



# The Islamia University of Bahawalpur - Pakistan

## MPhil/MS/LLM/MSc (Hons)/MBA Degree Regulations-2024



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Detail of the committee constituted by the Advanced Studies and Research Board in its 85<sup>th</sup> meeting vide 1221/DASR dated 8th December 2023 for proposing MPhil/PhD Regulations.

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# Foreword

The Directorate of Advanced Studies and Research has been playing a vital role in improving the overall research standards at the Islamia University of Bahawalpur (IUB). It has strived to create a conducive environment for research at IUB through its wide array of proactive initiatives, and this culture shift in academic ventures is expected to bring about a meaningful change which will enhance the visibility, quality, and impact of research at IUB. The Syndicate in its meeting held on 13th of June, 2024 has approved rectified/amended rules and regulations for MPhil and PhD degrees. These rules and regulations aim to improve the quality and rigor of our research programs, ensuring that the research output meets the highest standards and is suitable for implementation at IUB. The MPhil and PhD programs of an institute are not merely a process of personal and professional development, but also are a substantial contribution to the existing knowledge in specific areas of study. Therefore, it is crucial that the utmost levels of academic rigor and honesty during this process are upheld. The rectified/amended rules and regulations have been meticulously designed to guarantee that all applicants receive the requisite assistance and direction while being pushed to achieve their maximum capabilities. They aim to maintain the quality and relevance of research outputs, ensuring that they meet the high global standards expected of top academic institutions. I strongly urge all the faculty members, supervisors, and scholars of IUB to completely familiarize themselves with these rules and regulations. These guidelines will help us proceed smoothly in higher studies and guarantee that the efforts will be acknowledged and appreciated at the highest levels. I believe that these rectified/amended rules and regulations will help protect the academic standards of our institution and increase international recognition. I extend my heartfelt appreciation to all those involved in developing and implementing these rules and regulations.

Together, let us continue to uphold and advance IUB's reputation as a leading center of academic and research excellence.



**Prof. Dr. Muhammad Kamran**  
**Vice Chancellor**

# Preface

The rectified/amended rules and regulations for MPhil and PhD degree programs of the Islamia University Bahawalpur (IUB), keeping in perspective the Graduate Policy-2023 of the Higher Education Commission of Pakistan, have formally been approved by the Syndicate in its meeting held on 13th of June, 2024. They are hence being put forth for implementation at IUB to be applied for all MPhil/PhD scholars. These rules and regulations aim to improve the educational quality, research capabilities, and general performance of graduate programs at a national and international level. The amendments comprise of major enhancements to the measures for admission, courses of study, research supervision, and review process of thesis/dissertations. Please take time to familiarize yourself with these amended rules and regulations, as they will save a great deal of hassle to all the academic faculty and research scholars, while moving forward in their compliance. The amended rules and regulations are available in full on the university's official website, and will also be shared across all relevant faculties and departments of the IUB in due course of time. The Directorate of Advanced Studies and Research, IUB will be happy to address any queries or assist you further, if need be. It is believed that these improvements will enhance the research and academic excellence of IUB to a greater magnitude.



**Prof. Dr. Muhammad Naveed Aslam**  
**Director, Advanced Studies and Research**

## Table of Contents

|     |                                                                                            |    |
|-----|--------------------------------------------------------------------------------------------|----|
| 1.  | Title and Commencement .....                                                               | 1  |
| 2.  | Definitions .....                                                                          | 1  |
| 3.  | Abbreviations.....                                                                         | 2  |
| 4.  | Applicability .....                                                                        | 3  |
| 5.  | Minimum Requirements to Launch MPhil/MS or Equivalent Programs .....                       | 3  |
| 6.  | General.....                                                                               | 4  |
| 7.  | Course-based and Research-based Degree Programs.....                                       | 4  |
| 8.  | Synopsis.....                                                                              | 5  |
| 9.  | Constitution of Departmental Research Committee .....                                      | 5  |
| 10. | Functions/Powers of Departmental Research Committee .....                                  | 5  |
| 11. | Responsibilities of MS/MPhil/MSc(Hons)/LLM/MBA Coordinators .....                          | 6  |
| 12. | Comprehensive Examination .....                                                            | 6  |
| 13. | Duration of Degree .....                                                                   | 7  |
| 14. | Announcement of Schedule for Depositing of Fees and Dues .....                             | 8  |
| 15. | Scheme of Studies and Distribution of Credit Hours.....                                    | 9  |
| 16. | Standard Duration of Credit Hours .....                                                    | 9  |
| 17. | Academic Calendar .....                                                                    | 9  |
| 18. | Organization of Teaching .....                                                             | 9  |
| 19. | Consideration of Work Load and Class Strength .....                                        | 10 |
| 20. | Tuition Fee and other Fees/Dues .....                                                      | 11 |
| 21. | Admissions.....                                                                            | 11 |
| 22. | Intradisciplinary/Multidisciplinary Studies .....                                          | 12 |
| 23. | Credit Hours Transfer/Migration .....                                                      | 13 |
| 25. | Cancellation of Admission.....                                                             | 15 |
| 26. | Appointment of Supervisor.....                                                             | 15 |
| 27. | Examinations.....                                                                          | 16 |
| 28. | Departmental Examination Committee.....                                                    | 16 |
| 29. | Functions of the Departmental Incharge of Examinations .....                               | 16 |
| 30. | Functions of the Departmental Examinations Committee .....                                 | 17 |
| 34. | Course File .....                                                                          | 18 |
| 35. | Attendance Requirements for Examination .....                                              | 18 |
| 36. | Performance and Evaluation .....                                                           | 19 |
| 37. | Invigilation for One Class.....                                                            | 21 |
| 38. | GRADING .....                                                                              | 21 |
| 39. | Good Standing/Probation.....                                                               | 22 |
| 40. | Retention.....                                                                             | 22 |
| 41. | Incomplete Grade/Special Exam.....                                                         | 23 |
| 42. | Repeating Courses .....                                                                    | 23 |
| 43. | Course Enrollment .....                                                                    | 24 |
| 44. | Change of Optional Course.....                                                             | 24 |
| 45. | Semester Break/Freezing .....                                                              | 24 |
| 46. | Course Withdrawal .....                                                                    | 24 |
| 47. | Research and Thesis.....                                                                   | 25 |
| 48. | Thesis Evaluation and Viva Voce.....                                                       | 25 |
| 49. | Plagiarism and Similarity Test.....                                                        | 26 |
| 50. | Declaration of Result and Award of Degree for the Course Work Component:.....              | 28 |
| 51. | For the Research Work and Thesis Evaluation Component .....                                | 28 |
| 52. | Award of Degree:.....                                                                      | 29 |
| 53. | Grievance Management System .....                                                          | 29 |
| 54. | Procedure for Evaluation, Submission and Processing of MPhil/MS Theses at Sub-Campus ..... | 30 |



# **The Islamia University of Bahawalpur**

Directorate of Advanced Studies and Research

## **MPhil/MS/LLM/MSc (Hons)/MBA Degree Regulations-2024**

### **1. Title and Commencement**

- (i) These Regulations may be called "The Islamia University of Bahawalpur MPhil/MS/LLM/MSc (Hons)/MBA Degree Regulations-2024" framed under the provision of Section 48 (5) (4a) (4b) and (4c) of the Islamia University of Bahawalpur Act, 1975.
- (ii) These Regulations shall come into force at once and will apply to all Departments/Colleges/Institutes of the Islamia University of Bahawalpur offering MPhil/MS/LLM/MSc (Hons)/MBA Degrees or equivalent.
- (iii) These Regulations shall come into force from the date of approval of the Syndicate or as may be prescribed by the Syndicate.
- (iv) These rules will apply to all eighteen-year education programs including MPhil/MS/MSc (Hons) (2-Years) or equivalent degree programs unless otherwise specified. No department is allowed to frame its separate regulations. If any department needs to include a new rule or policy the department may contact the Directorate of Advanced Studies and Research for approval of such provision. Any approval without involving the Directorate of Advanced Studies and Research shall have no effect and thereby will not be implemented.

### **2. Definitions**

- (i) Act means "The Islamia University of Bahawalpur Act-1975".
- (ii) "Regulations" means MPhil/MS/LLM/MSc (Hons)/MBA degree Regulations-2024.
- (iii) "HEC" means Higher Education Commission, Islamabad (HEC).
- (iv) "University" means the Islamia University of Bahawalpur (IUB).
- (v) "Board" means the Advanced Studies and Research Board.
- (vi) "Department" means teaching departments of the University.
- (vii) "Constituent College" means a college maintained and administered by the University.
- (viii) "Institute" means the teaching institute of the University.
- (ix) "Faculty: means a faculty of the University.
- (x) "Adjunct Faculty" means a contractual faculty member, temporary or part-time, hired outside their full-time profession such as researchers and scientists at any R&D or public/private sector organization, by educational institutions, typically colleges or universities, to teach specific courses or provide instructional support.
- (xi) "Vice-Chancellor" means the Vice-Chancellor of the University.
- (xii) "Pro Vice-Chancellor" means the University's Pro Vice-Chancellor.
- (xiii) "Chairperson/Chairman" means the head of the teaching departments.
- (xiv) "Principal" means the Principal of the University Constituent College.
- (xv) "Director" means the Director of the Teaching Institute.
- (xvi) "Dean(s)" means the Dean(s) of the concerned faculty/faculties.
- (xvii) "Director Advanced Studies and Research/Dir (AS&R)" means the Head of the Directorate of Advanced Studies and Research.

- (xviii) “Prescribed” means prescribed by Rules, Statutes, or Regulations.
- (xix) “MPhil” means Master of Philosophy.
- (xx) “MS” means Master of Studies.
- (xxi) “MSc (Hons)” means Master in Science with honours.
- (xxii) “LLM” means Master of Law.
- (xxiii) “MBA” means Master of Business Administration.
- (xxiv) “Level 7 Degree Programs” as defined and mentioned in the National Qualifications Framework, including MS, MPhil, MBA, MSc (Eng.), ME, M. Tech., LLM etc.
- (xxv) “Level 8 Degree Programs” as defined and mentioned in the National Qualifications Framework, this includes PhD.
- (xxvi) “Supervisor” means a faculty member appointed by the Board of Studies to guide the scholar.
- (xxvii) “Co-supervisor” means a faculty member appointed by the Board of Studies to assist the supervisor and guide the scholar in research work.
- (xxviii) “Scholar” means a person registered in MPhil/MS/MSc (Hons)/MBA/LLM program.
- (xxix) “Thesis” means original research work carried out by the scholar under the supervision of a supervisor/co-supervisor.
- (xxx) “Course” means a course of study leading to the successful completion of the degree.
- (xxxi) “Credits Hours” means A uniformly recognized measure of time and effort expended to acquire knowledge, skills, competencies, and recognition that a learner has successfully completed the prior course of learning, corresponding to the qualification at a given level. One credit hour is equal to one hour of student – teacher contact per week for the aforementioned purpose.
- (xxxii) “GPA” means Grade Point Average ranging from 0 to 4.0 and “CGPA” means the Cumulative Grade Point Average.
- (xxxiii) “Grade” means the letter awarded to the students on the basis of the earned score in accordance with these regulations.
- (xxxiv) “Semester” means a specific time period during which the academic activities shall be conducted in accordance with these regulations.
- (xxxv) “Coursework” is the mode of study whereby the candidates are required to follow instructions in the form of lectures, discussions, case studies, assignments, examinations, etc.
- (xxxvi) “Credit Hour” means the duration of lecture hours per week, i.e., a course of three credit hours means at least three hours teaching of that course in a week as explained below:
- (xxxvii) “Academic Calander” means a schedule of the whole academic year (including fall, spring and summer semesters, semester starting date, holidays during the semester, semester termination date, Mid-Term exam week, Final exam week, Combined Exam, Result notification date etc.).

