

# COMSATS University Islamabad

## Registrar Secretariat, Academic Unit (PS)

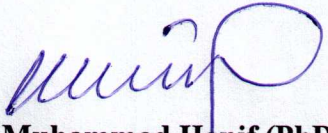
No: CUI-Reg/Notif-<sup>2226</sup>/25/2282

August 29, 2025

### Notification

The Academic Council in its 42<sup>nd</sup> meeting held on June 30, 2025, on the recommendations of 37<sup>th</sup> meeting of Board of Advanced Studies and Research (BASAR) held on 29 May 2025 approved the Graduate Handbook, updated up to June 30, 2025, with minor amendments, for circulation among all concerned for its implementation in true letter and spirit at CUI System.

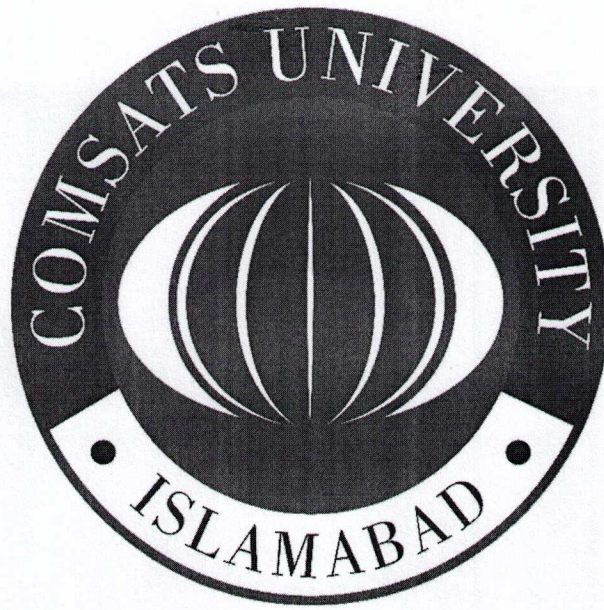
This issue with the approval of Rector CUI.

  
**Dr. Muhammad Hanif (PhD)**  
**Deputy Registrar**

### Distribution:

1. All Directors, CUI System
2. In charge, CUI Islamabad Campus
3. All Deans, CUI System
4. All Chairpersons of the Departments, CUI
5. All HoDs of Academic Departments of CUI Campuses
6. Controller of Examinations, CUI
7. In-Charge, QEC, Principal Seat, CUI
8. Incharge, CU-Online, Principal Seat
9. Registrar office (Academic Unit), CUI
10. PS to Rector
11. PS to Registrar
12. Master File





# **GRADUATE HANDBOOK**

**(COMMON POLICIES AND PROCEDURES)**



## **TABLE OF CONTENTS**

<b>1</b>	<b>Admission Policies and Procedures .....</b>	<b>10</b>
1.1	Who Can Apply? .....	10
1.2	Eligibility.....	10
1.2.1	MS Degree .....	10
1.2.2	Admission to the Master of Science (MS/MPHIL)/Equivalent in same or Relevant Field:.....	10
1.2.3	Admission to Master of Science (MS/MPHIL)/Equivalent based on Intradisciplinary Degree: .....	10
1.2.4	Admission Test .....	10
1.2.5	General Conditions: .....	11
1.3	PhD Degree .....	11
1.3.1	Admission to the Doctor of Philosophy (PhD) programs in the same or relevant field .....	11
1.3.2	Admission to the Doctor of Philosophy (PhD) on the basis of Intradisciplinary Degree .....	11
1.3.3	Admission Test: .....	12
1.3.4	Minimum requirements for Admission in Doctoral Degree (Level 8):.....	13
1.3.5	Statement of Purpose: .....	13
1.3.6	General Conditions: .....	14
1.3.7	How to Apply.....	14
1.3.8	Admission Confirmation:.....	14
1.3.9	Application Deadline: .....	14
1.3.10	Required Documents:.....	14
1.3.11	Entrance Test for Foreign Student .....	14
1.4	Merit .....	15
1.4.1	MS Program Merit Criteria .....	15
1.4.2	PhD Program Merit Criteria.....	15
1.5	Preliminary Selection .....	16
1.5.1	Final Selection and Provisional Admission Letter .....	16
1.5.2	Acceptance of Provisional Admission Letter.....	16
1.5.3	Cancellation of Admission.....	16
1.5.4	Departmental Graduate Admission Committee .....	17
<b>2.</b>	<b>Graduate Policies and Regulations.....</b>	<b>18</b>
2.1	Basic Requirements for Enrollment and Academic Standing .....	18
2.2	Couse Offerings, Language of Instruction, and Performance Standards .....	18
2.3	Curriculum Development and Approval.....	18
2.4	Course Registration.....	18
2.5	Graduate-level Course Code Scheme: MS/M.Phil. Programs (6, 7, or 8): .....	19
2.6	Departmental Advisory Committee (DAC) .....	19
2.7	Duration of Study .....	19
2.7.1	Timeline for MS Degree Completion .....	19
2.7.2	Degree Timeline for PhD Degree Completion.....	20



2.7.3	Degree Completion Timeline .....	20
2.7.4	Credit Transfer, Evaluation and Grading .....	21
2.7.5	Migration Policy .....	22
2.8	Course Work Requirement for MS./PHD And Equivalent Degrees .....	22
2.9	Examinations for Course Work .....	24
2.10	Results and Grading .....	24
2.11	Grading .....	25
2.12	Answer Script Review and Re-totaling .....	25
2.13	Make-up Examinations .....	25
(a)	Midterm Examinations .....	25
(b)	Terminal Examination .....	25
2.14	Amanuensis (Scribe) .....	26
2.15	Academic Integrity: Unfair Means and Plagiarism .....	26
<b>3</b>	<b>Research Requirements for MS Degree .....</b>	<b>27</b>
3.1	Approval of Research Proposal (Synopsis) .....	27
3.2	Plagiarism and Similarity Test .....	27
3.2.1	University Anti-Plagiarism Standing Committee (UAPSC) .....	28
3.3	MS Thesis Requirements .....	29
3.3.1	MS Thesis Submission .....	29
3.3.2	Supervisor, Co-supervisor, and Supervisory Committee .....	29
3.3.3	Progress Reports: .....	30
3.3.4	Thesis Submission and Examination .....	30
3.4	Open Defense Procedures and Recording Protocols .....	31
<b>4</b>	<b>Research Requirements for PhD Degree .....</b>	<b>34</b>
4.1	Research Supervision: Supervisor, Co-supervisor, and Supervisory Committee .....	34
4.2	Students' Progress Reports .....	34
4.3	Supervisory Committee .....	34
4.4	Comprehensive Examination (PhD) .....	35
4.5	PhD Research Proposal (Synopsis) .....	35
4.6	Award of Post Graduate Diploma/Certificate .....	36
4.7	PhD Dissertation Requirements .....	36
4.7.1	Doctoral Dissertation .....	37
4.7.2	Selection of Research Area .....	37
4.7.3	Quality in Reporting .....	37
4.7.4	Methodological Quality .....	37
4.7.5	Appropriateness of the Methods to the Aims of the Study .....	38
4.7.6	Relevance to the Policy and Practice .....	38
4.7.7	PhD dissertation Submission .....	38
4.7.8	Pre-PhD Seminar .....	39
4.7.9	Dissertation Submission and Evaluation .....	39

*inf*



4.7.10 External Evaluation.....	40
4.7.11 Local Thesis Evaluation.....	41
4.8 Open House Oral Defence .....	43
4.8.1 Oral Examination Panel .....	43
4.9 Assessment and Grading.....	43
4.10 Communication of Thesis Evaluation Result .....	44
4.11 Procedures for Handling Allegations of Dishonest Conduct .....	44
4.12 Submission of Final Bound Copies.....	45
4.13 Notification of Results of Examination .....	45
4.14 Award of Degree.....	45
<b>5 Administrative Issues.....</b>	<b>46</b>
5.1 Changes to a Student's Degree Objective, Major or Emphasis .....	46
5.2 Limit for Supervision of Graduate Students .....	46
5.3 Honorarium for Supervisors .....	46
5.4 Honorarium for External Examiners.....	46
5.5 Leave of Absence .....	46
5.5.1 Leave of Absence applied before the start of the semester.....	47
5.5.2 Leave of Absence during the semester.....	47
5.5.3 Leave of Absence Policy (Extraordinary Hardship) .....	47
5.5.4 Restoration of admission in case of loss of regular student status .....	47
5.5.5 PhD Student's File Processing.....	48
5.5.6 Interpretation and Discrepancy in Graduate Rules .....	48
<b>6. Governing the Systems of Doctoral Research.....</b>	<b>49</b>
6. Governing Research Supervision .....	49
6.1 Principles and Purposes .....	49
6.2 Supervision of Doctoral Dissertation.....	49
6.2.1 General Conditions to Supervise Doctoral Research.....	49
6.2.2 In addition to the guidelines:.....	49
6.2.3 Criteria to Be a PhD Supervisor.....	50
6.2.4 General Requirements: .....	50
6.2.5 Publication Requirements: .....	50
A. Specific Requirements for Science and Technology:.....	50
B. Specific Requirements for Social Science, Arts and Humanities and Business Education: .....	50
C. Specific Requirements for Regional and National Languages: .....	50
6.2.6 Supervisory Process.....	51
6.2.7 University Directorate of Advance Studies and Research or Equivalent Depa.....	51
6.2.8 Teaching Assistantship and Research Assistantships:.....	52
<b>7. Practicing the Academic Research Ethics.....</b>	<b>53</b>
7.1 Principles and Purposes .....	53
7.2 Guidelines to Ensure Academic Research Integrity: .....	53



7.3	Guidelines on Ethics of Using Similarity Detection Software (for Administrators)	53
7.4	Guidelines on Ethics of Using Similarity Detection Software (for Instructors)	54
7.5	Guidelines on Interpreting Originality Report	54
8.	<b>Managing the Grievances of Graduate Students</b>	56
8.1	Principles and Purposes:	56
8.2	Guidelines to Establish a Grievance Management System	56
9.	<b>Quality Assurance</b>	58
9.1	Quality Assurance	58
9.1.1	Minimum Requirement for Academic HR	58
9.1.1.1	Faculty and supervisory requirement	58
9.1.1.2	Determining relevance of faculty with subject/degree program	58
9.2	Roles and Responsibilities:	59
9.3	Procedures:	60
9.4	Retributive Actions for violation of rules	61
9.5	Requirements for Entering PhD Country Directory (PCD)	63
<b>Appendices</b>		
A	<b>Graduate Student-Related Forms</b>	65
	Application for Extension in the Duration of Studies	66
	Application for Leave of Absence	67
	Application for Rejoining After Leave of Absence	68
	Application for Readmission	69
	Appointment of Supervisor and Supervisory Committee	70
	Form for Appearing in Ph.D. Comprehensive Examination	71
	Progress Report Form	72
	MS Thesis Evaluation Form	73
	MS Thesis Evaluation Form	74
	Oral Exams of Ph.D. Thesis - Report of Evaluation Committee	75
	Oral Exams of Ph.D. Thesis - Report of Evaluation Committee	78
	Certificate of Incorporation of Changes Suggested by Local External Examiners	81
	MS <input type="checkbox"/> Ph.D. <input type="checkbox"/>	81
	Certificate of Originality of Thesis	82
	Certificate of Paper Publication	83
	Form for Approval of Synopsis	84
B	<b>Document Templates and Proforma</b>	85
	Synopsis for MS <input type="checkbox"/> Ph.D. <input type="checkbox"/>	86
	Ph.D. Dissertation Template	89
	Certificate of Approval	92
	Author's Declaration	93
	Plagiarism Undertaking	94
	Certificate	95



Acknowledgements.....	97
Abstract.....	98
Table of Contents.....	99
Chapter 1.....	103
Introduction.....	103
Chapter 2.....	106
Literature Review.....	106
Chapter 3.....	109
Materials and Methods.....	109
Chapter 4.....	111
Results and Discussions.....	111
Chapter 5.....	113
Supervisor Honorarium Performa.....	143
Checklist PhD Supervisor: Eligibility Assessment.....	144
Certificate From Supervisor For Supervision Of Ms Thesis And Doctoral Dissertations.....	146
<b>C Policies and Guidelines.....</b>	<b>147</b>
C.1 Terms of References (ToRs) of the Departmental Advisory Committee (DAC).....	148
C.2 Guidelines for Ph.D. Comprehensive Examination.....	150
C.3 MS/Ph.D. Thesis Requirements and Guidelines.....	151
C.4 Code of Conduct for Graduate Students.....	156

*JP*



*This Graduate Handbook has been carefully prepared as per HEC GEP-2023 and is updated with the approval of BASAR and the Academic Council. The Registrar, with the Rector's approval, can issue further clarification(s) if necessary.*





# Rector's Message

**Dear Graduate Students,**

Welcome to COMSATS University Islamabad (CUI)! It is with great pleasure that I share the Graduate Handbook with you. This guide is designed to support both new and continuing graduate students at COMSATS University Islamabad (CUI).

To our new graduate students, welcome to the CUI community! We are thrilled you've chosen to pursue your graduate studies here, and we are committed to providing you with an enriching and rewarding experience. To our continuing students, I wish you a productive and fulfilling year ahead.

The handbook outlines the essential statutes, rules, regulations, common policies and procedure governing graduate studies. For the most up-to-date information on statutes, rules, regulations, common policies and procedures, please consult your department head. Your advisor / research supervisor, department staff (including the DAC secretary), and relevant faculty members are your primary resources for guidance and support.

While your department will be your primary academic home, I encourage you to explore the rich academic diversity CUI offers. Expanding your graduate experience beyond your department, and even beyond the university, can be invaluable. I encourage you to discuss with your advisor / research supervisor opportunities for multidisciplinary work, including participation in workshops, webinars, conferences and seminars, to enrich your studies. Students are responsible for registering, ensuring the accuracy of their schedules, and meeting deadlines.

I am committed to supporting your success and encouraging you to reach out with any questions or concerns. Best wishes for a productive and rewarding year.

**Prof. Dr. Sajid Qamar, Acting Rector**



# Executive Summary

COMSATS University Islamabad (CUI) is a leading graduate research institution in Pakistan, offering a broad range of interdisciplinary programs across twenty-three departments and six faculties. Our commitment to excellence is reflected in our distinguished faculty, exceptional facilities, and state-of-the-art research, laboratory, studio and library resources. CUI fosters a supportive and collaborative environment that encourages personal growth and scholarly achievement.

Our mission is to serve as a center for research, scholarship, and creativity, educating a diverse community of undergraduate, graduate, and professional students who will become future leaders in academia, industry, and public service.

The Master of Science (MS) and Doctor of Philosophy (PhD) programs at CUI are designed to provide students with advanced education and training in their chosen fields, fostering a spirit of inquiry and enhancing critical thinking, research analysis, hypothesis testing, and thesis and dissertation writing skills. Our graduate programs equip students with the essential skills needed to conduct successful research.

This handbook provides a general overview of the rules, regulations, policies, and requirements for graduate studies at CUI. All graduate students are expected to familiarize themselves with these guidelines and, in consultation with their faculty advisor / research supervisor, ensure their chosen program of study complies with all degree requirements.

While every effort has been made to ensure the accuracy of this graduate handbook, students are advised to consult their department head, graduate program Incharge, graduate coordinator / DAC secretary, or designated campus contacts for the most current information, as policies and procedures may evolve from time to time and always subject to change. CUI reserves the right to amend this handbook at any time, without any prior notice. In case of any discrepancy between this document and online information, the handbook and official notifications shall prevail.



# **1 Admission Policies and Procedures**

## **1.1 Who Can Apply?**

COMSATS University Islamabad (CUI) provides equal opportunities in admissions and all university programs and activities. We welcome applications from all qualified individuals, and admission decisions are made without regard to race, color, religion, gender, disability, age, national or regional origin, ancestry, or marital status.

## **1.2 Eligibility**

### **1.2.1 MS Degree**

### **1.2.2 Admission to the Master of Science (MS/MPHIL)/Equivalent program in the same or Relevant Field:**

For admission to the Master of Science (MS) Equivalent programs of the CUI System, a minimum Cumulative Grade Point Average (CGPA) of 2.5 out of 4.0 (in the semester system) or 55% marks (in the annual system) in a sixteen-year degree program in the same or relevant field from an HEC-recognized university/HEI is required. The relevancy, if needed, will be determined by the respective Dean as per the policy.

### **1.2.3 Admission to Master of Science (MS/MPHIL)/Equivalent program<sup>1</sup> based on Intra-disciplinary Degree:**

Intradisciplinary admissions may be considered under the following conditions, provided the department chooses to do so:

- (a) The applicant expresses a strong interest in pursuing a Master of Science (MS) program in a discipline different from his/her existing qualifications.
- (b) The applicant has achieved a minimum score of 50% on the GRE Subject Test (or equivalent alternative if the GRE Subject Test is not available) in the intended Master of Science (MS)/ Equivalent program subject to the completion of 6 to 9 credit hours of deficiency courses at level 6.
- (c) The Admission Committee of the Department is satisfied that the applicant's knowledge in their primary area (Level 6) adequately prepares them for the MS/MPhil/Equivalent program, or that the applicant can enhance his/her preparation by taking additional courses after program commencement.

### **1.2.4 Admission Test**

- (a) NTS/GRE/HAT, General/Equivalent test conducted by testing bodies accredited by the HEC, with a passing score of 50% marks.
- (b) In addition, the university may also conduct/accept subject tests provided the test is not conducted by GRE/NTS/HAT for admission to Master of Science (MS/MPhil)/Equivalent program with a passing score of 60%, if deemed necessary.
- (c) Furthermore, GRE Subject Test is an additional requirement for a prospective student intending to gain admission in MS/MPhil or PhD program(s) from an Intradisciplinary field, whereas GRE/HAT General or Equivalent is a fundamental requirement for admission. Hence, a prospective graduate student coming from an Intra-disciplinary field must take two tests i.e. NTS/GRE/HAT General/Equivalent and the GRE

<sup>1</sup> The student(s) enrolled before the enactment of this policy shall also be dealt following the procedure outlined in this document.



Subject/Equivalent Test. However, if GRE Subject Test for a specific field/discipline is not available/conducted in Pakistan, then the university shall also conduct a test equivalent to GRE Subject test.

#### **1.2.5 General Conditions:**

- a) Conversion of Cumulative Grade Point Average (CGPA) to percentage shall not be allowed as per HEC letter no. 8-650/HEC/A&A/2007/2, dated January 14, 2008.
- b) If Cumulative Grade Point Average (CGPA)/Percentage is not stated on the transcript. The candidate must provide equivalent weightage from the parent university/HEI.
- c) Any other requirement, if any, from the accreditation council(s) or HEC amended from time to time.
- d) The decision of the Admission Committee of the Department shall be final. For award of MPhil/MS/equivalent degree, candidates shall, either need to complete 30 credit hours of course work, if it is specifically approved by BASAR for the said Master of Science (MS)/Equivalent program, or Complete 24 credit hours of coursework along with a minimum of six (6) credit hours for research thesis as per the applicable Scheme of Studies.

### **1.3 PhD Degree**

#### **1.3.1 Admission to the Doctor of Philosophy (PhD)<sup>2</sup> programs in the same or relevant field (effective from Fall 2024 and onwards admission):**

- (a) For admission to the Doctor of Philosophy (PhD) program(s) of the CUI System, a minimum Cumulative Grade Point Average (CGPA) of 3.00 out of 4.0 (in the semester system) or 60% marks /1st Division (in the annual system) in an eighteen-year degree program in the same or relevant field from an HEC-recognized university/HEI is required. The relevancy, whenever needed, will be determined by the respective Dean as per the policy.
- (b) Students currently pursuing MS/MPhil or equivalent studies at CUI System who wish to continue to the Doctor of Philosophy program may receive provisional admission subject to final successful defense and upon approval by the Department Admission Committee based on their Statement of Purpose and commitment to the Doctor of Philosophy (PhD) program. However, final admission is contingent upon the award of the MS/MPhil Transcript/Degree within one year from the date of provisional admission.

#### **1.3.2 Admission to the Doctor of Philosophy (PhD) program on the basis of Intradisciplinary Degree (effective from Fall 2024 and onwards admission):**

Intradisciplinary admissions may be considered under the following conditions, provided the department chooses to do so:

- (a) The applicant expresses a strong interest in pursuing a Doctor of Philosophy (PhD) program in a discipline different from their existing qualifications.
- (b) The applicant achieved a minimum score of 50% on the GRE Subject Test (or equivalent alternative if the GRE Subject Test is not available) in the intended Doctor of Philosophy (PhD) program and subject to the completion of 6 to 9 credit hours of deficiency courses at graduate level 7.
- (c) The Admission Committee of the Department is satisfied that the applicant's knowledge in their primary area (Level 7) adequately prepares them for the doctoral program, or that the

<sup>2</sup> The COMSATS University Islamabad (CUI) has the right to accept or reject a candidate based on an MS degree without research.



applicant can enhance his/her preparation by taking additional courses after program commencement.

### **1.3.3 Admission Test:**

- (a) NTS/GRE/HAT, General/Subject/Equivalent tests conducted by testing bodies accredited by the HEC, with a passing score of 60% marks.
- (b) In addition, the university may also conduct/accept subject tests provided the test is not conducted by GRE/NTS for admission to Doctor of Philosophy (PhD) program with a passing score of 60%, if deemed necessary.
- (c) NTS/GRE/HAT General/Equivalent Test conducted by the testing bodies accredited by HEC with passing score of 60% is mandatory requirement for admission in PhD program(s) at CUI. However, if required, the university may conduct/accept NTS/GRE/HAT (Subject Test) for admission in PhD program(s) in addition to NTS/GRE/HAT General/Equivalent Test.
- (d) Furthermore, GRE Subject Test is an additional requirement for a prospective student intending to gain admission in MS/MPhil or PhD program(s) from an Intra-disciplinary field, whereas GRE/HAT General or Equivalent is a fundamental requirement for the admission. Hence, a prospective graduate student coming from an Intra-disciplinary field must take two tests i.e. NTS/GRE/HAT General/Equivalent and the GRE Subject/Equivalent Test. However, if GRE Subject Test for a specific field/discipline is not available/conducted in Pakistan, then the university shall also conduct a test equivalent to GRE Subject test.
- (e) Admissions to MS and PhD programs at CUI will adhere to existing criteria, with relevance of prior degree being crucial. If deemed necessary, additional courses may be required to rectify deficiencies. Approval of the admission within the CUI system is contingent upon the relevance of the previous degree as per the notification, stating that the decision made by the Board of Advanced Studies and Research (BASAR) during its meeting on November 30, 2022, stipulated that admission within the CUI System shall be contingent upon possession of a relevant prior degree.
- (f) In instances where doubts regarding the relevance of a prior degree arise, the determination of relevance thereof shall be made by the respective Dean irrespective of title of the prior degree, based on recommendations put forth by the respective Campus Admission Committee Departmental Graduate Admission Committee, HoD, and Chairperson, on a case-by-case basis as required. The decision rendered by the Dean in such cases shall be documented within the student's personal file for record-keeping and reference purposes. The additional GRE-Subject test for MS and PhD programs won't be mandatory for such candidates.
- (g) Furthermore, if the Dean determines that the candidate does not possess the necessary relevant degree, the candidate shall be admitted under the Inter-disciplinary category. Additionally, the candidate must undertake the additional GRE-Subject test for MS and PhD programs as a mandatory requirement. Such candidates are required to fulfil all mandatory requirements outlined under the Inter-disciplinary clauses. However, if the Dean, by following the above procedure decides that the previous degree, irrespective of the title of the degree of the candidate does not fall under the Interdisciplinary category, the candidate shall not be admitted at



CUI System.

- (h) PhD students shall enroll for 09 to 12 credit hours per semester for coursework, with flexibility granted in exceptional cases such as force majeure incidents including inevitable accident, unavoidable casualty, vis major, type of calamity, cataclysm, catastrophe, disaster, tragedy, an event resulting in great loss and misfortune. The Dean may adjust credit hour requirements based on recommendations from the DAC/HoD, and Chairperson. Following coursework, students must register exclusively for a thesis of 09 credit hours each subsequent semester to ensure continuous enrolment throughout their study period.

#### **1.3.4 Minimum requirements for Admission in Doctoral Degree (Level 8):**

(a) **MS./MPhil or Equivalent Degree(For Fall 2023 and Spring 2024 only):**

- i. Students currently pursuing MS studies and expressing interest in progressing to a PhD may be provisionally admitted. Confirmation of this admission is contingent upon meeting the following conditions within one year from the date of provisional admission:
  1. Obtaining an MS/MPhil degree as prescribed in these regulations.
  2. Clearing the prescribed admission test
- (b) A minimum CGPA of 3.0 (on a scale of 4.0 in the semester system) or 60% (in the annual system) in the MS/MPhil or equivalent degree.
- (c) Students demonstrating strong interest in obtaining a PhD but having a CGPA below 3.0 (on a scale of 4.0 in the semester system) or 60% marks (in the annual system) in their most recent degree, may be admitted to a PhD after fulfilling specific requirements:
  - i. Completion of additional courses of 9-12 credit hours at level 7 in a zero semester up on admission, with a minimum GPA of 3.00 out of 4.00.
  - ii. Satisfaction of the admission committee regarding the applicant's preparedness for the doctoral program.
  - iii. These requirements supplement other admission criteria of the University.
- (d) GRE/GAT/HAT General with a passing score of 60%, or acceptance of an equivalent test to GRE/GAT/HAT General conducted by testing bodies accredited by HEC, with a passing score of 60%.
- (e) Additionally, the University reserves right to conduct subject tests for admission to PhD programs, as deemed necessary.

