

(4)

**REGULATIONS RELATING TO THE ADMISSION, REGISTRATION
AND EXAMINATIONS FOR MPhil PROGRAMME**

(As amended & brought up to date)

Section		Page
I.	Admissions	243
II.	General	244
III.	Registration of Courses	245
IV.	Courses of Study	245
V.	Organization of Teaching	245
VI.	Examinations	246
VII.	Dissertation and Appointment of Supervisor	246
VIII.	Dissertation Examination	248
IX.	Grades, Promotions and Merit	248
X.	Fee and other Dues	250
APPENDIX I	MS (IST)	251
APPENDIX II	Allocation of Marks	252
APPENDIX III	Ready Reckoner	254
APPENDIX IV	Reserved Army Seats	256

(4)

REGULATIONS RELATING TO THE ADMISSION, REGISTRATION AND EXAMINATIONS FOR MPhil PROGRAMME

The Quaid-i-Azam University shall offer courses leading to the degree of Master of Philosophy, abbreviated as MPhil, in the subjects provided in the schedule and introduced from time to time. Applications for admissions to various courses of study shall be invited and admission shall be made on the basis of merit.

An academic year of the University shall comprise of two semesters, each of a minimum duration of 16 weeks of teaching. The spring and fall semesters would start on the first Monday falling in the months of February and September, in each calendar year. There should be a gap of two weeks between the fall and spring semesters, and the exact dates would be decided in a meeting of Deans/Directors and Chairpersons, taking the factual position (prevalent at that time) into consideration.¹

DEFINITIONS

The terms used in these regulations shall deem to have the following meaning:

- (i) Department shall mean a teaching department/centre/institute/colleges/school or an affiliated institute or centre of the University.
- (ii) Chairperson shall mean the head of a teaching department/ centre/ institute/ colleges/ school or director of an affiliated institute or a centre.
- (iii) A course of one credit shall mean one hour of class room teaching or 3 hours of laboratory work per week.

I. ADMISSION TO THE MPhil PROGRAMME

- (a) To be eligible for admission to MPhil, a candidate:
 - (i) Shall possess an MA/MSc degree or its equivalent in the relevant discipline.
 - (ii) Shall have obtained first division in MA/MSc or BA/BSc or at least 60% marks in BS (Hons) and all other 4-5 years degrees.
 - (iii) Shall not have obtained third division in BA/BSc or MA or MSc.
 - (iv) In case of a third division in FA/FSc, the candidate should have obtained first division in both BA/BSc and MA/MSc; or at least 60% marks in BS (Hons) and all other 4-5 years degrees.

Provided that any of the conditions (ii) – (iv) above may be relaxed by the Vice-Chancellor in case of a teacher of a university/college and an employee of a research organization.

¹ Approved by the Syndicate at its meeting held on 26.08.2006.

- (v) Shall have passed NTS GAT-General/ GRE-General with at least 50% accumulative score¹.
- (vi) Shall not be eligible for admission:
 - 1) Anyone who has been rusticated or expelled by any University or College for mis-conduct or for use of unfair means in the examinations or any offence involving moral turpitude.
 - 2) Anyone who was admitted earlier to MPhil programme but later was declared to have been ceased to be a student of the University under these regulations.
- (b) Each candidate shall make an application for admission in response to an advertisement by the University on a prescribed form alongwith documents specified in the form.
- (c) The admission to MPhil programme shall be made on the basis of cumulative merit to be determined from previous academic record, written test and interview following the scheme given in Appendix-II to be approved by the Academic Council from time to time.
- (d) The admission to MPhil shall be approved by the Advanced Studies and Research Board after a candidate has qualified in a written test and interview and recommended by the Selection Committee of the department/ institute/ centre concerned.
- (e) The Selection Committee for each department/institute/centre shall be constituted by the Vice-Chancellor in consultation with the Chairman (Chairperson)/Director of the department, institute/centre concerned.