### 3. Abbreviations

|              |                                             |
|--------------|---------------------------------------------|
| <b>APA:</b>  | American Psychological Association          |
| <b>CGPA:</b> | Cumulative Grade Point Average              |
| <b>CH:</b>   | Credit Hour                                 |
| <b>COPE:</b> | Committee on Publication Ethics             |
| <b>DAI:</b>  | Degree Awarding Institute                   |
| <b>DASR:</b> | Directorate of Advance Studies and Research |
| <b>F.A:</b>  | Faculty of Arts                             |
| <b>F.Sc:</b> | Faculty of Science                          |

|               |                                                    |
|---------------|----------------------------------------------------|
| <b>GEP:</b>   | Graduate Education Policy                          |
| <b>GRE:</b>   | Graduate Record Examination                        |
| <b>HAT:</b>   | Higher Education Aptitude test                     |
| <b>HEC:</b>   | Higher Education Commission                        |
| <b>HEIs:</b>  | Higher education institutions                      |
| <b>HJRS:</b>  | HEC Journal Recognition System                     |
| <b>HSSC:</b>  | Higher Secondary School Certificate                |
| <b>IEEE:</b>  | Institute for Electrical and Electronics Engineers |
| <b>ISCED:</b> | International Standard Classification of Education |
| <b>MLA:</b>   | Modern Language Association                        |
| <b>MOOCs:</b> | Massive Open Online Courses                        |
| <b>MPhil:</b> | Master of Philosophy                               |
| <b>MS:</b>    | Master of Science                                  |
| <b>NAHE:</b>  | National Academy of Higher Education               |
| <b>NOCs:</b>  | No Objection Certificates                          |
| <b>NQF:</b>   | National Qualification Framework                   |
| <b>PhD:</b>   | Doctor of Philosophy                               |
| <b>RAC:</b>   | Relevance Assessment Committee                     |
| <b>SDGs:</b>  | Sustainable development goals                      |
| <b>WOS:</b>   | Web of Science                                     |

#### **4. Applicability**

1. This policy shall be effective from the date of the Syndicate's approval. Any additional requirements in this policy in comparison with the HEC's previously applicable policies on MS/MPhil/Equivalent & PhD Programs (2016 and 2021) shall apply from the Effective Date and shall not be retroactively applicable.
2. To assess whether a graduating student is compliant with the HEC's policies, the HEC shall generally consider this policy applicable to the date of student enrollment in the graduate program.
3. Notwithstanding the foregoing, the IUB and currently enrolled students may take advantage of the revisions in the policy, even if the student has enrolled before the effective date, provided that the IUB has adopted or adapted the policy through its statutory bodies. It is, however, to be noted that this policy prescribes broader outlines/guidelines and minimum standards that cannot be lowered. Only the enhancement of standards is admissible.

#### **5. Minimum Requirements to Launch MPhil/MS or Equivalent Programs**

(1) Higher Education Commission, Islamabad serves as the apex forum for the enforcement of quality parameters for MPhil programs. These requirements cover a wide range of quality standards to guarantee that MPhil students get excellent instruction and research opportunities. To launch a new MPhil/MS or equivalent program, departments/colleges/institutes are required to submit a dossier to the Directorate of Advanced Studies and Research for obtaining NOC from HEC. The Directorate of Advanced Studies and Research will review the dossier and, after completing it in all respects, submit it to HEC for obtaining NOC, thereby ensuring the fulfillment of the following requirements:

- (i) The university's Act/Charter allows the program to be offered.
- (ii) The rationale for launching the program is established. It delineates that the need, scope and objectives of launching the degree program in terms of market demand and supply (both students and resources) have been assessed; societal problems expected to be resolved have been identified, and the employability of graduates

that the prospective program is expected to enhance has been determined, satisfactorily through all the statutory bodies keeping in view the national research agenda and sustainable development goals.

- (iii) The title of the program is defined in light of the “Criteria for Use of Titles/Nomenclature for the Degree” as listed in the National Qualification Framework
- (iv) The curriculum of the program is consistent with the guidelines issued by the HEC and international best practices.
- (v) Admission policy with the following information:
  - (a) An Academic Calendar as per HEC and University policy.
  - (b) Procedures and processes to submit an application for admission explaining the manual and electronic ways.
  - (c) Processes ensuring the dissemination of admission information to prospective students.
  - (d) The documentary requirements for admission
  - (e) Merit determination criteria defined and explained.
  - (f) Minimum eligibility criteria for granting admission.
- (vi) The program completion requirements satisfy the HEC’s minimum criteria for awarding graduate degrees.
- (vii) The other requirements of HEC regarding the arrangement of relevant faculty (in terms of numbers, level, student-to-teacher ratio, student-to-supervisor ratio etc.), establishment of a library and laboratory have been met.
- (viii) The degree program has been approved for launch by all relevant statutory bodies of the university/HEI/DAI.
- (ix) If applicable, any necessary approval is obtained from the accreditation council to launch the program.
- (x) Policies to inculcate a research culture by incorporating a system of research supervision that has been approved by relevant statutory bodies and governed by the guidelines provided in this policy.
- (xi) Policies to ensure that academic research ethics have been developed, approved by the relevant statutory bodies and implemented as prescribed in this policy.
- (xii) Policies to address academic grievances of graduate students have been outlined, approved by the relevant statutory bodies and implemented through a grievance management system, as advised in this policy.

## **6. General**

- (i) MPhil/MS/MSc (Hons)/LLM/MBA degree may be conferred upon a student who is a graduate of the Islamia University of Bahawalpur (IUB) or any other HEC recognized University/institute with M.A/M.Sc./BS/LLB or equivalent (16-year education) degree and admitted to a suitable program of study at IUB and successfully fulfills all the requirements described in these regulations.

## **7. Course-based and Research-based Degree Programs**

- (i) Course and research-based programs classically refer to two types of degree programs. To earn a research-based degree, students are required to complete both the coursework requirements and the research requirements, which often include completing a research thesis or a significant research project. To earn a course-based degree, students are required to complete a set of prescribed courses that cover fundamental and specialized

topics related to their field of study. The distribution of credit hours will be followed as under:

|                       |                                                                                                                                                                                                                                                                                                                                |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Research-based Degree | The scholar will complete 24 credit hours of coursework along with a 6-credit hours thesis/research project.                                                                                                                                                                                                                   |
| Course-based Degree   | The scholar will complete <b>36 credit hours</b> of coursework of level 07 without research work. Those who choose coursework will need to pay fees and dues of Rs. 10,000/- per course in addition to semester fees and dues (or as may be prescribed by the university from time to time) in lieu of the thesis requirement. |

## 8. Synopsis

The scholars shall submit their synopses to their respective supervisors within 8 weeks of the start of the 3<sup>rd</sup> semester and present/defend their proposals/synopses before the Departmental Research Committee. The departments will assign supervisors to students by the end of the second semester through the Board of Studies and update the supervisors' names on the MPhil portal established by the Directorate of Advanced Studies and Research.

## 9. Constitution of Departmental Research Committee

- (i) There will be a Departmental Research Committee that will consist of the following members:
  - (a) Director/Principal/Chairperson of the relevant Institute/Constituent College/Department shall be the convener;
  - (b) Two most senior faculty members having PhD degree in the relevant subject ;
  - (c) Supervisor/co-supervisor concerned;
  - (d) One member will be co-opted of the concerned specialized area (if any);
  - (e) The MPhil Coordinator will be the secretary of the Departmental Research Committee.

## 10. Functions/Powers of Departmental Research Committee

- i. After completing the coursework with a minimum CGPA of 2.70/4.0, the scholar will submit two copies of the synopsis to the secretary of the Departmental Research Committee, accompanied by a permission letter signed by the supervisor regarding the synopsis submission to DRC. Upon receiving the synopsis, the secretary, with the approval of the Director/Principal/Chairperson will arrange a meeting within 15 days.
- ii. The convener may call a meeting at any time.
- iii. The convener will also call a meeting upon receiving a written request from any scholar/supervisor within 10 days.
- iv. To permit and review the presentation of synopsis of scholars after successful completion of their coursework.
- v. To recommend and suggest the corrections in the synopsis after taking the presentation from the scholars;
- vi. To recommend the title of synopsis/thesis of MPhil/MS/MSc (Hons)/LLM/MBA scholars to the Board of Studies for approval;
- vii. To periodically assess the MPhil/MS/MSc (Hons)/LLM/MBA scholar's progress;

- viii. To record the reasons for unsatisfactory progress of the scholar and suggest corrective measures.
- ix. To recommend to the Director AS&R specific reasons for cancellations of registration of the scholar for want of good academic standing.
- x. To conduct preliminary evaluation of the dissertation/thesis before submitting to the Directorate of Advanced Studies and Research for evaluation.
- xi. To ensure the implementation of thesis/synopsis writing guidelines prescribed from time to time.
- xii. To review the referee/examiner report(s) and make sure that the necessary amendments have been made as recommended by the examiners.
- xiii. To monitor the progress of ongoing research projects, assess research outcomes, and evaluate the impact of research activities within the department.
- xiv. To promote a culture of research excellence within the department by recognizing and rewarding outstanding research achievements, publications, and contributions to the academic and scientific community.

## **11. Responsibilities of MS/MPhil/MSc(Hons)/LLM/MBA Coordinators**

- (i) A faculty member shall be appointed by the concerned Director/Principal/Chairperson of the Institute/Constituent College/Department as MPhil/MS/MSc (Hons)/LLM/MBA Coordinator.
- (ii) The coordinator should hold a PhD degree; however, this requirement will not apply to programs where a PhD degree-holding faculty member is not available.
- (iii) The coordinator will make all arrangements for DRC meetings, such as preparation of agenda, recording the minutes, and ensuring the timely accomplishment of all the related matters .
- (iv) The coordinator will maintain all the records of the graduate scholars and provide necessary administrative guidance to the scholars as and when needed .

## **12. Comprehensive Examination**

- (i) There will be no comprehensive examination at the MPhil/MS/MSc (Hons) level except for the programs offered by the Institute of Business, Management, and Administrative Sciences, and the Department of Law will conduct a comprehensive examination within 30 days after the completion of 24 credit hours of coursework with CGPA 2.7/4.0. Students who opt for a course-based degree will also sit for the comprehensive examination within 60 days after completing 36 credit hours of coursework with a CGPA of 2.7/4.0.
- (ii) Once the student has successfully completed the prescribed coursework with a minimum CGPA of 2.70/4.0, he/she will appear in a comprehensive examination (written and oral).
- (iii) If the student is unable to pass the comprehensive examination in the first attempt, another chance will be offered to him/her within next 30 days beyond which no further chance will be given in any case. The student failing to qualify for the comprehensive examination will be dropped out from the roll of the department.
- (iv) The paper for the comprehensive examination will be prepared in consultation with all the teachers who have taught the courses by the chairperson of the Department. The teachers who have taught the courses will be the internal examiners. The same paper will be sent to the external examiner appointed by the Dean from among the list of three experts recommended by the BOS/BOF. The

script will be marked and oral examination will be conducted by the expert/external examiner and the result will be finalized on the same date. The result will be signed by the Chairperson, internal examiners and external examiner which will be notified accordingly. The passing score for both the oral and written parts will be 60%. The external examiner will conduct the examination on the date fixed for this purpose. The Directorate of Advanced Studies and Research will notify the names of the external examiners and the date of the comprehensive exam.