#### **1.3.5 Statement of Purpose:**

- (a) As part of the application for **Doctor of Philosophy (PhD) program**, applicants shall also submit a statement of purpose as an internal part of their application. The Department Admission Committee will evaluate the candidate's readiness and interest in pursuing doctoral studies, as well as determine the department's capacity to train and supervise the applicant in their chosen subspecialty. The statement of purpose will include at least the following:
- i. Title of the potential research proposal
  - ii. Clear articulation of the current understanding of the intended field and ideas for potential research.
  - iii. Explanation of the intended impact of the proposed research
  - iv. Demonstration of passion and enthusiasm for the research area.



### **1.3.6 General Conditions:**

- (a) Conversion of Cumulative Grade Point Average (CGPA) to percentage shall not be allowed as per HEC letter no. 8-650/HEC/A&A/2007/2, dated January 14,2008.
- (b) If Cumulative Grade Point Average (CGPA)/Percentage is not stated on the transcript, the candidate must provide equivalent weightage from the parent university/HEI.

### **1.3.7 How to Apply**

Prospective graduate students must apply online through the CUI Admissions System (<http://admissions.comsats.edu.pk>) in response to the advertised admission notice.

### **1.3.8 Admission Confirmation:**

All admissions are provisional and subject to confirmation upon fulfillment of all requirements and submission of all necessary documents at admission time.

### **1.3.9 Application Deadline:**

Applications must be submitted by the deadline specified in the admission advertisement. Late applications will not be considered.

Applicants are responsible for verifying their eligibility for their chosen program before submitting their application.

### **1.3.10 Required Documents:**

The following documents shall also be submitted with the completed Admission Forms: Two attested photocopies each of Matriculation or equivalent examination certificate from Inter Board Committee of Chairmen (IBCC)/detailed marks sheet, Intermediate or equivalent examination certificate from IBCC / detailed marks sheet, bachelor's degree or equivalent examination certificate from HEC / detailed marks sheet, all graduate degrees or equivalent examination certificates from HEC / detailed marks sheet.

### **1.3.11 Entrance Test for Foreign Student**

- (a) All applicants are required to submit valid proof of relevant NTS GAT General (for MS applicants) / Subject (for PhD applicants) or GRE (for PhD applicants only) score or any other entry test adopted by the University as specified in section 1.2.2.
- (b) The admission procedure for foreign students in Pakistani educational institutions is governed by the policies laid down by the Higher Education Commission (HEC) Islamabad. This process is meticulously designed to facilitate the enrolment of foreign students, ensuring that admissions are carried out systematically and addressing complexities related to obtaining essential clearances such as No Objection Certificates (NOCs) and visas facilitation letters, etc.
- (c) Furthermore, it is imperative to note that in the case of admitting foreign students to CUI, strict compliance with the minimum criteria for undergraduate and graduate programs, as endorsed by the Higher Education Commission (HEC), must be ensured in letter and spirit to mitigate any inconvenience during the degree verification process at HEC. While CUI may establish more stringent criteria for local students, the fulfillment of minimum criteria is mandatory. For example, the minimum duration for local CUI students pursuing a Master of Science (MS) degree is two years, as approved by the Academic Council. However, for foreign students, the minimum duration is set at 1.5 years, in accordance with the minimum requirement stipulated by the Higher Education Commission (HEC). Additionally, all other minimum requirements specified by HEC are applicable to international students, where applicable.



- (d) Foreign students apply directly to COMSATS University Islamabad for admission. Upon confirmation, COMSATS International Student Office forwards admission letters to the Higher Education Commission (HEC) for verification and issuance of No Objection Certificates (NOCs). The NOC application must be submitted by the International Student Office along with the following duly verified documents:
- i. Copy of Admission Letter
  - ii. Student Information Sheet
  - iii. Copy of Passport
- (e) HEC facilitates this process within five working days. Additionally, HEC assists in obtaining student visas for foreign students, subject to meeting mandatory requirements detailed on their official website.
- (f) All other rules, regulations, statutes, and policies of the University shall remain applicable, subject to amendments as made from time to time.
- (g) In case of admission of international students at CUI the respective department will conduct its own test instead of NTS or other test(s) as per HEC policy, and the interview will be conducted online through video link (e.g. skype / zoom etc.) before grant of admission at CUI

#### 1.4 Merit

Admissions are based on merit, determined by a weighted combination of entrance test scores and prior academic performance. Shortlisted candidates will be interviewed. Final selection is based on a weighted score considering academic merit, entrance test performance, and the interview, according to the following Merit Finalization Criteria for MS and PhD Programs:

##### 1.4.1 MS Program Merit Criteria

	Previous Qualification	Weight
(a)	SSC/O-Level or Equivalent	5%
(b)	HSSC/A-Level or Equivalent	10%
(c)	i. Graduate Degree (2 years)	10%
	ii. Master's Degree (2 years)	15%
	Or Graduate Degree (4 years)	25%
(d)	GAT/GRE Test Score	40%
(e)	Interview	20%

Applicants who fail (unable to obtain 60% marks) in the interview shall not be admitted.

##### 1.4.2 PhD Program Merit Criteria

	Previous Qualification	Weight
(a)	SSC/O-Level or Equivalent	5%
(b)	HSSC/O-Level or Equivalent	5%
(c)	i. Graduate Degree (2 years)	5%
	ii. master's degree (2 years)	10%
	Or Graduate Degree (4 years)	15%
(d)	MS/M.Phil	20%
(e)	GAT/GRE Test Score	25%
(f)	Interview	30%

Failure to achieve a score of 60% or higher in the interview will disqualify an applicant from admission



## **1.5 Preliminary Selection**

The Departmental Graduate Admission Committees, convened by the Chairperson/Head of Department (or their nominees), will evaluate applications for graduate programs. The committee will assess eligible candidates based on the following criteria:

- (a) Academic profile and references (if applicable). Only candidates with outstanding academic records from HEC-recognized institutions will be considered for admission. However, all applicants must meet the minimum Cumulative Grade Point Average (CGPA), and other criteria outlined in the university's policy.
- (b) The Departmental Graduate Admission Committee will also consider:
  - i. For PhD programs, the relevance, strength, and Cumulative Grade Point Average (CGPA) of MS/M.Phil. coursework will be given due consideration.
  - ii. Any questions regarding the relevance or sufficiency of an applicant's coursework must be addressed and documented by the Chair of the Graduate Admission Committee.
  - iii. The availability of a suitable supervisor who has agreed to supervise the candidate's research.
  - iv. The availability of necessary laboratory facilities, equipment, and library resources to support the proposed doctoral research.
  - v. The Committee may invite candidates for a preliminary interview to clarify any of these points.
  - vi. Candidates selected for a departmental interview and preliminary selection must bring all original documents/certificates for verification.

### **1.5.1 Final Selection and Provisional Admission Letter**

Following recommendations of the Departmental Graduate Admission Committee, the Admissions Office will publish the names of selected candidates online and issue provisional admission offer letters. These letters will include a bank challan for payment of required fees.

### **1.5.2 Acceptance of Provisional Admission Letter**

- (a) Selected candidates must formally accept their provisional admission offer by the specified deadline. This involves submitting a signed acceptance form, paying the required fees, and providing all necessary documents to the campus admissions office for verification. Failure to meet this deadline will result in the cancellation of admission, and the seat will be offered to the next eligible candidate.
- (b) Following the issuance of the Provisional Admission Letter by the Admissions Office, the student's file will be forwarded to the relevant campus office for verification with the respective board/university. Upon successful verification, the academic department/section will issue a formal Admission Confirmation Letter, ideally within the first semester.

### **1.5.3 Cancellation of Admission**

- (a) The Director/Campus In-charge may cancel the admission of an MS/PhD student at any time upon receipt of a written request from the student, duly recommended by the Chairperson/Head of Department. For newly admitted students, fee refunds will be processed according to university policy.
- (b) Admissions will be cancelled without a fee refund in case of misrepresentation of facts or document forgery. The university reserves the right to take legal action as deemed necessary. Admission may also be cancelled due to:
  - ✓ Prolonged absence.
  - ✓ Consistently negative progress reports.
  - ✓ Failure to meet deadlines for Synopsis Approval or Thesis Submission.
  - ✓ Any other reason specified in the relevant rules and regulations, as amended from time to time.
- (c) The Director/Campus In-charge may defer admission to an MS/PhD program for one semester



only due to unavoidable circumstances. Deferment is contingent upon the student meeting all eligibility requirements at the time of the initial admission offer and at the time of enrollment admission as well as at the enrollment in the subsequent semester.

#### **1.5.4 Departmental Graduate Admission Committee**

The Departmental Graduate Admission Committee will be appointed by the Chairperson/Head of the Department and will normally consist of the following:

- a) Chairperson/Head of the Department (Convener)
- b) At least three faculty members from the same Department (Members)
- c) DAC Secretary (Member/Secretary)

The Chairperson/Head of the Department may designate another faculty member as Convener when necessary.





## 2. Graduate Policies and Regulations

### 2.1 Basic Requirements for Enrollment and Academic Standing

- (i) A candidate offered provisional admission must confirm enrollment by depositing the required fees into the campus account and completing course registration.
- (ii) To maintain good academic standing (GAS), students admitted in or after Fall 2023 must maintain a minimum Cumulative Grade Point Average (CGPA) of 2.5/4.0 at the end of each semester.
- (iii) Students whose Cumulative Grade Point Average (CGPA) falls below 2.5/4.0 in any semester will be placed on probation (PRB). If the Cumulative Grade Point Average (CGPA) does not reach at least 2.5/4.0 in the following semester, the student will be dismissed (DIS) from the graduate program. A student who receives an F grade twice in the same course will also be dismissed (DIS). In either of these dismissal cases, the student's admission will be automatically cancelled without further notice.
- (iv) Students who fail a course will have one opportunity to retake it when offered. Students must retake the specific course they failed; substituting another course is not permitted.
- (v) Students must fulfill all degree requirements, including time limits, satisfactory performance in required courses, satisfactory research progress, and successful completion of thesis and coursework examinations within the prescribed number of attempts, as defined in the current scheme of study, rules, and regulations.

Department Chairs/Heads and their respective Departmental Academic Committees (DACs) share responsibility for monitoring student progress and identifying potential problems. Students experiencing academic difficulties will receive written or electronic notification outlining required corrective measures and a timeline for completion. This process aims to help students reassess their work habits and approach, enabling them to complete their doctoral thesis within the prescribed timeframe with departmental support.

### 2.2 Course Offerings, Language of Instruction, and Performance Standards

- (a) Courses shall be conducted through lectures, tutorials, discussions, seminars, demonstrations, practical work in laboratories, fieldwork and other methods of instruction, as approved by the Academic Council from time to time.
- (b) Courses will be taught by university faculty or by individuals designated as "Teachers" by the university.
- (c) Only approved courses will be offered.
- (d) The medium of instruction is English.
- (e) PhD courses will be taught exclusively by faculty holding a PhD in the relevant field.
- (f) Students must achieve at least the minimum passing grade in all courses, as determined by the prescribed evaluation methods.

### 2.3 Curriculum Development and Approval

The Schemes of Studies and syllabi for MS and PhD programs will be submitted by the respective Boards of Studies and Boards of Faculties to the Academic Council for approval, via the Board of Advanced Studies and Research (BASAR), as outlined in the University Act. Courses will only be offered in accordance with the approved Schemes of Studies.

### 2.4 Course Registration

- (a) All graduate students must maintain continuous registration by paying fees and officially registering for courses each semester. Registration must be completed within the timeframe specified in the semester calendar. Failure to register in any semester will result in inactive student status. Students may apply for a leave of absence due to medical/health reasons or other emergencies, in accordance with university policy.
- (b) Students must register for their prescribed courses for a given degree program and semester within seven days of the semester's start date. In exceptional circumstances, the Director/Campus In-charge



may grant an extension of up to two weeks from the start date.

- (c) Students may register for additional non-credit (NC) courses from their applicable scheme of study or any other approved scheme, as recommended by the Departmental Academic Committee (DAC). Only passed NC courses will be listed separately on the transcript. NC courses, whether passed or failed, will not be calculated in the Grade Point Average (GPA)/Cumulative Grade Point Average (CGPA). The DAC will specify whether a student is required to pass NC courses to progress in their program or if attendance alone is sufficient.
- (d) Course registration is typically completed online. However, paper-based registration may be permitted in special circumstances on the written request of the student due to unavoidable circumstances.
- (e) Students may add, drop, or change courses (including converting credit to non-credit and vice-versa) within two weeks of the semester's start date, with the recommendation of the teacher and approval of the Head of Department/DAC Secretary. No course changes will be permitted after this two-week period.
- (f) Students may drop a registered course without an academic penalty within four weeks of the semester's start date. Students may withdraw from a course without academic penalty, with a "W" notation on their transcript, provided they submit a withdrawal application at least one week before the midterm examination.
- (g) After completing at least 12 credit hours of coursework, MS students may register for 6 credit hours of Thesis Research, and PhD students may register for 9 credit hours of Thesis Research, concurrently with their coursework, provided they do not exceed the maximum permissible credit hour limit for the semester. Students must register for Thesis Research each semester after completing their coursework to maintain active student status.

## **2.5 Graduate-level Course Code Scheme: MS/M.Phil. Programs (6, 7, or 8):**

Codes with the first digit being 6, 7, or 8 are used for graduate-level programs. These include master's degrees and MS/M.Phil. and PhD programs, indicating more specialized and research focused courses.

### **Examples:**

CHM600: Research Methodology and Chemical Data Handling, 3(3, 0)

EC0702: Theory of International Finance, 3(3, 0)

CHM830: Advanced Biochemistry 3(3, 0)

### **Thesis for MS and Dissertation for PhD Codes (8, 9)**

ECE800 MS Thesis, 6(0, 6)

ECE900 Dissertation 9(0, 9)

## **2.6 Departmental Advisory Committee (DAC)**

The Departmental Advisory Committee (DAC) is responsible for overseeing the department's graduate programs and normally comprise the following members:

- Chairperson/Head of the Department (Convener)
- Five or more senior faculty members from the department or allied departments (Members)
- Departmental Graduate Coordinator (Secretary)

The Dean of the respective Faculty appoints the DAC for each academic department upon recommendation from the Chairperson/Head of the Department. The appointment will be officially announced by the Academic Section (or designated office) of the respective campus. The Terms of Reference for the Departmental Advisory Committee are attached.

## **2.7 Duration of Study**

### **2.7.1 Timeline for MS Degree Completion**

- (a) The awarding of an MS degree shall occur not earlier than 1.5 years (three regular semesters) and no later than four years (eight regular semesters) from the start of the program. Exceptions to this timeline are elaborated upon as follows:

- i. In exceptional cases where a student cannot complete the MS degree within the standard duration



- (3years or 6 semesters), the Dean of the respective faculty is empowered to grant an extension of up to two semesters or one year beyond the three-year limit. This extension will be based on recommendations from the Departmental Advisory Committee (DAC). To request this extension, the student must formally apply using the prescribed form and provide a progress report from their most recently attended semester.
- ii. If a student fails to complete the MS. degree within the stipulated timeframe (maximum four years) including extensions of two semesters or one year and requests an extension, the Dean of the respective faculty will evaluate the reasons for the delay. If the delay is due to force majeure (circumstances beyond the student's control), the Dean may extend the duration for awarding the MS. degree in accordance with relevant time limitations up to one semester more. Corrective operational measures, determined by the respective Dean, will also be taken if the delay is due to procedural or administrative factors and the same will be implemented by administration at the respective campus with the approval of the Rector on the recommendation of the Director. If the student did not complete his/her MS. degree within maximum 08 semesters or 09 semesters, if one semester is extended by Dean, from the date of registration in first semester at CUI, his/her admission shall stand cancelled without any notice.
  - iii. The duration of studies for MS degree programs shall normally be not less than two years and not more than three years for the students admitted up to Spring 2023 session.
  - iv. The Dean of the respective faculty, on the recommendations of the Supervisory Committee/Departmental Advisory Committee (DAC), may allow an extension in the time limit for a maximum of two semesters/one year beyond the three years for completion of the MS degree to the students admitted in Spring 2019 and onward. The student must apply on the prescribed form for such an extension. A copy of the progress report of the last semester (one) attended shall be attached with the extension request.
  - v. An MS equivalent program may be offered with a different duration of study from the standardized requirements defined above. Such program(s) shall be governed separately under notified regulations.

### **2.7.2 Degree Timeline for PhD Degree Completion**

- (a) The duration of studies for PhD degrees shall normally be not less than three years and not more than five years.
- (b) The Dean of the respective faculty, on the recommendations of the Supervisory Committee/Graduate Advisory Committee, may allow an extension in the time limit for a maximum of four semesters/two years beyond the period of 05 years for completion of the PhD. However, the maximum time for the award of PhD degree shall be 8 years for students admitted in Spring 2019 and onward. The student must apply on the prescribed form for such an extension. A copy of the progress report for the last (one) semester attended shall be attached with the extension request.

### **2.7.3 Degree Completion Timeline <sup>3</sup>**

For doctoral students admitted from Fall 2023 session the graduate rule of degree completion and extension is given below:

- (a) The PhD degree shall be awarded by the university not before the completion of three years or six regular semesters and not after completion of eight years or 16 regular semesters, save exceptions mentioned at clause 3.12(iv) in HEC graduate education policy.
- (b) The PhD duration shall be calculated from the date of enrollment to the date of notification of the award of the degree
- (c) In case a student is unable to secure a PhD degree within the prescribed timeframe and claims for extension in duration, the university may constitute appropriate authority and determine the causes

---

<sup>3</sup> The students enrolled before the enactment of this policy shall also be dealt following the procedure outlined in this document.



of delay by the respective Dean. In the event of force majeure i.e., delay on account of circumstance beyond the control of student(s), the university may grant an extension in the period of award of PhD degree in accordance with the duration limiting factor(s) and shall also take corrective measures in case the delay is caused due to process or administrative reasons.

- (d) In case of unavailability of PhD supervisor due to leave etc. or change of supervisor, if a PhD student is unable to complete his/her degree requirements, within the extended period of time for completion of his/her degree, an extension of up to two months may be granted for submission of the thesis by the Dean of respective faculty. However, in case of the unavailability of PhD supervisor due to leave etc. the co-supervisor and other members of the supervisory committee are responsible for ensuring the continuity of the students' research.

#### **2.7.4 Credit Transfer, Evaluation and Grading**

- (a) COMSATS University Islamabad (CUI) facilitates student transfers from local or foreign educational institutions to university, as well as transfers among various University campuses. The migration process adheres to the University's regulations and guidelines, ensuring a systematic and thorough evaluation of each migration request. In extraordinary circumstances, cases recommended by the Vice Chancellor/Rector/Campus Director of the respective institution shall be processed by the Registrar's Office for approval under the authority of the Rector. The Rector holds the power to authorize student transfers within university or from reputable foreign/Pakistani universities, subject to specific conditions.
- (b) The Policy Guidelines set forth by the Higher Education Commission (HEC) for the Implementation of the Uniform Semester System extend to Level 7 and 8 programs. This extension encompasses various aspects, including the transfer of credits for coursework between universities, student assessments, grading systems, and related matters. The transfer of research work is also permissible under specific conditions determined by the University. This allowance is contingent upon the host University's acceptance of the research conducted at the parent University before initiating the process of credit transfer.
- (c) Each department establishes a standing committee responsible for evaluating credit transfers from other universities. Credit hours are only transferrable between recognized Higher Education Institutions (HEIs) and globally recognized universities to maintain credibility. Credit transfers into accredited programs are exclusively permitted from relevant accredited programs, in accordance with the regulations established by the relevant accreditation bodies.
- (d) Applicants become eligible to apply after successfully completing their first semester and must submit their applications at least four weeks before the upcoming semester's commencement. Applicants are required to maintain their enrollment status at their parent University throughout the application process.
- (e) Candidates must provide certificates such as SSC & HSSC/equivalent, BA/BSc, MS., etc., demonstrating a minimum of 60% marks. The merit of applicants will match or surpass the merit criteria established for the University's respective batch admissions.
- (f) Students who previously participated in the University entry test but failed to secure admission due to low merit are not eligible for transfer.
- (g) Only courses with a minimum grade of B are transferable, and they must align with courses offered by the University or their equivalents at least 80% of same/similar course contents.
- (h) Transferred credits contribute to degree requirements and will be shown separately on transcripts, but the CGPA/GPA of transferred credits does not affect the CGPA calculation at the University.
- (i) Candidates must complete at least 60% of the credit hours required for their degree program.



- (j) The originating University/college/institute from which a student intends to migrate must be reputable, accredited where applicable, recognized by HEC, and holds a commendable standing/ranking.
- (k) Applicants from international institutions must ensure that their institute/University holds accreditation from the respective accreditation body and HEC.
- (l) Inter-institutional transfers within the University are permissible only once and are processed based on established procedures, periodically revised, and sanctioned by the Rector.
- (m) Transferred students are ineligible for Honors/Awards at the University.
- (n) For accredited programs, recommended migration cases are reported to accrediting councils like PEC to obtain NOC before admission.
- (o) The Standard Operating Procedures (SoPs) governing University Migration, as amended over time, apply to all migration cases.
- (p) Applicants need to submit the completed form along with essential documents to the relevant Campus Director. The application package includes official transcripts of semesters completed at the Parent University, photocopies of Matric and FSc/ equivalent, BA, MA, MS., etc., examination mark sheets, detailed course outlines for completed courses, NOC from the Parent University, character certificate from the Parent University, and a bank draft payable to the University as the migration processing fee. Migration/Transfer Fee (PKR): Migration from foreign universities: 250,000, Migration from local universities: 100,000, and Transfer within University: 10,000. Additionally, students at CUI have the flexibility to pay their fees in dollars by using the conversion rate established by the State Bank of Pakistan on the date when the fee voucher is issued. The migration fee is subject to change without prior notice.
- (q) The University retains the right to reject any application without stating a reason, and such rejections cannot be contested in any court of law.

### **2.7.5 Migration Policy**

- (a) Migration of students from one campus to another is a privilege extended by COMSATS University Islamabad (University) to facilitate students, not an inherent student right.
- (b) Migration is granted only in special or unavoidable situations, such as medical/health difficulties or emergent/accidental circumstances. Applicants must provide substantial evidence with the application.
- (c) The migration process must be completed before the commencement of a semester. Students must apply at least four weeks in advance. Late applications may be considered for the subsequent semester if feasible.
- (d) Migration is not permitted during the first semester under any circumstances.
- (e) Only students with Good Academic Standing (GAS) status are considered eligible for migration.
- (f) Upon receiving a migration request, the Head of Department (HoD) must obtain written consent from the current supervisor, co-supervisor, student supervisory committee, and departmental advisory committee.

## **2.8 Course Work Requirement for MS./PHD And Equivalent Degrees**

### **2.8.1 MS Degree**

- (a) For the conferment of an MS. or equivalent degree, candidates must meet the following coursework prerequisites:
- (b) Completion of 30 credit hours of coursework or fulfillment of 24 credit hours from the



relevant Scheme of Studies, in addition to a minimum of six (6) credit hours allocated to research work or thesis.

- (c) Academic Council also approved that for MS or equivalent degree, candidates shall either successfully complete 30 credit hours of coursework, or fulfill 24 credit hours of coursework, in addition to a minimum of six (6) credit hours dedicated to research work of thesis within the Departments/Faculties of CUI. The option of a non-thesis program is only available for specific Departments /Faculties of CUI approved by the Board of Advanced Studies and Research and the Academic Council from time to time.
- (d) If a candidate's previous coursework in the relevant field is deemed insufficient for the MS. program they are applying for, they may be required to address the deficiency by completing additional courses recommended by the Departmental Advisory Committee.
- (e) MS students are eligible to enroll for a minimum of 09 credit hours and a maximum of 12 credit hours per semester.
- (f) After completing a minimum of 12 credit hours of coursework, an MS. student can register for 6 credit hours of Thesis Research concurrently with their remaining coursework. However, the total credit hours for the semester should not exceed the maximum limit. It is obligatory for students to continue registering for Thesis Research in each subsequent semester following the completion of coursework to ensure continuous enrollment through their study period.