II. GENERAL

- (a) The requirements for the MPhil degree shall comprise course work of 24 credits and a dissertation of 26 credits.
- (b) The requirements for the MPhil degree shall normally be completed within four consecutive semesters.
- (c) The course requirement shall normally be completed within the first two semesters.
- (d) Dissertation based on research shall normally be completed by the end of the fourth semester.
- (e) Each MPhil student shall follow the syllabi and courses of studies as may be prescribed by the Academic Council from time to time.
- (f) All semester examinations shall be held on the University Campus.
- (g) English shall be the medium of instructions.
- (h) An MPhil student shall be required to pay tuition fee and such other dues as determined by the Syndicate from time to time.

¹ Approved by AS&RB in its meeting held on 22.09.2011.

III. REGISTRATION OF COURSES

- (a) At the beginning of each semester an MPhil student shall register for the courses of study on the prescribed registration card.
- (b) The Chairman (Chairperson)/Director of each department/institute/centre shall forward within seven days of the commencement of the semester classes all the registration of courses cards to the Controller of Examinations. A student may change/drop course(s) within 15 days from the commencement of semester on the recommendations of the teacher and the Chairman (Chairperson) of the department/Institute/Centre concerned. No change or drop of the registered course(s) shall be allowed after 15 days of the commencement of semester.*
- (c) A student shall register in at least 50% of the credit courses in the first semester and the remaining credits in the second semester.
- (d) A student dropping all the registered courses or choosing not to register in any course during a semester shall deem to have dropped the semester.
 - (i) The student dropping a semester shall be required to pay tuition fee for the semester.
 - (ii) The dropped semester shall be counted towards the maximum period of six semesters allowed under clause VII(h) (i) of these regulations for completing the MPhil degree.
 - (iii) The semester shall only be dropped provided the student seeks the permission/recommendation of the Chairman (Chairperson)/ Dean of the faculty concerned and applies in this respect to the Controller of Examinations within 45 days of the commencement of the semester. No request for dropping of semester shall be entertained after the prescribed time on any ground whatsoever.¹

IV. COURSES OF STUDY

The courses of study and syllabi for the MPhil degree shall be submitted through the respective Boards of Studies and the Board of Faculties to the Academic Council and Syndicate for approval. Such courses and syllabi shall become effective from the date of approval by the Academic Council or as may be prescribed.

V. ORGANIZATION OF TEACHING

- (a) Teaching in various courses for MPhil shall be conducted in the University departments or the constituent affiliated institutions through lectures, tutorials, discussions, seminars, field work and other methods of instruction as approved by the Academic Council.
- (b) Teaching shall be conducted by the University teachers or by such other persons who may be allowed by the Vice-Chancellor to teach.

* Approved by the Syndicate at its meeting held on 22.2.2003.

¹ Inclusion of Clause approved by Syndicate at its meeting held on 26.08.2006.

- (c) Teaching shall be organized through courses prescribed by the Academic Council/Syndicate from time to time.
- (d) Teaching shall be entrusted to a person who possesses a doctorate unless otherwise permitted by the Advanced Studies and Research Board.

VI. EXAMINATIONS

- (a) A student shall be evaluated in each course on the basis of periodical test(s)/assignments(s) during the semester and terminal examination at the end of the semester. Each course shall carry 100 marks of which 50% shall be reserved for class test(s)/assignment(s) and 50% for the terminal examination.
- (b) There shall be a written examination for each course at the end of each semester on the dates fixed by the Controller of Examinations in consultation with the Chairman (Chairperson) and Dean concerned.
- (c) A student shall be allowed to appear in the examination provided that he/she has been on the rolls of the University during that semester, has registered himself/herself for the courses of study and has attended at least 80% of the lectures/laboratory work and completed the course work to the satisfaction of the teacher and the Chairman (Chairperson) of the department concerned.