- (v) The paper pattern for the conduct of the comprehensive examination will be as follows: -

| Questions                     | Marks |
|-------------------------------|-------|
| True/False                    | 20    |
| Multiple Choice               | 20    |
| Short Questions               | 20    |
| Oral Examination (Separately) | 40    |

### 13. Duration of Degree

- (i) The MPhil/MS/MSc (Hons)/LLM/MBA degree programs shall span a minimum period of 2 years/4 semesters and a maximum of 4 years/8 semesters.
- (ii) In case a student fails to submit his/her thesis within 02 years/4 Semesters from his/her date of admission, extension for 3<sup>rd</sup> year/5<sup>th</sup> and 6<sup>th</sup> Semester(s) will be granted by the Chairperson of the concerned department on the recommendations of the supervisor in favor of only those students who maintain their student status and are not absconders. After the approval of the Chairperson, the cases will be submitted in the office of AS&RB for Notification of extension of 3<sup>rd</sup> Year (5<sup>th</sup> or 6<sup>th</sup> Semesters). If the Chairperson of the concerned department is not available due to certain reasons, the 3<sup>rd</sup> year (7<sup>th</sup> and 8<sup>th</sup> Semester) extension will be granted by the Director, Advanced Studies and Research and same will be notified by the Directorate of Advanced Studies and Research.
- (iii) The 4<sup>th</sup> year (7<sup>th</sup> & 8<sup>th</sup> Semesters) extension will be granted by the Director, Advanced Studies and Research in case of hardship cases on the recommendations of the Supervisor, Chairman and Dean concerned if justified in written along with his/her research progress. No extension beyond four years shall be granted, save exceptions mentioned at para 11 (v). The scholar will pay the prescribed semester fee and dues until the thesis is submitted to the Directorate of Advanced Studies and Research.
- (iv) A student/scholar, who will avail the benefit of extension after 4<sup>th</sup> semester, shall be allowed to submit his/her thesis and appear in the viva voce examination within the extended period. He/she shall also pay the semester fee and dues until the thesis is submitted to the Directorate of Advanced Studies and Research.
- (v) In case a student is unable to earn an MS/MPhil degree within 4 years and claims for further extension in duration due to the unavoidable circumstances, the Chairperson of the concerned department on the recommendation of the supervisor will place his/her request before the Departmental Research Committee. The Departmental Research Committee will determine the causes of the delay and may recommend a further extension of one year in duration with proper justification and establishment of the inability of the student to timely qualifying. The Advanced Studies and Research Board on the recommendation of the Departmental Research Committee shall address the

delay caused by process or administrative reasons. In case of force majeure (i.e., delay on account of circumstances beyond the control of the student), may grant him/her an extension of one more year in the period of award of MS/MPhil degree. No extension beyond 5 years shall be granted in any case.

- (vi) The schedule for submission of thesis will be notified by the Directorate of Advanced Studies and Research. The official date of thesis submission by the student/department is the date on which the thesis is submitted to the Directorate of Advanced Studies and Research. The concerned official of the Directorate of Advanced Studies and Research will sign and stamp the document after receiving the thesis. If a student has paid the thesis submission fee by the due date or earlier but not submitted the thesis to the Directorate of Advanced Studies and Research on the due date, he/she will be liable to pay a fine or full semester fee as per the following schedule: -

| Programs                                                                                                             | Delay in submission of Thesis (Days) | Fine/Amount                                                                       |
|----------------------------------------------------------------------------------------------------------------------|--------------------------------------|-----------------------------------------------------------------------------------|
| MPhil<br>MS<br>MSc (Hons)<br>LLM<br>MBA 2 Years<br>MBA 2.5 Years<br>MBA 4 Years                                      | 07 business days                     | <b>Rs. 5,000/-</b><br>(as may be prescribed by the university from time to time)  |
|                                                                                                                      | 15 business days                     | <b>Rs. 10,000/-</b><br>(as may be prescribed by the university from time to time) |
|                                                                                                                      | Beyond 15 business days              | Full fee & dues of the next semester                                              |
| Note: This scheme will not apply to the students of 8 <sup>th</sup> semester of MPhil/MS/MSc (Hons)/MBA/LLM program. |                                      |                                                                                   |

#### 14. Announcement of Schedule for Depositing of Fees and Dues

- (i) The schedule for depositing fees and dues will be announced by the Directorate of Advanced Studies and Research.
- (ii) In case the fees & dues are not deposited by the due date, the student(s) shall have to pay the late fee fine as per the following schedule: -

| Fine Amount                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Rs: 1000/- (within 10 days) after the due date.                                                                                                                                                                                                                                                                                                                                                                                                  |
| Rs: 2000/- (within 20 days) after the due date.                                                                                                                                                                                                                                                                                                                                                                                                  |
| Rs: 4000/- (within 30 days) after the due date.                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Note:</b> A student who does not deposit his/her fees & dues after the period of 30 working days of the last date fixed, his/her admission shall be canceled. He/She may be reinstated by the Vice-Chancellor on the recommendation of Incharge/Chairman/Principal/Director upon deposit of reinstatement fee Rs. 4000/-. The Vice-Chancellor is empowered to waive off the fine on the recommendation of the Chairperson and Dean concerned. |

## 15. Scheme of Studies and Distribution of Credit Hours

Following will be the scheme of study and distribution of courses. Slight modifications/adjustments may be made as per recommendations of HEC/governing bodies/councils: -

| Sr. # | Item                                         | Explanation                                                                                                                                      |
|-------|----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| i.    | Total No. of Credit Hours                    | 24+12=36<br>(for course-based degree)<br><br>24+6=30<br>(for research-based degree)                                                              |
| ii.   | Semester Duration                            | 18 Weeks                                                                                                                                         |
| iii.  | Number of Regular Semesters                  | 04                                                                                                                                               |
| iv.   | 1 <sup>st</sup> and 2 <sup>nd</sup> Semester | 12 credit hours in each semester                                                                                                                 |
| v.    | 3 <sup>rd</sup> and 4 <sup>th</sup> semester | (i) 06 Credit hours of thesis for the research-based program.<br>(ii) 12 credit hours of coursework (level 07) for course-based degree programs. |

## 16. Standard Duration of Credit Hours

|            |               |                                           |
|------------|---------------|-------------------------------------------|
| Theory:    | 1 Credit hour | 1 contact hour each week in a semester    |
| Practical: | 1 Credit hour | 2-3 contact hours each week in a semester |

**Note:** The credit hours are denoted by two digits within brackets with hyphen in between. The first digit represents the theory part while the second (right side) digit represents the practical. Thus 3 (3-0) means three credit hours of theory, while 4 (3-1) means a total of four credit hours of which three are of theory while one credit hour is for laboratory/practical work. The weekly contact hours of a 3(3-0) course will be three-hour class work while the contact hours of a 4 (3-1) course will be 3 hours class work and 2-3 hours of lab work per week. Similarly, the contact hours for a 3(2-1) course will be 2 hours class work and 2-3 hours lab work per week. A 3(0-3) course will be an all practical course requiring 6-9 contact hours lab work per week.

## 17. Academic Calendar

- (i) Under the semester system, the academic year/session will begin either in September (Fall Semester) or February (Spring Semester). A semester shall last 18 weeks, with 2 weeks reserved for mid and final-term examinations. In special circumstances, the Directorate of Advanced Studies and Research may announce to conduct combined mid and final-term examinations with the approval of the Vice-Chancellor.

## 18. Organization of Teaching

- (i) Teaching for MPhil/MS/MSc (Hons)/LLM/MBA programs shall be conducted in the university Institutes/Constituent Colleges/Departments through lectures, tutorials, discussions, seminars, fieldwork, practical and other methods of

instructions as approved by the Advanced Studies and Research Board, Academic Council, and the Syndicate.

- (ii) Teaching in each department shall be conducted by the university teachers or by such other persons who may be allowed to teach.

## 19. Consideration of Work Load and Class Strength

- (i) The following scheme will be followed for considering the workload:

| Condition No. | Number of Students    | Workload Calculation for MPhil/MS/MBA/MSc (Hons)/LLM          |
|---------------|-----------------------|---------------------------------------------------------------|
| i             | Equal to 8 or greater | One class.                                                    |
| ii            | Between 5 to 7        | Two courses are equal to One course for workload calculation. |
| iii           | Less than 5           | Complimentary basis                                           |

- (ii) To start any MPhil/MS/MSc (Hons)/MBA program, the minimum and maximum strength of students shall be 08 and 40, respectively. If the number of students is more than 40 then another section shall be offered. However, for the LLM program, the maximum class size is limited to 20 students, as mandated by the Honorable Supreme Court of Pakistan. The minimum strength for starting the LLM program will be 08.
- (iii) **Special Supervised Classes** shall be offered at MPhil/MS/MSc (Hons)LLM/MBA level according to the following scheme:

### **For Repeaters/Improvers/Special Cases**

In case there are less than 5 students, an option of Special Supervised Classes will be available (a) If subject(s) has/have been dropped out from the scheme of studies of the relevant program (b) If subject(s) is/are not offered in the relevant MPhil program due to non-offering/non-availability of MPhil program owing to teacher/student ratio. Each student will pay Rs. 10,000/- for failed/repeated/improved subjects. The concerned teacher will be paid 60% of the fee paid by the student. The university share will be 40%. The Directors/Principals/Chairperson will submit the request through the concerned Dean to the Directorate of Advanced Studies Research for approval of the Vice-Chancellor.

- (iv) **For Specialization Subject/Regular Classes**

**Special Supervised Classes** will be arranged for fresh students in 1<sup>st</sup> and 2<sup>nd</sup> semester if the total strength is less than 05 in any MPhil/MS/MSc (Hons)LLM/MBA program. The fresh students will not pay fee for special supervised classes; however, they will pay the semester fee and dues as per IUB policy. The concerned teacher will be paid the amount of Rs. 6000/- per class up-to 05 students. If a teacher takes 3 subject/classes as special supervised classes his/her work load will be considered equal to 01 course/subject. The concerned teacher can claim his/her part time against 01 subject if he/she takes 3 subjects/Special Supervised Classes. If the workload of a teacher is complete, the part-time remuneration will be paid only for one course otherwise the Special Supervised Class will be treated as workload.

## 20. Tuition Fee and other Fees/Dues

- (i) University employees and faculty members are required to pay the prescribed fees and dues, and they will be provided a concession in fees as per the approved rates of the syndicate. Disabled candidates will be exempt from paying fees and dues during their studies at IUB as per the policy of Government of the Punjab.
- (ii) Other students will pay the fees and dues as approved by the Syndicate and notified by the university from time to time.

