THE UNIVERSITY OF MALAKAND MS/M.PHIL/PH.D BY-LAWS, 2013 AND ONWARDS

SHORT TITLE, COMMENCEMENT AND APPLICATION

i. These bye-laws shall be called the University of Malakand MS/M.Phil/Ph.D Bye-laws 2013 and Onwards.

ii. These shall apply to all constituent Post-graduate Departments/Centers/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 Studies and Research Board constituted under Section 5 (1) of the schedule of the University of Malakand Regulations 2001;

ii. “Examiner” means examiner, appointed under Section 20(i) and Section 21(i) of these Bye-laws;

iii. “Graduate Studies Committee” or “Academic Committee” (in case of centers) means a committee of a department/center/institute as the case may be, constituted under Section 11 of these Bye-laws;

iv. “Head” means Chairperson/Director of a Department/Center/Institute or principal of a college;

v. “M.S.” means Master of Studies;

vi. “M.Phil.” means Master of Philosophy;

vii. “Ph. D.” means Doctor of Philosophy;

viii. “Related Subjects” mean subjects which are supportive of the major field of studies;

ix. “Research Scholar” means a person registered in MS/M.Phil/Ph.D program;

x. “Supervisor” means a supervisor appointed under Section 13 of these Bye-laws;

xi. “Thesis” means original research work carried out by an MS/M.Phil/Ph.D research scholar;

xii. “University” means the University of Malakand.

xiii. “Test” means test for admission to M.Phil/Ph.D programs.

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 MS/M.Phil/Ph.D degree program shall be as under:

i. Course work in major subjects 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 as per HEC policy in vogue.

v. Thesis on a topic approved by the Board;

vi. Viva-Voce/Public Defense, as the case may be.

2. DURATION OF MS/M.Phil/Ph.D DEGREE PROGRAM

i. The MS/M.Phil degree program shall spread over a minimum period of four semesters (two years) extendable to six semesters (three years). The extension shall be granted by the Vice-Chancellor, subject to the payment of Rs. 10,000/- per semester to the University in addition to normal fee etc. Provided that in special circumstances reasons to be recorded in writing, extension in the study period up to a maximum of two semesters (fourth year) may be allowed by the Board on the recommendation of the concerned supervisor, subject to the payment of Rs. 20,000/- per semester to the University in addition to normal fee etc.
ii. The Ph.D program shall spread over a minimum period of six semesters (three years) extendable to maximum ten semesters (five years). The extension shall be granted by the Vice-Chancellor, subject to the payment of Rs. 10,000/- per semester to the University in addition to normal fee etc. Provided that in special circumstances reasons to be recorded in writing, extension in the study period up to a maximum of two semesters (sixth year) may be allowed by the Board on the recommendation of the concerned supervisor, subject to the payment of Rs. 20,000/- per semester to the University in addition to normal fee etc.

iii. If a scholar submits his/her thesis within two weeks (15 days) of the next semester shall be exempted from payment of normal fee, special fine and any other charges of that semester.

3. **ELIGIBILITY**

i. **MS/M.Phil Program:**
   a. Sixteen years of schooling or 4 year education (124-136 credit hours) after Higher Secondary School Certificate/F.A/F.Sc/Grade 12 or equivalent with minimum 50 % marks (annual system) or a CGPA of 2.5 from an HEC recognized university;
   b. Test conducted by the NTS, PTS, ETEA or any other testing agency of national repute as approved by the university with minimum 50% cumulative score will be required;

ii. **Ph.D. Program:**
   a. M.S./M.Phil (18 year education) or equivalent, with minimum CGPA 3.0 (in the semester system), or First Division (in the Annual System), in the relevant field from an HEC recognized university;
   b. Test conducted by the NTS, PTS, ETEA or any other testing agency of national repute or ETS, USA as approved by the university in the area of specialization chosen at the Ph.D level must be cleared prior to admission in the Ph.D program with minimum of 60% cumulative score
   c. In the case of GRE-subject test the minimum acceptable score will be 60% percentile.
   d. If the test is not available in the subject list of NTS, PTS, ETEA, ETS, USA or any other testing agency of national repute, then a University Committee consisting of at least three Ph.D faculty members in the subject area and approved by the HEC will conduct the test at par with GRE subject test and qualifying score for this will be 70%.