### **2.8.2 PhD Degree Coursework and Residency Requirement**

- (a) If a graduate student wishes to shift the emphasis of their coursework, they can do so until the end of the first semester. However, to align with the new emphasis, the student must undertake additional courses related to the changed focus. The Departmental Advisory Committee (DAC) / Graduate Admission Committee holds the authority to recommend sch changes, which will require the final approval of the Dean of the respective faculty.
- (b) If a candidate's prior degree coursework in the relevant field does not adequately prepare them for the PhD program, they may need to address the deficiency by undertaking one or more additional non-credit courses, as recommended by the Departmental Advisory Committee/ Graduate Admission Committee.
- (c) Admission will be granted on the recommendations of the Graduate Admission Committee.
- (d) PhD Scholars seeking to enroll in a course with prerequisites they have already passed during their MS program at the University will be exempted from registering for those prerequisite courses.
- (e) PhD Scholars cannot register for courses they have already completed and passed during their MS. program at the University. Instead, they must select other approved courses from the applicable Scheme of Studies to fulfill their coursework requirements.
- (f) Courses will be conducted on campus through regular classes during morning, evening, or weekends, led by full-time faculty members of the University. Preference will be given to courses at the 800 level.
- (g) A PhD Scholar can enroll for a minimum of 09 and a maximum of 12 credit hours in a semester.



## 2.9 Examinations for Course Work

- (a) Student performance in each course will be evaluated through a combination of tests, classroom assignments, quizzes, laboratory work (if applicable), midterm examinations, and final examinations. The distribution of marks will be as follows:

i. Theory Courses

Examination	Marks
Mid-Term Examination	25%
Quizzes/Assignments	25%
Terminal Examination	50%

Courses with Theory and Lab* Examination	Marks
Mid-Term Examination	25%
Quizzes/Assignments	25%
Terminal Examination	50%
Lab Mid-Term Examination	25%
Lab Assignments	25%
Lab Terminal Examination	50%

- (b) Students must pass both the theory and laboratory components of a course separately. Failure in either component will result in a failing grade for the course. However, in case of lab only course(s) i.e., 3(0, 3), the student must pass assignment(s)/presentation/reports only.
- (c) Final examinations will be held at the end of each semester on the announced dates. Students are eligible to sit for final examinations if they meet the following criteria:
- (d) Payment of all applicable fees and charges, and active enrollment at the campus during the semester.
- (e) Course registration and attendance in at least 80% of lectures, seminars, practical sessions, and laboratory work for each course. The Chairperson/Head of Department may, upon recommendation of the course teacher, excuse up to 10% of the required attendance due to extenuating circumstances, subject to approval by the Director/Campus In-charge.
- (f) Students who do not meet the required 80% attendance in lectures, seminars, practical sessions, and laboratory work will not be permitted to take the final examination for that course and will receive an F grade.

## 2.10 Results and Grading

Teachers will provide graded answer scripts to students for review within a timeframe they establish. (Requests for review will not be considered after this timeframe.) Instructors will then submit the graded answer scripts and official grade lists, duly signed, to their respective Heads of Department. The Heads of Department will forward these documents to the examinations section. Upon receiving and verifying the complete grade lists, the examinations section will publish the official results. Final examination answer scripts will be retained for one year and then destroyed.



## 2.11 Grading

The minimum passing grade in a course is 60% (C grade) for students admitted *before* Fall 2021, in accordance with the previous grading policy. For students admitted *in or after* Fall 2021, the minimum passing grade is 50% (D grade).

The following table shows the correspondence between letter grades, grade points, and percentage marks for students admitted in or after Fall 2021:

Letter Grade	Grade Points	*Percentage Obtained in a Semester System
A	4.00	85 & above
A-	3.66	80–84
B+	3.33	75–79
B	3.00	71–74
B-	2.66	68–70
C+	2.33	64–67
C	2.00	61–63
C-	1.66	58–60
D+	1.30	54–57
D	1.00	50–53
F	0.00	Below 50

\* When rounding a decimal number to the nearest whole number, examine the tenth digit. If the tenths digit is 5 or greater, round the number up. If the tenths digit is less than 5, round the number down. For example, 70.5 and 70.6 round up to 71, while 70.4 rounds down to 70.

## 2.12 Answer Script Review and Re-totaling

Students may apply for a review and re-totaling of their answer scripts within 10 days of the official announcement of semester results, upon payment of the prescribed fee. The review and re-totaling process will be conducted by the course instructor and a designated member of the examinations section to verify the totaling of marks and ensure all questions (and their parts) have been graded. Re-evaluation of answer scripts is not permitted. Reviews and re-totaling of laboratory, practical, or viva voce examinations are not allowed.

## 2.13 Make-up Examinations

Students may apply for make-up examinations upon payment of the required fee.

### (a) Midterm Examinations

The Head of Department may approve a make-up midterm examination only under exceptional circumstances, and only if the student's application is received within one week of the last scheduled date of the original midterm examination.

### (b) Terminal Examination

Students may apply for a make-up final examination if all the following conditions are met:

- The reasons for missing the examination are beyond the student's control.
- The student has earned a minimum of 60% of the total available pre-final examination marks in the subject for which the make-up examination is requested.
- The application, along with supporting documentation (if any), is submitted within two working days of the last scheduled date of the original final examination.
- Applications for make-up final examinations will be processed according to the procedures published separately.
- Make-up final examinations will only be granted upon the recommendation of a



committee established for this purpose at the campus, in accordance with university examination regulations and policies.

2.14 **Amanuensis (Scribe)**

COMSATS University Islamabad (CUI) provides accommodation for students with temporary disabilities who may require assistance during examinations, in accordance with university policy.

2.15 **Academic Integrity: Unfair Means and Plagiarism**

The use of unfair means during examinations will be addressed according to the university's regulations on academic dishonesty. HEC's plagiarism policy applies to all graduate students at CUI.





### 3 Research Requirements for MS Degree

#### 3.1 Approval of Research Proposal (Synopsis)

- (a) The student is required to submit a synopsis or research proposal in consultation with their supervisor, based on the advice of the Departmental Advisory Committee.
- (b) It is preferable for MS students to have their synopsis approved within the first four semesters from the date of their first registration. However, in exceptional circumstances, the respective Departmental Advisory Committee may grant a maximum of two-semester relaxation upon the recommendation of the supervisor or Supervisory Committee. In case of failure of Synopsis approval in maximum permissible time duration, the admission of student shall stand cancelled without any notice.
- (c) The synopsis shall be approved by the respective Dean of the Faculty, using the prescribed proforma and based on the recommendations from the following:
  - (i) The respective supervisor/ Supervisor committee.
  - (ii) Departmental Advisory Committee.
- (d) The Office of the Registrar shall issue a notification regarding the approval of the MS synopsis, and it shall be presented to the Board of Advanced Studies and Research for information.
- (e) If applicable, the area of specialization shall be notified along with the title of the MS synopsis for the respective students. The area of specialization will be mentioned in the students' transcript only if it has been approved and mentioned in the notified Scheme of Studies for the respective MS. program.
- (f) The Convener of the Departmental Advisory Committee (Head of Department) shall provide the "Turnitin Similarity Report" for the approval of the MS synopsis. The respective Dean shall approve the synopsis based on the "Turnitin Similarity Report" to ensure the quality and prevent plagiarism in the research conducted at university. The similar percentage shall be within the upper limit as per the HEC regulations.

#### 3.2 PLAGIARISM, AND SIMILARITY TEST<sup>4</sup>

- (a) The University's plagiarism regulations align with the guidelines provided by the Higher Education Commission (HEC). The policy is regularly updated in accordance with any amendments made by the HEC applicable to graduate students, the regulations aim to prevent and address cases of plagiarism, fostering a culture of academic honesty and originality. The regulations outline expectations for academic integrity, consequences of plagiarism, and procedures for investigating and addressing plagiarism allegations. Adherence to these regulations enhances a culture of integrity among graduate students.
- (b) Plagiarism, ensuring academic integrity, and conducting defenses are key aspects of maintaining the quality and ethics of research. The following guidelines are established for addressing plagiarism, conducting similarity tests, and organizing open defenses:
- (c) Under no circumstances shall a dissertation/thesis based on plagiarized research be acceptable. Both researchers and their supervisors bear the primary responsibility for preventing plagiarism. Adhering to the provisions outlined in the document "Governing Research Supervision and Research Ethics" is crucial to avoid plagiarism.
- (d) Plagiarism prevention must follow the guidelines set by the Committee on Publication Ethics (COPE).

---

<sup>4</sup> See relevant section of this policy for detailed guidelines on ethics of using similarity detection software and interpreting the similarity reports.



- (e) In the event of a dissertation/thesis being found plagiarized, it will be managed in accordance with the Anti-Plagiarism Policy issued by the Higher Education Commission (HEC) of Pakistan, which is subject to updates over time.
- (f) Before submitting the dissertation/thesis to external examiners, a similarity test must be conducted in alignment with HEC's Anti-Plagiarism Policy. This test helps identify any potential instances of plagiarism.

### 3.2.1 University Anti-Plagiarism Standing Committee (UAPSC)

University Anti-Plagiarism Standing Committee (UAPSC) to deal with Plagiarism Complaints across CUI System as per following details.

- (a) The UAPSC will follow the Higher Education Commission (HEC) - Anti-Plagiarism Policies amended from time to time.
- (b) The Incharge QEC shall be Secretary and is responsible for ensuring that the plagiarism complaints are not anonymous and shall verify the identity of the complainant.
- (c) The Incharge QEC shall conduct an initial plagiarism test to verify the authenticity and legitimacy of the complaint.
- (d) If deemed necessary, the UAPSC may engage subject matter experts, both internal and external, including experts from reputable universities, to provide individual opinions on the plagiarism case.
- (e) The UAPSC shall prepare relevant questions for both the complainant and the accused to be addressed during the hearing opportunity.
- (f) The UAPSC, in collaboration with relevant international databases and resources, shall cross-check plagiarism cases to ensure a comprehensive evaluation.
- (g) The Convener of UAPSC through Secretary of UAPSC, in consultation with external experts and other members of UAPSC, shall be responsible for compiling a comprehensive final report on the plagiarism case, incorporating findings, expert opinions, and responses from both parties.
- (h) The investigation process must be concluded within a stipulated timeframe of 60 days from the initiation of the complaint.
  - i. The UAPSC may collaborate with experts and officials from reputable foreign universities and others to ensure a global perspective and best practices in addressing plagiarism complaints, if the complaint is international level.
- (i) The recommendations of the UAPSC shall be officially notified by the QEC.
- (j) The Secretary, with the approval of the Convener, shall notify members at least ten days before the scheduled meeting.
- (k) The Secretary is responsible for circulating the meeting agenda and relevant working papers among members at least one week before the meeting through post, special messenger, email, or courier.
- (l) The quorum for a meeting shall be one-half of the total number of members, with a fraction counted as one or as per HEC policy if different.
- (m) Meeting proceedings will be recorded by the Secretary and circulated among UAPSC members for signature after confirmation by the Convener.
- (n) Decisions on matters under consideration will be made by a simple majority vote of present members. All members present at the meeting shall sign minutes. A decision shall not be invalidated due to unfilled vacancies or incorrect appointments.
- (o) In the event of an equal division of votes, the Convener has a casting vote, in addition to the vote as a member.



- (p) The Secretary may request information from any member or office deemed necessary for completion before submission to the UAPSC.
- (q) Matters not covered by these ToRs may be addressed based on previous conventions or with the approval of the Convener and Rector CUI.
- (r) All other terms and conditions will adhere to the Higher Education Commission (HEC)-Anti-Plagiarism Policy, amended from time to time and duly approved by the Rector CUI.

### **3.3 MS Thesis Requirements**

The scope of the MS thesis should reflect what can reasonably be accomplished within six months to one year of full-time research. The thesis must:

- i. Present the candidate's original research, the majority of which must have been conducted during their supervised registration for the degree.
- ii. Document original work or provide an organized and critical analysis of existing knowledge, demonstrating a thorough understanding of the research area
- iii. The thesis must include original research and/or provide an organized and critical analysis of existing knowledge, demonstrating a comprehensive understanding of the field.
- iv. The thesis must be a cohesive and integrated work presenting a coherent argument. A collection of published or unpublished papers is not acceptable for thesis submission. Students may publish material prior to submitting their thesis but must cite any such publications within the thesis. Published material should not be included in the main body of the thesis; however, it may be adapted and integrated to contribute to the thesis's central theme.
- v. Critically evaluate the relevant literature, describe the research methodology and findings, and demonstrate a deep understanding of the field, objectivity, sound judgment in complex situations, and the capacity for independent work.
- vi. Be written in English with satisfactory literary presentation.
- vii. Include a complete bibliography and references as per the rules and regulations of CUI.
- viii. The thesis should be formatted in 12-point Times New Roman (or equivalent) font with 1.5 line spacing. The typical length of the thesis is between 40 and 120 pages, excluding preliminary pages (title page, acknowledgements, table of contents, etc., numbered with Roman numerals), references, and appendices.
- ix. The thesis must also comply with any additional requirements specified by the Higher Education Commission (HEC).
- x. The deadline for MS thesis submission is the last day of scheduled classes for the Spring or Fall semester notified by CUI.

#### **3.3.1 MS Thesis Submission**

MS theses must be submitted in the standard format outlined in Appendix B.3. The initial submission deadline is two years (four semesters) from the date of first registration. The final submission deadline is three years (six semesters) from the date of first registration. If an extension of studies beyond three years is approved, the student may submit the thesis during the extended semester, but the thesis must be completed within the maximum time permitted for the degree.

#### **3.3.2 Supervisor, Co-supervisor, and Supervisory Committee**

- (a) The Dean of the respective Faculty will approve the appointment of a supervisor (and co-supervisor, if warranted) upon the recommendation of the Departmental Advisory



Committee (DAC), preferably during the second semester of the student's initial registration. The Registrar's Office will issue the official notification of the supervisor/co-supervisor appointment.

- (b) The supervisor will typically be a CUI faculty member from the student's campus). A co-supervisor may be appointed from outside CUI. CUI adjunct faculty may be appointed as co-supervisors by the Board of Advanced Studies and Research (BASAR).
- (c) Supervisors must hold a PhD in the relevant field.

### **3.3.3 Progress Reports:**

- (a) Progress reports are not required during the normal study period (the first four semesters). However, the research supervisor must submit a semester progress report to the Head of Department (HoD) or DAC Secretary for review by the DAC in the following situations:
  - (b) The student is registered for an extra semester (fifth semester and beyond)
  - (c) The student's progress is deemed unsatisfactory in any semester.
  - (d) Each semester, the DAC Secretary and HoD will forward a list of thesis students to the campus examinations section, indicating "In Progress" (IP) status, except for students with two adverse reports or those who have submitted their thesis for evaluation.
  - (e) In case of unsatisfactory progress, the research supervisor may submit an adverse progress report to the Head of the Department (HoD) for review by the Departmental Advisory Committee (DAC). The DAC Secretary will then issue a warning letter to the student, which will be added to the student's academic record. The thesis will retain its "In Progress" (IP) status.
  - (f) Two adverse progress reports during the entire program will lead to the Dean, acting on the recommendation of the Departmental Advisory Committee (DAC), approving the cancellation of the student's admission. The respective campus will then formally notify the students of the admission cancellation and will also present the said notification to the Board of Advanced Studies and Research (BASAR) for their information. The student's thesis will be officially recorded as "Failed."

### **3.3.4 Thesis Submission and Examination**

- (a) An MS thesis may be submitted for external examination after a successful internal defense, approved by the supervisor, Supervisory Committee (if applicable), and DAC. Only theses that meet the formatting requirements set forth by the COMSATS University Islamabad will be accepted.
- (b) The thesis submission deadline is the last day of classes as per the published semester schedule. Failure to submit by this deadline requires the student to register for the following semester, provided they have not exceeded the maximum time permitted for degree completion.
- (c) Failure to submit the thesis within the maximum time permitted will result in the research supervisor reporting the thesis as "Failed" to the HoD, with the Examination Section recording this accordingly.
- (d) After submission, the MS thesis will be defended before an evaluation committee consisting of the research supervisor, HoD/Chairperson, and at least one external examiner from the relevant field. External examiners must be approved by the BASAR and Academic Council. If the supervisor is unavailable, another member of the Supervisory Committee (if applicable) may serve on the evaluation committee.
- (e) The examiners will evaluate the student's performance, noting both strengths and weaknesses. The thesis will be graded as "Approved" (either "in present form" or "with minor



- revisions"), "Deferred" (requiring major revisions), or "Not Acceptable" (unsatisfactory).
- (f) For "Approved" theses with minor revisions, the supervisor must ensure these revisions are incorporated, and both the supervisor and HoD must certify their completion.
  - (g) For "Deferred" theses, the student must register for the thesis again in the following semester (meeting all registration requirements) and resubmit the revised thesis within a specified timeframe (one or two semesters), provided they have not exceeded the maximum time allowed for the MS degree. Otherwise, the thesis will be considered "Terminally Failed." The revised thesis must be defended again before the examination committee.
  - (h) A "Not Acceptable" thesis results in a failing grade. The committee may recommend research on a different topic or declare the candidate as having terminally failed.
  - (i) The examining committee will record its decision, signed by all members.
  - (j) MS thesis evaluations should begin immediately after submission and be completed before the announcement of semester results. In exceptional circumstances, the evaluation may be completed up to ten days before the Controller of Examinations issues the Final Result Notification.

### 3.4 Open Defense Procedures and Recording Protocols

Open Defense of the dissertation is mandated following a positive evaluation by committee members. The defense process must adhere to the following detailed principles and guidelines:

#### (a) **Public Announcement:**

- i. Announcement of the defense must be disseminated on the university website, official social media platforms (such as Facebook, Twitter, LinkedIn, and Instagram), and other communication channels by the respective campus ensuring accessibility to interested individuals. This multi-channel approach ensures broad reach and maximizes engagement from various stakeholders, including faculty members, students, and the wider academic community.
- ii. Additionally, clear instructions on how interested parties can participate, whether in-person or remotely, should be provided across all communication channels to facilitate seamless access to the defense session and encourage active participation in the academic dialogue.

#### (b) **Public Access:**

The defense venue should be accessible to the public, whether held within the university premises or at external locations such as community 'town halls, conference centers, or other significant public venues. This practice aligns with the accessibility standards observed by universities and ensures that interested individuals, including members of the academic community and the general public can attend the defense session without barriers. By providing inclusive access to the defense venue, UI promotes transparency, academic engagement, and the dissemination of scholarly knowledge to a wider audience.

#### (c) **Neutral Chair/Convener:**

The Dean of the respective faculty or his/her nominee, in case of the absence of the Dean, must preside over the defense proceedings, online or in-person, to ensure fairness and compliance with regulations, mirroring the impartiality practiced by leading universities. The role of the Chair/Convener is pivotal in maintaining the integrity of the defense process by facilitating constructive dialogue, enforcing procedural guidelines, and fostering an environment conducive to scholarly discourse.

Chair/Convener who is not directly involved in the dissertation research or evaluation, upholds



the principles of impartiality and transparency. thereby instilling confidence in the integrity of the defense proceedings. Only theses / dissertation that meet the formatting requirements set forth by the COMSATS University Islamabad will be accepted

**(d) Review Committee:**

A dedicated review committee, comprising qualified members. is tasked with evaluating both the dissertation and the defense.

Composition of Open Defense Committee at CUI

- |  |                  |
|--|------------------|
| • Dean of Concerned Faculty                | Convener         |
| • Two External Examiners                   | Members          |
| • Chairperson of the respective Department | Member           |
| • Student Research Supervisor              | Member           |
| • Head of the Department concerned         | Member Secretary |
- i. If the Dean of the concerned Faculty is unavailable both online and/or in-person during the Oral Defense, the Chairperson assumes the role of Convener.
- ii. If the Chairperson of the Department concerned is unavailable online and/or in-person to serve as Convener, the respective Dean nominates the senior Professor or senior faculty member, if any Professor is not available. of the department concerned to fulfill this role online and/or in-person.

**(e) Presentation:**

The PhD researcher is entrusted with presenting the dissertation during the defense session providing a detailed overview of the research methodology. findings. and conclusions. This presentation serves as an opportunity for the researchers to demonstrate their knowledge. expertise. and the significance of their work to the committee and other attendees. Additionally, it allows for the clarification of any questions or concerns raised during the defense, ensuring a comprehensive understanding of the research conducted.

**(f) Question and Answer Session:**

Following the presentation, a designated question and answer session ensues, providing an invaluable opportunity for defense evaluation. This session facilitates a thorough examination and clarification of various research aspects, allowing committee members and attendees to delve deeper into the dissertation's content. methodology, and implications. It fosters academic dialogue, critical inquiry, and ensures a comprehensive assessment of the research conducted.

**(g) Objective Evaluation:**

The evaluation of the defense is based on the quality of the research and the researcher's ability to effectively defend their work. This evaluation criterion aligns with the rigorous standards applied by leading universities. ensuring a fair and thorough assessment. The focus is on the originality, significance, and rigor of the research. as well as the clarity and depth of the researcher's responses during the defense session

**(h) Final Decision:**

The final decision regarding the defense outcome is expressed in specific terms:

- **Pass**
- **Pass with minor amendments.**
- **Deferred for resubmission and re-defense.**
- **Fail** (only under exceptional circumstances, with reasons documented by the defense committee)



**(i) Mode of Open Defense Proceedings and Recording Protocols:**

- i. Normally, Open Defense for MS and PhD will be conducted in person only. However, under exceptional circumstances "Force majeure" and events such as natural disasters, wars, extraordinary strikes like curfew and other similar extraordinary events beyond the control of a MS/PhD students' remote location for medical treatment or travel constraints, the Rector, upon the recommendations from the Convener of the above committee, determines the mode of the Open Defense (online via Zoom Microsoft Teams/other reliable Virtual Platform or in person).
- ii. Security and privacy measures include using password-protected meetings and restricting access to authorized participants registered for open defense Recordings of the session are securely stored and dissemination is managed to maintain confidentiality.
- iii. Digital copies of the thesis evaluation forms/ reports and committee reports are retained. The Convener ensures fairness, academic integrity, and consistency throughout the defense process. If an online defense is permitted, the entire proceedings are recorded and securely archived by the examination department for permanent reference.
- iv. All relevant clauses will partially modify the corresponding clauses of graduate rules. Regulations, common policies, and all other notifications issued from time to time with respect to the extent of the above.

**(j) Communication of Thesis Evaluation Results**

Following the examining committee's decision, the Chairperson/Head of Department may inform the candidate of the outcome orally. The Chairperson/Head of Department may also provide the candidate with a written notification detailing the decision, summarizing the strengths and weaknesses of the thesis, and outlining any required actions (e.g., revisions).

**(k) Result Notification**

The Examination Section of the respective campus will officially publish the MS thesis examination results at the end of each semester, based on the information provided by the supervisor and the Chairperson/Head of Department.

**(l) Degree Conferral**

The MS degree will be conferred upon the students after they have fulfilled all degree requirements. These requirements include submitting a final, approved copy of the thesis (along with a "Certificate of Originality" and plagiarism report), achieving a minimum Cumulative Grade Point Average (CGPA) of 2.5/4.0, and fulfilling any other requirements stipulated by the relevant authorities.

In order to receive a degree, a student must apply to be on the degree list for the intended graduation convocation. The theses will be available to the public through the University Library.



## 4 Research Requirements for PhD Degree

### 4.1 Research Supervision: Supervisor, Co-supervisor, and Supervisory Committee

- (a) The Dean of the respective Faculty will approve the appointment of a supervisor, co-supervisor (if warranted), and members of the supervisory committee upon the recommendation of the Departmental Advisory Committee (DAC), preferably during the second semester of the student's initial registration. This is applicable for students admitted at till Spring 2023 semesters at CUI. However, for students admitted at CUI from Fall 2023 semester, the research supervisor will be allocated to a doctoral student from the date of enrollment. The Registrar's Office will officially notify these appointments.
- (b) The supervisor will be a CUI faculty member from the student's campus. A co-supervisor may be appointed from outside CUI. The Board of Advanced Studies and Research (BASAR) may approve the appointment of a CUI adjunct faculty member as a co-supervisor.
- (c) Supervisors must hold a PhD in the relevant field and be at an HEC-approved supervisor level. Currently HEC has discontinued awarding HEC approved supervisor and the HEIs are required to assign supervision of doctoral research to their PhD faculty adhering to the conditions delineated in clause 4.2 of HEC Graduate Policy. The check list is attached.
- (d) For PhD students in joint doctoral degree programs (if any) at CUI, a joint supervisor may be appointed with Dean's approval, provided there is sufficient justification for joint supervision.

### 4.2 Students' Progress Reports

- (a) The research supervisor will submit a semester progress report for each student registered for the thesis work to the Head of Department (HoD) or DAC Secretary for review by the Departmental Advisory Committee (DAC) every semester.
- (b) Each semester, the DAC Secretary and HoD will forward a list of thesis students to the campus examinations section, indicating "In Progress" (IP) status. Students with two consecutive or three accumulated adverse reports during their studies will be excluded from this list.
- (c) If progress is deemed unsatisfactory, the research supervisor may submit an adverse progress report to the HoD for review by the DAC. The DAC Secretary will then issue a warning letter to the student, which will be included in the student's academic record. The thesis will maintain its IP status.
- (d) Two consecutive or three accumulated adverse reports during the program will result in the Dean, upon DAC recommendation, approving the cancellation of the student's admission. The respective campus will notify the cancellation and present the same notification to the Board of Advanced Studies and Research (BASAR) for information. The thesis will be recorded as "Failed."