## 21. Admissions

- (i) Sixteen years of schooling or 4-year education (minimum 120 credit hours) after HSSC/F.A./F.Sc/Grade 12 or Equivalent shall be required for admission to MPhil/MS/MSc (Hons)/MBA program(s) if he/she produces a certificate of good conduct/character from (a) the employer, if employed, or from (b) the Head of Institution last attended.
- (ii) Has obtained his/her terminal degree with at least 2<sup>nd</sup> division in the relevant subject under the annual System or with **2.0 out of 4.00** CGPA under the Semester System. For LLM admission, a candidate is eligible who has obtained his/her terminal degree with at least 50% marks under the annual system or with 3.0 out of 4.00 CGPA under the semester system.
- (iii) Any person who has been rusticated or expelled by any University or College for misconduct or for use of unfair means in the examination or any offence involving moral turpitude shall not be eligible for admission.
- (iv) Each candidate for admission in an MPhil/MS/LLM/MSc (Hons) program at IUB shall make an application for admission in response to advertisement by the University on a prescribed form.
- (v) Each student shall be admitted on the basis of accumulative merit to be determined from previous academic record, written test and interview.
- (vi) The merit shall be determined on the following criteria
  - (i) 90% weightage will be given to the marks obtained in the terminal degree. Provided further that conversion of CGPA to percentage shall be calculated as under:

| Scale 4       |                   | Scale 5       |                   |
|---------------|-------------------|---------------|-------------------|
| CGPA Obtained | Formula           | CGPA Obtained | Formula           |
| cgpa>=3.63    | (cgpa-0.3)/0.037  | cgpa>=4.63    | (cgpa-1.3)/0.037  |
| cgpa>=3.25    | (cgpa-0.29)/0.037 | cgpa>=4.25    | (cgpa-1.29)/0.037 |
| cgpa>=2.88    | (cgpa-0.36)/0.036 | cgpa>=3.88    | (cgpa-1.36)/0.036 |
| cgpa>=2.5     | (cgpa-0.28)/0.037 | cgpa>=3.5     | (cgpa-1.28)/0.037 |
| cgpa>=1.8     | (cgpa+1.65)/0.069 | cgpa>=2.8     | (cgpa+0.65)/0.069 |
| cgpa>=1       | (cgpa+2.16)/0.079 | cgpa>=2       | (cgpa+1.16)/0.079 |
| cgpa>0        | (cgpa/0.0248)     | cgpa>0        | (cgpa-1/0.0248)   |

- (ii) 10% weightage shall be given to the interview performance and passing marks of the interview shall be at least 50%.
- (vii) GRE / HAT(General) / IUB Departmental Test or equivalent test conducted by any recognized agency should have been passed with a minimum score of 50% marks before admission; however, the Vice-Chancellor may relax this requirement on the recommendations of the Directorate of Advanced Studies and Research. The student availing the admission test relaxation must pass the

- prescribed admission test before submitting the thesis. Otherwise, his/her admission will be canceled.
- (viii) The validity of the IUB (GRE/HAT General) will be one year. Candidates whose IUB (GRE/HAT General) validity expires on and after the date of the advertisement and till the closing date of admissions will be considered eligible for MPhil/MS admission.
  - (ix) The IUB (GRE/HAT General) will be conducted on computers by the IUB Testing Service following the pattern of GRE/HAT General.
  - (x) The Departmental admission committees will conduct the interviews of the candidates for MPhil/MS/MSc (Hons)/LLM/MBA programs.
  - (xi) Each admission shall be recommended by the Departmental Admission Committee of the concerned department in respect of the candidates.
  - (xii) The Director AS&R shall maintain a register/database of MPhil / MS / MSc (Hons) / MBA / LLM candidates and shall assign a registration number to each candidate.
  - (xiii) The local and foreign students will pay the registration, tuition and examination fee as per rate notified from time to time by the Accounts Department of IUB.
  - (xiv) The Admission Committee for each department shall be constituted by the Dean of the Faculty concerned on the recommendations of the Chairperson of the Department. However, the admission committees shall be constituted by the Director Sub-Campuses on the recommendation of the Incharge of the concerned department.
  - (xv) A MPhil/MS/MSc(Hons)/LLM/MBA student shall be a full-time student and shall pursue his/her course work at Bahawalpur or Sub-Campuses (where he/she takes the admission). However, he/she may be permitted by his/her supervisor to do the research work at any other place, if thought advisable.
  - (xvi) There will be no age limit for taking admission in any MPhil/MS/MSc (Hons)/MBA/LLM program.
  - (xvii) One seat will be reserved for special persons in each MPhil/MS/MSc (Hons)/MBA/LLM program. The special persons will not pay any fee. If more than one applicants apply for admission, one will be accommodated on a reserved seat in each program, and the remaining one will have to compete on open merit. The special person admitted on open merit will also be exempted from paying any fees.
  - (xviii) No candidate shall undertake any employment against a position during the period of MPhil/MS/MSc (Hons)/LLM/MBA Program. This clause, however, shall not apply to an employee of IUB or an employee working in the District Bahawalpur. The IUB and other employees will provide the NOC from his/her employer agency within 30 days of admission; otherwise, his/her admission will be cancelled.

## 22. Intradisciplinary/Multidisciplinary Studies

(A) IUB has already introduced multidisciplinary studies and opened the doors of higher education for interested candidates who have knowledge in their primary area and sufficient education for multidisciplinary or intradisciplinary studies.

- (i) Such candidates will be enrolled provisionally in the foundation semester consisting of a **maximum** 05 and a **minimum** 03 undergraduate level deficiency courses (3-credit hours each) if they have passed the IUB GRE-General or equivalent test with 50% marks. The applicant will also have to pass IUB GRE-Subject/equivalent test with a minimum 50% marks in the discipline of admission

before the completion of the foundation semester. The passing CGPA in the foundation semester will be 2.5/4.00.

- (ii) The CGPA of the foundation semester will have no weightage in the next four semesters. After passing the foundation semester the students will be promoted in the first semester. Such candidates will be offered a foundation semester and four regular semesters.
- (iii) All Institutes/Colleges/Departments are independent to offer multidisciplinary/intradisciplinary studies at MPhil/MS/MSc (Hons)/LLM/MBA level.
- (iv) Separate merit lists will be prepared for the students seeking admission under the multidisciplinary studies pathway.
- (v) Priority will be given to the students having relevant qualifications/education in the relevant stream.
- (vi) The candidates will appear before the admission committee for an interview. If the committee is satisfied that the applicant's knowledge of the primary area (Masters-Level 6) has sufficiently prepared him or her to undertake the course of studies of the MS/MPhil/equivalent program, or if, in the opinion of the admission committee, the preparation can be deemed satisfactory by taking a few additional courses after starting the program
- (vii) A fully worked out version of the admission criteria under multidisciplinary studies pathways will be followed. The Directorate of Advanced Studies and Research will prepare a list of multidisciplinary studies with the coordination of the Institutes/Colleges/Departments.

## 23. Credit Hours Transfer/Migration

- (i) IUB allows credit hour transfers under the 'Rules Relating to Migration/Transfer of Course Work Credit Hours for Postgraduate level MPhil/MS/LLM/MBA/MSc (Hons) & PhD Programs – 2024'. Coursework credits will be accepted; however, research work will not be transferred to IUB. Migrated candidates must start their research on new topic as suggested by concened supervisor. Other rules will also apply as mentioned in the said policy.

## 24. Eligibility Criteria for Admission in MS Nursing

**A: The nursing professionals have been divided into two categories due to multiple type of degrees, diplomas, clinical, research, and professional experiences:-**

| <b>Category-I</b> |                                                                                                                                                                                    |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ✓                 | 10-year of schooling (Matric/FA/FSc 1 <sup>st</sup> Division)                                                                                                                      |
| ✓                 | 03-year Diploma in Nursing                                                                                                                                                         |
| ✓                 | 01-year Diploma in Midwifery or any Post Basic Specialty Diploma recognized and registered with the Pakistan Nursing and Midwifery Council.                                        |
| ✓                 | 01-year experience as RN for admission in Post RN BSN/BSM degree.                                                                                                                  |
| ✓                 | 02-year Post RN BSN/BSM (CGPA $\geq$ 2.5), Degree program as specified by PNC and HEC vide Notification No. 8(61)/A&A/2018/HEC/5799, dated 26.04.2018 and registered with PNC.     |
| ✓                 | 02-year experience as RN after Post RN BSN (clinical includes inpatient and outpatient in primary and tertiary care, as well as teaching and research) for admission in MSN degree |
| ✓                 | Minimum '1' Research Publication in a relevant field in HEC recognized Journal.                                                                                                    |

- ✓ IUB GRE/HAT Nursing with 50% marks before admission.
- ✓ Valid PNC License

### Category-II

- ✓ 12-years schooling (Matric + FSc Pre Medical 1<sup>st</sup> Division)
- ✓ 04-year BSN Generic with 2.5 out of 4.0 CGPA recognized and registered with Pakistan Nursing and Midwifery Council.
- ✓ 01-year Internship (Bedside care)
- ✓ 02-year experience as RN after BSN Generic (Clinical includes inpatient and outpatient in primary and tertiary care) (excluding 01-Year Internship) for admission in MSN.
- ✓ Minimum '1' Research Publication in a relevant field and in HEC recognized Journal.
- ✓ IUB GAT Nursing with 50% marks before admission.
- ✓ Valid PNC License

### B. Merit Calculation Formula for MS Nursing Program

- ✓ 40% weightage ---- academics first attempts, 5 % will be deducted for one supplementary attempt
- ✓ 5 % weightage for two years of experience
- ✓ 5 % weightage for publication
- ✓ 40 % weightage for IUB GRE/HAT Nursing
- ✓ 10 % weightage ---Interview (The candidate who scores less than 50% marks in the interview will not be considered eligible for admission and will be declared failed in the interview)

C. If the percentage score is not mentioned on any degree, the following scheme will be used to convert CGPA into a percentage for the calculation of merit:

| Scale 4       |                   | Scale 5       |                   |
|---------------|-------------------|---------------|-------------------|
| CGPA Obtained | Formula           | CGPA Obtained | Formula           |
| cgpa>=3.63    | (cgpa-0.3)/0.037  | cgpa>=4.63    | (cgpa-1.3)/0.037  |
| cgpa>=3.25    | (cgpa-0.29)/0.037 | cgpa>=4.25    | (cgpa-1.29)/0.037 |
| cgpa>=2.88    | (cgpa-0.36)/0.036 | cgpa>=3.88    | (cgpa-1.36)/0.036 |
| cgpa>=2.5     | (cgpa-0.28)/0.037 | cgpa>=3.5     | (cgpa-1.28)/0.037 |
| cgpa>=1.8     | (cgpa+1.65)/0.069 | cgpa>=2.8     | (cgpa+0.65)/0.069 |
| cgpa>=1       | (cgpa+2.16)/0.079 | cgpa>=2       | (cgpa+1.16)/0.079 |
| cgpa>0        | (cgpa/0.0248)     | cgpa>0        | (cgpa-1/0.0248)   |

### D. Conduct and Pattern of IUB GRE/HAT Nursing:

- a) The Examinations Department will conduct the exam with the coordination of the Directorate of Information Technology on the stipulated date and time and provide the result. The invigilation staff will be paid an honorarium as per IUB rules/policies. The test will be taken on a bubble sheet. A carbon copy will be provided so that candidates can match their answers after the test for immediate feedback. The fee for the MS Nursing Test will be Rs. 4000/-. The format of the IUB GAT Nursing will be as follows:-

| Subject-based MCQs | Mathematics+English +Analytical | Total Marks | Passing Marks |
|--------------------|---------------------------------|-------------|---------------|
| 70                 | 30                              | 100         | 50            |