4. **DEGREE REQUIREMENTS:**

   If the CGPA of an MS/M.Phil/Ph.D scholar decreases from 2.5, he/she will be on probation for the next semester. If the scholar does not come out by increasing his/her CGPA to 2.5, he/she shall be dropped from the department/center/institute.

i. **M.S./M.Phil Program:**
   a. The scholar will be required to complete 24 credit hours of graduate courses (out of which at least 18 CH must be from the major subjects, not exceeding 12 CH in a semester) of course work along with minimum 18 (Eighteen) credit hours of research work for MS/M.Phil degree.
   b. Minimum CGPA 2.5 shall be required for the award of MS/M.Phil degree;
   c. The scholar will be entitled to improve his/her CGPA by repeating/replacing the courses (maximum three, with C grade or below) in the next following semester only once failing which he/she shall be considered as withdrawn.

ii. **Ph.D. Program:**
   a. Course work of 18 credit hours preferably in the first year (two semesters, maximum 12 credit hours per semester) shall be required to be completed and followed by a comprehensive examination with minimum 60% score for granting Ph.D candidacy, and minimum 36(Thirty six) credit hours research thesis in the relevant field;
   b. Minimum CGPA 3.00 shall be required for the award of Ph.D degree;
5. **ADMISSION CRITERIA:**

Admission to MS/M.Phil/Ph.D shall be on merit. The merit shall be determined on the following criteria:

<table>
<thead>
<tr>
<th>Marks Obtained in</th>
<th>Weightage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Marks</td>
<td>50%</td>
</tr>
<tr>
<td>Test</td>
<td>30%</td>
</tr>
<tr>
<td>Interview</td>
<td>20%</td>
</tr>
</tbody>
</table>

6. **ADMISSION PROCEDURE:**

i. Admission to the MS/M.Phil/Ph.D degree programs of the University shall be advertised in consultation with the Chairperson/Director/Heads of the concerned Department/Center/Institute;

ii. The number of scholars to be admitted shall be determined by the respective Graduate Studies Committee;

iii. Applications on prescribed form shall be submitted to the office of the Registrar within the prescribed period, who will forward them to the concerned Chairperson/Director/Head after the closing date. The Registrar shall keep a record of all the applications received;

iv. The names of the provisionally admitted candidates shall be forwarded to the Registrar through the concerned Dean duly recommended by the GSC within one month of provisional selection for approval of the Vice-Chancellor.

7. **CRITERIA FOR LAUNCHING MS/M.PHI/PH.D PROGRAM:**

i. There should be at least two relevant full-time Ph.D. faculty members to launch MS/M.Phil programs.

ii. There should be at least three relevant full-time Ph.D faculty members in a Department/Center/Institute to launch Ph.D program.

8. **SUPERVISION:**

i. The number of MS/M.Phil scholars under the supervision of a full-time faculty member shall not exceed ten (10).

ii. The number of Ph.D scholars under the supervision of a full-time faculty member is five (05). Based on the consent of the respective supervisor and subject to prior permission granted by the HEC, the number of Ph.D. scholars may be increased to a maximum of eight (08).

iii. Eminent faculty/scientists such as HEC distinguished professor, Fellow of Royal Societies (FRS) and those who have cumulative impact factor of 100 or more can supervise as many PhD scholars as they wish.

9. **ADMISSION, TUITION FEE, etc.:**

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

ii. Foreign nationals shall be required to pay tuition fee etc. as prescribed by the University. Such candidates shall have to forward their cases of admission as per policy of the state in vogue.

10. **REGISTRATION**
i. A scholar for MS/M.Phil/Ph.D degree program shall be enrolled in a Department/Center/Institute of the University;

ii. The Registrar office shall maintain a register of research scholars and allot an enrollment number to each scholar at the time of provisional admission;

iii. Admission 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;

iv. A person enrolled in the MS/M.Phil/Ph.D degree program shall be called MS/M.Phil/Ph.D research scholar.

v. A student, with the consent of the concerned Dean, may be allowed to (a) change a course within 7 days of the commencement of a semester, and (b) drop a course within 2 weeks of the commencement of semester.

vi. Withdrawal from a course will be allowed latest up to one week before the 2nd in-semester examination (i.e. by the end of 15th week) under approval by the Dean/Head of Department/Institute/Center. Withdrawn course will appear on transcript with the letter grade W, and will not be treated as F grade.