### 4.3 Supervisory Committee

- (a) The Supervisory Committee shall advise on matters related to a student's research. It shall normally comprise the following:
- (b) The Supervisory Committee provides guidance on all aspects of a student's research. It typically consists of:
  - i. Research Supervisor (Convener)
  - ii. Two faculty members from the department (and a third member from the same or an allied department, if needed) (Members)
  - iii. The Dean of the Faculty will approve the Supervisory Committee upon the recommendation of the Departmental Advisory Committee (DAC). The Registrar's Office



will then officially notify the committee's formation.

- iv. A co-supervisor (from within or outside the department, campus, or university) may be included on the Supervisory Committee if deemed necessary.

#### **4.4 Comprehensive Examination (PhD)**

- (a) Upon completing coursework, each PhD Students must pass the comprehensive examination to attain candidacy as a PhD researcher. Students failing the exam can repeat it once. The student must apply for the exam using the designated form through their supervisor to the Convener of the Departmental Advisory Committee (DAC), usually the Department Head
- (b) The necessary coursework, comprehensive exam, and synopsis/research proposal defense will be accomplished within the first six semesters of PhD program registration. Both the student and the supervisor share responsibility. Failure to comply may result in registration cancellation and issuance of coursework completion transcripts to the student. This is applicable for students admitted from Fall 2023 admissions at CUI.
- (c) In cases of force majeure, like noncompliance due to circumstances beyond the student's control, the Dean may address the matter following the stipulated procedure.
- (d) The exam will assess conceptual knowledge relevant to the student's discipline. It will cover the courses studied, ideally at the graduate level, on a single composite question paper, and evaluation will be aggregate-based, pass/fail, and not graded.
- (e) The Department, in consultation with the Departmental Advisory Committee, is responsible for the Comprehensive Examination. A committee comprising at least three senior PhD teachers from relevant or allied departments, designs question papers, administer the exam, and forward results to the Examinations Department for further proceedings as per practice in vogue.
- (f) After completing the required coursework, PhD students must pass a comprehensive examination consisting of two written papers. This examination must be passed within two years of admission to the PhD program for the students admitted up to Spring 2023 session(s).
- (g) Students must apply for the comprehensive examination using the prescribed form, submitted through their supervisor to the DAC Convener (Head of Department/Chairperson).
- (h) A passing grade on the comprehensive examination requires a minimum of 60% in each written paper in case of more than one paper.
- (i) In accordance with HEC policy, students have a maximum of two attempts to pass the comprehensive examination. Students who fail on the first attempt may retake the failed paper(s) once. The retake examination must occur no sooner than 45 days and no later than six months after the declaration of the initial examination results, provided the two-year time limit for passing the comprehensive examination has not expired. This is applicable for students admitted till the Spring 2023 semesters at CUI.
- (j) Students who pass the comprehensive examination will be recognized as PhD candidates. Students who fail to pass the comprehensive examination within two attempts or the prescribed time limit will be ineligible for PhD candidacy, and their admission will be cancelled.
- (k) The DAC Secretary will also serve as the Secretary of the Comprehensive Examination Committee.

#### **4.5 PhD Research Proposal (Synopsis)**

- (a) PhD students will develop their research proposal, under the guidance of their supervisor and supervisory committee, typically during the first year after completing coursework. However, the proposal can only be submitted for approval after fulfilling all coursework requirements



and passing the comprehensive examination, which may extend this timeframe.

- (b) The PhD synopsis must be provisionally approved within six semesters of the student's initial registration. In exceptional circumstances, the Departmental Advisory Committee (DAC) may grant an extension of up to two semesters upon the recommendation of the supervisor and Supervisory Committee. Failure to secure synopsis approval within the maximum permissible timeframe will result in automatic cancellation of admission.
- (c) The Dean of the respective Faculty will grant provisional approval of the synopsis using the designated "Form for Approval of Synopsis," based on recommendations from:
  - The Research Supervisor
  - The Supervisory Committee
  - The Departmental Advisory Committee (DAC)
- (d) The Registrar's Office will issue the official notification of the synopsis's provisional approval.
- (e) This provisionally approved PhD synopsis will be formally presented to the Board of Advanced Studies and Research (BASAR) for ratification.
- (f) The area of specialization will be noted along with the PhD synopsis title, where applicable. The area of specialization will only be included on the student's transcript if it has been formally approved and included in the notified Scheme of Studies for the respective PhD program.
- (g) The DAC Convener (Head of Department/Chairperson) will provide a Similarity Report for all PhD synopses. The Dean will provisionally approve the synopsis based on an acceptable Similarity Report to ensure quality and prevent plagiarism.
- (h) The research proposal may include a detailed work schedule, and if necessary, revised schedules may be submitted with subsequent year-end reports. These planning tools will be used to ensure the proposed research is feasible for both the student and the supervisor.

#### **4.6 Award of Post Graduate Diploma/Certificate**

A student who successfully completes coursework and passes the comprehensive examination but is unable to defend a PhD synopsis/research proposal or does not complete the required research for obtaining a PhD degree within the specified timeframe, may be granted a graduate level diploma/certificate/transcripts or another MS/Phil upon completion of necessary requirements as per HEC policies and the university rules and regulations.

#### **4.7 PhD Dissertation Requirements**

The scope of the PhD dissertation should reflect what can reasonably be accomplished within three years of full-time research. The dissertation must:

- (a) Consisting of the candidate's own account of his/her investigations, the greater portion of the research shall have been undertaken during the period of registration for the degree.
- (b) From a distinct contribution to the knowledge of the subject and afford evidence of originality by the discovery of new facts and/or by the exercise of individual critical power.
- (c) Be an integrated whole and present a coherent argument (a series of papers, whether published or otherwise, is not acceptable for submission as a thesis).
- (d) Give a critical assessment of the relevant literature, describe the method of research and its findings, and demonstrate a deep understanding of the field of study, objectivity and the capacity for judgment in complex situations and autonomous work in that field.
- (e) Include full bibliography and references.
- (f) Be written in Academic English language and the literary presentation must be



satisfactory.

- (g) Be of standard research to merit one or more publications in an HEC-approved journal in the relevant field.
- (h) The thesis should be written in font size 12 (Times New Roman or an equivalent font in other computer systems) with a line spacing of 1.5. In general, the thesis may be at least 100 pages long excluding backmatter (i.e. title pages, acknowledgement, table of contents etc. with Roman page numbers), references and appendices.
- (i) Include standardized initial pages in PhD dissertation thesis as per HEC requirements, which include author declaration, plagiarism-free certificate/undertaking by the PhD student, Supervisor and Certificate of Approval of PhD dissertation or any additional requirements specified by HEC duly notified by the Registrar office after approval of the relevant statutory bodies of CUI. shall also be followed in relation to the thesis.

#### **4.7.1 Doctoral Dissertation**

Each PhD researcher shall write a doctoral dissertation reflecting relevance, credibility, effectiveness, and legitimacy of the research. The dissertation must be an original and innovative contribution to knowledge that contributes to solving socioeconomic problems. To improve the quality of a doctoral dissertation, some regulations have been suggested in the following areas:

#### **4.7.2 Selection of Research Area**

The research area of the PhD researcher shall:

- i. Correspond to the community needs at regional and local levels and comply with the priority national research agenda.
- ii. Reflect the basic and pure research.
- iii. Signify emerging areas of research that coincide preferably with sustainable development goals (SDGs)

#### **4.7.3 Quality in Reporting**

The quality of presentation and reporting in dissertation shall reflect the following characteristics:

- i. The document is well written.
- ii. The contents are balanced, well organized, appropriately styled; clearly structured, and well cohered; and
- iii. The document is free from grammatical and spelling errors and flawed terminology.
- iv. Minor shortcomings such as inaccurate use of acronyms and clumsy looking sentence structure have been addressed.
- v. Quantitative research proposals must include a valid statistical design for data analysis.
- vi. Formatting shall be compatible with international standards.

#### **4.7.4 Methodological Quality**

To produce PhD researchers capable of conducting research independently, ensuring the technical soundness of their PhD dissertations is integral. The following guidelines shall be useful in making the PhD research methodologically sound:

##### **(a) Guidelines ensuring the quality of Qualitative Research:**

A PhD research dissertation, based on the Qualitative Research methods should satisfy, at least, the following questions:

- i. "Does the research, as reported, illuminate the subjective meaning, actions and contexts of those being researched?"
- ii. "Is there evidence of the adaption and responsiveness of the research design to the



- circumstances and issues of real-life social settings met during the course of the study?"
- iii. "Does the sample produce the type of knowledge necessary to understand the structures and processes within which the individuals or situations are located?"
- iv. "Is the description provided detailed enough to allow the researcher or reader to interpret the meaning and context of what is being researched?"
- v. "How are the different sources of knowledge about the same issue compared and contrasted?"
- vi. "Are subjective perceptions and experiences treated as knowledge in their own right?"
- vii. "How does the research move from a description of the data through quotation or examples to an analysis and interpretation of the meaning and significance of it?"

**(b) Guidelines ensuring the quality of Quantitative Research:**

A PhD dissertation with Quantitative Research methods should satisfy, at least, the following questions:

- i. Reliability – are the results repeatable?
- ii. Validity – does it measure what it says?
- iii. Internal validity – do the research results indicate what they appear to be?
- iv. External validity – can the results be generalized to other settings (ecological validity) and to other populations (population validity)?
- v. Replicability – are the results of the study reproducible?

**4.7.5 Appropriateness of the Methods to the Aims of the Study**

To achieve the research objectives, the alignment of the research approach and methods is necessary. Therefore, a PhD dissertation, at least, shall:

- i. Reflect a fair proportion of the latest knowledge of contemporary techniques and methods in relation to study objectives.
- ii. Contain detailed and easily comprehensible discussions regarding the applied methods and techniques.
- iii. Justify the use of methods and techniques to achieve study objectives.
- iv. Show evaluation of obtained results in relation to study objectives. And:
- v. The methods and techniques used should justify the results obtained.
- vi. The results obtained should support the study objectives.

**4.7.6 Relevance to the Policy and Practice**

The research should have significantly answered questions related to policy and practice in that area, establishing its usefulness and usability. Accordingly, a PhD dissertation, at least, shall:

- i. Reflect judicious evaluation of study results in relation with policy related aims and goals undertaken while starting the research.
- ii. Discuss the practical implications of the study results in association with the developing practices in that area.
- iii. Establish usefulness of the study results for devising policy as stated in the beginning.
- iv. Discuss how the resulting policy would be useful for the organization/society. And:
- v. The study output should be significant enough to be published or patented.
- vi. The assessment of the results performed by the author must not be superficial and lacking substance.

**4.7.7 PhD dissertation Submission**

- (a) PhD students must submit their dissertation in the standard format (Appendix) within five



years (ten semesters) of their initial registration. The final submission deadline is six years (twelve semesters) from the registration date of the student. If an extension beyond six years is approved by the Dean in exceptional cases, students may submit their thesis during that approved semester, within a maximum of seven years (fourteen semesters).

- (b) For foreign/external evaluation, the complete dissertation must be submitted within a maximum of seven years (fourteen semesters). Failure to do so will result in the automatic cancellation of admission without notice by the respective campus. To ensure degree completion within eight years including the period of dissertation evaluation, as per HEC guidelines, the entire process, including foreign/External, local evaluations and the submission of the final hard-bound dissertation after a successful oral defense, must be completed within this eight-year maximum duration from the admission date.

#### **4.7.8 Pre-PhD Seminar**

The student shall deliver a seminar on his/her research findings towards the end of his/her research work.

- (a) It shall be an open seminar, open to the teaching/research staff of the department/Faculty and should preferably be held before starting the write-up of the thesis.
- (b) The duration of the seminar shall normally be not less than 45 minutes.
- (c) The seminar must be conducted after synopsis notification and shall preferably be conducted after 2.5 years (5 semesters) from the date of first registration in PhD program.
- (d) However, in case a student intends to submit his/her thesis in a semester, the seminar must be conducted three months prior to the commencement of next semester.
- (e) The notification for the successful conduction of the seminar shall be issued by the HoD/Chairman.

#### **4.7.9 Dissertation Submission and Evaluation**

- (a) PhD candidates must fulfill specific publication requirements before their dissertation is submitted and evaluated by external examiners. The number and category of required publications depend on the student's admission date and academic discipline. The dissertation is sent to at least two qualified external examiners for a final evaluation, and two positive reports are needed for the award of the degree.
- (b) After meeting all requirements, a student submits two hard copies and a soft copy of their thesis to their department. The department, in consultation with the Departmental Academic Committee (DAC), ensures the thesis is of an acceptable standard before forwarding it, along with a plagiarism report, to the Controller of Examinations.
- (c) Submission of thesis for evaluation shall be allowed only if at least one journal article (applicable for the student admitted up to Spring 2023 session) by the PhD student is published in an HEC-recognized journal of acceptable category or the Digital Object Identifier (DOI) is allocated to the article by the publisher. In extraordinary situations, the condition of DOI may be relaxed for submission of the thesis, on the recommendation of the supervisor and HoD/Chairperson, if an acceptance letter is available. However, the degree/transcript will only be awarded after the actual publication of required research paper(s) by the PhD student in HEC-recognized journal of acceptable category within the maximum permissible duration of the PhD program. The research publication requirements<sup>5</sup> for award of PhD degree from Fall 2023 admissions will be as follows:

---

<sup>5</sup> See relevant section of this policy for detailed guidelines on ethics of using similarity detection software and interpreting the similarity reports.



*For award of PhD degree, a PhD researcher shall be required to publish<sup>6</sup> research articles meeting the following criteria:*

- i. At least: One research article in W category<sup>7</sup> journal or two research articles in X category journals, for Science disciplines
  - ii. One research article in X category journal or two research articles in Y category journals, for Social Science disciplines.
  - iii. The PhD researcher shall be the first author of these publications.
  - iv. The research article shall be relevant to the PhD research work of the PhD researcher.
  - v. The article shall be published after approval of the research synopsis.
  - vi. The article shall be published in a relevant research journal.
- (d) The review articles, erratum, corrections, letters to editors, notes, corrigendum, addendum and short communications are not counted as a research article for the award of PhD degree.

#### **4.7.10 External Evaluation**

- (a) The student, who has completed all the requirements for writing up the thesis, shall be allowed to submit two spiral bound copies along with soft copies (machine readable PDF file of the thesis on CD/DVD or any other secure digital medium or online submission portal, approved by the BASAR, time to time') of the thesis to the Department for foreign evaluation.
- (b) The last date for the submission of the PhD dissertation shall be one week before the start/commencement of the following semester.
- (c) The Head of the Department, after ensuring in consultation with the DAC that the thesis is of an acceptable standard, shall forward two copies of the thesis along with other required documents (i.e. plagiarism report) to the Controller Examination, along with the names of five or more Foreign External Examiners through the respective campus examination section.
- (d) The Controller of examinations after obtaining approval of the Rector, shall forward the dissertation to the external examiner for evaluation. The dissertation is then sent to at least two external examiners for evaluation. A third examiner can be used, but the student pays for it. These examiners must be PhD in a relevant field and be at least an Associate Professor and from the following:
  - Technologically / Academically Advanced Countries as per existing practice OR
  - PhD faculty member from the world top 500 universities ranked by the Times Higher Education or QS World Ranking in the year corresponding to dissertation evaluation year OR
  - Pakistan-based Distinguished National Professors, Meritorious Professors from any national university; or professors from top universities ranked by HEC; or Professors from any Pakistani University having a minimum H-Index 30 for sciences, 15 for Social Sciences or 8 for Art & Humanities as determined by Web of Science.OR
4. At least one external expert qualifying any one of the conditions mentioned above if the PhD candidate publishes dissertation research in a peer-reviewed journal that is classified by the HEC in category W for Sciences and X or above for Social Sciences.
- (e) The following general guidelines shall, at least, be observed while selecting external

<sup>6</sup> A research article appearing online with valid DOI on website of an HEC's recognized research journal shall be considered published w.e.f. the date it appeared online with DOI.

<sup>7</sup> As categorized in HJRS at the time of acceptance of the research article



evaluator:

- |                              |   |
|------------------------------|---|
| i. Relevance of Expertise:   | in the same or related field as in the dissertation.  |
| ii. No Conflict of Interest: | in personal, financial, or professional stakes in a particular decision or outcome.   |
| iii. Objectivity:            | capable of making unbiased evaluations.   |
| iv. Diversity:               | in terms of geography, culture, professional background etc.  |
| v. Reputation:               | must be good in the field, with a track record of fair and thorough evaluations.  |
| vi. Availability:            | should have the time and availability to review the dissertation.   |
| vii. Professionalism         | capable of conducting themselves in a professional and respectful manner throughout the evaluation and defense process (if applicable). |
| viii. Communication:         | capable of providing clear and constructive feedback on the dissertation  |
| ix. Confidentiality:         | capable of maintaining confidentiality and protecting the intellectual property of the dissertation.                                    |
| x. Compatibility:            | well-versed with the research methodology, approach, and theories used in the dissertation.   |
- (f) Persons who have their names in publication(s) or are involved in the research supervision of a particular student cannot be considered as foreign evaluators for the thesis of such student.
- (g) Each external examiner shall clearly state in the evaluation report whether the thesis is of sufficient merit to justify the award of a PhD degree, or whether the student should revise the thesis on the suggested lines and shall also state whether or not he/she wants to go through the revised thesis.
- (h) Two positive reports on the standard of the thesis shall be considered adequate for the award of the degree.
- (i) If an examiner suggests revisions in the thesis, the student shall be required to submit the revised version within the time specified by the report review committee (but within the maximum duration of PhD degree i.e. 8 years).
- (j) The revised version shall be approved, preferably by the same examiner(s) who had originally suggested the changes. If the external examiner is not available or does not reply within one to two months, the revisions may be approved by a committee constituted to review the foreign examiners' reports. In case of minor revision, the thesis need not be sent abroad again.
- (k) The criteria for foreign evaluation, foreign examiners, or external examiners for the PhD dissertation shall be as per the requirements set by the Higher Education Commission (HEC) or any amendments made to those requirements from time to time by HEC and duly notified by the Registrar office after approval of the relevant statutory bodies of CUI.

#### 4.7.11 Local Thesis Evaluation

- (a) After foreign evaluation, the reports of the foreign external examiners shall be evaluated by a committee comprising:



- i. The respective Dean
  - ii. Chairperson of the respective department
  - iii. Head of the respective departments
  - iv. The respective Supervisor
- (b) Further, the processing of the thesis will be on the recommendation of the above committee. The negative report(s) of the external examiner(s) on the thesis of a PhD student, if there are any, will be duly considered by PhD dissertation Review Committee and shall be addressed properly by the PhD student in consultation with the supervisor. Moreover, the blind review policy, instead of sharing the evaluation reports of the external examiners, will be followed at CUI.
- (c) However, in order to satisfy HEC requirements, original reports may be submitted at the time of oral defence. The criteria for local evaluation, local examiners, or external examiners for the PhD dissertation shall be as per the requirements set by the Higher Education Commission (HEC) and any amendments made to those requirements from time to time by HEC and duly notified by the Registrar office after approval of the relevant statutory bodies of CUI.
- i. The student shall register in the semester in which the revised thesis is submitted for Oral Defence. This registration is mandatory to maintain the regular status of the student. However: after submission of the evaluation report of the committee, this registration shall not affect the total duration for completion of PhD degree.
  - ii. Only the registration fee shall be applicable for this semester. This registration shall be allowed at any stage of the academic semester without any late fee charges. the routine "extension in the duration of study" shall not be required for this registration.
  - iii. The Head of the Department, after ensuring that the changes suggested by the foreign examiners and the committee have been incorporated in the thesis, shall forward 3–6 copies of the thesis to the Controller Examination, along with names of five or more External Examiners (local) to whom the thesis may be sent for local evaluation through the campus examination section.
  - iv. The CUI's employees who left university during the past two years should not be considered for appointment as external examiners.
  - v. Persons who have their names in publication(s) or are involved in the research supervision of a particular student cannot be considered evaluators for the thesis of such student.
  - vi. The name, designation, institute, address, area of specialization and experience need to be ensured by the department before recommending a list of external examiners.
  - vii. The PhD dissertation shall be sent by the Controller of Examinations for evaluation to two External Examiners (local) after obtaining the approval of the Rector.
  - viii. If the thesis is evaluated as adequate, the student shall be allowed to appear for the oral examination to defend his/her thesis before a panel of examiners.
  - ix. The Controller of Examination Office at Principal Seat shall send the approved names and details of the Local Examiners to the Examination Department of the respective Campus, which in coordination with the Local Examiners, Dean, Chairperson, and Head of Department shall finalize the date for oral examination and shall notify accordingly.



- x. The Examination Department of respective campus shall provide the award list to the respective Head of Department for the conduction of Oral Examination.
- xi. Additionally, the approved amount of honorarium payments to Examiners shall be processed by the respective Examination Department and be paid to the examiners at the conclusion of the oral examination.

## 4.8 Open House Oral Defence

### 4.8.1 Oral Examination Panel

- (a) The candidate shall defend the thesis before a panel of at least four examiners consisting of the following members:
 

(i) Dean of the faculty	(Convener)
(ii) Chairperson of the department	(Member)
(iii) Two external examiners (mandatory)	(Members)
(iv) Students' research supervisor	(Member)
(v) Head of the department	(Secretary)
- (b) In case of the non-availability of the Dean of the Faculty concerned at the time of Oral Defence, the Chairperson will act as Convener of the above-said committee.
- (c) In case of non-availability of the Chairperson of the Department to act as the Convener or holds two positions in the committee, the respective Dean shall nominate the senior most Professor/Associate Professor of the concerned Department (preferably at the respective campus) to act as a Convener.
- (d) If one committee member has more than two positions in the committee, the extra position shall be filled in by a senior faculty member of the department concerned (preferably at the respective campus) to be nominated by the Dean of faculty.
- (e) It is the Convener's responsibility to ensure that the examination is conducted in an orderly and constructive manner, i.e., questions should probe the knowledge of the candidate in sufficient depth.
- (f) In case of non-availability of concerned students' research supervisor due to ex-Pakistan leave or other reasons the co-supervisor will act as supervisor. In case of non-availability of co-supervisor, the respective Dean shall nominate the senior professor of the respective domain/department to act as supervisor of the student for the oral defence of the student.
- (g) The Oral examination shall be open to the public, but evaluation shall be done by the panel of examiners only.

## 4.9 Assessment and Grading

- (a) **Oral Examination:** After the question-answer session, the examiners shall assess the student's performance, identifying both the strengths and weaknesses. A grade of pass/fail shall be awarded with the student's oral performance.
  - (i) **Pass:** A unanimous decision for a pass is encouraged; however, in case of dissent, the decision shall be taken by a majority vote. When the Chair (convener) writes the letter stating the decision, it will be recorded that there was dissent in the panel. The identity of the person(s) who voted for failure shall not be disclosed in these letters but shall be communicated separately to the Controller of Examination. In the case of a majority vote for failure, official communication shall only indicate that the student has failed, without reference to any split in the vote.
  - (ii) **Fail:** If the student fails to satisfy the examiners in the oral defence, the student shall be considered as "fail in the examination".



In the event of a failure in the oral examination, one repeat shall be allowed. The repeat of the oral examination may occur within three months but not later than one year after the first examination subject to the condition that the maximum duration for completion of PhD is not exhausted.

In the event of a second failure in the Oral Examination, a grade 'F' shall be reported to the Office of the Controller of Examinations.

(b) **Written Thesis Evaluation:** The written thesis shall also be graded as approved, deferred or not acceptable as defined below:

- (i) **Approved:** If the examining committee finds the written thesis to be satisfactory and in accordance with the required standards, it will be graded as approved.
- (ii) **Deferred:** If the examining committee recommends minor changes to the written thesis, the time period must be specified for re-submission after the incorporation of the suggested changes. The supervisor shall be responsible for ensuring that these revisions are incorporated into the thesis. A certificate of incorporation of changes shall be submitted by the student, supervisor, HoD and chairperson.
- (iii) **The revised thesis** shall be submitted in the given time period along with the certificate of incorporation of changes and other required documents. The controller of examinations shall forward the revised thesis to the same examiners for their review and final decision on the revised thesis.
- (iv) **Not acceptable:** If the written thesis is graded as non-acceptable (i.e., requires major revision), the student shall be considered to have failed.

#### 4.10 Communication of Thesis Evaluation Result

- (a) Following the decision of the examining committee, the Convener / Chairperson or Head of Department (HoD) may personally inform the candidate about the decision orally. They will communicate the result of the thesis evaluation to the candidate in person
- (b) Convener / Chairperson or Head of Department may provide written communication to the candidate, stating the decision of the examining committee. This written communication will summarize the strengths and weaknesses of the candidate's performance and outline any necessary actions or revisions that are required. In the case of PhD, the copies of such communication shall be forwarded to the examining committee as well as the Controller of Examinations
- (c) In either case, the candidate will be informed of the decision and provided with feedback on their performance in the thesis evaluation.