## 25. Cancellation of Admission

- (i) Admission of a candidate is liable to be canceled if s/he is found guilty of suppression or misrepresentation of material facts at any stage.
- (ii) Earns adverse remarks from Supervisor/Chairperson/Director regarding conduct or character or found guilty of misconduct.
- (iii) Leaves the program/department/university and is not in contact with his/her supervisor.
- (iv) The Directorate of Advanced Studies and Research will notify the cancellation of admission/registration on the recommendation of the concerned supervisor duly endorsed by Incharge / Principal / Chairperson / Director and Dean.
- (v) **Appeal:** The concerned scholar may submit an appeal regarding cancellation of admission to the concerned Dean within a period of 10 business days. The Dean will give him/her an opportunity to be heard in person and the case will be furnished with the comments of Dean through Director, Advanced Studies and Research to the Vice-Chancellor for final approval/decision which will be notified by the Directorate of Advanced Studies and Research. **The student may submit an other appeal to the Vice-Chancellor if not satisfied with the decision of the Dean within 10 days after the notification.**

## 26. Appointment of Supervisor

- (i) After completing the coursework in accordance with the provisions of these Regulations, each student shall work under the supervision of a teacher appointed by the Board of Studies of the concerned department. A Supervisor appointed for the MPhil/MS/MSc(Hons)/LLM/MBA Degree must hold a Doctorate degree. The Supervisor shall be appointed immediately after the announcement of the result of the second semester.
- (ii) The research topic offered to each student shall be approved by the Board of Studies that may be proposed in consultation with the supervisor.
- (iii) Researchers holding requisite level of qualification (PhD) working in any research institute or other department of IUB shall be allowed to supervise MPhil students within the relevant Teaching Departments/subjects of the university, or otherwise as approved on case-to-case basis.
- (iv) The Department may also appoint a co-supervisor from foreign or local university/institute/organization, if required, for special field of research. A faculty member from IUB, with specialization other than the Supervisor, may also be appointed, if justified in writing. In such a case the recommendation, however, has to be made by the Supervisor through the concerned BoS.
- (v) During the MPhil/MS/MSc(Hons)/LLM/MBA program, there shall be two examinations viz; coursework examination and viva-voce examination. The coursework examination in each paper and viva-voce examination of the thesis will normally be held, on such dates as may be fixed by the Directorate of Advanced Studies and Research on the recommendations of the Supervisor and Chairperson concerned.
- (vi) The viva-voce examination of the thesis shall be open to a candidate. The Directorate of Advanced Studies and Research will issue a list of documents required for submission along with thesis.

- (vii) Each student shall submit one soft and hard copy of his/her thesis/dissertation to the Sir Sadiq Muhammad Khan Library, Baghdad-ul-Jadeed, the Islamia University of Bahawalpur after the successful defence of the thesis.

## **27. Examinations**

Examinations under the semester system will be conducted according to the regulations prescribed elsewhere in this document and as per the semester calendar announced by the University OR schedule announced by the Directorate of Advanced Studies and Research.

## **28. Departmental Examination Committee**

There will be an examination committee consisting of the following members:

### **(a) For Departments of Main Campuses in Bahawalpur**

- i. Director/Principal/Chairperson of Institute/Constituent College/Department (Dean in case of the departments where Assistant Professor is appointed as Incharge)
- ii. One teacher appointed by the Chairperson (preferably from among the senior most faculty members)
- iii. Concerned Incharge of the Examinations of the Department
- iv. Controller of Examinations, IUB or his nominee not below the rank of Assistant Controller of Examinations.

**Note:** The Clerk/Assistant deputed for examination shall be entitled to extra remuneration (only if performing as additional duty).

### **(b) For Sub-Campuses of IUB**

- i. Director (If Professor or Associate Professor) otherwise Dean
- ii. Director Campus
- iii. Incharge of Department
- iv. Controller of Examinations, IUB or his nominee not below the rank of Assistant Controller of Examinations.

## **29. Functions of the Departmental Incharge of Examinations**

- i. To prepare and announce the schedule of examination according to the University Academic Calendar or schedule announced by the Directorate of Advanced Studies and Research.
- ii. To collect the Question papers and get these photocopied or collect photocopies of the question papers in the required number from the instructors well before the examination date. The instructor is also required to submit a key of the question paper in a sealed envelope that will be opened by the appeal committee if a dispute arises.
- iii. To ensure the conduct of the examination process according to the schedule
- iv. To maintain secrecy where required
- v. To maintain the examination record
- vi. To entertain and dispose of recheck cases within five working days
- vii. Incharge examination will be entitled to receive remuneration as per approved rules by the syndicate/competent authority.

### 30. Functions of the Departmental Examinations Committee

The main functions of the Committee will be to:

- i. Finalize and forward the results in accordance with the award list and answer sheets by the course instructor to the Controller of Examinations IUB for notification.
- ii. Conduct evaluation/Viva Voce.
- iii. Consider/decide Special Mid/Final term examination request
- iv. Take the necessary action(s) against the student/s involved in malpractices or misconduct during the examination. The examination committee may impose a penalty/penalties mentioned below against each type of malpractice:

| Malpractices or misconduct           | Penalty                                                              |
|--------------------------------------|----------------------------------------------------------------------|
| Cheating during exam                 | Fine of Rs. 5000 Cancellation of paper or both                       |
| Seeking help from others during exam | Fine of Rs. 5000 Cancellation of paper or both                       |
| Misconducting during exam            | Fine of Rs. 10000, Cancellation of paper or both                     |
| or provoking to boycott              | Fine of Rs. 15000 placing on probation for the next semester or both |
| Any other misconduct or malpractice  | Fine of Rs. 10000, Cancellation of paper or both                     |

### 31. Answer Books and Continuation Sheets

- (i) If required, the Controller of Examinations will provide answer books/continuation sheets to all the departments on demand as per prescribed form. The instructor will submit the marked scripts along with the result sheet to the concerned departmental Incharge Examination who will keep the used answer sheets for one year after completion of the concerned session and declaration of its final term result. The record of blank answer books/continuation sheets will be maintained as to be prescribed by the Controller of Examinations.

### 32. Appeal Committee

- (i) There will be an Appeal Committee of each department consisting of the following members:

#### a) For Institutes/Colleges/Departments of Main Campuses Bahawalpur

- i) Dean of the concerned faculty
- ii) Chairperson
- iii) A senior teacher of the same department preferably from the concerned field to be co-opted by the Dean of the concerned faculty
- iv) Director, Advanced Studies and Research or his/her nominee
- v) Controller of examinations or his/her nominee
- vi) Concerned Incharge of examination of the department as secretary
- vii) However, if the complaint is against any member of the Appeal Committee, he/she will not be allowed to sit in the meeting as member and the next senior teacher will be coopted as the member.

#### b) For Sub-Campuses of IUB

- i) Director Sub-Campus.
- ii) Incharge of the Department
- iii) A senior teacher of the same department preferably from concerned field to be co-opted by the Director Sub-Campus
- iv) Director, Advanced Studies and Research or his/her nominee
- v) Controller of examinations or his/her nominee
- vi) Concerned Incharge of examination of the department as secretary.

- vii) However, if the complaint is against any member of the Appeal Committee, he/she will be not allowed to sit in the committee as member and the next senior teacher will be co-opted as the member.

### **33. Functions of the Appeal Committee**

- (i) A student who is not satisfied with the assessment of his/her assignments, tests, quizzes, presentations, seminars, mid-term and final term papers may file an appeal to the Appeal Committee. The student must apply to the Head of the Department within five working days from the date of declaration of the result by the controller of examiners by paying a prescribed fee Rs. 1500/- per appeal. The Director/Principal/Chairperson of the Institute/Constituent College/Department shall forward the matter to the appeal committee and it will be binding on the committee for hearing both sides (the student and the instructor), and will give a final decision within 10 days. If the complaints are found true, the result of the course under question will be canceled and another instructor will be asked to conduct the examination. The function of this committee will be to resolve any dispute related to the assessment and examination. The Quorum for the meeting will be 2/3 of the total. The Vice Chancellor will appoint another member in the absence of a member. The decision of the Committee will be final.

**Note:** Where the appeal is against a teacher who is a member of the Appeal Committee, the next senior teacher will be co-opted.

### **34. Course File**

- (i) Maintenance of the course file is compulsory for the teacher/course instructor. It should contain a complete record of activities during the semester that shall be kept intact for one year after completion of the concerned session and declaration of its final term result.
- The course file will contain the following:
- Description of the Course
  - Course coding
  - Weekly teaching schedule
  - Copy of the material/outline/presentation distributed
  - Topic & Evaluation record of assignments
  - Copy of the quiz/test
  - Copy of mid/final semester question papers (**with key where applicable**)
  - Course Award list

### **35. Attendance Requirements for Examination**

- (i) For every course 80% attendance will be required in each component (seminars, presentations, internship etc.) to qualify for appearing in the final term examination.
- (ii) Inability to appear in the examination of a course due to shortage of attendance shall be treated as failure in that course. Such a failure on record of a student will have all the implications of deficiency for the purpose of determining “Good Standing” of a student.
- (iii) Students having class attendance less than 80% in a particular course will be required to repeat the course.
- (iv) In case a student due to some unavoidable circumstances (Performing Umrah, sports, accident or such other genuine reasons) having less than 80% but up to 70% attendance in a course and having made up the deficiency in the form of

- attending extra classes/submitting extra assignment arranged by the concerned teacher may be allowed to sit in the examination.
- (v) No student shall be eligible to appear in any examination unless he/she is enrolled in the department and has paid all the necessary dues.

### 36. Performance and Evaluation

- (i) MPhil/MS/MSc (Hons)/LLM/MBA level students will be evaluated for two components; course work and the research work/thesis. Students shall be evaluated through a system of continuous evaluation spread over the entire period. The details are presented below:

#### (ii) Criteria

- (a) **Classroom participation / General behavior / Group Work:** A total of 5% marks are allocated to students' classroom participation, general behavior and performance in group work.
- (b) **Quiz:** Surprise written quiz/test/s will be taken to evaluate the student's learning. These may range from 2-5 all having 5 questions with each question carrying 1 mark. Marks obtained however will carry a weightage of 5% in the total marks.
- (c) **Assignment:** One assignment (minimum) will be given to the students in each course. The teachers may give more than one assignments where necessary. However, the weightage of marks will remain the same i.e., 5% of the total marks. The assignments will be assessed on the basis of information and references included, logical reasoning and organization of material.
- (d) **Presentation:** The students will individually or in groups give a comprehensive presentation of their assignment. Each presentation should not be longer than 10-20 minutes. These presentations will contribute a maximum of 5% marks towards the total marks.