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 consulting with the Chairperson/Director/Head of the Department/Center/Institute, shall send the names of members of the graduate studies committee through Registrar to the Vice-Chancellor for approval. The constitution of the GSC shall be as under:

a. The Chairperson /Director / Head of the Department / Center/Institute shall be the convener.

b. Two senior teachers of the Department/Center/Institute having a Ph.D degree (in case of non-availability, the Vice-Chancellor shall appoint relevant faculty members from other Department/Center/Institute)

c. Two experts, to be nominated by the Dean from within the University in consultation with the Chairperson / Director / Head of the Department / Center / Institute.

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

i. To process the applications received for admission by the Registrar office

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

iii. To facilitate the conduct and supervision of the examinations, including comprehensive examination

iv. To monitor and receive research progress reports of the scholar on semester basis and forward the same to the concerned Dean

v. To submit an advance copy of the tabulated result to the Controller of Examinations on a prescribed performa for transcript, indicating courses taken, time/duration, detailed marks, aggregate and grade. Tabulated results shall be forwarded within two weeks of the end of a semester.

vi. To make arrangements for verification of certificates/degrees/NOCs of scholars from concerned Board/University/Organization

vii. To ensure implementation of these bye-laws in teaching Department/Center/Institute

viii. To examine/scrutinize course work and synopsis for consideration of the board

ix. To recommend and plan courses of studies

x. To frame rules of procedure for smooth operation of MS/M.Phil/Ph.D program under these Bye-laws.

13. **SUPERVISOR**

i. In consultation with the research scholar, a faculty member/expert holding a Ph.D. degree in the relevant field shall be appointed as supervisor;
The Graduate Studies Committee shall forward the name of the supervisor, who agrees to such supervision, for each scholar to the Registrar office for approval of the Vice-Chancellor.

Provided that, if so required, one co-supervisor recommended by the GSC may be appointed with the approval of the Vice-Chancellor.

14. **FUNCTIONS OF THE SUPERVISOR**

Subject to the overall supervision by Chairperson/Director/Head of the department/center/institute, a supervisor shall perform the following functions:

i. To guide the scholar in research and assist him/her in preparing the research proposal/synopsis.

ii. To supervise, review and submit the progress report of the scholar to the GSC periodically.

15. **CONDUCT OF EXAMINATIONS**

ii. For each semester, there shall be two examinations; mid-term and final, in addition to assignments.

iii. The weightage of the examinations and assignments shall be as follows:

   a. Assignments, term papers, presentation etc. 20%
   b. Mid-term examination 30%
   c. Final examination covering the entire course contents 50%

16. **GRADING SYSTEM**

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Marks</th>
<th>NG/ Value</th>
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<tbody>
<tr>
<td>A</td>
<td>≥ 80</td>
<td>4.00</td>
</tr>
<tr>
<td>B⁺</td>
<td>75-79</td>
<td>3.50</td>
</tr>
<tr>
<td>B</td>
<td>70-74</td>
<td>3.00</td>
</tr>
<tr>
<td>C⁺</td>
<td>65-69</td>
<td>2.50</td>
</tr>
<tr>
<td>C</td>
<td>60-64</td>
<td>2.00</td>
</tr>
<tr>
<td>D⁺</td>
<td>55-59</td>
<td>1.50</td>
</tr>
<tr>
<td>D</td>
<td>50-55</td>
<td>1.00</td>
</tr>
<tr>
<td>F</td>
<td>Below 50</td>
<td>0.00</td>
</tr>
</tbody>
</table>

i. In case numerical grades are not feasible (e.g. field work, research thesis) or not required, letter grade P (Pass) or F (Fail) shall instead be used, which shall not be counted towards the CGPA.

ii. Any course with letter C⁺ or above will be considered for Ph.D and C and above for MS/M.Phil degree.

