ADVANCED STUDIES AND RESEARCH BOARD
(ASRB)

MINUTES OF MEETINGS
(JULY 2009-JUNE 2014)
BOOK 1

Compiled by
Office of Deputy Director Admissions

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### Meetings Held on Page No

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UNIVERSITY OF MALAKAND

M.S./M.Phil/Ph.D BYE-LAWS 2009
AND
ONWARDS

Recommended by the Academic Council in its meeting held on 3rd August 2009.
Approved by the Syndicate in its 13th meeting held on 16th August 2009.
UNIVERSITY OF MALAKAND
MS/M.Phil/Ph.D Bye-Laws 2009 and onwards

In pursuance of Section 26 (1) (c) & (d) of the University of Malakand Regulation 2001, the following Bye-Laws are prescribed to govern matters relating to MS/M.Phil/Ph.D degree programme.

SHORT TITLE, COMMENCEMENT AND APPLICATION

i. These Bye-Laws shall be called the “University of Malakand MS/M.Phil/Ph.D Bye-Laws 2009 and onwards”.
ii. These shall apply to all constituent and affiliated Post-Graduate Departments, Centres or Institutes of the University of Malakand.
iii. These shall come into force from the date of approval or any such time as specified by the Syndicate.

DEFINITIONS

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

i. “Board” means “Advanced Study and Research Board” constituted under Section (5)(1) of the Schedule of the University of Malakand Regulation 2001.
ii. “Examiners” means examiners, appointed under Section 22(6) and 23(1) of these Bye-Laws.
iii. “Graduate Studies Committee” / “Academic Committee” (in case of centres) means a Committee of an Institution as constituted under Section 11 of these Bye-Laws.
iv. “Head” means Chairman of a Department or Director of an Institute or a centre, or Principal of a College.
v. “Institution” means a constituent or affiliated Department/College, a Centre, an Academy or a Constituent College of the University.
vi. “M.S/M.Phil” means Master of Science and Master of Philosophy respectively.
viii. “Related subjects” mean subject(s) which are supportive of the major field of studies.
ix. “Research Scholar” means a person registered in the M.S/M.Phil/Ph.D Programme.
x. “Secretary” means the Director Admissions or the Head of a Section dealing with M.S/M.Phil/Ph.D degree programme.
xii. “Supervisor” means a Supervisor appointed for a research scholar under Section 13 of these Bye-Laws.
xiii. “Thesis” means original research work carried out by an M.S/M.Phil Research Scholar.
xiv. “Dissertation” means original research work carried out by a Ph.D Research Scholar.
xv. “University” means the University of Malakand.

All other terms and expressions shall have the same meaning as assigned to them under Section (2) of the University of Malakand Regulation 2001.

1. SCHEME OF STUDIES

The scheme of studies for M.S/M.Phil/Ph.D Degree programme shall be as under,

i. Course Work in the major subject, in which a scholar is registered.
ii. Course Work in subject(s) related to the major subject.
iii. Passing of Comprehensive Examination after completion of the required course-work (for Ph.D).
iv. Publication of a research article/paper in a recognized journal by Ph.D Research Scholars.
v. Thesis/Dissertation, on a topic approved by the Board.
vi. Viva Voce/Public Defense, as the case may be.

2. DURATION OF COURSE AND SEMESTERS
   /i. The Ph.D Degree as per section 3 (i) shall extend over a period of at least four years or eight semesters.
   ii. The PhD Degree programme as per section 3 (ii) shall extend over a period of at least three years or six semesters.
   iii. The MS/M.Phil Degree programme shall extend over a period of at least two years or four semesters.

3. ELIGIBILITY:
   i. Candidates possessing the relevant Master's degree or 4-years Education after intermediate (124 Credit hours), with at least Second Division or a CGPA of 3.00 from a recognized University, shall be eligible for admission to MS/M.Phil/Ph.D degree Programme.
   ii. Those who have already completed MS/M.Phil or equivalent (at least 18 years Education) shall be eligible for admission to the Ph.D degree programme provided that the candidates have secured at least CGPA of 3.00 or First Division in their MS/M.Phil course work subject to section 5 (iv) of these Bye-Laws.