#### 4.11 Procedures for Handling Allegations of Dishonest Conduct

- (a) The CUI has comprehensive regulations and procedures for dealing with allegations of plagiarism, collusion or any other form of dishonest conduct, which applies to all students including research degree candidates.
- (b) These regulations ensure that any instances of academic misconduct are properly investigated, and appropriate actions are taken. Plagiarism, collusion, and other forms of dishonest conduct are taken seriously as they undermine the integrity of academic work and research. CUI aims to maintain high academic standards and promote ethical practices among its students.
- (c) If a research degree candidate is found to have engaged in plagiarism, collusion, or any other form of academic misconduct, the university will follow the established procedures to address the issue. The candidate will be subject to disciplinary actions as per the regulations and procedures in place.



#### 4.12 Submission of Final Bound Copies

- (a) The student shall submit two final hardbound copies (one each for the examination office and the library) and three soft copies (one each for the examination office, the Library and HEC) of the final PhD dissertation.
- (b) The hard-bound copy of the thesis is not required to be forwarded to the local external examiners and HEC.

#### 4.13 Notification of Results of Examination

Formal notification of a PhD student result shall be issued by the Controller of Examinations, as per communication of the supervisor, Chair/Head of the Department.

#### 4.14 Award of Degree

The PhD degree shall be awarded to the student after fulfilling all the requirements. PhD degree at CUI will only be awarded after the actual publication of at least one research article from the thesis research work of the respective students in HEC-recognized journal(s), as per HEC policy in force at that time. The current publication policy is as under, but it is subject to strict adherence to the HEC policy that may be amended from time to time:

- (a) The paper should be published after synopsis approval.
- (b) The paper should have relevance to the thesis
- (c) For the sciences category, publication of at least one research paper based on the student's PhD dissertation in an HEC-approved "W" or "X" category journal is a requirement for the award of PhD degree, "Y" category journal publication is only acceptable in the case of social sciences. The specific requirements regarding journal categories may be issued as per HEC guidelines.
- (d) The research publication requirements for award of PhD degree from Fall 2023 admissions will be as follows:
- (e) For award of PhD degree, a PhD researcher shall be required to publish<sup>8</sup> research articles meeting the following criteria:
  - i. At least: One research article in W category<sup>9</sup> journal or two research articles in X category journals, for Science disciplines
  - ii. One research article in X category journal or two research articles in Y category journals, for Social Science disciplines.
  - iii. The PhD researcher shall be the first author of these publications.
  - iv. The research article shall be relevant to the PhD research work of the PhD researcher.
  - v. The article shall be published after approval of the research synopsis.
  - vi. The article shall be published in a relevant research journal.
- (f) The review articles, erratum, corrections, letters to editors, notes, corrigendum, addendum and short communications are not counted as a research article for award of PhD degree.
- (g) In addition, the Impact Factor of the journal should be considered for the year in which the article is published.

However, if there is a variation in the category or impact factor of a journal between the submission and publication of paper then the category or impact factor at the time of submission shall be considered.

<sup>8</sup> A research article appearing online with valid DOI on website of an HEC's recognized research journal shall be considered published w.e.f. the date it appeared online with DOI.

<sup>9</sup> As categorized in HJRS at the time of acceptance of the research article



## 5 Administrative Issues

### 5.1 Changes to a Student's Degree Objective, Major or Emphasis

A graduate student may be allowed to change the emphasis of his/her coursework by the end of the first semester. However, he/she shall have to take additional courses pertaining to the changed emphasis. The DAC may allow such changes with information to the Dean of the Faculty and the Registrar.

### 5.2 Limit for Supervision of Graduate Students

A supervisor can supervise a total of 12 MS/M.Phil./PhD students at a time with no more than 05 of these being PhD students (The mix of MS/M.Phil. and PhD students should be such that the number of PhD candidates does not exceed 05)

### 5.3 Honorarium for Supervisors

The research supervisors for MS and PhD degrees may be awarded an honorarium as per CUI policy modified/revised from time to time.

However, the honorarium against HEC-sponsored PhD students shall not be paid by CUI.

### 5.4 Honorarium for External Examiners

The honorarium for external examiners (local and foreign) for MS/PhD dissertation evaluation shall be as per CUI policy modified/revised from time to time.

### 5.5 Leave of Absence

- (a) Normally, graduate programs students are expected to complete their studies without any break, however, the student may be allowed leave of absence up to a maximum of two semesters, during the entire study, on the written request (Prescribed Form) of the student duly recommended by the respective Supervisor, HoD and Chairman and approved by the Dean concerned. The office of the Registrar shall issue the notification of such leave. The general terms and conditions for leave of absence are as follows:
- (b) The graduate student shall not be allowed discontinuation of studies, in the very first semester of his/her studies. However, discontinuation may be allowed from the second semester onward under the prescribed rules.
- (c) The graduate student shall be allowed to avail discontinuation of studies for a maximum period of two semesters, throughout the entire graduate program studies.
- (d) A PhD student cannot apply for a leave of absence if the grant of such leave can lead to exhaustion of time limit for passing comprehensive examination or completing the degree.
- (e) The registration fee shall be charged for the semester(s) during the leave of absence
- (f) Leave of Absence status shall be mentioned in the transcript and counted towards the maximum permissible time for the completion of the degree. However, this period shall not be counted in the minimum time period.
- (g) Subject to the above-mentioned general conditions, the following types of leave may be allowed.
  - i. Leave of Absence applied before the start of the semester
  - ii. Leave of Absence applied during the semester



### **5.5.1 Leave of Absence applied before the start of the semester**

- (a) No application for discontinuation of studies will be entertained if received after the start of the semester for which leave is desired.
- (b) Semester Fees (except registration fee) for the semester(s), if already paid, shall be allowed to roll over into the next semester(s).

### **5.5.2 Leave of Absence during the semester**

- (a) On the basis of medical/health difficulties or other emergent situations, the graduate student may be allowed discontinuation of studies for that particular semester, at the request on the prescribed form, before the start of midterm exams.
- (b) The fee for the semester(s) will be charged and shall not be allowed to roll over into the next semester(s).

### **5.5.3 Leave of Absence Policy (Extraordinary Hardship)**

- (a) In case of extraordinary hardship, a leave of absence may be granted in the first semester or after the midterm in any semester with the approval of the Rector based on recommendations from the concerned Head of Department (HoD), Chairperson, Dean and Campus Director with supporting documentary evidence.
- (b) Example of circumstances considered for above leave of absence include:
  - **Iddat:** (waiting period following divorce or widowhood) – Proof of divorce or death certificate of spouse is required.
  - **Maternity/Delivery:** Occurring during the semester – Medical certificate confirming pregnancy and /or delivery is required.
  - **Bereavement:** Death of an immediate family member (spouse, parent, sibling, or child) – Death certificate and proof of relationship are required.
  - **Severe Personal Accident or Illness:** Requiring extended medical treatment of hospitalization – Detailed medical reports and a physician's statement outlining the necessary leave period are required.
- (c) The HoD, Chairperson, Dean and Campus Director will review the application and supporting documentation and provide their recommendations to the Rector. The Rector's decision shall be final. Leave of absence is not granted for routine personal matters or academic difficulties and misrepresentation of facts will result in disciplinary action including admission cancellation of the student by the respective campus

### **5.5.4 Restoration of admission in case of loss of regular student status**

- (a) As per graduate rules, "Continuous registration throughout the program is required for all graduate students. They must maintain regular student status, each semester, by paying fees and officially registering for courses/thesis in the semester. Graduate students who fail to register shall not be considered to be regular students and their status in the academic record shall be marked as "Absent".
- (b) If a student fails to register in any semester, he/she will lose his/her regular student status. Restoration of admission is mandatory for such students to continue their studies under the following conditions:
  - i. Such a student shall have one chance during the entire study period to apply for restoration of admission before the commencement of the very next semester on



- submission of application on the prescribed form provided that the maximum duration for the completion of the degree is not exhausting.
- ii. The application may be approved by the Dean on the recommendation of the respective Supervisor, HoD, and Chairman. The office of the Registrar shall issue the notification of restoration.
  - iii. He/she shall have to deposit the admission fee, registration fee, semester fee etc. along with his/her application form for the semester in which the restoration / readmission is requested.
  - iv. Under no circumstances, a student's admission shall not be restored if he/she fails to register in 02 consecutive semesters and the admission shall stand cancelled without any notice.
  - v. The Absent period shall be counted towards the total duration of his/her studies and absent status will be reflected in his/her transcripts.
  - vi. This period shall also be counted towards the maximum limit of discontinuation of studies/leave of absence.

#### **5.5.5 PhD Student's File Processing**

- (a) The supervisor shall communicate the intention of thesis submission to the academic section of the respective campus in the first month of the semester. The student's file completed in all respects shall be transmitted/sent to the office of the registrar preferably within two months of the start of the semester in which the thesis is being submitted or two months before the commencement of the next semester.
- (b) The office of the registrar, after checking the completion of requirements, shall forward the file directly to the office of the controller of examinations.
- (c) On receipt of the file, the Office of the Controller of Examinations, after verifying the requirements, shall issue the letter for submission of the thesis.

#### **5.5.6 Interpretation and Discrepancy in Graduate Rules**

In case of any discrepancy regarding the graduate rules and regulations, a committee consisting of the Registrar, Dean of a respective department, and Controller of Examinations shall make a decision. However, the decision of the above committee shall be presented in the BASAR for endorsement.





## **6. Governing the Systems of Doctoral Research**

### **6. Governing Research Supervision**

#### **6.1 Principles and Purposes**

To inculcate a research culture to produce high-quality research, policies and procedures governing the overall system of research in a university/DAI/HEI must be in place. The HEC guidelines for improvements are as follows.

#### **6.2 Supervision of Doctoral Dissertation**

##### **6.2.1 General Conditions to Supervise Doctoral Research<sup>10</sup>**

The following general guidelines shall, at least, be observed while allocating a PhD supervisor. At the time of supervisor allocation, the supervisors:

- (a) Shall be a PhD degree holder complying with the criteria and standards provided in this policy.
- (b) Must be relevant to the field of research in which the student intends to conduct research.
- (c) Should have NO CONFLICT OF INTEREST in personal, financial, or professional stakes.
- (d) Should have the time and availability to supervise PhD dissertation and give clear and constructive feedback.
- (e) Should be capable of conducting themselves in a professional and respectful manner throughout the supervision process.
- (f) Should be capable of maintaining confidentiality and protecting the intellectual property of the dissertation.
- (g) Should, primarily, be a regular/adjunct faculty member of the supervisors
- (h) University/HEI/DAI

##### **6.2.2 In addition to the guidelines:**

- (a) The research supervisor shall be allocated to a doctoral student from the date of enrollment.
- (b) The supervisory workload of research supervisors should be determined based on the nature of the institution, availability of teaching and research facilities, and the academic standing of supervisors. However, it is mandated that the maximum supervisory load shall not exceed five PhD students, simultaneously. Further, fresh PhDs can supervise MS/MPhil and co-supervise PhD students, while a PhD faculty member, after two years of obtaining a PhD degree, can supervise one PhD student in 3rd year, two PhD students in 4th year and maximum up to 5 PhD students from 5th year onward, subject to fulfillment of other conditions provided in this policy.
- (c) The university/DAI/HEI shall allocate supervision/research space to the doctoral students.
  - i. PhD research work completed under supervision is a shared property of supervisor and supervisee. All publications resulting from such research shall reflect the authorship of both parties and shall be subject to mutual consent.
  - ii. The guidelines for PhD supervision should be followed in letter and spirit, as prescribed

<sup>10</sup> The "General Conditions to Supervise Doctoral Research" along with the "Criteria to be a PhD Supervisor" are applicable on fresh PhDs intending to supervise PhD research and effective from the date of enactment of this policy. All the previously approved supervisor shall remain approved until the date mentioned on their award letter



in this policy.

### **6.2.3 Criteria to Be a PhD Supervisor**

To be a PhD research supervisor, an individual shall meet the following requirements:

#### **6.2.4 General Requirements:**

- (a) A PhD degree from an HEC recognized national/international university/degree awarding institute (DAI).
- (b) The research supervisor shall be given opportunities to attend and qualify course(s) on MS/MPhil/PhD Supervision which should also have contents on research ethics, publications, patents, etc. Such courses may include certified self-paced MOOCS, or a course designed/offered by National Academy of Higher Education (NAHE) or by a university in the following manner:
  - i. Basic level course: to supervise students of MS/MPhil/equivalent degrees.
  - ii. Advance level course: to supervise PhD researchers.
- (c) A regular/adjunct faculty member or researcher at a public or private university or DAI, or position of researcher or scientist at any R&D or public/private sector organization. However, in the case of a non-faculty PhD supervisor, who otherwise meets the criteria of being a PhD supervisor, shall be taken as an adjunct faculty member, for a period not less than the minimum time required to complete the student's PhD research, prior to assigning a PhD supervision. Such a person shall also provide an NOC from the parent organization.

#### **6.2.5 Publication Requirements:**

- (a) In addition to fulfilling the General Requirements, a PhD supervisor must publish research articles in HEC's recognized research journals for the publication year. These conditions are different for different disciplines and aim to ensure that the potential PhD supervisor is an active researcher:

##### **A. Specific Requirements for Science and Technology:**

For indigenous and foreign PhDs:

- i. Within the last 3 years after PhD: at least one research publication in W category journal. OR
- ii. Within the last 5 years after PhD: at least five research publications in X category journal.

##### **B. Specific Requirements for Social Science, Arts and Humanities and Business Education:**

For indigenous and foreign PhDs:

- i. Within the last 3 years after PhD: at least one research publication in W category journal. OR
- ii. Within the last 5 years after PhD: at least five research publications in X and Y category journal.

##### **C. Specific Requirements for Regional and National Languages:**

For indigenous and foreign PhDs:



- i. Within the last 3 years after PhD: at least one research publication in X category journal. OR
- ii. Within the last 5 years after PhD: at least five research publications in X or Y category journal.

#### **6.2.6 Supervisory Process**

- (a) To guide the supervisory process of doctoral dissertation towards the desired goals, the universities/DAIs/HEIs shall:
- (b) devise a supervision manual and ensure its implementation and Constitute a Supervisory Committee for each individual doctoral student.
- (c) The research supervision manual shall elaborate on the following areas to guide the supervisory process:
  - i. Description of roles of supervisor & supervisee
  - ii. Prescription of supervision timespan
  - iii. Guidance about preparation for best supervision
  - iv. Guidance to discuss questions and problems with constructive comments by observing the elements of mutual respect.
  - v. Guidance on setting reasonable amounts of work and receiving constructive feedback.
  - vi. Directions for supervision as per the social norms
  - vii. Provision of tentative timetable and schedule of meetings
  - viii. Provision of proformas/registers showing meetings and research records etc.
  - ix. Provision of grievances policy
- (d) HEC recommends the following composition to constitute a Supervisory Committee, for each doctoral researcher, to supervise the doctoral research:
 

i. Supervisor <sup>11</sup>	Convener
ii. Co-supervisor (if any)	Member
iii. Expert(s) from the field of research	Member

#### **6.2.7 University Directorate of Advance Studies and Research or Equivalent Department**

- (a) The head of the Directorate of Advance Studies and Research (DASR) or equivalent department shall not be less than a Dean or equivalent position.
- (b) The Directorate shall serve as the secretariate of the Board of Advance Studies/Equivalent Body. Such a board/body shall be responsible for the quality of all the graduate degree programs being offered by the university/DAI/HEI, as well as the research that shall be conducted under these programs.
- (c) The DASR/Equivalent Department shall prepare a graduate Studies Prospectus, describing the complete process for award of a graduate degree and ensuring that the booklet shall be available for guidance of all graduate students.
- (d) The DASR/Equivalent department shall monitor and ensure that thesis/dissertation is progressing in accordance with the time prescribed in the booklet. It includes, but is not limited to, the timely approval of the research synopsis, evaluation of the research

<sup>11</sup> "Supervisor" means the research supervisor of the PhD researcher.



thesis/dissertation in accordance with the HEC guidelines as well as its submission, and finally the conduct of open defense.

#### **6.2.8 Teaching Assistantship and Research Assistantships:**

The university departments may offer Teaching and Research Assistantships to outstanding PhD enrolled students at various stages of their enrollment

- (a) Teaching Assistantships provides an opportunity to PhD students to assist professors in preparing teaching and research materials for groups of students enrolled in their classes.
- (b) Research assistantships are paid fellowships stipends for outstanding research scholars for assisting a professor, who pays the research assistant out of the research grant s/he has received. The stipend varies based on the level of effort and budget available to the Principal Investigator.
- (c) Universities may have named scholarships to promote quality research by philanthropic donors on priority themes and topics on the national research agenda.





## 7. PRACTICING THE ACADEMIC RESEARCH ETHICS

### 7.1 Principles and Purposes

- (a) The International Center for Academic Integrity<sup>16</sup> (2022) defines Academic Integrity as “commitment, even in the face of adversity, to six fundamental values: honesty, trust, fairness, respect, responsibility, and courage. From these values flow principles of behavior that enable academic communities to translate ideals into action.”
- (b) Thus, the main purpose of this section is to guide academics on how to put these core values into practice in universities/HEIs/DAIs, so that academic communities can be protected by preventing academic misconduct. However, it may be noted that these guidelines are not binding, but rather prescriptive in nature. In this regard, the main regulatory framework to prevent academic misconduct lies with the Anti-Plagiarism policy issued by the Higher Education Commission, Pakistan.

### 7.2 Guidelines to Ensure Academic Research Integrity<sup>12</sup>:

- (a) To inculcate a culture of academic integrity, the universities/HEIs/DAIs shall:
  - i. Develop/adopt/adapt and regularly publicize policies promoting academic integrity and dealing with allegations of academic misconduct.
  - ii. Develop procedures to prevent foreseeable risks to academic and research integrity.
  - iii. Strengthen the system governing the conduct of doctoral research.
  - iv. All governing bodies must ensure that the occurrence of academic misconduct and breaches are monitored, and action taken to document and address the underlying cause.
  - v. Regularly educate and train students/faculty and admin staff about what constitutes academic or research misconduct and maintain good practices.
  - vi. Ensure that information to maintain academic integrity is available to all prospective and current students.
  - vii. Ensure that unauthorized access to private and sensitive information is detained/controlled.
  - viii. Regularly assess and ensure that academic and research integrity is maintained in accordance with developed policies and procedures. In this regard, it shall be ensured that a self-assessment checklist has been prepared and implemented.
  - ix. Acquire a license for similarity detection software and develop policies and procedures to ensure productive use. In this regard, some guidelines are provided in the following sections:

### 7.3 Guidelines on Ethics of Using Similarity Detection Software (for Administrators)<sup>13</sup>

- (a) Universities/institutions need to apprise students/faculty members about the HEC Anti-Plagiarism Policy and Turnitin service.
- (b) Administrators need to create accounts of all faculty members of their respective university/institution.
- (c) The Administrators shall maintain their privacy and shall not disclose any report to anyone except the person concerned or to the concerned authorities, if required.
- (d) If the instructor/scholar is involved in the screening of papers and theses of other authors,

<sup>12</sup> International Center for Academic Integrity, <https://academicintegrity.org/>

<sup>13</sup> Tertiary Education Quality and Standard Agency, Australia



then the administrator shall report to the university authorities with evidence.

#### **7.4 Guidelines on Ethics of Using Similarity Detection Software (for Instructors)<sup>14</sup>**

- (a) COPE (Committee on Publication Ethics) guidelines shall be followed for publication and theses. Instructors are required to create classes and enroll students in them.
- (b) Students/scholars should be informed that their work will be checked through anti-plagiarism services; therefore, they must follow proper documentation style in writing reports/papers/theses.
- (c) References/bibliographies and tables of contents must be removed from the submitted documents. If these are included, the similar index of the document will increase.
- (d) Instructors may allow students to view reports. The instructor shall maintain privacy and will not disclose any report to anyone except the person concerned and to the concerned authorities, if required.
- (e) If a scholar/student is involved in checking papers and theses of any other person, the instructor shall report to university authorities about that with valid proof.
- (f) Originality/similarity reports generated by Turnitin provide clues in the form of text matches as well as proverbs, universal truths, phrases, etc. Scholars/students must ensure that the documents they are submitting are in proper documentation style (i.e., IEEE, Chicago, MLA, APA, etc.) and are free of plagiarism.
- (g) If the report has a similarity index of  $\leq 19\%$ , then the benefit of doubt may be given to the author; however, if any single source has a similarity index  $\geq 5\%$  without citations then it needs to be revised.
- (h) If the similarities of a report are from the author's own (previous) work, then they may be ignored only if the material has been cited by the author.
- (i) Documents that are checked through this service have not yet been published and no benefit is acquired; therefore, no punishment or penalty is recommended. It is advised that similarities at a greater level should be taken care of in the light of the HEC plagiarism policy.

#### **7.5 Guidelines on Interpreting Originality Report**

- (a) The similarity index of the originality report showing matches of submitted work with internet content does not mean that the document is plagiarized.
- (b) The similarity index is based on the percentage of matched text out of the total number of words in a document.
- (c) Instructor/faculty members must verify each similarity index to identify potential clues to plagiarism.
- (d) If similarities in the document are significant, then the scholar/student may be guided, accordingly, or a case may be reported based on the evidence.
- (e) The similarities in the document may contain matches with the author's previous work; they may be ignored if it is the same work.
- (f) Bibliography and quoted material may be excluded after verification. It is important to note that too much quoted material is not desired as per the policy.
- (g) Common phrases and proper nouns also appear as similarities in the report; therefore, every instructor or faculty member should ignore the matches returned from them.

---

<sup>14</sup> HEC guidelines on using Turnitin



- (h) The original report will show similarities from three major sources: the Internet, periodicals, and student repositories. Similarities returned from the student repository may be ignored if they are the author's own work. Similarities from the student repository help in detecting collusions in the documents.
- (i) The graphs, tables, formulae, and other pictorial materials are not matched through the service; therefore, they will only offer similarities with text.
- (j) Instructor/faculty members supervising students/scholars can provide verdicts of plagiarism after interpreting reports.





## 8. MANAGING THE GRIEVANCES OF GRADUATE STUDENTS

### 8.1 Principles and Purposes:

- (a) The purpose of this section is to provide the minimum guidelines for universities/HEIs enabling them to establish a grievance management system, so that all grievances/complaints of graduate students/prospective students and stakeholders are addressed in a fair, equitable, and timely manner, by adhering to the following principles<sup>15</sup>:
- i. Provide timely responses to grievances from students, potential students, or stakeholders.
  - ii. The aim is to develop a culture in which grievances are viewed as opportunities for improvement.
  - iii. Ensure that students or potential students are free to complain without fear of discrimination.
  - iv. Ensure that staff are aware of grievance processes and are appropriately trained to ensure that the processes are consistently applied.
  - v. Requires respectful behavior among all parties when handling grievances.
  - vi. Communicate effectively in a timely manner to keep all parties up to date with the progress of grievance.
  - vii. Ensure that all information is held at the utmost confidence.
  - viii. Ensure that the principles of natural justice are applied.
  - ix. To ensure that grievances are resolved to the satisfaction of all parties.

### 8.2 Guidelines to Establish a Grievance Management System

- (a) The universities/HEIs shall develop/adopt/adapt a grievance management policy through their statutory bodies, covering:
- i. Aims of policy and nature of grievances. 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.
  - ii. 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.
  - iii. 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/Rectors/Heads of Universities/HEIs 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.
  - iv. 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.
  - v. Rules ensuring that the complainants shall have a fair opportunity to formally present their case and each party to a grievance may be accompanied and assisted by a support

---

<sup>15</sup> Health Education Collaborative Grievance and Harassment Policy (2020), (<https://healthec.com.au/>)



- person (such as a family member, friend, counsellor, or other professional support person other than a legal representative) at any relevant meeting must be ensured.
- vi. Methods and rules ensuring that complainants and respondents shall not be victimized and/or discriminated against at any time.
  - vii. Procedures of maintaining records and confidentiality.
  - viii. Guidance to give hearing to the parties involved, taking notes, reasoning for decisions to be made, and actions taken.
  - ix. Process elaborating how and when to launch an appeal in case the decision does not support the complainer or the accused.
  - x. Process to implement the decision and/or required corrective and preventive actions in case the decision supports the complaint.
- (a) The structure of the grievance management system shall be hierarchal, starting from the lowest authority such as Head/Chair of the Department, then Dean/Director of the faculty/institute, and shall finally be presented to the Academic Board/Committee constituted to hear grievances in case the grievance/complaint is not settled at each level. However, the intent of the system should be to resolve grievances/complaints at the lowest level with minimal impact.
  - (b) To make the system more effective and efficient, the universities/HEIs shall develop a parallel, informal system to preempt grievances/complaints by allocating counselors to the students and mentors to employees. Counselors and mentors should be competent to use consultative and teaching approaches to raise awareness and prevent issues.
  - (c) Further, to create awareness about the grievance management system and inculcate its values, the universities/HEIs shall conduct seminars and training for students, faculty, and non-academic staff.
  - (d) The system/policy shall be reviewed after an appropriate time to be decided by the board/committee constituted to hear the grievances.