17. **CREDIT HOURS**

i. Unless otherwise prescribed, a credit hour shall represent a study in an approved course carried out for one contact hour (theory) or two contact hours (laboratory/practical/project) per week per semester.

ii. A Scholar shall be required to complete the course work within the semester in which he/she takes that course. If a scholar fails to complete the course within the prescribed period including extension (if any) the course shall be marked as “incomplete” on the scholar’s record and shall not be credited towards the CGPA.

18. **COMPREHENSIVE EXAMINATION**
i. On successful completion of the course work, the Ph.D research scholar shall have to pass the comprehensive examination in the subject/discipline with minimum 60% score before writing the research proposal.

iii. There shall be only one extra chance for passing the comprehensive examination to be availed consecutively.

iv. The comprehensive examination shall be taken in taught courses and shall be conducted by the Graduate Studies Committee.

v. In case of failing the comprehensive examination, after availing the additional chance, admission of the concerned research scholar shall stand cancelled.

19. **RESEARCH REQUIREMENTS, THESIS**

i. The research synopsis shall be submitted after passing the comprehensive examination for the approval of the Board through GSC.

ii. The MS/M.Phil Scholar shall be required to complete the research work in at least one calendar year (two semesters) under the guidance of the supervisor.

iii. The Ph.D scholar shall be required to complete research work/thesis in at least two calendar years (4 semesters) under the guidance of the supervisor.

iv. The thesis shall be submitted for evaluation through supervisor to GSC.

v. The research scholar shall write a thesis, four ring bound printed copies of the thesis shall be submitted to the Chairperson/Director/Head of the Department/Center/Institute who shall forward them to the Controller of Examinations, through the Dean, for the purpose of examination.

20. **APPOINTMENT OF EXAMINERS FOR EVALUATION OF MS/M.PHIL. THESIS**

i. The Graduate Studies Committee, in consultation with the supervisor, shall send a panel of examiners, comprising of at least five qualified persons having PhD in the relevant field (three from universities of Khyber Pakhtunkhwa and two from universities outside the province) through the concerned Dean to the Controller, out of whom three examiners shall be appointed by the Vice-Chancellor;

ii. The Controller of examinations shall send the thesis to the approved examiners who shall examine the thesis and communicate the result as per below format:

   a. The scholar is recommended for the award of the degree;
   b. The scholar should revise the thesis for re-submission;
   c. The thesis is rejected;

iii. If the examiner(s) report(s) that the thesis is inadequate, the scholar may be allowed to revise and re-submit the thesis for a fresh evaluation by the same examiner(s), within a period of six mounts;

iv. If the majority of examiners report that the thesis, despite having some shortcomings, is of sufficient merit, the scholar may be permitted to improve the thesis for re-submission within three months, but without a re-evaluation. The thesis so submitted shall carry a certificate given by the supervisor duly verified by Graduate Studies Committee to the effect that the shortcomings so identified have been rectified.

21. **APPOINTMENT OF EXAMINERS FOR EVALUATION OF PH.D THESIS**

i. The graduate studies committee, in consultation with the supervisor, shall send a panel of examiners, consisting of at least five experts having Ph.D in the relevant filed from technologically/academically advanced countries and three from within the country through Dean to the Controller of Examinations for approval of the Vice-Chancellor. The Vice-Chancellor will appoint three examiners, one of whom shall be from within the country. Majority positive opinion shall count towards the award of the degree;

ii. The Controller of examinations shall send the thesis to the approved examiners who shall evaluate it and, subject to majority opinion, communicate the result as per below format:
a. The scholar is recommended for the award of the degree;
b. The scholar should revise the thesis for re-submission;
c. The thesis is rejected.

iii. If majority of examiners report that the thesis needs revision, the scholar may be allowed to revise it. It shall be re-submitted for re-evaluation to the same examiners within a period of twelve months.
iv. If majority of the examiners report that the thesis, despite some shortcomings, is of sufficient merit, the scholar may be directed to improve the thesis for re-submission within six months, but without re-evaluation.
v. The re-submitted thesis must carry a certificate by the supervisor to the effect that the shortcomings so identified have been rectified.

22. **VIVA-VOCE**
An MS/M.Phil research scholar shall be required to pass Viva–Voce examination related to the research work. This examination shall be conducted by one of the three approved examiners in presence of the concerned supervisor.