4. ADMISSION CRITERIA
   Admission to MS/M.Phil/Ph.D degree programme shall be on merit. The merit shall be determined on the following criteria;
   i. 50% weightage shall be given to the marks obtained in the qualifying examination.
   ii. For admission to MS/M.Phil leading to Ph.D, all candidates shall be required to pass, by scoring at least 50% marks;
      /a. Graduate Assessment Test (GAT) conducted by NTS, Islamabad (for MS/M.Phil)
      b. GRE (General) test, conducted by ETS of USA. (for Ph.D)
   iii. For admission to Ph.D either direct or by transfer from MS/M.Phil, all candidates shall be required to pass (i.e. score at least 50% marks) the International GRE subject test, preferably prior to admission or transfer, as the case may be, OR at the latest prior to the submission of thesis.
   iv. In case of subjects where international GRE subject test is not available, the concerned Department/Centre/Institute/Academy shall prepare and conduct a test equivalent to international GRE subject test, and the candidates shall be required to pass this test by obtaining at least 50% marks.

5. ADMISSION PROCEDURE
   i. Admission to MS/M.Phil/Ph.D degree programme of the University shall be advertised by the Secretary in consultation with heads of institutions.
ii. The number of scholars to be admitted shall be determined by the Graduate Studies Committee.

iii. Applications on prescribed forms shall be submitted to the Secretary, within the prescribed period, who will forward them to the concerned Head after the closing date. The Secretary shall keep a record of all the applications received.

iv. The candidates should have passed GRE type test.

v. The names of the provisionally admitted candidates shall be forwarded to the Secretary within one month of selection.

6. CRITERIA FOR LAUNCHING PROGRAMME

There should be at least three Ph.D Faculty members in an institution to launch MS/M.Phil/Ph.D degree programme. However, in specified circumstances, an institution having one teacher with Ph.D degree may start the programme with the prior approval of the Board.

7. SUPERVISION

The number of Ph.D scholars under the supervision of a full time faculty member shall not exceed five. In research institutions where the faculty is involved in full time research with no or minimal teaching workload, the number of Ph.D scholars may be increased to a maximum of eight with the prior approval of the Board.

8. ADMISSION, TUITION FEE, ETC.

i. The following fees (subject to revision) shall be paid by the scholars.

   a. Enrollment Fee Rs. 5000/- (At the time of first registration)
   b. Tuition Fee per Semester Rs. 6000/-
   c. Exam. Fee per course Rs. 1000/- (To be deposited in the Dept)
   d. Thesis and Exam. Fee Rs. 10000/- (for MS/M.Phil)
   e. Rs.15000/- (for Ph.D)

   e. Incidental Charges (Non-refundable) to be fixed by & paid to the institution where applicable.
   f. Caution Money (refundable) Rs. 5000/- (to be deposited in the Institution)

ii. Admission of the candidate shall stand cancelled if fees, etc. are not paid within one month of the date of provisional admission.

iii. Foreign nationals shall be required to pay tuition fees, etc., as prescribed by the Government of Pakistan. Such candidates shall have to forward their cases of admission through the Ministry of Education, Government of Pakistan, Islamabad. No objection certificate by the said ministry is, therefore, mandatory in case of foreign applicants.

9. REGISTRATION

i. A scholar for MS/M.Phil/Ph.D degree programme shall be registered in a teaching/research institution of the University.

   a. The Secretary shall maintain a register of MS/M.Phil/Ph.D research scholars and assign a registration number to each scholar at the time of provisional admission.

   b. Registration may be renewed on payment of the prescribed fee if a scholar is re-admitted within a year after having been struck off the rolls, for any valid reason.

   c. A person registered for the MS/M.Phil/Ph.D degree programme shall be called MS/M.Phil/Ph.D research scholar.
10. **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 Secretary, for the approval of the Vice Chancellor through the Dean of the Faculty.

   ii. On passing the comprehensive examination, the Secretary, on the recommendations of Graduate Studies Committee, may accord approval of the Vice Chancellor for confirmation of registration of a Research scholar in the respective Ph.D degree programme.

   iii. In case of M.S/M.Phil degree programme, the provisional admission of a Research Scholar may be confirmed by the Vice Chancellor on the recommendations of Graduate Studies Committee after successful completion of the required course work.