#### (iii) Theoretical Component

There will be the following stages/components of evaluation of each course during each semester. However, if the nature of the course so demands, this proportion of marks for objective-type and essay-type questions may be changed with the approval of the concerned Director/Principal/Chairperson of the Institutes/Constituent College/Department.

| Component              | Weightage |
|------------------------|-----------|
| Sessional              | 20%       |
| Mid Term Examination   | 30%       |
| Final Term Examination | 50%       |

- (a) **Sessional Evaluation (20%):** This component evaluates the student according to the following parameters.

| Component                                           | Weightage |
|-----------------------------------------------------|-----------|
| Classroom participation/general behavior/group work | 05%       |
| Surprise test (documented)                          | 05%       |

|                         |     |
|-------------------------|-----|
| Presentation/Seminar    | 05% |
| Assignment (documented) | 05% |

- (b) **Mid-Term Examination (30%):** This examination will be conducted after 7/8 weeks of teaching. There will be different types of questions. The type and number of questions included in the exam, the division of marks and the time allocated for each component is given below:

| Types of Questions       | No. of Questions | Marks     | Time Allocated           |
|--------------------------|------------------|-----------|--------------------------|
| Objective Type Questions | 10 or 20         | 10        | 15 min                   |
| Short Answer Questions   | 5 (2 marks each) | 10        | 25 min                   |
| Essay type Question      | 1                | 10        | 35 min                   |
| <b>Total</b>             | -                | <b>30</b> | <b>1 hour 15 minutes</b> |

- (c) **Final-Term Examination (50%):** The final-term exam will be based on the entire syllabus taught for a particular course during the semester. At least 20% to 30% weightage will be given to the syllabus taught before the mid-term examination. The type and number of questions included in the exam, the division of marks, and the time allocated for each component is given below.

| Types of Questions       | No. of Question  | Marks     | Time Allocated |
|--------------------------|------------------|-----------|----------------|
| Objective Type Questions | 20 (1 mark each) | 20        | 20 min         |
| Short Answer Questions   | 7 (2 marks each) | 14        | 40 min         |
| Essay type Questions     | 2-4              | 16        | 60 min         |
| <b>Total</b>             | -                | <b>50</b> | <b>2 hours</b> |

- (d) **Practical / Lab Courses:** Although a practical/lab course at MPhil/MS/MSc (Hons)/LLM/MBA level be deemed necessary, it is strongly discouraged and the instructors are required to accomplish the corresponding training through practical work in the lab during research. For this purpose, it is suggested that the students may be asked to take up small projects, for training, during the coursework semesters.

- (e) **Sessional Evaluation: (20%)**

|                                             |    |
|---------------------------------------------|----|
| Lab. Participation / Group work / Behavior  | 5% |
| Quiz / short Answer Questions / Definitions | 5% |
| In time submission of practical reports     | 5% |
| Presentation / Seminars                     | 5% |

- (f) **Mid-Term Examination: (30%)**

| Type of Questions                                                                                                                                    | Marks | Time      |
|------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-----------|
| Problem Solving to evaluate understating of the principles as well as critical evaluation of the practical data                                      | 10%   | 1-2 hours |
| Practical performance up to the mid-term (based on portfolio/practical evaluation which may be made on continuous assessment during course practical | 20%   |           |

- (g) **Final-Term Examination: (50%)**

| Type of Questions                                                     | Marks | Time |
|-----------------------------------------------------------------------|-------|------|
| Problem Solving to evaluate understating of the principles as well as | 15%   | 2-3  |

|                                                                                                                                                      |     |       |
|------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-------|
| critical evaluation of the practical data                                                                                                            |     | hours |
| Practical performance up to the mid-term (based on portfolio/practical evaluation which may be made on continuous assessment during course practical | 20% |       |
| Final presentation/Practical                                                                                                                         | 10% |       |
| Viva Voce                                                                                                                                            | 05% |       |

### 37. Invigilation for One Class

- (i) There will be two invigilators (one teacher and one assistant/clerk) for 30 students. For every additional 30 students or a fraction thereof, one more teacher and clerk will be appointed.
- (iii) There will be one exam per day. However, if the number of courses demands more days for examination the department may set the date sheet for more than a week.

### 38. GRADING

- (i) Students will be rated according to the 4-letter grade system i.e. A, B, C, and D, with six performance levels of A+, A, B+, B, C, and D for MPhil/MS/MSc (Hons) Degrees. Grade “D” will be the failing grade. Equivalence between letter grades, grade points along with percentages shall be as follows:

#### GRADING CRITERIA/READY RECKNOR TABLE

| Numeric Equivalence | Grade Point | Letter Grade | Remarks   |
|---------------------|-------------|--------------|-----------|
| 100                 | 4.0         | A+           | Excellent |
| 99                  | 4.0         | A+           | Excellent |
| 98                  | 4.0         | A+           | Excellent |
| 97                  | 4.0         | A+           | Excellent |
| 96                  | 4.0         | A+           | Excellent |
| 95                  | 4.0         | A+           | Excellent |
| 94                  | 4.0         | A            | Very Good |
| 93                  | 4.0         | A            | Very Good |
| 92                  | 4.0         | A            | Very Good |
| 91                  | 4.0         | A            | Very Good |
| 90                  | 4.0         | A            | Very Good |
| 89                  | 4.0         | A            | Very Good |
| 88                  | 4.0         | A            | Very Good |
| 87                  | 4.0         | A            | Very Good |
| 86                  | 4.0         | A            | Very Good |
| 85                  | 4.0         | A            | Very Good |
| 84                  | 3.9         | B+           | Good      |
| 83                  | 3.9         | B+           | Good      |
| 82                  | 3.8         | B+           | Good      |
| 81                  | 3.7         | B+           | Good      |
| 80                  | 3.7         | B+           | Good      |
| 79                  | 3.6         | B            | Good      |
| 78                  | 3.5         | B            | Good      |
| 77                  | 3.5         | B            | Good      |
| 76                  | 3.4         | B            | Good      |
| 75                  | 3.3         | B            | Good      |

| Numeric Equivalence | Grade Point | Letter Grade | Remarks      |
|---------------------|-------------|--------------|--------------|
| 74                  | 3.3         | B            | Good         |
| 73                  | 3.2         | B            | Good         |
| 72                  | 3.1         | B            | Good         |
| 71                  | 3.1         | B            | Good         |
| 70                  | 3.0         | B            | Good         |
| 69                  | 2.9         | C            | Satisfactory |
| 68                  | 2.8         | C            | Satisfactory |
| 67                  | 2.7         | C            | Satisfactory |
| 66                  | 2.6         | C            | Satisfactory |
| 65                  | 2.5         | C            | Satisfactory |
| 64                  | 2.4         | C            | Satisfactory |
| 63                  | 2.3         | C            | Satisfactory |
| 62                  | 2.2         | C            | Satisfactory |
| 61                  | 2.1         | C            | Satisfactory |
| 60                  | 2.0         | C            | Satisfactory |
| 59 or below         | 1.9         | D            | Fail         |

- (ii) Fractional marks obtained in a course are to be rounded up to the nearest ext whole figure such as 64.10 to 65.00.
- (iii) CGPA (Cumulative Grade Point Average)/SGPA(Semester Grade Point Average) of a student will be calculated as per the following example:

| <u>Course</u>       | <u>Credit Hours</u> | <u>Marks Obtained (%)</u> | <u>Grade</u>         | <u>Grade Point (GP)</u> | <u>Quality Point (QP)</u> |
|---------------------|---------------------|---------------------------|----------------------|-------------------------|---------------------------|
|                     | <u>C</u>            |                           |                      | <u>G</u>                | <u>C x G</u>              |
| <u>I</u>            | <u>2</u>            | <u>95</u>                 | <u>A<sup>+</sup></u> | <u>4.00</u>             | <u>08.00</u>              |
| <u>II</u>           | <u>3</u>            | <u>80</u>                 | <u>B<sup>+</sup></u> | <u>3.70</u>             | <u>11.10</u>              |
| <u>III</u>          | <u>3</u>            | <u>81</u>                 | <u>B<sup>+</sup></u> | <u>3.70</u>             | <u>11.10</u>              |
| <u>IV</u>           | <u>3</u>            | <u>70</u>                 | <u>B</u>             | <u>3.00</u>             | <u>09.00</u>              |
| <u>V</u>            | <u>2</u>            | <u>67</u>                 | <u>C</u>             | <u>2.70</u>             | <u>05.40</u>              |
| <b><u>Total</u></b> | <b><u>13</u></b>    |                           |                      |                         | <b><u>44.60</u></b>       |

SGPA = Sum of QPs of all the courses in a semester / Sum of Credit Hours of all the courses in a semester

Thus SGPA = 44.60/13 = 3.43

CGPA = Sum of 'n' Quality Points / Sum of Credit Hours of 'n' semesters

### 39. Good Standing/Probation

- (i) In order to remain on the roll of the Department at MPhil/MS/MSc (Hons) level a student has to continuously maintain "Good Standing" namely a satisfactory standard of attendance, academic performance i.e. minimum CGPA of 2.70 as well as good conduct and discipline. A student failing to meet any of the above mentioned conditions will not be eligible for the award of degree. However, at the end of the first semester a student having a satisfactory standard of attendance, conduct and discipline, with a minimum SGPA of 2.30/4.0 will be eligible for promotion to the second semester on probation.
- (ii) A student who secures less than CGPA 2.70/4.0 in second or subsequent semesters will be dropped out from the role of the Department.
- (iii) The minimum CGPA for award of the degree will be 2.70 with no "D" grade. However, the required pass percentage marks will be 60% marks.
- (iv) A student may clear his/her failed course(s) or improve courses in which he/she obtained "C or B" grades by repeating the said courses with subsequent session to be offered by the Department OR through Special Supervisor Classes. Entry/examination fee per course will be applicable.
- (v) In case of a drop because of poor academic performance, the student of the Islamia University of Bahawalpur may have one time re-admission facility in first semester of the next Academic session in the same or a different program.

### 40. Retention

- (i) A student who secures **less than 2.3 SGPA in 1<sup>st</sup> Semester or less than 2.70 CGPA in subsequent Semesters** and is to be dropped out may be given one time chance of being retained in the same semester. The decision will be made by an advisory committee set up by the Chairperson of the Department concerned. The committee will consist of the Chairperson, Departmental In-charge Examination and a senior faculty member nominated by the Chairperson. The option of retention, however, would be available only once during the whole duration of program.

## **41. Incomplete Grade/Special Exam**

- (i) If an otherwise eligible student has missed the mid/final-term examination because of a genuine personal problem or serious illness he/she will be given an incomplete grade (I) in the semester transcript. However, if such a student produces documentary evidence such as a medical certificate, the Department will arrange a special mid/final-term examination for such student(s) after determining the genuineness of the problem. The genuineness of the personal problem will be determined by the departmental examination committee whose decision will be final. The medical certificate signed by Chief Medical Officer (CMO) and information of the personal problem must reach the Department before the exam or not later than one week after the conduct of exam for the said course. There will be no fee for special examination. Those who have left the exam without medical or genuine personal problems and want to appear in the Special Mid-Term Exam will pay Rs. 10,000/- fee for each paper. If any student wants to appear in both the Special Mid and Final Term Exams will be required to pay Rs. 15000/- per paper.

## **42. Repeating Courses**

- (i) A student may repeat a course under obligation if he/she has failed in the said course, or optionally if he/she needs to improve his/her grades.
- (ii) To pass a failed course, the student will have to repeat the said course when offered by the Department in the subsequent session(s) OR through Special Supervisory Classes/Guided study if the subsequent class is unavailable. Such a repeat course is an obligation to fulfil degree award requirements.
- (iii) To improve the grades, however, a student may optionally repeat a course(s). The student(s) desiring to repeat a course(s) will request in writing to the Chairperson concerned one week before commencement of the concerned semester. If allowed by the Chairperson, the student will have to deposit a prescribed fee for each course.
- (iv) A student repeating a failed course will be bound to attend the lectures whereas a student desiring to improve his/her grades may be exempted from attending the lectures but in both cases fees and dues of the said course will be payable by the student. The exemption will, however, be based on the genuineness of the case. Such cases after approval by Chairperson and deposit of fee will be reported by the departmental Incharge examination to the concerned teacher(s)/course instructor(s). The student will have to be in regular contact with the course instructor and complete all assignments, term papers, reports and presentations. Following are the conditions for repeating a course:
  - (a) Whenever a student fails and gets below 60% marks he/she should repeat the course.
  - (b) A student who gets a “C” or “B” grade in a course may repeat the course to improve his/her grades as per conditions mentioned above. However, a student who has already passed a course with a “B+”, “A” or “A+” grade will not be allowed to repeat.
  - (c) A student can be allowed to improve a maximum of three 3-credit hour courses (a total of 9 credit hours courses) during the total duration of his/her degree program to improve his/her grades but no more than one course per Fall or Spring semester.
  - (d) Only improved/better course grade shall be included in his/her transcripts.