23. **PUBLIC DEFENSE**
A Ph.D research scholar shall be required to defend the thesis in public to be arranged by controller of Examinations and conducted by one of the three approved examiners in the presence of the supervisor and the members of the Graduate Studies Committee, if available.

24. **CHANCES FOR THE RE-SUBMISSION OF THESIS, VIVA-VOCE AND PUBLIC DEFENSE**
i. Only one chance for re-submission of thesis shall be allowed.
ii. If the revised M.S./M.Phil thesis is not approved, the thesis shall be deemed to have been rejected.
iii. If the revised Ph.D. thesis is not approved, it shall be deemed to have been rejected.
iv. If the thesis is adjudged as adequate but the scholar fails in the viva-voce/public defense, as the case may be, the scholar may be given a chance to reappear in the viva-voce/public defense, as the case may be, within a period of three to six months, failing which it shall be deemed to have been rejected.

25. **STUDY LEAVE AND NO OBJECTION CERTIFICATE**
An employed person may be considered as a whole-time regular scholar without obtaining study leave to the effect subject to the production of a “No Objection Certificate” from the employer concerned to the effect that studies of the scholar shall not be affected by his/her official duties in the time as prescribed by the Department/Center/Institute. A copy of the application submitted to the employer for NOC or acknowledgement thereof must be produced at the time of admission.

26. **LEAVE OF ABSENCE/DEFERMENT**
i. On the recommendation of the Graduate Studies Committee, a research scholar may be allowed leave of absence/deferral up to two semesters on valid grounds by the concerned Dean.
ii. The scholar shall not be required to pay any fee during the leave of absence. However, the maximum duration of the degree program as prescribed in these Bye-laws shall remain the same.

27. **CANCELLATION OF REGISTRATION**
Registration of a scholar failing in the examinations(s) or failing in the fulfillment of the requirements prescribed under the provisions of sections 18, 19, 20,21,22,23 and 24 of these bye-laws shall stand cancelled.

28. **GENERAL PROVISIONS**
i. The research scholar shall have to attend at least 75% of the total contact hours of a course.
ii. If a scholar successfully completes the requirements under the provision of sections 22 and 23, the Chairperson/Director/Head of the department/center/institute shall forward the case to the Controller of Examinations for approval of the Vice-Chancellor for declaration of the result;
iii. English shall be the medium of instructions and examinations for thesis of all subjects, except languages/theology, in which the medium shall be either the language itself or English.

iv. Subject to the recommendation of GSC, the admission of a research scholar may be cancelled if his/her academic progress or conduct is found unsatisfactory at any stage.

v. The scholar shall abide by these bye-laws and other with regard to students conduct and discipline framed by the University from time to time.

vi. In case of Ph.D. thesis, the size of the typing paper should be A4. The final five copies of the thesis must be hard bound (Maroon). The complete title of the thesis should be printed in block, golden letters at the top of the cover. Full name of the scholar should be printed in the middle of the cover. The spine should have the surname of the scholar, the year of submission and presentation of the thesis.

vii. In case of M.Phil/MS thesis, 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. Full name of the scholar should be printed in the middle of the cover. The spine should have the surname of the scholar, and the year of submission and presentation of the thesis.

viii. Thesis of all scholars submitted to the University of Malakand will become the property of the University of Malakand.

ix. The structure of thesis/research proposal/research synopsis or other related matters, the ASRB shall approve and notify them whenever needed.

29. **REMOVAL OF DIFFICULTIES**
   i. If any question arises in the interpretation of any of the provisions of these bye-laws regarding implementation or operation, causing substantial hardship to the scholar, it shall be placed before the ASRB, whose decision thereon, not inconsistent with the provisions of the University of Malakand Regulation 2001, shall be final.

   ii. Any amendments/changes to the rule pertaining to MS/M.Phil/Ph.D program notified by the higher education commission (HEC) shall be implemented as per laid down procedure in the university.

30. **REPEAL AND SAVING**
    The University of Malakand MS/M.Phil/Ph.D Bye-laws 2009 and onwards are hereby repealed. All admissions, relating to MS/M.Phil/Ph.D. degree made prior to the promulgation of these bye-laws, shall be governed under the University of Malakand MS/M.Phil/Ph.D Bye-laws 2009 and onwards.