## 9. QUALITY ASSURANCE

### 9.1 Quality Assurance

- (a) In preceding sections, the HEC prescribed minimum standards/guidelines for launch of new programs at the graduate level. In this section, it requires universities to provide evidence of compliance with these standards/guidelines to obtain approval from the HEC before starting the graduate programs.
- (b) The purpose of this policy is that only those universities should start graduate programs that have the necessary faculty and infrastructure resources to impart education at the highest level in the discipline. The Quality Assurance Agency (HEC) shall validate the implementation of these standards/guidelines as prescribed and as well as mentioned hereafter through its QA Framework.

#### 9.1.1 Minimum Requirement for Academic HR

##### 9.1.1.1 Faculty and supervisory requirement

- (a) At least two (2) full time faculty members holding PhD degrees in the relevant field shall be available/appointed to the department to launch an MS/MPhil/Equivalent program that may be increased up to three (3) if a PhD program is also to be launched in the same discipline and department<sup>16</sup>.
- (b) The minimum appointment tenure for full-time faculty members must not be less than the duration of the intended degree program.
- (c) The teacher to student ratio shall be 1:12, where a supervisor can supervise a total of twelve.
- (d) (12) MS/MPhil/PhD students at a time with no more than five (5) of these students being PhD students. Graduate teaching and supervision load shall be adjusted accordingly.

##### 9.1.1.2 Determining relevance of faculty with subject/degree program.

As per clause “7.1.2 Determining Relevance of Faculty with Subject/Degree Program” of the Graduate Education Policy-2023 (GEP-2023) adopted by CUI, faculty relevance is to be determined, if required, by assessing their qualifications (bachelor's, master's, and doctoral degrees), research (thesis/dissertation and published articles), and experience (teaching and administrative domains). Therefore, the Academic Council also approved the following Terms of Reference (ToRs) for the Relevance Assessment Committee (RAC) of COMSATS University Islamabad.

#### i. Purpose:

- (a) The Relevance Assessment Committee (RAC) of COMSATS University Islamabad is established to evaluate and ensure the relevance of faculty members' qualifications, research, and experience to the specific subjects and degree programs they are associated with.
- (b) This aims to maintain high academic standards, align with international best practices, and comply with HEC requirements.

#### ii. Objectives:

- (a) To assess and validate the relevance of faculty members to their respective disciplines and programs.
- (b) To ensure faculty members are qualified to supervise theses and dissertations.
- (c) To uphold the academic integrity and quality of education offered by the university.

<sup>16</sup> Save exceptions granted by the commission for specified fields/disciplines.



- (d) To support the continuous improvement of faculty credentials in line with evolving academic and industry standards.
- (e) To facilitate the university's commitment to excellence in teaching, research, and community service

**iii. Scope:**

- (a) The RAC will review faculty qualifications, research outputs, and professional experience for alignment with the requirements of the subject and degree programs, based on international standards as per HEC guidelines.

**iv. Composition:**

- (a) The RAC shall consist of at least five (5) members:

- |   |                  |
|---|------------------|
| 1. Respective Dean of the University  | Convener         |
| 2. Two external subject experts, not below the rank of Associate Professor nominated by Rector on behalf of Syndicate | Member           |
| 3. A Program Team/Assessment Team member involved in preparing the self-assessment report of the program.             | Coopted Member   |
| 4. Incharge of the Quality Enhancement Cell (QEC)   | Member/Secretary |

**9.2 Roles and Responsibilities:**

**i. Dean of the concerned Faculty:**

- (a) Dean of the concerned Faculty: Chair the committee and ensure the assessment aligns with the university's strategic goals and international standards as per HEC requirements amended from time to time.
- (b) This includes verifying that faculty members' credentials meet the university's academic benchmarks and are in line with evolving global standards set forth by the Higher Education Commission (HEC).

**ii. Incharge QEC:**

Provide secretarial support and quality assurance expertise, ensuring the committee is equipped with relevant data, reports, agendas, minutes, and other necessary supporting documents.

**iii. External Subject Experts:**

- (a) Provide impartial and specialized expertise to comprehensively evaluate the alignment of faculty qualifications, research, and experience with the specific requirements of the subject areas and degree programs under consideration.
- (b) Their input ensures a thorough and well-informed assessment process, contributing to the enhancement of academic standards and the overall quality of education at the university.

**iv. Program Team/Assessment Team Member:**

- (a) Ensure that the committee's decisions are grounded in the findings of self-assessment reports and aligned with program-specific requirements.
- (b) Their role is pivotal in maintaining consistency and relevance within the evaluation process, thereby facilitating the continuous improvement of academic programs and faculty standards.



### **9.3 Procedures:**

#### **i. Meetings:**

- (a) The RAC shall convene as and when needed. Meetings will be organized and chaired by the Dean to ensure consistent engagement and supervision in the assessment process.
- (b) The Secretary, with the approval of the Convener, will issue the agenda and necessary working papers for the meeting at least seven days in advance.

#### **ii. Documentation Review:**

- (a) Committee members will meticulously examine faculty qualifications, personal files, research publications, and professional experience documents ahead of meetings.
- (b) This comprehensive review ensures that discussions during the meetings are well-informed and facilitate robust decision-making regarding faculty relevance and alignment with program requirements.

#### **iii. Evaluation Criteria:**

- (a) Assessments will be meticulously conducted based on predefined criteria meticulously aligned with international standards.
- (b) These criteria encompass various aspects such as academic qualifications, research impact, teaching experience, and administrative roles.
- (c) This holistic approach ensures a comprehensive evaluation of faculty relevance and alignment with the high academic standards expected at the university.

#### **iv. Reporting:**

- (a) The RAC shall diligently compile and submit a comprehensive report following each meeting, elucidating the assessment process, findings, and the rationale behind recommendations made.
- (b) The Secretary, acting through the Convener, will present the reports with the appropriate signatures of all committee members to the Rector for review, approval, and further necessary action(s).
- (c) The Rector may opt to approve the recommendations, forward them to the Syndicate, reject them, refer them back to the committee for additional review by the RAC, or establish another committee for that specific case(s).
- (d) This meticulous process ensures that decisions pertaining to faculty relevance undergo thorough consideration and alignment with institutional standards and requirements.

#### **v. Confidentiality:**

- (a) All discussions and documents within the committee are to be treated with utmost confidentiality, and members are obligated not to disclose any information to unauthorized individuals.
- (b) This ensures the integrity and privacy of the assessment process and safeguards sensitive information pertaining to faculty members and their evaluations.

#### **vi. Review and Amendments:**

- (a) The Terms of Reference (ToRs) shall undergo an annual review or as deemed necessary to ensure their alignment with evolving international standards and university policies in accordance with HEC guidelines.



- (b) Amendments to the ToRs may be proposed by the committee and must subsequently receive approval from the Rector CUI. This process ensures that the ToRs remain current and reflective of the university's commitment to excellence and compliance with regulatory standards.

**vii. Compliance:**

- (a) The RAC shall operate in strict adherence to the university's established policies and procedures, as well as complying with all relevant legal and ethical standards in accordance with HEC guidelines.
- (b) This commitment to compliance ensures the integrity and legitimacy of the assessment process while upholding the principles of transparency and accountability within the institution.

**9.4 Retributive Actions for violation of rules**

In addition to the aforementioned, the following<sup>17</sup> retributive actions shall also be applicable in case the rules and regulations mentioned in this policy are violated:

#	Quality Parameter	Nature of Violation <sup>18</sup>	Proposed Action(s) if Existing Policy is Violated
i.	Admission Criteria	Violation of admission criteria	i. Admission be cancelled. ii. University to return three times the amount received from students.
ii.	Illegal Admission	Admission of students without NOC from HEC	iii. Disciplinary action against responsible staff.
iii.	Course Work	Degree awarded without fulfilling the minimum credit hours requirement	i. The degree shall be considered equivalent to the MS/MPhil/Equivalent degree. ii. Disciplinary action against Department Chair and relevant staff.
iv.	Comprehensive Examination	Failure to pass Comprehensive Examination within the prescribed number of attempts.	i. Termination of PhD candidature/registration of student.
v.	Supervision of dissertation	Supervision of a PhD dissertation by a person who does not fulfil the minimum criteria for a PhD supervisor.	i. Disciplinary action against the Department Chair
vi.	Maximum number of Supervisee	A supervisor, supervising PhD students beyond the maximum number specified by the HEC.	i. The supervisor shall be banned from supervising new PhD researchers for a maximum of five (5) years. ii. Disciplinary action against the Department Chair.

<sup>17</sup> Apart from the above-mentioned details, any other violation may also be dealt in accordance with its nature and significant through universities statutory process.

<sup>18</sup> These are the minimum examples and shall include all such other cases those shall be identified time to time.



vii.	External Evaluation of PhD dissertation	The external evaluation of a thesis is not in accordance with the prescribed criteria of HEC. Unjustified delay in sending dissertation for external evaluation	<ul style="list-style-type: none"> <li>i. One additional paper shall be published by the student from his/her dissertation before degree attestation.</li> <li>ii. Disciplinary action against Department Chair and officer(s) responsible for sending dissertations for external evaluation.</li> <li>iii. Officer(s) responsible for sending dissertations for external evaluation shall be warned.</li> </ul>
viii.	Relevance	The dissertation has no relevancy to the Title and Scope of the degree	<ul style="list-style-type: none"> <li>i. Supervisors shall be banned from supervising new PhD researchers for a maximum of five (5) years.</li> <li>ii. Disciplinary action against Department Chair.</li> </ul>
ix.	Research Publication	<ul style="list-style-type: none"> <li>i. No research papers were published but a degree was awarded.</li> <li>ii. Papers published but not in HEC's recognized journal.</li> <li>iii. Papers published but not in the required category of journals.</li> <li>iv. Paper published after the award of a PhD degree.</li> <li>v. Degree awarded based on a paper published before the approval of the PhD research synopsis.</li> <li>vi. Degree awarded based on a paper that has no relevance to the dissertation.</li> </ul>	<ul style="list-style-type: none"> <li>i. Paper to be published in the required category of the HEC recognized journal before attestation of degree.</li> <li>ii. Supervisors be banned from supervising the new PhD researchers for a maximum of 05 years.</li> <li>iii. Disciplinary action against the Department Chair and the relevant staff of the Controller of Examinations.</li> </ul>
x.	Plagiarism	Degree awarded, and major or minor plagiarism found in the thesis at any stage in the future.	<ul style="list-style-type: none"> <li>i. The PhD researcher/degree holder and his supervisor will be penalized as per the provisions of the Anti-Plagiarism Policy of the HEC.</li> </ul>
xi.	Degree Issued in Violation of University's Own Rules / Law	Degree issued in violation of the university's PhD Policy/rules in addition to HEC guidelines.	<ul style="list-style-type: none"> <li>ii. Supervisor be banned from supervising the new PhD researchers for a maximum of 05 years.</li> <li>iii. Disciplinary action against the Department Chair and the Controller of Examination.</li> </ul>



xii.	Poor Governance System of the Doctoral Research	Absence of the systems as elaborated in this policy i.e., Governing the Systems of Doctoral Research	i. In addition to the actions mentioned in clause "Cancellation of NOC and/or demotion to the lower category", disciplinary actions shall be taken against the relevant officers/heads of the Directorate of Advanced Studies and Research/Equivalent Body, Quality Assurance/Equivalent Body, Controller of Examinations etc., if applicable
------	---	--	---

### 9.5 Requirements for Entering PhD Country Directory (PCD)

For inclusion in PCD, graduates and universities/HEIs/DAIs are required to submit an online application following the prescribed procedure.



# Appendices

29



## **A Graduate Student-Related Forms**

*inf*



**Appendix A.1****Application for Extension in the Duration of Studies**

FORM: GS-01 (v1)



COMSATS University Islamabad

**Application for Extension in the Duration of Studies**MS ☐ Ph.D. ☐

Student's Name:	Registration #
Program:	Department:
Campus:	Date of application:
Extension requested semester:	Extension availed before? (Yes/No):
Documents Required:	
(a) Progress report attached? (Yes / No):	(b) Copy of transcript attached (Yes / No):
Reason for extension in studies:	
I hereby request for extension in studies for consideration under CUI rules.	

Note: Extension may be granted for a semester only.

**Applicant's Signature**

	Recommendations	Name & Signature
Supervisor	<b>Recommended</b>	Name: _____
	<b>Not Recommended</b>	Signature: _____
Head of the Department	<b>Recommended</b>	Name: _____
	<b>Not Recommended</b>	Signature: _____
Chairperson of the Department	<b>Recommended</b>	Name: _____
	<b>Not Recommended</b>	Signature: _____
Dean of the Faculty	<b>Approved</b>	Name: _____
	<b>Not Approved</b>	Signature: _____
Registrar CUI	<b>Approved</b>	Name: _____
	<b>Not Approved</b>	Signature: _____
Notified vide Notification No. _____ dated: _____ by Office of Registrar.		





## COMSATS University Islamabad

Application for Leave of AbsenceMS ☐ Ph.D. ☐

Student's Name:	Registration #
Program:	Department:
Campus:	Date of application:
Leave requested for semester*:	Leave availed before? (Yes/No):
Documents Required:	
(a) Fee payment receipt attached? (Yes/No):	(b) Copy of Transcript Attached (Yes/No):
Reason for leave of absence:	
I hereby request for extension in studies for consideration under CUI rules.	

*Note: Please specify the semester for which leave is requested (e.g. SP24, FA24 etc.) A leave of absence in the 1<sup>st</sup> semester is not allowed.*

Applicant's Signature

	Recommendations	Name & Signature
Supervisor	<b>Recommended</b>	Name: _____
	<b>Not Recommended</b>	Signature: _____
Head of the Department	<b>Recommended</b>	Name: _____
	<b>Not Recommended</b>	Signature: _____
Chairperson of the Department	<b>Recommended</b>	Name: _____
	<b>Not Recommended</b>	Signature: _____
Dean of the Faculty	<b>Approved</b>	Name: _____
	<b>Not Approved</b>	Signature: _____
Registrar CUI	<b>Approved</b>	Name: _____
	<b>Not Approved</b>	Signature: _____
Notified vide Notification No. _____ Dated: _____ by Office of Registrar.		



## Appendix A.3

### Application for Rejoining After Leave

FORM: GS-03 (v1)



COMSATS University Islamabad

### Application for Rejoining After Leave of Absence

MS ☐ Ph.D. ☐

Student's Name:	Registration #
Program:	Department:
Campus:	Date of application:
Semester to resume studies*:	Leave of Absence Semester*:
Leave of Absence Notification #:	

*Note: Please specify the semester and year (e.g. SP24, FA24 etc.)*

Student's Signature

	Recommendations	Name & Signature
Supervisor	<div>Recommended</div> <div>Not Recommended</div>	Name: _____ Signature: _____
Chairperson/ Head of Department	<div>Approved</div> <div>Not Approved</div>	Name: _____ Signature: _____
Office of Graduate Studies / Academic Section	<div>Approved</div> <div>Not Approved</div>	Name: _____ Signature: _____
Remarks (if any)		



# Appendix A.4

## Application for Re-admission

FORM: GS-04 (v1)



## COMSATS University Islamabad

### Application for Readmission

MS ☐ Ph.D. ☐

Student's Name:	Registration #
Program:	Department:
Campus:	Date of application:
Absent semester:	Semester requested for readmission:
Fee payment of readmission and registration receipt attached? (Yes/No):	
Reason for absence:	
I hereby request for extension in studies for consideration under CUI rules.	

*Note: Please specify the semester and year (e.g. SP24, FA24 etc.)*

### Applicant's Signature

	Recommendations	Name & Signature
Supervisor	<b>Recommended</b>	Name: _____
	<b>Not Recommended</b>	Signature: _____
Head of the Department	<b>Recommended</b>	Name: _____
	<b>Not Recommended</b>	Signature: _____
Chairperson of the Department	<b>Recommended</b>	Name: _____
	<b>Not Recommended</b>	Signature: _____
Dean of the Faculty	<b>Approved</b>	Name: _____
	<b>Not Approved</b>	Signature: _____
Registrar CUI	<b>Approved</b>	Name: _____
	<b>Not Approved</b>	Signature: _____
Notified vide Notification No. _____ Dated: _____ by Office of Registrar.		



## Appendix A.5

### Appointment of Supervisor and Supervisory Committee



COMSATS University Islamabad

FORM: GS-05 (v1)

### Appointment of Supervisor and Supervisory Committee

MS ☐ Ph.D. ☐

#### Student's Detail:

Student's Name:	Registration #
Program:	Department:
Campus:	Date of application:

#### Supervisory Committee:

S#	Name	Designation (Also specify institution if other than CUI)	Role (Supervisor, co-supervisor or member)	Signature
1			Supervisor	
2			Co-Supervisor (if any)	
3			Member	
4			Member	
5			Member	

#### Consent of Supervisor:

I do hereby agree to supervise the above student for his/her PhD studies.	Number of previously supervised students, who have graduated	MS	
		PhD	
	Number of students currently under supervision	MS	
		PhD	
	I am HEC approved supervisor	Yes	No
Name and Signature of Supervisor:			

Approval of the Convener Departmental Advisory Committee (Chair/HoD)	Approval of the Dean Faculty of _____
Name:	Name:
Signature:	Signature:

*Handwritten signature*



## Appendix A.6

### Form for Appearing in Ph.D. Comprehensive Examination



COMSATS University Islamabad

FORM: GS-06 (v1)

### Form for Appearing in Ph.D. Comprehensive Examination

#### PART I (to be filled in by student)

Student's Name			
Reg. No.		Date of admission	
Department		Campus	
Program			
Specialization (if any)			

#### Course Work Details:

Course Code	Course Title	Credit Hours	Semester	Grade	Remarks
Total Credit Hours Passed During Coursework			CGPA		

Student's Signature: \_\_\_\_\_

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

#### PART II (to be filled in by Supervisor)

Supervisor's Name	
Proposed Date of Examination	

Supervisor's Signature: \_\_\_\_\_

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

\_\_\_\_\_  
Signature  
Secretary DAC

\_\_\_\_\_  
Signature  
Convener DAC

#### Part III (for official use only)

Date of Comprehensive Examination		Time /Duration	From:	To:
Venue				



COMSATS University Islamabad



**Progress Report Form**

Progress Report of Student for the Semester \_\_\_\_\_

MS ☐

(Required from the 5<sup>th</sup> semester and onwards OR in case of unsatisfactory progress in any semester)

Ph.D. ☐

(Required for each semester in which the thesis is registered)

Student's Name:		Registration #:	
Campus:		Department:	
Program:		Supervisor's Name	
Thesis Title:			

**Coursework Information:**

No. Courses completed up till now	No. Credit Hours Passed	CGPA	Comprehensive Examination Status

**Research Progress in the current semester:**

---

---

---

Signature of Student: \_\_\_\_\_ Dated: \_\_\_\_\_

*(Signature is not required in case of online submission of progress report through CUonline)*

**Supervisor's Remarks**

---

---

Progress Summary	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory
Specify the semester(s) of previous unsatisfactory reports (if any)		
Thesis status recommendation	<input type="checkbox"/> In-Progress	<input type="checkbox"/> Fail*

\* For a Ph.D student mark fail in case of two consecutive or three total adverse reports.  
For an MS student mark fail in case of two total adverse reports.

Signature of Supervisor: \_\_\_\_\_ Dated: \_\_\_\_\_

Signature of Convener DAC (Chairperson/HoD): \_\_\_\_\_ Dated \_\_\_\_\_



**MS Thesis Evaluation Form**

1. Master of Science in \_\_\_\_\_  
 Department: \_\_\_\_\_ Course Code: \_\_\_\_\_  
 Student's Name: \_\_\_\_\_ Registration No: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_ Date of Examination: \_\_\_\_\_  
 Title of the Thesis: \_\_\_\_\_

.....  
 Title must be same as notified by Registrar Office Principal Seat Islamabad  
 .....

**2. External Examiner:**

Name: \_\_\_\_\_ Institution: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
 .....

**3. Observations: Please (✓) appropriate box**

Excellent Good Average Poor

Appropriateness of research study: ☐ ☐ ☐ ☐  
 Presentation of Thesis: ☐ ☐ ☐ ☐  
 Command of student on conducted research: ☐ ☐ ☐ ☐  
 .....

**4. Comments :**

Strength: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Weaknesses: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**5. Evaluation of thesis: Please (✓) one of the following boxes**

a.	Approved in Present Form		
b.	Approved with Minor Revisions (Please mention the suggested revisions overleaf)		Specify the time for revision (one, two or three weeks)
c.	Deferred with Major Revisions (Please mention the suggested revisions overleaf)	One Semester	Two Semesters
d.	Not Acceptable	Research on a different topic is to be undertaken	The candidate has terminally failed

**Signatures of Panel of Examiners:**

\_\_\_\_\_  
 <<Name>>  
 External Examiner

\_\_\_\_\_  
 <<Name>>  
 Supervisor

\_\_\_\_\_  
 <<Name>>  
 Chairperson/HoD



## Appendix A.8

### MS Thesis Evaluation Form



COMSATS University Islamabad

### MS Thesis Evaluation Form

Student's Name: \_\_\_\_\_ Registration No: \_\_\_\_\_

6. In case of 5(b), Minor Revisions to be recommended in the following box:

I Authorize the Supervisor to ensure the incorporation of suggestions in the revised thesis without my further review. ☐ Yes ☐ No

7. In case of 5(c), Major Revisions to be recommended in the following box:

Use a separate sheet if required

**Signatures of Panel of Examiners :**

\_\_\_\_\_  
<<Name>>  
External Examiner

\_\_\_\_\_  
<<Name>>  
Supervisor

\_\_\_\_\_  
<<Name>>  
Chairperson/HoD

Page 2 of 2





COMSATS University Islamabad

**Oral Exams of Ph.D. Thesis - Report of Evaluation Committee**

Evaluation Date: \_\_\_\_\_ Time: \_\_\_\_\_

Student's Name \_\_\_\_\_ Registration No: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Title of Thesis: " \_\_\_\_\_ "

Evaluation by the Committee Members: - *Please see overleaf for further instructions*

1. <<Name>> Examiner	Oral Presentation <table border="1"><tr><td>F</td><td>P</td></tr></table>	F	P	Written Thesis <table border="1"><tr><td>A</td><td>D</td><td>N</td></tr></table>	A	D	N	Signature
F	P							
A	D	N						
Remarks: _____								
2. <<Name>> Examiner	Oral Presentation <table border="1"><tr><td>F</td><td>P</td></tr></table>	F	P	Written Thesis <table border="1"><tr><td>A</td><td>D</td><td>N</td></tr></table>	A	D	N	Signature
F	P							
A	D	N						
Remarks: _____								
3. <<Name>> Supervisor CUI <<Campus>>	Oral Presentation <table border="1"><tr><td>F</td><td>P</td></tr></table>	F	P	Written Thesis <table border="1"><tr><td>A</td><td>D</td><td>N</td></tr></table>	A	D	N	Signature
F	P							
A	D	N						
Remarks: _____								
4. Head, Department of << name of department >> CUI, << name of >> Campus	Oral Presentation <table border="1"><tr><td>F</td><td>P</td></tr></table>	F	P	Written Thesis <table border="1"><tr><td>A</td><td>D</td><td>N</td></tr></table>	A	D	N	Signature
F	P							
A	D	N						
Remarks: _____								
5. Chairperson, Department of << name of department >> CUI.	Oral Presentation <table border="1"><tr><td>F</td><td>P</td></tr></table>	F	P	Written Thesis <table border="1"><tr><td>A</td><td>D</td><td>N</td></tr></table>	A	D	N	Signature
F	P							
A	D	N						
Remarks: _____								
6. Dean, Faculty of << name of faculty >> CUI.	Oral Presentation <table border="1"><tr><td>F</td><td>P</td></tr></table>	F	P	Written Thesis <table border="1"><tr><td>A</td><td>D</td><td>N</td></tr></table>	A	D	N	Signature
F	P							
A	D	N						
Remarks: _____								

Copy of Exams Section



## Appendix A.9

### Ph.D. Oral Examination Report

FORM: GS-09 (v1)

#### *Instructions:*

Please check the appropriate box as per the following:

#### **Oral Presentation**

Pass

☐ P

Fail

☐ F

#### **Written Thesis**

Accepted De-

☐ A

ferred

☐ D

Not Acceptable

☐ N

#### **Note:**

In case of a '**Deferred**' grade, please mention the time period required/ needed by the scholar to incorporate suggested changes.





## Appendix A.10

### Certificate of Incorporation of Changes by Foreign Examiners (Ph.D.)

FORM: GS-10 (v1)



COMSATS University Islamabad

#### Certificate of Incorporation of Changes Suggested by **For- eign External Examiners for PhD Thesis**

Student's Name:	Registration #
Program:	Department:
Campus:	Date:
Thesis Title:	

I hereby declare that all the suggestions and changes proposed by the foreign external examiner(s) in the thesis have been addressed and the revised thesis is hereby submitted.

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

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

#### Certification

It is hereby certified that all the suggestions and changes proposed by the foreign external examiner(s) in the thesis of the above student have been addressed in the revised thesis.