11. **GRADUATE STUDIES COMMITTEE (GSC)**

   There shall be a Graduate Studies Committee for a period of two years to be appointed by the Vice-Chancellor. The Dean, after consultation with the head of the institution, shall forward the names of the members of the Graduate Studies Committee to the Secretary for approval.

   The GSC shall consist of:

   i. The Head of the institution as Convener.

   ii. Two senior teachers of the Institution, preferably having a Ph.D degree.

   iii. Two experts, to be nominated by the Dean in consultation with the Head of the Institution.

12. **FUNCTIONS OF THE GRADUATE STUDIES COMMITTEE**

   i. To process the applications received for admission by the Secretary.

   ii. To manage and facilitate the smooth functioning of the academic programme.

   iii. To conduct and supervise the examinations, including comprehensive examinations.

   iv. To submit an advance copy of the tabulated result to the Secretary on a prescribed form (as per annexure) showing courses taken, the names of teachers, time duration, detailed marks, aggregate and grade. Tabulated results shall be forwarded within two weeks of the end of a semester.

13. **SUPERVISORS**

   i. In consultation with the Research Scholar, a candidate holding a Ph.D degree in the field shall be appointed as Supervisor.

   ii. The Graduate Studies Committee shall forward the request of the supervisor, who is to supervise for each scholar, to the Secretary for approval of the Vice-Chancellor.

   iii. If necessary, one co-supervisor may be appointed with the approval of the Vice-Chancellor.

14. **FUNCTIONS OF THE SUPERVISOR**

   Subject to the overall supervision of the Head of the Institute, the supervisor shall perform the following functions:
i. To recommend and plan courses of studies for approval of the Board.
ii. To propose the topic of research in consultation with the Research Scholar for approval of the Board.
iii. To supervise and review the progress of the Research Scholar periodically.

15. CONDUCT OF EXAMINATIONS.

i. For each Semester, there shall be two examinations: mid-term and final, in addition to assignments.
ii. The weighting of the examinations and assignments shall be as follows:
   a. Mid-term examination: 30%
   b. Assignments, term papers, etc.: 20%
   c. Final Examination (Covering the entire course contents): 50%
iii. In courses where the examinations are not required, the concerned teacher may change the evaluation procedure in consultation with the Graduate Studies Committee, if already not specified in the curriculum.

16. COURSE REQUIREMENTS & AWARD OF DEGREE.

i. A Research Scholar admitted under Section 3 (i) shall complete the following course requirements, duly recommended by the Graduate Studies Committee/Academic Committee, as the case may be, in consultation with the supervisor:
   a. Subject to these Bye-Laws, before moving to the Ph.D. degree programme, a candidate shall have to complete a minimum of 24 credit hours course work with a minimum CGPA of 3.00 as following:
      i. Approved course of 18 credit hours in the major subject (700 & above).
      ii. Approved course of 6 credit hours (2 courses of 3 credit hours each) in the related subjects (600 & below). However, such courses shall be graded as “Pass” or “Fail” and shall not be counted towards the CGPA.
   b. In case the CGPA falls below 3.00, a Research Scholar shall be allowed to improve the CGPA as defined in Section 17 (i).
   c. Before moving to the Ph.D. degree programme, a Research scholar shall have to pass the comprehensive examination as per Section 20 below. In case of failing, a Research Scholar may complete the requirements for the MS/M Phil degree programme as given in Section 16 (iii).
   d. Additional Ph.D level course work of at least 6 credit hours with a minimum CGPA of 3.30.
   e. On successful completion of additional course work, as specified above, a Research Scholar shall be required to submit a Research Proposal in consultation with the Supervisor for the approval of the Board.
   f. Before the Public defence of the Ph.D dissertation, the Research Scholar shall be required to publish a research paper or produce an acceptance letter of such publication in a recognized journal.
   g. The dissertation shall be of nine credit hours; however, it shall not be awarded any numerical grade.
Minutes of the meetings of Advanced Studies & Research Board, UOM (Jul 2009- Jan 2015)