#### **43. Course Enrollment**

Before commencement of semester, subject to availability of specialized faculty, the Departments will announce list of Optional and Elective courses for enrollment.

#### **44. Change of Optional Course**

No student shall change an optional/elective course except with the written approval/re-assignment by the Chairperson of the Department. The time period for such a change shall be seven days from the commencement of the course.

**Note:** The department may swap the courses of different semesters according to the need or availability of the teaching faculty.

#### **45. Semester Break/Freezing**

- (i) In case a student due to some unavoidable circumstances (prolonged illness, performing Haj or such other genuine reasons) is unable to continue his/her studies, he/she may apply for a semester break. However, such a student will pay a prescribed semester freezing fee per frozen semester in advance.
- (ii) This option will be available only once during the course of his/her studies. The case will be put up to the Departmental Examination Committee for consideration. In case, the Committee recommends it, semester break will be allowed by the Dean concerned/Director Campus for a maximum period of one year.
- (iii) However, the Director Advanced Studies and Research on recommendations of the Director / Principal / Chairperson of the Institutes / constituent college / Department and Dean of faculty concerned may extend this time duration for two additional semesters only in extreme hardship cases, provided the maximum duration does not exceed four years, the maximum permitted duration for the MPhil/MS/MSc (Hons) program. The student will join the next available semester in the subsequent academic session within 10 days of the commencement of semester. He/she will submit an application to Director/Principal/Chairperson for resumption of studies, failure to join may be considered as "Withdrawn".
- (v) The Maximum duration, for completion of the program will remain the same as prescribed in these rules. The scholar will be exempted from paying the fees and dues during the semester break.
- (vi) The Director / Principal / Chairperson of the Institutes / constituent college / Department will submit the cases of semester break/resumption of studies in the Directorate of Advanced Studies and Research for notification.

#### **46. Course Withdrawal**

- (i) A student may withdraw from one course of a total of four courses in a semester. Option for withdrawal will only be available for credit courses. Withdrawal option will be available only if an earlier withdrawn course, if any, has successfully been completed. Withdrawal option can be availed in consultation with and on the recommendation of a departmental advisory committee. The committee will consist of the Chairperson, Course Instructor, concerned Incharge Examination, and a senior faculty member nominated by the Chairperson.

Withdrawn course will appear on the transcript with a letter grade 'W'. Credits hours of a withdrawn course will not be used for the calculation of SGPA/CGPA.

#### **47. Research and Thesis**

- (i) After successful completion of the course work in accordance with the provisions stated earlier, each student shall work under the supervision of a faculty member appointed for this purpose by the departmental Board of Studies.
- (ii) The Board of Studies will appoint a supervisor upon the written consent given by the supervisor. A supervisor should hold a PhD degree. The faculty members in the University College of Nursing and University College of Arts and Design not holding PhD degree are allowed to supervise upto 05 MPhil/MS students at one time. A faculty member having a relevant PhD degree can supervise 12 students at one time with no more than 05 of PhD scholars. If a faculty member has no PhD student, s/he can take 12 students of MPhil/MS/MSc (Hons)LLM/MBA at one time.
- (iii) The research/thesis title assigned to the student shall be approved by the concerned Board of Studies on the recommendations of the approved Supervisor. This title must be finalized by the end of the third semester and information uploaded on the portal. The Chairperson/Dean of the Faculty may approve the title in anticipation, if required.
- (iv) After completing the supervised research work, each student will prepare a thesis in line with the advice of the supervisor and the guidelines notified by the Advanced Studies and Research Board (AS&RB) time to time .
- (v) Each student shall submit one printed copy of his/her thesis along with soft copy and plagiarism report in Sir Sadiq Muhammad Khan Library, Baghdad-ul-Jadeed Campus. The student of sub-campus will also submit one printed copy along with one soft copy in the libraries of their campuses.
- (vi) The scholar will submit the requisite documents, a letter of approval, and a plagiarism check report duly signed by his/her Supervisor. One copy will be retained by the Supervisor while two copies will be submitted to the DASR.
- (vii) Each Institute/College/Department will submit one copy of thesis in the Directorate of Advanced Studies and Research as per the checklist for evaluation by the examiner. The copy of thesis should be supported by relevant documents and a plagiarism report.

#### **48. Thesis Evaluation and Viva Voce**

- i. The thesis/project of Master's in Fine Arts (Visual Arts)/18 Year of Education will be submitted in two parts: 30% theoretical thesis and 70% practical artworks. The written thesis will contain 10,000 to 15000 words and will be submitted for evaluation process. The thesis will be submitted to the Directorate of Advanced Studies and Research for evaluation process as per policy. The practical part of the thesis will be displayed or exhibited in any art form including Painting, Graphic Art, Sculpture, Artistic Performances, Graphic Design, Textile Design, Fashion Design, and any other contemporary style. It will be displayed as per the schedule announced by the Directorate of Advanced Studies and Research on the recommendation of the Principal, UCA&D. The external examiner will be appointed by the Dean from the panel of six examiners for each student recommended by the concerned Board of Studies. The appointed examiner(s) will conduct the viva-voce examination and evaluate the project exhibition.

- ii. For practical work, the raw data will have to be submitted to the supervisor along with a copy of the thesis.
- iii. The viva-voce Examination of the thesis shall be open to a candidate who produces the certificates according to the checklist issued by the Directorate of Advanced Studies and Research at the time of submission of thesis from research Supervisor and Director of the Institute/Chairperson of the Department/Principal of the College.
- iv. There will be two examiners: one internal who will be the supervisor and one external examiners for the evaluation of the thesis/report.
- v. One external examiner will be appointed by the Dean from amongst a panel of at least six examiners recommended by the concerned Board of Studies for thesis evaluation. Preferably, the same external examiner will be invited for viva-voce. If the appointed examiner is unable to evaluate the thesis or conduct the viva-voce due to any reason, then the second examiner different from the previous examiners shall be appointed by the Dean from amongst a panel of examiners already recommended. If an examiner has evaluated the thesis but is unable to conduct the viva voce, the Dean can appoint another examiner for the viva voce examination from the panel already recommended.
- vi. The external examiner will submit a written evaluation report of the thesis. On receipt of a satisfactory report from the external examiner, the candidate shall present his/her research and findings in a viva voce examination in the presence of external examiner. Presentation in the form of an open defense shall be preferred.
- vii. The Examiner shall either accept, reject or defer the thesis for re-submission and re-examination. If the examiner find that the thesis is wholly inadequate, s/he may recommend that it be rejected without any further test.
- viii. If the thesis, though inadequate, is found by the examiner to be of sufficient merit, they may recommend its re-submission in a revised form within six months from the date of intimation from the Directorate of Advanced Studies and Research. Besides, the students shall be required to pay the prescribed fee and dues.
- ix. In case of difference of opinion between internal and external examiners, another examiner, different from the previous examiner, shall be appointed by the Dean from amongst the panel of examiners already recommended by the departmental Board of Studies. This examiner shall re-examine the candidate and his/her research and thesis. Evaluation and recommendation of this external examiner will be final.
- x. The viva-voce Examination of an MPhil or equivalent program will be conducted only if the students has cleared all dues and paid full prescribed examination fees. The thesis will not be submitted without approval/certificate from the supervisor (internal examiner).
- xi. After viva-voce, final decision shall be expressed in the following terms:
  - Pass or
  - Pass with minor amendments or
  - Deferred for resubmission and re-defense or.
  - Fail

## **49. Plagiarism and Similarity Test**

- (1) Plagiarism is using someone else's ideas, research, thoughts, words, graphics, tables, etc. either directly or indirectly, without properly acknowledging where the information is from. This Policy seeks to create awareness about avoiding all kinds of plagiarism among the stakeholders i.e., students, mentors/supervisors, researchers, faculty members, and staff of universities or Degree Awarding Institutions (DAIs), constituent colleges, affiliated colleges, and affiliated R&D

institutes/organizations. It addresses a central problem regarding academic dishonesty and the processes involved in probing any complaint of plagiarism. The Directorate of Advanced Studies and Research and faculty members should arrange regular capacity-building activities, within each calendar year, to create awareness about avoiding plagiarism in its various forms.

**A. The following acts fall within the scope and definition of plagiarism:**

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

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

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

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

- (i) Taking a photograph or scanning of a copyrighted image (using a picture of a book cover to represent that book on one's website)
  - (ii) Recording audio or video in which copyrighted music or video is playing in the background.
  - (iii) Re-creating a visual work in the same medium. (shooting a photograph that uses the same composition and subject matter as someone else's photograph)
  - (iv) Re-creating a graphic work in a different medium (making a painting closely resembling another person's photo without permission).
  - (v) Re-mixing or altering copyrighted images, videos, audio, or other artistic expressions.
  - (vi) Using ChatGPT and similar machine-generated text
- (2) For determining/avoiding unauthorized use of somebody else's copyrighted material, guidelines from the Committee on Publication Ethics (COPE) are available at <https://publicationethics.org/guidance/Guidelines>.
- (3) Plagiarism is not allowed at all. The similarity index should be less than or equal to 19%, which is supposed to be a connection with the existing knowledge and

80% of research is contributed by the author. Further, less than 5% from a single source is allowed. The Similarity index should be considered very seriously in the section of findings and conclusion of the document. The similarity index for that section should not be more than 9%.

- (4) Researchers may use Chatgpt, Artificial Intelligence (AI) and AI assisted technologies to understand basic phenomena of anything and should not replace the key researcher tasks such as producing scientific insights analyzing and interpreting data or drawing scientific conclusions. The authors are responsible and accountable for the contents of the work and should not rely solely on AI-generated content.
- (5) Under no circumstances shall a dissertation based on plagiarized research be acceptable. It is the primary responsibility of both PhD researchers and their supervisors to prevent plagiarism. To avoid plagiarism, it is important to follow the provisions outlined in this document i.e., Governing Research Supervision and Research Ethics.
  - (a) For Plagiarism COPE guidelines must be followed.
  - (b) If a PhD dissertation is found to be plagiarized, it will be handled in accordance with the Anti-Plagiarism Policy issued by the Higher Education Commission, Pakistan, as updated from time to time
- (6) A similarity test,<sup>10</sup> in accordance with the HEC's Anti-Plagiarism Policy, must be conducted on the dissertation before its submission to the external experts by the student.
- (7) All cases will be dealt with according to the 'HEC Anti-Plagiarism Policy 2023' or HEC policies as amended from time to time.