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

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

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

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

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

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

*inf*



## Appendix A.11

### Certificate of Incorporation of Changes by Local Examiners (MS/Ph.D.)



FORM: GS-11 (v1)

COMSATS University Islamabad

#### Certificate of Incorporation of Changes Suggested by Local External Examiners

MS ☐ Ph.D. ☐

Student's Name:	Registration #
Program:	Department:
Campus:	Date:
Thesis Title:	

I hereby declare that all the suggestions and changes proposed by the local external examiner(s) in the thesis have been addressed and the revised thesis is hereby submitted.

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

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

#### **Certification**

It is hereby certified that all the suggestions and changes proposed by the local external examiner(s) in the thesis of the above student have been addressed in the revised thesis.

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

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

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

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

#### **Counter Signature**

(Only for MS Thesis in case of non authorization)

External Examiner Name: \_\_\_\_\_

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

#### **Counter Signature**

(Only for PhD Thesis)

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

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





COMSATS University Islamabad  
**Certificate of Originality of Thesis**

MS ☐ Ph.D. ☐

Student's Name:	Registration #
Program:	Department:
Campus:	Date:
Thesis Title:	

I declare that my MS/PhD research work in the above-mentioned thesis is my original work and has neither been submitted, printed or published as research work, thesis, or book by another person, in any form, in university, research organization, journal etc. in Pakistan or abroad, nor a substantial part of this material has been accepted for the award of any degree at COMSATS University Islamabad or any other educational institute/university.

I further declare that the originality of contents through plagiarism software has also been verified.

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

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

**Certification**

It is certified that the originality of the contents of the above-mentioned research thesis is verified through plagiarism software Turn-it-in and found that similarities are within the acceptable range.

**Supervisor:**

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

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

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

**HoD**

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

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

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

**Counter Signature (Only for PhD Thesis)**

**Chairperson:**

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

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

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

*Signature*





## COMSATS University Islamabad

Certificate of Paper Publication

I hereby certify that this research paper is part of my PhD research work and has been published in the HEC-approved Journal as described below. I also declare that my Ph.D. research is \_\_\_\_\_ under HEC indigenous Ph.D. scheme.

(Funded / Not Funded)

## 1. Student's Detail

Name:	Registration No.:
Program / Subject:	Department:
Mobile No:	Email:
Title of the Thesis:	

2. Title of Research Paper: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## 3. Name of authors in sequence, as appears on the paper

i. \_\_\_\_\_ ii. \_\_\_\_\_  
 iii. \_\_\_\_\_ iv. \_\_\_\_\_  
 v. \_\_\_\_\_ vi. \_\_\_\_\_

4. Name of the Journal: \_\_\_\_\_

5. Name of Publisher: \_\_\_\_\_

6. Published from (country / city): \_\_\_\_\_

7. Publish in which HEC Category / Impact Factor \_\_\_\_\_

8. E-mail Address of the Editor: \_\_\_\_\_

9. Published (copy attached / Verified by Supervisor) Year \_\_\_\_\_ Volume \_\_\_\_\_ Pages \_\_\_\_\_

\_\_\_\_\_  
 Student's Signature

Dated: \_\_\_\_\_

## VERIFICATION:

The above facts have been verified and found correct.

\_\_\_\_\_  
 (1) Signature of Supervisor

\_\_\_\_\_  
 (2) Signature of Convener DAC (Chairman/HoD)

*Signature*



Appendix A.14  
Synopsis Approval Form

FORM: GS-14 (v1)



COMSATS University Islamabad  
**Form for Approval of Synopsis**

MS ☐ Ph.D. ☐

**Student's Detail**

Name:	Registration No.:
Program:	Area of Specialization (if any as per approved SoS):
Department:	Campus:
Date of admission:	Date of synopsis submission:
Proposed Title of the Thesis: (Use title case capitalization):	

Student's signature \_\_\_\_\_

**Recommendation and approval**

Recommended or approved by	Name and Designation	Signature
<b>Supervisory Committee</b>		
Supervisor		
Co-supervisor (if any)		
Member		
Member		
Member		
<b>Departmental Advisory Committee (DAC)</b>		
Secretary DAC for all members		
Verification of attached "Turnitin Report" by Convener DAC		
<b>Dean of Faculty</b>		
Dean Faculty of		
<b>Board of Advance Study and Research (BASAR)</b>		
Secretary BASAR		

*[Handwritten signature]*



## **B Document Templates and Proforma**



**Appendix B.1 Syn-  
opsis Template**



**COMSATS University Islamabad**

**Synopsis for MS ☐ Ph.D. ☐**

Name:	Registration No.:
Program:	Area of Specialization (if any as per approved SoS):
Department:	Campus:
Date of admission:	Date of synopsis submission:
Proposed Title of the Thesis: (Use title case capitalization):	
<b>Supervisory Committee</b>	
Name and Designation	Role
	Supervisor
	Co-supervisor/Member
	Member
	Member

**Student's Signature** \_\_\_\_\_

**Summary of the Research**

The summary of the proposal in a single paragraph must represent the whole research in a concise manner. It must depict the central concept and key point of the intended work. It should contain a brief on the statement of the problem (What kind of problem is being solved?), brief motivation (Why this problem is being considered?) and intended research methodology (How this problem will be solved?) to be followed, and the general proposed work that is to be investigated for the thesis.

[250 to 300 words approx.] [Introduc-

tion must start from next page]

AP



## Appendix B.1 Synopsis Template

### 1. Introduction

This section includes an introduction starting from the major domain and narrowing it down to the specific domain. It should highlight the motivation and concerns of the research at the abstract level.

### 2. Literature Review

This section includes an extensive review of related work and state-of-the-art in chronological order. The minimum number of references for related work must be at least 25, out of which 50% should be from the last 3 years. The literature review should be concluded in the last paragraph with the research gap.

[1000 to 1500 words approx.]

### 3. Problem Statement

This includes the problem being addressed by the thesis and its scope. Try to brief the problem statement in a single short paragraph by focusing on the problem only and connecting it with the last concluding paragraph of "Related Work". It should be self-explanatory to the domain experts.

[up to 300 words approx.]

### 4. Research Objectives

### 5. Research Methodology (or Material and Methods)

This includes a methodology to be used quantitative or qualitative. specify all steps in brief (may furnish it with flowchart/Figure), followed by discussion, as the subsections about required datasets (if applicable) and performance evaluation measures.

[200 to 500 words approx.]

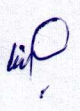
### References

Use standard references style such as IEEE, APS or other as specified by the Dean of Faculty.

### Tentative Schedule

(Identify major milestones and deliverables along with the schedule)

Tasks	Date/ Duration	Date/ Duration	Date/ Duration	Date/ Duration	Date/ Duration	Date/ Duration
Task-I						





## Appendix B.1 Syn- opsis Template

Task-II						
Task-III						
Task-IV						
Task-V						
Task-VI						

### Details of Completed Coursework

(or attach provisional transcript)

	Course Code and Title	Credit Hours	Grade Points	Semester
1.				
2.				
3.				
4.				
5.				
6.				

*hif*

Student's Name:  
Enrollment Number:

Supervisor's Signature



## Appendix B.2

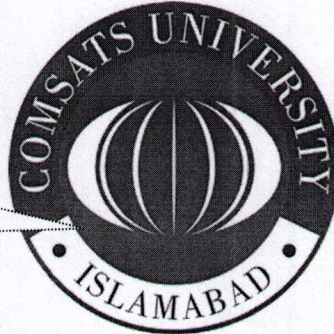
### Ph.D. Dissertation Template

Left Margin: 1.5 inch

All other margins: 1 inch

<Thesis Title>

MS Word: Times New Roman 20pt Regular, Title Case



4 cm x 4 cm

Should be printed in color

Ph.D. Thesis  
by

Student's Name

Registration Number

e.g. CUI/FA23-  
PCS- 007/ATD

MS Word: Times New Roman 18pt Regular, Title Case

MS Word: Times New Roman 18pt Bold, Title Case

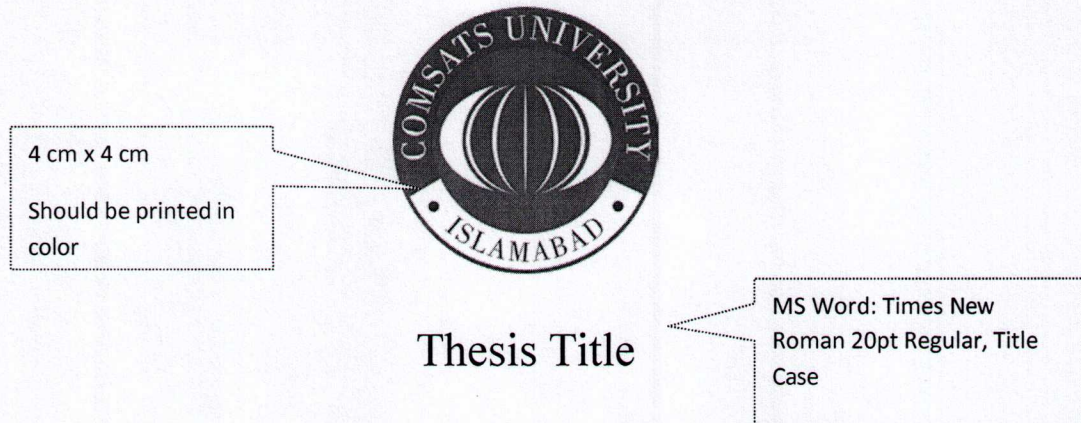
**COMSATS University Islamabad  
Pakistan**

Semester year in  
which the thesis is  
submitted

**Fall 2023**

inf





A thesis submitted to  
COMSATS University Islamabad

In partial fulfillment  
of the requirements for the degree of

Doctor of Philosophy  
in  
<Discipline/Program>

e.g. Computer Science,  
Cyber Security or  
Pharmacy etc.

by Stu-  
dent's Name

MS Word: Times New  
Roman 16pt Regular,  
Title Case

Registration Number

e.g. CUI/FA23-PCS-  
007/ATD

Department of < name >  
Faculty of < name >

COMSATS University Islamabad  
Pakistan  
Fall 2023

Semester year in  
which the thesis is  
submitted

MS Word: Times New Ro-  
man 18pt Bold, Title Case

ii

Use roman numerals for page  
numbers in front matter. Times  
New Roman 12pt

Handwritten signature



Thesis Title

MS Word: Times New Roman 20pt Regular, Title Case

This thesis is submitted to the Department of <<Name of Department>> in partial fulfillment of the requirements for the award of the degree of Doctor of Philosophy in <<degree title>>

Name	Registration Number
<Student's Name>	Student's Registration Number

Don not leave blank. If there is no co- supervisor, then move a member

to this box.

Supervisory Committee

Bold

Supervisor

Bold

<title> <Supervisor's Name>  
<designation>

Department of <<department name>>  
COMSATS University Islamabad (CUI)  
<<Campus Name>>

Co-Supervisor

Bold

<title> <Name>  
<designation>

Department of <<department name>>  
COMSATS University Islamabad (CUI)  
<<Campus Name>>

Member

Bold

<title> <Name>  
<designation>  
Department of <<department name>>  
COMSATS University Islamabad (CUI)  
<<Campus Name>>

Member

Bold

<title> <Name>  
<designation>  
Department of <<department name>>  
COMSATS University Islamabad (CUI)  
<<Campus Name>>

Member

Bold

<title> <Name>  
<designation>  
Department of <<department name>>  
COMSATS University Islamabad (CUI)  
<<Campus Name>>

Member

Bold

<title> <Name>  
<designation>  
Department of <<department name>>  
COMSATS University Islamabad (CUI)  
<<Campus Name>>

MS Word: Times New Roman 12pt Regular  
Latex: \normalsize



MS Word: Times New Roman 20pt Bold, Title Case

## Certificate of Approval

This is to certify that the research work presented in this thesis, entitled "<< Thesis Title >>" was conducted by <<Student's Name with registration number>>, under the supervision of <<Supervisor's Name>>. No part of this thesis has been submitted anywhere else for any other degree. This thesis is submitted to the Department of <<Name>>, COMSATS University Islamabad <<Campus Name>>, in partial fulfillment of the requirements for the degree of Doctor of Philosophy in the field of <<Program>>.

Student Name: <<Student Name>>

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

MS Word:  
Times New  
Roman 12pt  
Regular, single line space

Latex:  
\normalsize

**Examinations Committee:** Bold

<<Signature>>

<<Signature>>

<<External Examiner 1: Name>>  
(Designation & Office Address)

<<External Examiner 2: Name>> (Designation & Office Address)

.....  
.....

.....  
.....

<<Signature>>

<<Signature>>

<<Supervisor Name>> Supervisor  
Department of <<Deptt Name>>  
COMSATS University Islamabad (CUI)  
<<Campus>>

<<HoD Name>>  
Head Department of <<Deptt Name>>  
COMSATS University Islamabad (CUI)  
<<Campus >>

<<Signature>>

<<Signature>>

<<Chairperson's Name>> Chairperson  
<<Deptt Name>>  
COMSATS University Islamabad (CUI)

<<Dean's Name>>  
Dean  
<<Faculty Name>>  
COMSATS University Islamabad (CUI)



MS Word: Times New  
Roman 20pt Bold, Title  
Case

## Author's Declaration

I <<Student Name>>, <<Student Registration No>>, hereby state that my Ph.D. thesis titled "<<Thesis Title>>" is my own work and has not been submitted previously by me for taking any degree from this University i.e. COMSATS University Islamabad or anywhere else in the country/world.

At any time if my statement is found to be incorrect even after I graduate the University has the right to withdraw my Ph.D. degree.

MS Word:  
Times New Ro-  
man 12pt Reg-  
ular, 1.5 line  
space

Latex:  
\normalsize

Date: <<Date of Thesis Submission>>

<<Signature of the Student>>

<<Student Name>>

<<Student Registration No>>





MS Word: Times New  
Roman 20pt Bold, Title  
Case

## Plagiarism Undertaking

Word:  
Times New  
Roman 12pt  
Regular, 1.5  
line space  
  
Latex:  
\normalsize

I solemnly declare that the research work presented in the thesis titled "<<Thesis Title>>" is solely my research work with no significant contribution from any other person. Small contribution/help wherever taken has been duly acknowledged and that complete thesis has been written by me.

I understand the zero-tolerance policy of HEC and COMSATS University Islamabad towards plagiarism. Therefore, I as an author of the above titled thesis declare that no portion of my thesis has been plagiarized and any material used as reference is properly referred/cited.

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

Date: <<Date of Thesis Submission>>

<<Signature of the Student>>

<<Student Name>>

<<Student Registration No>>





MS Word: Times New Roman 20pt Bold, Title Case

## Certificate

It is certified that <<Student's Name>>, <<Student Registration No>>, has carried out all the work related to this thesis under my supervision at the Department of <<deptt name>>, COMSATS University Islamabad, <<campus name>> and the work fulfills the requirements for the award of the degree of Doctor of Philosophy in <<degree title>>

Date: <<Date of Thesis Submission>>

Supervisor:

<<Supervisor's Signature>

<<Supervisor's Name with title>>

<< Designation>

<< Department's Name>>

COMSATS University Islamabad

<<Campus Name>>

MS Word:  
Times New  
Roman 12pt  
Regular, 1.5  
line space

Latex:  
\normalsize

inf



## Dedication

MS Word: Times New Roman 20pt Bold, Title Case

Dedicated to my parents.

MS Word: Times New Roman 20pt Normal

*hif*



Word: Times New Roman  
20pt Bold, Title Case

## Acknowledgements

MS Word:  
Times New  
Roman 12pt  
Regular, 1.5  
line space

Latex:  
\normalsize

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci. Aenean nec lorem. In porttitor. Donec laoreet nonummy augue. Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget

Donec ut est in lectus consequat consequat. Etiam eget dui. Aliquam erat volutpat. Sed at lorem in nunc porta tristique. Proin nec augue. Quisque aliquam tempor magna. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Nunc ac magna. Maecenas odio dolor, vulputate vel, auctor ac, accumsan id, felis. Pellentesque cursus sagittis felis. Pellentesque porttitor, velit lacinia egestas auctor, diam eros tempus arcu, nec vulputate augue magna vel risus. Cras non magna vel ante adipiscing rhoncus. Vivamus a mi. Morbi neque. Aliquam erat volutpat. Integer ultrices lobortis eros. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin semper, ante vitae sollicitudin posuere, metus quam iaculis nibh, vitae scelerisque nunc massa eget pede. Sed velit urna, interdum vel, ultricies vel, faucibus at, quam. Donec elit est, consectetur eget, consequat quis, tempus quis, wisi.

Not more than  
one page

<<Student Name>>

<<Registration number >>

*inf*



MS Word: Times New  
Roman 16pt Regular,  
Title Case

MS Word: Times New  
Roman 20pt Bold, Title  
Case

## **Abstract**

<<Thesis Title>>

By

<Student's Name>

MS Word:  
Times New Roman 12pt Regular, 1.5 line  
space  
Latex:  
\normalsize

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci. Aenean nec lorem. In porttitor. Donec laoreet nonummy augue. Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend. Ut nonummy. Fusce aliquet pede non pede. Suspendisse dapibus lorem pellentesque magna. Integer nulla. Donec blandit feugiat ligula. Donec hendrerit, felis et imperdiet euismod, purus ipsum pretium metus, in lacinia nulla nisl eget sapien. Donec ut est in lectus consequat consequat. Etiam eget dui. Aliquam erat volutpat. Sed at lorem in nunc porta tristique. Proin nec augue. Quisque aliquam tempor magna. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Nunc ac magna. Maecenas odio dolor, vulputate vel, auctor ac, accumsan id, felis. Pellentesque cursus sagittis felis. Pellentesque porttitor, velit lacinia egestas auctor, diam eros tempus arcu, nec vulputate augue magna vel risus. Cras non magna vel ante adipiscing rhoncus. Vivamus a mi. Morbi neque. Aliquam erat volutpat. Integer ultrices lobortis eros. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin semper, ante vitae sollicitudin posuere, metus quam iaculis nibh, vitae scelerisque nunc massa eget pede. Sed velit urna, interdum vel, ultricies vel, faucibus at, quam. Donec elit est, consectetur eget, consequat quis, tempus quis, wisi. In in nunc. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos hymenaeos. Donec ullamcorper fringilla eros. Fusce in sapien eu purus dapibus commodo.

haf



## Appendix B.2

Note: These chapters are given as an example only. Students may organize the thesis differently as required by the field of study.

MS Word: Times New Roman 20pt Bold, Title Case

MS Word:

### Table of Contents

Bold Chapter heading

Times New Roman 12pt Regular, 1.5 line space

Latex:  
\normalsize

<b>Chapter 1 Introduction</b>	<b>1</b>
1.1 Background	1
1.2 Significance	2
1.2.1 Scientific Significance	2
1.2.2 Practical Significance	2
<b>Chapter 2 Literature Review</b>	<b>4</b>
2.1 Research Issues	4
<b>Chapter 3 Materials and Methods</b>	<b>7</b>
<b>Chapter 4 Results and Discussions</b>	<b>9</b>
<b>Chapter 5 Conclusion</b>	<b>11</b>
<b>References</b>	<b>12</b>
<b>List of Publications</b>	<b>13</b>

List of publications is optional

Optional: dot leader, or dotted line, between each entry and its page number may be used.

Optional: Blue clickable hyperlinked page numbers may be used in PDF soft copy version.



## List of Figures

MS Word: Times New Roman 20pt Bold, Title Case

MS Word:  
Times New Roman 12pt Regular, 1.5 line space

Latex:  
`\normalsize`

Figure 1.1 Structure of Eye.....	9
Figure 1.2 Visual Transduction Cascade .....	12

Optional: dot leader, or dotted line, between each entry and its page number may be used.

Optional: Blue clickable hyperlinked page numbers may be used in PDF soft copy version.



MS Word:  
Times New Roman 12pt Regular, 1.5 line space

Latex:  
`\normalsize`

MS Word: Times New Roman 20pt Bold, Title Case

## List of Tables

Table 1.1 DNA Markers for Gene Mapping.....	4
---	---

Optional: dot leader, or dotted line, between each entry and its page number may be used.

Optional: Blue clickable hyperlinked page numbers may be used in PDF soft copy version.



## List of Abbreviations

MS Word: Times New Roman 20pt Bold, Title Case

AM	Amplitude Modulation
FM	Frequency Modulation
CNN	Convolution Neural Network

MS Word:  
Times New Roman 12pt Regular, 1.5 line space

Latex:  
`\normalsize`



# Chapter 1

## Introduction

MS Word: Times New Roman 20pt Bold, Title Case

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci. Aenean nec lorem. In porttitor. Donec laoreet nonummy augue. Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend. Ut nonummy. Fusce aliquet pede non pede. Suspendisse dapibus lorem pellentesque magna. Integer nulla. Donec blandit feugiat ligula. Donec hendrerit, felis et imperdiet euismod, purus ipsum pretium metus, in lacinia nulla nisl eget sapien.

MS Word:  
Times New  
Roman 12pt  
Regular, 1.5  
line space

Latex:  
\normalsize

Line  
numbers  
may be  
used in spi-  
ral bound  
copy to fa-  
cilitate ex-  
ternal  
reviewers.

### 1.1 Background

MS Word: Times New Roman 14pt Bold, Title case. 12 pt space above.

Donec ut est in lectus consequat consequat. Etiam eget dui. Aliquam erat volutpat. Sed at lorem in nunc porta tristique. Proin nec augue. Quisque aliquam tempor magna. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Nunc ac magna. Maecenas odio dolor, vulputate vel, auctor ac, accumsan id, felis. Pellentesque cursus sagittis felis. Pellentesque porttitor, velit lacinia egestas auctor, diam eros tempus arcu, nec vulputate augue magna vel risus. Cras non magna vel ante adipiscing rhoncus. Vivamus a mi. Morbi neque. Aliquam erat volutpat. Integer ultrices lobortis eros. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin semper, ante vitae sollicitudin posuere, metus quam iaculis nibh, vitae scelerisque nunc massa eget pede. Sed velit urna, interdum vel, ultricies vel, faucibus at, quam. Donec elit est, consectetur eget, consequat quis, tempus quis, wisi.

12pt space after paragraph

In in nunc. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos hymenaeos. Donec ullamcorper fringilla eros. Fusce in sapien eu purus dapibus commodo. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Cras faucibus condimentum odio. Sed ac ligula. Aliquam at eros. Etiam at ligula et tellus ullamcorper ultrices. In fermentum, lorem non cursus porttitor, diam urna accumsan lacus, sed interdum wisi nibh nec nisl. Ut tincidunt volutpat urna. Mauris eleifend nulla eget mauris. Sed cursus quam id felis. Curabitur posuere quam vel nibh. Cras dapibus dapibus nisl. Vestibulum quis dolor a felis congue vehicula. Maecenas pede purus, tristique ac,

Use Arabic page number in main matter and start numbering from 1.

*inf*



## Appendix B.2

tempus eget, egestas quis, mauris. Curabitur non eros. Nullam hendrerit bibendum justo. Fusce iaculis, est quis lacinia pretium, pede metus molestie lacus, at gravida wisi ante at libero.

MS Word: Times New Roman 14pt Bold, Title Case

### 1.2 Significance

12 pt space above

Quisque ornare placerat risus. Ut molestie magna at mi. Integer aliquet mauris et nibh. Ut mattis ligula posuere velit. Nunc sagittis. Curabitur varius fringilla nisl. Duis pretium mi euismod erat. Maecenas id augue. Nam vulputate. Duis a quam non neque lobortis malesuada. Praesent euismod. Donec nulla augue, venenatis scelerisque, dapibus a, consequat at, leo. Pellentesque libero lectus, tristique ac, consectetur sit amet, imperdiet ut, justo. Sed aliquam odio vitae tortor. Proin hendrerit tempus arcu. In hac habitasse platea dictumst. Suspendisse potenti. Vivamus vitae massa adipiscing est lacinia sodales. Donec metus massa, mollis vel, tempus placerat, vestibulum condimentum, ligula. Nunc lacus metus, posuere eget, lacinia eu, varius quis, libero.

MS Word: Times New Roman 14pt Regular, Title Case  
12 pt space above

#### 1.2.1 Scientific Significance

Aliquam nonummy adipiscing augue. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci. Aenean nec lorem. In porttitor. Donec laoreet nonummy augue. Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend. Ut nonummy. Fusce aliquet pede non pede. Suspendisse dapibus lorem pellentesque magna. Integer nulla. Donec blandit feugiat ligula.

MS Word: Times New Roman 14pt Regular, Title Case, 12 pt space above

#### 1.2.2 Practical Significance

Donec hendrerit, felis et imperdiet euismod, purus ipsum pretium metus, in lacinia nulla nisl eget sapien. Donec ut est in lectus consequat consequat. Etiam eget dui. Aliquam erat volutpat. Sed at lorem in nunc porta tristique. Proin nec augue. Quisque aliquam tempor magna. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Nunc ac magna. Maecenas odio dolor, vulputate vel, auctor ac, accumsan id, felis. Pellentesque cursus sagittis felis. Pellentesque porttitor, velit lacinia egestas auctor, diam eros tempus arcu, nec vulputate augue magna vel risus. Cras non magna vel ante adipiscing rhoncus. Vivamus a mi. Morbi neque. Aliquam erat volutpat. Integer ultrices lobortis eros. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin



## Appendix B.2

semper, ante vitae sollicitudin posuere, metus quam iaculis nibh, vitae scelerisque nunc massa eget pede. Sed velit urna, interdum vel, ultricies vel, faucibus at, quam.