ii. A research Scholar admitted under Section 3 (ii) shall complete the following course requirements, duly recommended by the Graduate Studies Committee/Academic Committee, as the case may be, in consultation with the Supervisor:

a. Subject to these Bye-Laws, before confirmation of provisional admission in the Ph.D degree programme, a Research Scholar shall have to complete a minimum of 24 credit hours course work in the major subject with a minimum CGPA of 3.00. However, in case of a candidate having obtained M.S./M.Phil degree within last five years shall have to complete a minimum of 6 credit hours course work in the major subjects with a minimum CGPA of 3.00.1

b. In case the CGPA falls below 3.00, a Research Scholar shall be allowed to improve the CGPA by taking additional courses or by repeating the courses already taken.

c. On successful completion of course work, as specified above, a Research Scholar shall have to pass the comprehensive examination.

d. On passing the comprehensive examination, a Research Scholar shall be required to submit a Research Proposal in consultation with the Supervisor for the approval of the Board.

e. Before the public defence of the Ph.D dissertation, the Research Scholar shall be required to publish a research paper or produce an acceptance letter of such publication in a recognised journal.

f. The dissertation shall be of nine credit hours; however, it shall not be awarded any numerical grade.

iii. A Research Scholar, who fails the comprehensive examination for the second time shall continue as M.S./M.Phil Research Scholar. Such scholars shall have to complete the following requirements for the award of MS/M.Phil degree:

a. Writing up of a Research Proposal in consultation with the Supervisor for the approval of the Board.

b. Writing up of Thesis (The Thesis shall be of 6 credit hours for which numerical grade will not be awarded)

c. Passing of the Viva-Voce.

17. **GRADES AND ACADEMIC STANDING**

i. The grading system for the MS/M.Phil course of 700 and above levels shall be as follows:

<table>
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<th>Letter Grade</th>
<th>Grade Remarks</th>
<th>CGPA</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A.</td>
<td>Excellent (4)</td>
<td></td>
<td>80% &amp; above</td>
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<tr>
<td>B.</td>
<td>Good (3.00-3.9)</td>
<td></td>
<td>65.79%</td>
</tr>
<tr>
<td>C.</td>
<td>Satisfactory (2.00-2.9)</td>
<td></td>
<td>50-64%</td>
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<tr>
<td>D.</td>
<td>Pass (1.00-1.9)</td>
<td></td>
<td>40-49%</td>
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<tr>
<td>F.</td>
<td>Fail (&lt;1.1-0)</td>
<td></td>
<td>&lt;40%</td>
</tr>
<tr>
<td>I.</td>
<td>Incomplete</td>
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</tbody>
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Note: In case numerical grades are not feasible (e.g. field work, thesis, dissertation) or not required (e.g. related courses), letter grade P (Pass) or F (Fail) shall instead be used, and not counted towards the CGPA.

1Amended/inserted by the Syndicate in its 17th meeting held on 18th August 2009.
18. CREDITS AND AUDITS

i. Unless otherwise noted, a credit shall represent a study in an approved course carried out for one theory hour or two laboratory hours per week per semester.

ii. A scholar who desires to attend a course without taking examination 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 shall be granted for the course.

19. COURSE CHANGE AND CREDITS

i. A scholar is expected to complete the course work within the semester in which he/she takes that course. The supervisor may recommend an extension of time up to one year for the completion of that course. If a scholar fails to complete the course within the permitted period of extension, the course shall be shown as “Incomplete” on the scholar’s record and shall not be credited towards the CGPA.

ii. A scholar may request the Head of the Institution that his/her status in a course be changed to that of an auditor or that he/she may be permitted to withdraw from a course, not later than the end of the fourth week of the semester. If the request is accepted, the scholar’s record shall be marked as “Auditor” or as “Withdrawn” against that course. A scholar who fails to complete a course without having his/her status so changed to Auditor or Withdrawn shall receive, at the teacher’s discretion, either a grade of I (Incomplete) or F (Fail).