VII. DISSERTATION AND APPOINTMENT OF SUPERVISOR

- (a) Each student shall perform research work as partial fulfilment of the requirement of the degree under the supervision of a person appointed for the purpose by the Advanced Studies and Research Board on the recommendations of the Chairman (Chairperson) of the department and the Dean of the faculty concerned.
- (b) A supervisor or co-supervisor appointed for MPhil research must hold a doctorate degree unless otherwise permitted by the Advanced Studies and Research Board.
- (c) Where necessary and desirable, a co-supervisor may also be appointed.
- (d) A student shall select a topic of dissertation which will be recommended by the supervisor and the Chairman (Chairperson) of the department concerned to the Advanced Studies and Research Board for approval within thirty days of the commencements of the third semester.
- (e) The supervisor shall submit progress reports of the student towards the end of the third and fourth semesters to the Controller of Examinations and beyond, if permitted to continue. If two consecutive reports are unsatisfactory, shall cease to be a student of the University.
- (f) In addition to satisfactory progress report in the third semester, a student shall continue to maintain a CGPA of 2.5 on the basis of course work taken up in that semester. If the CGPA is less than 2.5 he/she shall cease to be a student of the University.
- (g) A student who fails to complete the requirements of the MPhil degree in the normal period of four semesters shall cease to be student unless provided with the benefit of Clause VII (h).

- (h) In case a student fails to complete the MPhil requirements within the normal period of four semesters, the Advanced Studies and Research Board may allow him/her an extension for one semester on the recommendation of the supervisor duly endorsed by the Chairman (Chairperson). Extension for another semester may be allowed by the Advanced Studies and Research Board, provided the supervisor justifies the extension to the satisfaction of the Board by indicating the circumstances which led to non-completion of MPhil programme within five semesters. No fellowship or financial assistance shall be provided during the extended period of 5th or 6th semesters.
- (i) No extension beyond six semesters shall be granted under any circumstances. A student failing to submit his/her dissertation by the end of the sixth semester shall cease to be a student of the University.
- (j) A student who is granted the benefit of Clause VII (h) of the Regulations shall be allowed to submit his/her dissertation within the extended period. He/she shall be required to pay such charges for use of facilities as the University may prescribe from time to time.
- (k) .
- 1) After the completion of research, each student shall submit five¹ copies of the dissertation approved by the supervisor to the Controller of Examinations before the final examination as mentioned below:
 - (i) One for the External Examiner
 - (ii) One for Examination Section
 - (iii) One for department Office
 - (iv) One for students hard copy
 - (v) One for the Supervisor
 - 2) After the viva-voce examination and after the critical comments, if any of the examiners have been incorporated: four copies of the final hard-bound dissertation be submitted as mentioned below:
 - (i) One for Examination Section
 - (ii) One for Central Library
 - (iii) One for departmental Office
 - (iv) One for SupervisorTo be returned to the student after submission of hard bound copy.
- (l) The dissertation shall be printed on A4 size (11”x 8.5”) paper and shall have a green² hard binding with golden lettering on the front and the spine.
- (m) A student is required to submit the hard bind copies of the dissertations after the Viva voce and corrections suggested by the external examiners.³

If the student fails to deposit the thesis within four months of the Viva voce he/she will be asked to deposit fine as follows:⁴

¹ Addition/amendment approved by the Syndicate at its meeting held on 31.1.2004.

² Colour of thesis cover approved by the AS&RB in its 214th meeting held on 5.6.2007.

³ Approved by AS&RB in its 255th meeting held on 16.8.2011.

⁴ Approved by AS&RB in its 262nd meeting held on 12th & 19th March 2012.

- 1) Within 4-5 months of the viva voce: Rs.5000/-
- 2) Within 5-6months of the viva voce: Rs.10000/-
- 3) Thereafter, the fine would continue to increase at the rate of Rs.5000/- per month.

VIII. DISSERTATION EXAMINATION

A student who has completed the following requirements shall be eligible for admission to MPhil final examination.