## **50. Declaration of Result and Award of Degree for the Course Work Component:**

- (i) The teacher concerned is required to mark the mid/final-term papers within 7 days from the last paper as per date sheet, show the scripts to the students, and display the result on 8th/subsequent day of the class before submitting the result to the departmental in-charge examination. The schedule for showing scripts to the students will be displayed on notice board with the examination date sheet. The teacher will prepare three copies of the awards. He/she shall retain one copy with him/her, display one copy on the notice board and submit the remaining copy to the Incharge Examinations along with the marked answer sheets/Term Papers/Reports etc. The departmental Incharge examinations will compile the result, get it verified by the Controller of Examinations and display the final result within 12 working days of the respective examination. The student may, however, apply for rechecking within 5 days of the declaration of the final result.
- (ii) The departmental Incharge examination will verify the comparison of marks inside the answer sheet with the marks posted on the answer sheet as well as in the prescribed award list. Based on the final award lists results of the relevant semester will then be compiled in the prescribed manner.
- (iii) At the end of each semester, every successful candidate will be issued a semester result card.

## **51. For the Research Work and Thesis Evaluation Component**

- (i) Examiners shall jointly sign the result sheet and submit it to the departmental Incharge Examination MPhil/MS/MSc (Hons)/MBA.

## 52. Award of Degree:

- (i) The examination committee referred at Regulation (12) will verify the result compiled by the department and finalize the same after necessary correction. Three copies of the result of each semester will be prepared, one each for the Controller of Examinations IUB, departmental record and display on notice board of the concerned department. The result of each semester duly signed by the examination committee will be notified by the Controller of Examinations IUB within 12 days from the date of the examination of the last paper (Except final semester result that will be notified by Controller Examinations within 15 days from the date of the final evaluation of theses/projects. Each department will provide soft copy of the result to the Controller Examinations for record and further necessary action
- (ii) On successful completion of the prescribed course of studies and other requirements, a comprehensive transcript will be issued by the department concerned. Degree will then be conferred upon the successful candidates as per rules and regulations of the University.
- (iii) There shall be a uniform format for DMC/Transcript in all departments of the university. Cumulative Overall Percentage Marks (COPM), SGPA's of each semester, CGPA and Total Marks shall be mentioned in DMCs/Transcripts.
- (iv) Officers from the Directorate of Advanced Studies and Research will sign the result cards/transcripts.

## 53. Grievance Management System

- (i) The grievance management policy at the Islamia University of Bahawalpur is covering:
  - (a) In general, all grievances of an academic nature include, but are not limited to, issues related to student progress, assessment, curriculum, and awards during study.
  - b) Values to inculcate a culture in which grievances are viewed as an opportunity for improvement. In general, such values may include, but are not limited to, valuing diversity, inclusiveness, equality, confidentiality, and showing respect for all parties involved. Therefore, a culture of reporting through appropriate forums should be encouraged.
  - c) Roles and responsibilities of the principal authorities responsible for addressing academic grievances/complaints. In general, the Heads of the Departments/Directors/Deans and the Vice Chancellor shall be responsible for addressing the grievances of graduate students/prospective students and stakeholders in line with the grievance management policy of their relevant university/HEI.
  - d) Complainant's rights, roles, and responsibilities: Procedures/processes and timelines for easily accessing grievance settlement procedure/system, lodging grievances/complaints, timely response thereto, and settlement thereof, up to the satisfaction of all parties must be ensured.
  - e) Rules ensuring that the complainants shall have a fair opportunity to formally present their case.
  - f) Methods and rules ensuring that complainants and respondents shall not be victimized and/or discriminated against at any time.
  - g) Procedures of maintaining records and confidentiality.
  - h) Guidance to give hearing to the parties involved, taking notes, reasoning for decisions to be written, and actions taken.

- i) Process elaborating how and when to launch an appeal in case the decision does not support the complainer or the accused.
  - j) Process to implement the decision and/or required corrective and preventive actions in case the decision supports the complaint
- (ii) There will be a Grievances Committee which will consist of the following:
- |     |                                                    |                      |
|-----|----------------------------------------------------|----------------------|
| i   | Pro Vice-Chancellor                                | Chairperson          |
| ii  | Director Advanced Studies & Research Board         | Member               |
| iii | Dean of the concerned Faculty                      | Member               |
| iv  | Chairperson/HOD of the concerned department        | Member               |
| v   | Director Quality Enhancement Cell                  | Member               |
| vi  | Deputy Registrar (AS&R)/Assistant Registrar (AS&R) | Member/<br>Secretary |

**(iii) Terms of Reference:**

- a) To set and monitor institutional benchmarks for academic quality and outcomes.
- b) To advise competent authority on academic research.
- c) To review the conduct of research at IUB in light of the academic policies, rules and regulations.
- d) To initiate inquires on receipt of complaint against any faculty member and/or supervisor regarding conduct of research.
- e) To initiate inquires on receipt of complaint against the Chairperson/Incharge Examination regarding the conduct of exam or result preparation.
- f) To propose recommendations to the competent authority after compiling inquiry against any faculty member and supervisor.
- g) The committee can co-opt any member from within or outside the university.
- h) The Grievance Committee may exercise such other authority(ies) as may be delegated.

**Note:** If complaint is against the Pro Vice-Chancellor, then he will not chair the meeting. The most senior professor after the Pro Vice-Chancellor will preside the meeting. If complaint is against the Dean, then he will not be a member of the committee. Similarly if complaint received against the Chairperson/In-charge, then the most senior teacher of the department will be a member of the committee.

#### **54. Procedure for Evaluation, Submission and Processing of MPhil/MS Theses at Sub-Campus**

- (i) A desk/section will be established at Sub-Campuses for the collection/submission, evaluation and processing of the theses of postgraduate students.
- (ii) An Assistant Controller of Examinations/Assistant Registrar shall be nominated by the Director Sub-Campus to run the business of the theses section. The nominee will collect the MPhil/MS thesis for further processing and develop liaison with the Directorate of Advanced Studies and Research.
- (iii) The nominee will collect and maintain the record of theses according to the dates and will issue a number to the concerned student as a token of receipt for record and information.
- (iv) The concerned Incharges of the teaching departments will place the case before the concerned Board of Studies for approval of topic, the

- appointment of supervisor, and panel of examiners of each student preferably at the end of the second semester.
- (v) The concerned Incharges will furnish the case to the Assistant Controller of Examination/Assistant Registrar along with the panel and minutes of Board of Studies who will place the same before the concerned Dean for the appointment of an external examiner.
  - (vi) The Assistant Controller of Examinations/Assistant Registrar will forward the thesis in hard/soft form to the examiners appointed by the Dean.
  - (vii) After receiving the report, the Assistant Controller of Examinations/Assistant Registrar will forward the report to the concerned supervisor who will make the necessary arrangements for the incorporation of corrections/suggestions if recommended by the external examiner and communicate the date of viva-voce examinations in written form.
  - (viii) The supervisor concerned will submit the recommendation of the Departmental Research Committee showing that the necessary amendments have been incorporated, suggested by the external examiner, and submit it to the Assistant Controller of Examinations/Assistant Registrar along with the request for the conduct of viva-voce examination.
  - (ix) The concerned Assistant Controller of Examinations/Assistant Registrar will submit a request to the Directorate of Advanced Studies and Research for viva-voce examination at least 5 days before the schedule. He will submit the copies of the following documents along with the request:
    - (a) Copy of the panel of the examiners approved by the Dean concerned along with minutes of Board of Studies.
    - (b) Minutes of Board of Studies that approved the topic of thesis and appointment of supervisor
    - (c) Evaluation report of external examiner
    - (d) Certificate issued by the supervisor regarding corrections / amendments, if required.
  - (x) The Directorate of Advanced Studies and Research on provision of documents will notify the date of the viva-voce examination.
  - (xi) Bill for payment in favor of the external examiner for the evaluation of the thesis will be initiated by the Assistant Controller of Examinations/Assistant Registrar and submitted to the Accounts Department for payment.
  - (xii) The Assistant Controller of Examinations/Assistant Registrar will collect the final copy of the thesis at the time of clearance in hard-bound form and soft-form and submit it to the Librarian of Sir Sadiq Muhammad Khan Abbasi Library, Baghdad-ul-Jadeed Campus, IUB for record. During the issuance of the clearance certificate, the sub-campus management will ensure that hard-bound copies of theses have been submitted by the concerned scholar.
  - (xiii) The student's personal file will remain in the custody of the sub-campus and can be acquired any time as and when required. The Director Sub-campus will be the custodian of the record. The admission record and students' files are vital and will be kept intact forever by the management of the Sub-campus.
  - (xiv) The final transcript of MPhil/MS students will be signed by the officers nominated by Director Advanced Studies and Research with the consultation of Director Sub-Campuses.
  - (xv) The independent Departmental Research Committees shall be constituted at Sub-Campuses comprising the (i) Incharge of the Department (ii) Supervisor (iii) One senior PhD teacher of the departments and (iv) MPhil

Program Coordinator will be the secretary of DRC. The committee will be approved by the Director Sub-campus on the recommendation of the Incharge. Following will be the function of Departmental Research Committee:

- a) After completing the coursework with a CGPA of 2.70/4.0, the scholar will submit two copies of the synopsis to the secretary of the Departmental Research Committee, accompanied by a permission letter signed by the supervisor regarding the synopsis submission to DRC. Upon receiving the synopsis, the secretary, with the approval of the Director/Principal/Chairperson will arrange a meeting within 15 days.
- b) The convener may call a meeting at any time.
- c) The convener will also call a meeting upon receiving a written request from any scholar/supervisor within 10 days.
- d) It will permit and review the presentation of synopsis of scholars after successful completion of their course work.
- e) It will recommend and suggest the corrections in the synopsis after taking the presentation from the scholars;
- f) It will recommend the title of synopsis/thesis of MPhil/MS/MSc (Hons)/LLM/MBA scholars to the Board of Studies for approval;
- g) It will periodically assess the MPhil/MS/MSc (Hons)/LLM/MBA scholar's progress;
- h) In case the progress of the scholar is unsatisfactory, the Departmental Research Committee shall record the reasons for the same and suggest corrective measures, the DRC may recommend to the Director AS&R specific reasons for cancellations of registration of the scholar.
- (i) It will conduct preliminary evaluation of the dissertation/thesis before submitting to the Directorate of Advanced Studies and Research for evaluation;
- (j) It will ensure and implement the new thesis/synopsis writing guidelines.
- (k) The DRC will review the referee/examiner report(s) and will also make sure that the necessary amendments have been made as recommended by the foreign experts.
- (l) The DRC will monitor the progress of ongoing research projects, assess research outcomes, and evaluate the impact of research activities within the department.
- (m) The DRC will promote a culture of research excellence within the department by recognizing and rewarding outstanding research achievements, publications, and contributions to the academic and scientific community.
- (xvi) The Directorate of Advanced Studies and Research will pay quarterly tours to the Sub-campus to monitor the progress of academic activities of postgraduate programs
- (xvii) The nominated officer at the Directorate of Advanced Studies and Research will process the registration of MS/MPhil scholars.
- (xviii) The Sub-campuses will be encouraged to launch/start PhD programs where PhD teachers are available as per the guidelines of HEC.

**NOTE:** *In case of any difficulty or problem in interpretation, the matter will be referred to the following committee whose decision will be final. A department however may devise a procedure of evaluation, under intimation to this committee, for a special component for which these rules have no explanation but is within the framework (criteria) of these regulations.*

- (i)** Pro Vice-Chancellor
- (ii)** Director, Advanced Studies and Research
- (iii)** Director Academics
- (iv)** Director, Quality Enhancement Cell
- (v)** Deputy Registrar (AS&R)/Assistant Registrar (AS&R)