20. COMPREHENSIVE EXAMINATION

i. On completion of the course work, MS/M.Phil Research Scholars shall have to pass the comprehensive examination in the subject/discipline in order to move to the Ph.D Programme.

ii. On completion of the course work, Ph.D Research Scholar shall have to pass the comprehensive examination in the subject/discipline before writing up a Research Proposal.

iii. There shall be only two chances for passing the comprehensive examination.

iv. The comprehensive examination shall be conducted by the Graduate Studies Committee.

v. In case of failing the comprehensive examination, a Research Scholar may continue as MS/M.Phil Research Scholar.

21. RESEARCH REQUIREMENTS, THESIS/DISSERTATION

i. The Research Proposal shall be submitted after appearing in the comprehensive examination but not later than the completion of the fourth semester for the approval of the board.

ii. The MS/M.Phil Research Scholar shall pursue research work and writing up of Thesis at least one calendar year under the guidance of the supervisor.
iii. The Ph.D Research Scholar shall pursue research work and writing up of Dissertation for at least two calendar years under the guidance of the Supervisor.

iv. The Research Scholar shall write a Thesis/Dissertation in the field of his/her major subject. Four ring-bound type-written or printed copies of the Thesis/Dissertation shall be submitted to the Head of the Institution for onward transmission to the Secretary, through the Dean, for the purpose of examination.

v. The Thesis/Dissertation shall be submitted only after due approval by the Supervisor.

vi. A Ph.D Research Scholar shall publish a research paper or provide an acceptance letter of such publication in a recognized journal before defending his/her dissertation.

22. APPOINTMENT OF EXAMINERS AND OPINION (In case of MS/M.Phil.)

i. The Graduate Studies Committee, in consultation with the supervisor, through the Dean of the Faculty, shall send a panel of examiners, comprised at least five qualified persons from within the country out of whom three examiners be appointed for the evaluation of Thesis by the Vice Chancellor.

ii. The Secretary shall send the Thesis to the examiners who shall examine the Thesis and communicate the result as follows:

   a. The scholar may be recommended for the award of the degree, if reports of the majority of examiners are positive.

   b. The scholar may be asked to revise the Thesis for re-submission.

   c. The Thesis may be rejected.

   d. If the majority of examiners find that the Thesis is inadequate, the scholar shall be allowed to revise and re-submit the Thesis for fresh examination by the same examiners, within a period of twelve months.

   e. If the majority of examiners feel 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 given by the Supervisor to the effect that the shortcomings identified have been rectified.

23. APPOINTMENT OF EXAMINERS AND OPINION (In case of Ph.D)

i. The Graduate Studies Committee, in consultation with the supervisor, shall send a panel of examiners, consisting of at least five experts from the Technologically Advanced Countries and three from within the country. The Vice Chancellor will appoint three examiners for the evaluation of Dissertation, one of whom shall be from within the country. Majority positive opinion shall count towards the award of the degree.

ii. The external examiners for the evaluation of the Dissertation shall be qualified persons in the relevant field.

iii. The Secretary shall send the Dissertation to the examiners who shall examine the Dissertation and communicate the result to him as follows:

   a. The scholar may be recommended for the award of the degree, if reports of the majority of examiners are positive. The Research Scholar shall then have to defend his/her Dissertation in the presence of his/her Supervisor and one of the external examiners.

   b. The scholar may be asked to revise the Dissertation for re-submission.

   c. The dissertation may be recommended for the award of the MS/M.Phil degree, if majority of the examiners so advice.

   d. The dissertation may be rejected.
iv. If the examiners find that the Dissertation needs revision, the scholar shall be allowed to revise it. It shall be re-submitted for a fresh examination by the same examiners within a period of twelve months.

v. If the majority of examiners feel that the Dissertation, despite some shortcomings, is of sufficient merit, the scholar may be directed to improve the Dissertation for re-submission within six months, but without a fresh examination. The re-submitted Dissertation must carry a certificate by the Supervisor to the effect that the shortcomings so identified have been rectified.