- (i) That he/she has been a student on a regular basis in a teaching department of the University/Institute/Centre for the prescribed period, or allowed necessary extension as provided for under Clause VII(h).
- (ii) That he/she has successfully completed the prescribed courses, guided reading and class assignments, including seminars, colloquia and tutorials to the satisfaction of the teacher and the Chairman (Chairperson) of the department concerned.
- (iii) That he/she has completed a dissertation on research topic approved by the Advanced Studies and Research Board.
- (iv) A student, who has completed the requirements stated above, shall submit an application on a prescribed form to the Controller of Examinations for admission to the final examination for MPhil.
- (v) The Supervisor shall inform the Controller of Examinations through the Chairman (Chairperson) of the department concerned about the date on which the viva-voce examination is to be held. The Vice-Chancellor shall on the advice of the Supervisor /Chairman (Chairperson), appoint an External Examiner from the panel of examiners approved by the Advanced Studies and Research Board.
- (vi) The examination shall be held on the University Campus on such dates as may be notified by the Controller of Examinations in consultation with the Supervisor/Chairman (Chairperson) of the department concerned.
- (vii) The viva-voce examination in defence of the dissertation shall be conducted by a committee consisting of the Chairman (Chairperson) of the department concerned, Supervisor of the student and the External Examiner.
- (viii) Each successful student shall be awarded the degree of Master of Philosophy (MPhil) on successful completion of the requirements of MPhil.

IX. GRADES, PROMOTIONS AND MERIT

- (a) The minimum pass in marks for each course shall be 50%. Candidates securing 80% marks or more shall be placed in grade 'A' those securing 65% or more but less than 80% marks in grade 'B' and those securing 50% or more but less than 65% marks in grade 'C'.
- (b) If a student fails to appear in the terminal examination of a course on medical or any other reason, he/she be treated as absent and failed.

- (c) In each of the first and second semesters a student will be required to obtain a minimum Grade Point Average of 2.5 failing which he/she shall be deemed to have failed in that semester.
- (d) A student who has failed in any semester under Clause IX(c) may be given one chance as a concession to continue his/her studies. Such a concession shall be granted ONLY ONCE during the entire period of study for MPhil degree.
- (e) A student failing twice under IX(c) shall cease to be a student of the University.
- (f) The Supervisor shall submit two progress reports of the student during the third and fourth semesters as provided under Clause VII (e) to the Controller of Examinations. If both reports are unsatisfactory, he/she shall cease to be a student.
- (g) A student who, by the end of the third semester, does not pass 24 credits of course work or does not maintain a CGPA of 2.5 shall be deemed to have failed and shall cease to be a student of the university as provided for under Clause VII(f).
- (h) A student obtaining first position in his/her department shall be awarded a Certificate of Merit and Chancellor Medal provided that he/she obtains a CGPA of at least 4.0 points, and has not failed in, or has not repeated any course and has completed the entire requirements for MPhil degree within four consecutive semesters.
- (i) A student obtaining first position in the faculty concerned shall be awarded a Certificate of Merit and President's Gold Medal provided that he/she obtains a CGPA of at least 4.0 points, and has not failed in, or has not repeated any course and has completed the entire requirements for MPhil degree within four consecutive semesters.
- (j) The result of a student in each course, whether passed or failed, shall be indicated on the transcript by letter grade. A separate transcript shall, however, be issued to each student showing percentage of marks, grade obtained in each course and cumulative grade point average. Grade Point (GP) shall be determined on the basis of Numerical Grade in the manner shown in Appendix II to these regulations.
- (k) Grade Point Average (GPA) shall be calculated in accordance with the following formula:
$$\text{Sum of (GPE x Cr) / Total credits, where}$$
$$\text{GPE = grade points earned in a course}$$
$$\text{Cr = credits of the corresponding course}$$

And sum is over all the courses.
- (l) The Cumulative Grade Point Average (CGPA) at the end of a semester shall be the Grade Point Average of all the courses which have been passed up to that time.
- (m) There shall be no re-evaluation of answer books. A student may on payment of fee as prescribed by the Syndicate, get the answer book re-checked for totalling and for verification that all questions or parts thereof have been fully marked, in the presence of the concerned teacher, the Chairperson of the department and

the Controller of Examinations, within one month from the date of declaration of the results. Errors or omissions if any shall be rectified.¹

X. FEE AND OTHER DUES

Each student shall be required to pay tuition fee and such other charges as may be determined by the Syndicate from time to time.

¹ Inclusion of additional clause approved by Syndicate at its meeting held on 24.12.2005.