SEMESTER

- 24.1. If a student freezes a semester(s), s/he will resume his/her studies from the same stage where s/he left (froze). No freezing during the semester will be allowed. The maximum duration of the degree program shall remain the same.
- 24.2. If a student is not enrolled in any course in a semester and s/he will not be considered a regular student of university in that period. The student may then enroll in these courses in a subsequent semester, however, s/he will have to meet pre-requisites of any course taken. In addition, it is understood that the university is not required to offer all courses in each semester.

**Note:-** *Freezing of Semester will only be allowed after successful completion of 1<sup>st</sup> Semester as prerequisite or the case may be for other semesters predecessor to the freezing Semester. Freezing of semester during research shall not be allowed.*

**CERTIFICATE OF APPROVAL**

This is to certify that the research work presented in this thesis, entitled

“.....” was conducted  
by Mr. .... under the supervision of  
.....

No part of this thesis has been submitted anywhere else for any other degree. This thesis is submitted to the Department / Institute of \_\_\_\_\_, University of Science and Technology, Bannu in partial fulfillment of the requirements for the degree of Doctor of Philosophy in Field of .....

Student Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Examination Committee:

a) External Examiner 1: Name  
(Designation & Office Address)

Signature: \_\_\_\_\_

.....  
.....

b) External Examiner 2: Name  
(Designation & Office Address)

Signature: \_\_\_\_\_

.....  
.....

c) Internal Examiner: Name  
(Designation & Office Address)

Signature: \_\_\_\_\_

.....  
.....

Supervisor Name:

Signature: \_\_\_\_\_

Name of Dean/HOD:

Signature: \_\_\_\_\_

**OFFICE OF THE CONTROLLER OF EXAMINATIONS**

**NOTIFICATION**

No \_\_\_\_\_

Date: \_\_\_\_\_

It is notified for the information of all concerned that Mr/Ms.

(Name of Student) PhD Scholar of \_\_\_\_\_ (Name of Department) \_\_\_\_\_ of \_\_\_\_\_

\_\_\_\_\_ (Name of University) \_\_\_\_\_ has completed all the requirements for the award of PhD degree in the discipline \_\_\_\_\_ (Name of \_\_\_\_\_

Subject)/Program \_\_\_\_\_ as per detail given hereunder:

PhD in Education			Cumulative Result			
Registration No.	Scholar's Name	Father's Name	Credit Hours			Cumulative Grade Point Average CGPA
			Course Work	Research Work	Total	

Research Topic: \_\_\_\_\_

Local Supervisor-I Name: \_\_\_\_\_ Local Supervisor-II Name: \_\_\_\_\_

\_\_\_\_\_

Foreign/External Examiners:

a) Name: \_\_\_\_\_

University: \_\_\_\_\_

Address: \_\_\_\_\_

b) Name: \_\_\_\_\_

University: \_\_\_\_\_

Address: \_\_\_\_\_

Detail of Research Articles Published on the basis of thesis research work: \_\_\_\_\_

Note: This result is declaration as notice only. Errors and omissions, if any, are subject to subsequent rectification.

**Controller of Examinations**

**AUTHOR'S DECLARATION**

I \_\_\_\_\_ hereby state that my PhD thesis titled

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is my own work and has not been submitted previously by me for taking any degree from this University

\_\_\_\_\_ (Name of University)\_\_\_\_\_.

Or anywhere else in the country/world.

At any time if my statement is found to be incorrect even after my Graduate the university has the right to withdraw my PhD degree.

**Name of the Student:**

Date:

**PLAGIARISM UNDERTAKING**

I solemnly declare that research work presented in the thesis titled

“.....  
.....”

is solely my research work with no significant contribution from any other person. Small contribution/help wherever taken has been duly acknowledged and that complete thesis has been written by me.

I understand the zero tolerance policy of the HEC and University

..... (Name of University).....

towards plagiarism. Therefore I as an Author of the above titled thesis declare that no portion of my thesis has been plagiarized and any material used as reference is properly referred/cited.

I undertake that if I am found guilty of any formal plagiarism in the above titled thesis even after award of PhD degree, the University reserves the rights to withdraw/revoke my PhD degree and that HEC and the University has the right to publish my name on the HEC/University Website on which names of students are placed who submitted plagiarized thesis.

Student /Author Signature:\_\_\_\_\_

Name:\_\_\_\_\_