24. **VIVA VOCE**

An MS/M.Phil Research Scholar shall be required to pass a viva voce related to his/her research work. This examination shall be conducted by one of the three approved examiners in the presence of his/her Supervisor.

25. **PUBLIC DEFENCE**

A Ph.D Research Scholar shall be required to defend the Dissertation in public to be conducted by one of the three approved examiners in the presence of the supervisor and the members of the Graduate Studies Committee, if available.

26. **CHANGE FOR THE RE-SUBMISSION OF THESIS AND VIVA-VOCE/PUBLIC DEFENCE**

i. Only one chance for re-submission of Thesis/Dissertation shall be allowed to a scholar.

ii. If the revised MS/M.Phil Thesis is not approved, the Thesis shall be finally rejected.

iii. If the revised Ph.D Dissertation is not approved, it may be rejected or it may be recommended for the award of MS/M.Phil degree.

iv. If the Thesis/Dissertation is adjudged as adequate but the Scholar fails in the Viva-Voce/Public Defence, as the case may be, the Scholar may be given a chance to reappear in the Viva-Voce/Public Defence, as the case may be, within a period not exceeding six months.

27. **EXTENSION IN THE STUDY PERIOD**

In special circumstances reasons to be recorded, extension in the study period up to a maximum of three years may be allowed by the Board on the recommendation of the Supervisor, subject to the payment of Rs. 5000/- per semester to the University, in addition to the payment of normal fee, etc.

28. **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 (NOC) from the Employer concerned to the effect that studies of the scholar in MS/M.Phil/Ph.D degree Programme would not be affected by official duties”.

29. **LEAVE OF ABSENCE**
i. On the recommendation of the Graduate Studies Committee and the approval of the Board, a Research Scholar may be allowed Leave of Absence up to two semesters on valid grounds.

ii. Leave of Absence shall be excluded from the total period of study. The scholar shall not be required to pay any fee during the leave of absence.

30. CANCELLATION OF REGISTRATION

If a scholar does not fulfill the requirements as prescribed in Section 15 or fails in the examinations as provided under Sections 20 to 26, his/her registration shall be cancelled.

31. GENERAL BYE-LAWS

i. The research scholar shall have to attend at least 75% of the total contact hours of a course.

ii. If a scholar continues as a regular student of the institution during the period of revision of thesis etc., he/she shall have to pay the tuition fee and other charges, for the semester(s), for which he/she stays in the institution.

iii. If a scholar qualifies the requirements under Section 24 and 25, the Head of the Institution shall forward the case to the Secretary for approval of the Vice Chancellor for declaration of his/her result.

iv. English shall be the medium of instruction and examinations for Thesis/Dissertation of all subjects, except languages, in which the medium shall be either the language itself or English.

v. The admission of a Research Scholar may be cancelled if his/her academic progress or conduct is found unsatisfactory at any stage by the supervisor.

vi. The scholar shall abide by the rules and Bye-Laws framed by the University from time to time.

vii. A Research Scholar who has completed MS/M.Phil and seeking admission in Ph.D in the same discipline, the additional courses shall be decided by the Graduate Studies Committee.

32. Ph.D DISSERTATION FORMAT

The size of the typing paper should be A4. The final five copies of the Dissertation must be hard bound in (Green). The complete title of the Dissertation should be printed in block golden letters at 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 Dissertation was submitted and the name of the degree for which the Dissertation was presented i.e. Ph.D.

33. MS/M.Phil THESIS FORMAT

The size of the typing paper should be A4. The final five copies of the Thesis must be hard bound (Black). The complete title of the thesis should be printed in block golden letters at 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. MS/M.Phil.

34. RELAXATION
35. **REPEAL AND SAVING:**

The “University of Malakand Bye-Laws relating to M.Phil/Ph.D degree 2004 onwards” are hereby repealed. However, all previous admissions, relating to M.Phil/Ph.D degree made prior to the promulgation of these Bye-Laws, shall be governed under the “University of Malakand Bye-Laws relating to M.Phil/Ph.D degree 2004 onwards.”