Donec elit est, consectetur eget, consequat quis, tempus quis, wisi. In in nunc. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos hymenaeos. Donec ullamcorper fringilla eros. Fusce in sapien eu purus dapibus commodo. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Cras faucibus condimentum odio. Sed ac ligula. Aliquam at eros. Etiam at ligula et tellus ullamcorper ultrices. In fermentum, lorem non cursus porttitor, diam urna accumsan lacus, sed interdum wisi nibh nec nisl. Ut tincidunt volutpat urna. Mauris eleifend nulla eget mauris. Sed cursus quam id felis. Curabitur posuere quam vel nibh. Cras dapibus dapibus nisl. Vestibulum quis dolor a felis congue vehicula. Maecenas pede purus, tristique ac, tempus eget, egestas quis, mauris. Curabitur non eros. Nullam hendrerit bibendum justo.

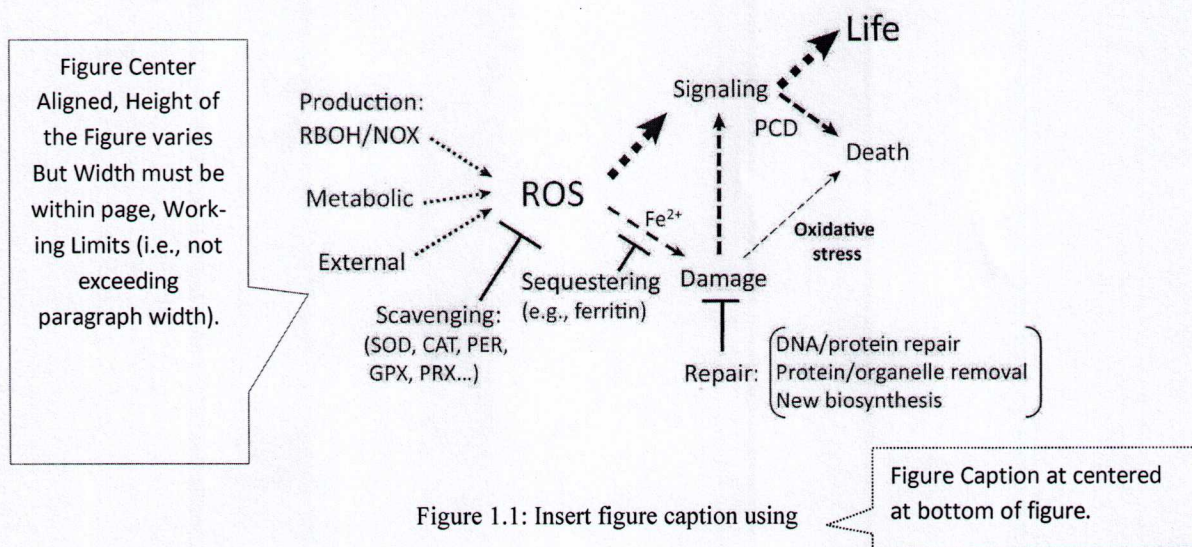


Figure 1.1: Insert figure caption using

Table 1.1: Population growth rate of parasites (sample caption)

Parameter 1	Parameter 2	Parameter 3	Parameter 4
1	Aaa	Bbb	Ccc
2	Ddd	Eee	Fff
3	Ggg	Hhh	eee

Table Caption at Left aligned at the top of Table.

th tables.  
Use full text wid

my



### Chapter 2

## Literature Review

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci. Aenean nec lorem. In porttitor. Donec laoreet nonummy augue. Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend. Ut nonummy. Fusce aliquet pede non pede. Suspendisse dapibus lorem pellentesque magna. Integer nulla. Donec blandit feugiat ligula. Donec hendrerit, felis et imperdiet euismod, purus ipsum pretium metus, in lacinia nulla nisl eget sapien.

Donec ut est in lectus consequat consequat. Etiam eget dui. Aliquam erat volutpat. Sed at lorem in nunc porta tristique. Proin nec augue. Quisque aliquam tempor magna. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Nunc ac magna. Maecenas odio dolor, vulputate vel, auctor ac, accumsan id, felis. Pellentesque cursus sagittis felis. Pellentesque porttitor, velit lacinia egestas auctor, diam eros tempus arcu, nec vulputate augue magna vel risus. Cras non magna vel ante adipiscing rhoncus. Vivamus a mi. Morbi neque. Aliquam erat volutpat. Integer ultrices lobortis eros. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin semper, ante vitae sollicitudin posuere, metus quam iaculis nibh, vitae scelerisque nunc massa eget pede. Sed velit urna, interdum vel, ultricies vel, faucibus at, quam. Donec elit est, consectetur eget, consequat quis, tempus quis, wisi.

### 2.1 Research Issues

In in nunc. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos hymenaeos. Donec ullamcorper fringilla eros. Fusce in sapien eu purus dapibus commodo. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Cras faucibus condimentum odio. Sed ac ligula. Aliquam at eros. Etiam at ligula et tellus ullamcorper ultrices. In fermentum, lorem non cursus porttitor, diam urna accumsan lacus, sed interdum wisi nibh nec nisl. Ut tincidunt volutpat urna. Mauris eleifend nulla eget mauris. Sed cursus quam id felis. Curabitur posuere quam vel nibh. Cras dapibus dapibus nisl. Vestibulum quis dolor a felis congue vehicula. Maecenas pede purus, tristique ac,



## Appendix B.2

tempus eget, egestas quis, mauris. Curabitur non eros. Nullam hendrerit bibendum justo. Fusce iaculis, est quis lacinia pretium, pede metus molestie lacus, at gravida wisi ante at libero.

1. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est.
2. Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci. Aenean nec lorem.
3. In porttitor. Donec laoreet nonummy augue. Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend. Ut nonummy.
4. Fusce aliquet pede non pede. Suspendisse dapibus lorem pellentesque magna. Integer nulla. Donec blandit feugiat ligula. Donec hendrerit, felis et imperdiet euismod, purus ipsum pretium metus, in lacinia nulla nisl eget sapien.
5. Donec ut est in lectus consequat consequat. Etiam eget dui. Aliquam erat volutpat. Sed at lorem in nunc porta tristique. Proin nec augue.
6. Quisque aliquam tempor magna. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Nunc ac magna. Maecenas odio dolor, vulputate vel, auctor ac, accumsan id, felis. Pellentesque cursus sagittis felis.
7. Pellentesque porttitor, velit lacinia egestas auctor, diam eros tempus arcu, nec vulputate augue magna vel risus. Cras non magna vel ante adipiscing rhoncus. Vivamus a mi. Morbi neque. Aliquam erat volutpat.
8. Integer ultrices lobortis eros. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin semper, ante vitae sollicitudin posuere, metus quam iaculis nibh, vitae scelerisque nunc massa eget pede. Sed velit urna, interdum vel, ultricies vel, faucibus at, quam. Donec elit est, consectetur eget, consequat quis, tempus quis, wisi.



## Appendix B.2

9. In in nunc. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos hymenaeos. Donec ullamcorper fringilla eros. Fusce in sapien eu purus dapibus commodo. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus.
10. Cras faucibus condimentum odio. Sed ac ligula. Aliquam at eros. Etiam at ligula et tellus ullamcorper ultrices. In fermentum, lorem non cursus porttitor, diam urna accumsan lacus, sed interdum wisi nibh nec nisl.



### Chapter 3

#### Materials and Methods

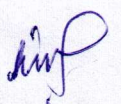
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci. Aenean nec lorem. In porttitor. Donec laoreet nonummy augue. Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend. Ut nonummy. Fusce aliquet pede non pede. Suspendisse dapibus lorem pellentesque magna. Integer nulla. Donec blandit feugiat ligula. Donec hendrerit, felis et imperdiet euismod, purus ipsum pretium metus, in lacinia nulla nisl eget sapien. Donec ut est in lectus consequat consequat. Etiam eget dui. Aliquam erat volutpat. Sed at lorem in nunc porta tristique. Proin nec augue.

Quisque aliquam tempor magna. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Nunc ac magna. Maecenas odio dolor, vulputate vel, auctor ac, accumsan id, felis. Pellentesque cursus sagittis felis. Pellentesque porttitor, velit lacinia egestas auctor, diam eros tempus arcu, nec vulputate augue magna vel risus. Cras non magna vel ante adipiscing rhoncus. Vivamus a mi. Morbi neque. Aliquam erat volutpat. Integer ultrices lobortis eros. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin semper, ante vitae sollicitudin posuere, metus quam iaculis nibh, vitae scelerisque nunc massa eget pede. Sed velit urna, interdum vel, ultricies vel, faucibus at, quam. Donec elit est, consectetur eget, consequat quis, tempus quis, wisi. In in nunc. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos hymenaeos. Donec ullamcorper fringilla eros. Fusce in sapien eu purus dapibus commodo. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Cras faucibus condimentum odio. Sed ac ligula. Aliquam at eros. Etiam at ligula et tellus ullamcorper ultrices. In fermentum, lorem non cursus porttitor, diam urna accumsan lacus, sed interdum wisi nibh nec nisl.



## Appendix B.2

Ut tincidunt volutpat urna. Mauris eleifend nulla eget mauris. Sed cursus quam id felis. Curabitur posuere quam vel nibh. Cras dapibus dapibus nisl. Vestibulum quis dolor a felis congue vehicula. Maecenas pede purus, tristique ac, tempus eget, egestas quis, mauris. Curabitur non eros. Nullam hendrerit bibendum justo. Fusce iaculis, est quis lacinia pretium, pede metus molestie lacus, at gravida wisi ante at libero. Quisque ornare placerat risus. Ut molestie magna at mi. Integer aliquet mauris et nibh. Ut mattis ligula posuere velit. Nunc sagittis. Curabitur varius fringilla nisl. Duis pretium mi euismod erat. Maecenas id augue. Nam vulputate. Duis a quam non neque lobortis malesuada. Praesent euismod. Donec nulla augue, venenatis scelerisque, dapibus a, consequat at, leo. Pellentesque libero lectus, tristique ac, consectetur sit amet, imperdiet ut, justo. Sed aliquam odio vitae tortor. Proin hendrerit tempus arcu.





## Chapter 4

### Results and Discussions

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci. Aenean nec lorem. In porttitor. Donec laoreet nonummy augue. Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend. Ut nonummy. Fusce aliquet pede non pede. Suspendisse dapibus lorem pellentesque magna. Integer nulla. Donec blandit feugiat ligula. Donec hendrerit, felis et imperdiet euismod, purus ipsum pretium metus, in lacinia nulla nisl eget sapien.

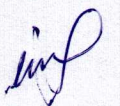
Donec ut est in lectus consequat consequat. Etiam eget dui. Aliquam erat volutpat. Sed at lorem in nunc porta tristique. Proin nec augue. Quisque aliquam tempor magna. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Nunc ac magna. Maecenas odio dolor, vulputate vel, auctor ac, accumsan id, felis. Pellentesque cursus sagittis felis. Pellentesque porttitor, velit lacinia egestas auctor, diam eros tempus arcu, nec vulputate augue magna vel risus. Cras non magna vel ante adipiscing rhoncus. Vivamus a mi. Morbi neque. Aliquam erat volutpat. Integer ultrices lobortis eros. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin semper, ante vitae sollicitudin posuere, metus quam iaculis nibh, vitae scelerisque nunc massa eget pede. Sed velit urna, interdum vel, ultricies vel, faucibus at, quam. Donec elit est, consectetur eget, consequat quis, tempus quis, wisi.

In in nunc. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos hymenaeos. Donec ullamcorper fringilla eros. Fusce in sapien eu purus dapibus commodo. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Cras faucibus condimentum odio. Sed ac ligula. Aliquam at eros. Etiam at ligula et tellus



## Appendix B.2

ullamcorper ultrices. In fermentum, lorem non cursus porttitor, diam urna accumsan lacus, sed interdum wisi nibh nec nisl. Ut tincidunt volutpat urna. Mauris eleifend nulla eget mauris. Sed cursus quam id felis. Curabitur posuere quam vel nibh. Cras dapibus dapibus nisl. Vestibulum quis dolor a felis congue vehicula. Maecenas pede purus, tristique ac, tempus eget, egestas quis, mauris. Curabitur non eros. Nullam hendrerit bibendum justo. Fusce iaculis, est quis lacinia pretium, pede metus molestie lacus, at gravida wisi ante at libero.





### Chapter 5

### Conclusion

Quisque ornare placerat risus. Ut molestie magna at mi. Integer aliquet mauris et nibh. Ut mattis ligula posuere velit. Nunc sagittis. Curabitur varius fringilla nisl. Duis pretium mi euismod erat. Maecenas id augue. Nam vulputate. Duis a quam non neque lobortis malesuada. Praesent euismod. Donec nulla augue, venenatis scelerisque, dapibus a, consequat at, leo. Pellentesque libero lectus, tristique ac, consectetur sit amet, imperdiet ut, justo. Sed aliquam odio vitae tortor. Proin hendrerit tempus arcu. In hac habitasse platea dictumst. Suspendisse potenti. Vivamus vitae massa adipiscing est lacinia sodales. Donec metus massa, mollis vel, tempus placerat, vestibulum condimentum, ligula. Nunc lacus metus, posuere eget, lacinia eu, varius quis, libero.

Aliquam nonummy adipiscing augue. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci. Aenean nec lorem. In porttitor. Donec laoreet nonummy augue. Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend. Ut nonummy. Fusce aliquet pede non pede. Suspendisse dapibus lorem pellentesque magna. Integer nulla. Donec blandit feugiat lig.



## References

MS Word: Times New Roman 20pt Bold, Title Case

Reference section is not a chapter!

Recommended: Use citation software (ENDNOTE, Mandalay, JABREF, Bibtex/Biblatex etc).

Standard citation and bibliography style commonly used in the field may be used as determined by the department e.g.

1. IEEE
2. ACM
3. Harvard
4. Vancouver
5. APA
6. Chicago



## List of Publications

The list of publications is optional.

MS Word: Times New Roman 20pt Bold, Title Case

The list of publications is not a chapter!





**Appendix B.3**  
**MS Thesis Template**

Left Margin: 1.5 inch

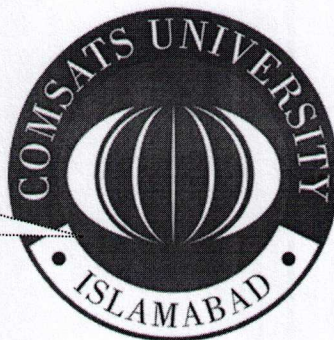
All other margins: 1 inch

<Thesis Title>

MS Word: Times New Roman 20pt Regular, Title Case

4 cm x 4 cm

Must be printed in color



MS Thesis  
by

Student's Name

e.g. CUI/FA23-  
PCS- 007/ATD

Registration Number

MS Word: Times New Roman 18pt Regular, Title Case

MS Word: Times New Roman 18pt Bold, Title Case

**COMSATS University Islamabad**  
**Pakistan**

Semester year in  
which the thesis is  
submitted

**Fall 2023**

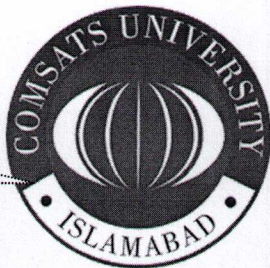
A handwritten signature in blue ink, located in the bottom right corner of the page.



**Appendix B.3**  
**MS Thesis Template**

4 cm x 4 cm

Must be printed in color



Thesis Title

MS Word: Times New Roman 20pt Regular, Title Case

A thesis submitted to  
COMSATS University Islamabad

In partial fulfillment  
of the requirements for the degree of

Master of Science  
in  
<Discipline/Program>

e.g. Computer Science,  
Cyber Security or  
Pharmacy etc.

by Stu-  
dent's Name

MS Word: Times New Roman 16pt Regular, Title Case

Registration Number

e.g. CUI/FA23-PCS-007/ATD

Department of < name >  
Faculty of < name >

Semester year in  
which the thesis is  
submitted

**COMSATS University Islamabad**  
**Pakistan**  
**Fall 2023**

MS Word: Times New Roman 18pt Bold, Title Case

Use roman numerals for page  
numbers in front matter. Times  
New Roman 12pt

ii

*MP*



Thesis Title

MS Word: Times New Roman 20pt Regular, Title Case

This thesis is submitted to the Department of <<Name of Department>> in partial fulfillment of the requirements for the award of the degree of Master of Science in <<degree title>>

Name	Registration Number
<Student's Name>	Student's Registration Number

Don not leave blank. If there is no co- supervisor,

then move the member to this

Supervisory Committee

Bold

Supervisor

Bold

<title> <Supervisor's Name>  
<designation>  
Department of <<department name>>  
COMSATS University Islamabad (CUI)  
<<Campus Name>>

Co-Supervisor

Bold

<title> <Name>  
<designation>  
Department of <<department name>>  
COMSATS University Islamabad (CUI)  
<<Campus Name>>

Member

Bold

<title> <Name>  
<designation>  
Department of <<department name>>  
COMSATS University Islamabad (CUI)  
<<Campus Name>>

Member

Bold

<title> <Name>  
<designation>  
Department of <<department name>>  
COMSATS University Islamabad (CUI)  
<<Campus Name>>

Member

Bold

<title> <Name>  
<designation>  
Department of <<department name>>  
COMSATS University Islamabad (CUI)  
<<Campus Name>>

Member

Bold

<title> <Name>  
<designation>  
Department of <<department name>>  
COMSATS University Islamabad (CUI)  
<<Campus Name>>

MS Word: Times New Roman 12pt Regular  
Latex: \normalsize



## Certificate of Approval

MS Word: Times New Roman 20pt Bold, Title Case

MS Word:  
Times New  
Roman 12pt  
Regular, single line space

Latex:  
\normalsize

This thesis titled

<Thesis Title>

MS Word: Times New Roman 20pt Regular, Title Case

By

<Student Name>  
<Registration Number>

has been approved

for the Degree of <degree title>

at COMSATS University Islamabad, Abbottabad Campus

External Examiner:

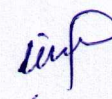
\_\_\_\_\_  
<External Examiner's Name>  
<University Address>

Supervisor:

\_\_\_\_\_  
<Supervisor's Name> Department of <<Deptt Name>> CUI,  
<<Campus>>

Head of Department:

\_\_\_\_\_  
< Name>  
Department of <<Deptt Name>>  
CUI, <<Campus>>





MS Word: Times New Roman 20pt Bold, Title Case

## Author's Declaration

I <<Student's Name>>, <<Student Registration No>>, hereby declare that I have produced the work presented in this thesis, during the scheduled period of study. I also declare that I have not taken any material from any source except referred to wherever due to that amount of plagiarism is within an acceptable range. If a violation of HEC rules on research has occurred in this thesis, I shall be liable to punishable action under the plagiarism rules of HEC.

MS Word:  
Times New Roman 12pt Regular, 1.5 line space

Latex:  
\normalsize

Date: <<Date of Thesis Submission>>

<<Signature of the Student>>

\_\_\_\_\_  
<<Student's Name>>

<<Student's Registration No>>

*Signature*



MS Word: Times New Roman 20pt Bold, Title Case

## Certificate

It is certified that <<Student's Name>>, <<Student Registration No>>, has carried out all the work related to this thesis under my supervision at the Department of <<deptt name>>, COMSATS University Islamabad, <<campus name>> and the work fulfills the requirements for the award of the degree of MS in <program name>.

Date: <<Date of Thesis Submission>>

Supervisor:

<<Supervisor's Signature>>

<<Supervisor's Name with title>>

<< Designation>

<< Department's Name>>

COMSATS University Islamabad

<<Campus Name>>

MS Word:  
Times New  
Roman 12pt  
Regular, 1.5  
line space

Latex:  
\normalsize

*hif*



## Dedication

MS Word: Times New Roman 20pt Bold, Title Case

Dedicated to my parents.

MS Word: Times New Roman 20pt Normal

*unip*



Word: Times New Roman  
20pt Bold, Title Case

## Acknowledgements

MS Word:  
Times New  
Roman 12pt  
Regular, 1.5  
line space

Latex:  
\normalsize

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci. Aenean nec lorem. In porttitor. Donec laoreet nonummy augue. Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget

Donec ut est in lectus consequat consequat. Etiam eget dui. Aliquam erat volutpat. Sed at lorem in nunc porta tristique. Proin nec augue. Quisque aliquam tempor magna. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Nunc ac magna. Maecenas odio dolor, vulputate vel, auctor ac, accumsan id, felis. Pellentesque cursus sagittis felis. Pellentesque porttitor, velit lacinia egestas auctor, diam eros tempus arcu, nec vulputate augue magna vel risus. Cras non magna vel ante adipiscing rhoncus. Vivamus a mi. Morbi neque. Aliquam erat volutpat. Integer ultrices lobortis eros. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin semper, ante vitae sollicitudin posuere, metus quam iaculis nibh, vitae scelerisque nunc massa eget pede. Sed velit urna, interdum vel, ultricies vel, faucibus at, quam. Donec elit est, consectetur eget, consequat quis, tempus quis, wisi.

Not more than  
one page

<<Student Name>>

<<Registration number >>

inf



## Appendix B.3

### MS Thesis Template

# Abstract

<<Thesis Title>>  
By  
<Student's Name>

MS Word: Times New Roman 20pt Bold, Title Case

MS Word: Times New Roman 16pt Regular, Title Case

MS Word:  
Times New Roman 12pt Regular, 1.5 line space  
Latex:  
\normalsize

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci. Aenean nec lorem. In porttitor. Donec laoreet nonummy augue. Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend. Ut nonummy. Fusce aliquet pede non pede. Suspendisse dapibus lorem pellentesque magna. Integer nulla. Donec blandit feugiat ligula. Donec hendrerit, felis et imperdiet euismod, purus ipsum pretium metus, in lacinia nulla nisl eget sapien. Donec ut est in lectus consequat consequat. Etiam eget dui. Aliquam erat volutpat. Sed at lorem in nunc porta tristique. Proin nec augue. Quisque aliquam tempor magna. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Nunc ac magna. Maecenas odio dolor, vulputate vel, auctor ac, accumsan id, felis. Pellentesque cursus sagittis felis. Pellentesque porttitor, velit lacinia egestas auctor, diam eros tempus arcu, nec vulputate augue magna vel risus. Cras non magna vel ante adipiscing rhoncus. Vivamus a mi. Morbi neque. Aliquam erat volutpat. Integer ultrices lobortis eros. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin semper, ante vitae sollicitudin posuere, metus quam iaculis nibh, vitae scelerisque nunc massa eget pede. Sed velit urna, interdum vel, ultricies vel, faucibus at, quam. Donec elit est, consectetur eget, consequat quis, tempus quis, wisi. In in nunc. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos hymenaeos. Donec ullamcorper fringilla eros. Fusce in sapien eu purus dapibus commodo.

*duy*



## Appendix B.3

### MS Thesis Template

Note: These chapters are given as an example only. Students may organize the thesis differently as required by the field of study.

MS Word: Times New Roman 20pt Bold, Title Case

MS Word:

Times New Roman 12pt Regular, 1.5 line space

Latex:  
`\normalsize`

## Table of Contents

Bold Chapter heading

<b>Chapter 1 Introduction</b>	<b>1</b>
1.1 Background	1
1.2 Significance	2
1.2.1 Scientific Significance	2
1.2.2 Practical Significance	2
<b>Chapter 2 Literature Review</b>	<b>4</b>
2.1 Research Issues	4
<b>Chapter 3 Materials and Methods</b>	<b>7</b>
<b>Chapter 4 Results and Discussions</b>	<b>9</b>
<b>Chapter 5 Conclusion</b>	<b>11</b>
<b>References</b>	<b>12</b>
<b>List of Publications</b>	<b>13</b>

List of publications is optional

Optional: dot leader, or dotted line, between each entry and its page number may be used.

Optional: Blue clickable hyperlinked page numbers may be used in PDF soft copy version.

lif



## List of Figures

MS Word: Times New Roman 20pt Bold, Title Case

Figure 1.1 Structure of Eye.....	9
Figure 1.2 Visual Transduction Cascade .....	12

MS Word:  
Times New Roman 12pt Regular, 1.5 line space

Latex:  
`\normalsize`

Optional: dot leader, or dotted line, between each entry and its page number may be used.

Optional: Blue clickable hyperlinked page numbers may be used in PDF soft copy version.

*inf*



MS Word:  
Times New Roman 12pt Regular, 1.5 line space

Latex:  
\normalsize

MS Word: Times New Roman 20pt Bold, Title Case

## List of Tables

Table 1.1 DNA Markers for Gene Mapping.....	4
---	---

Optional: dot leader, or dotted line, between each entry and its page number may be used.

Optional: Blue clickable hyperlinked page numbers may be used in PDF soft copy version.



## **List of Abbreviations**

MS Word: Times New Roman 20pt Bold, Title Case

AM	Amplitude Modulation
FM	Frequency Modulation
CNN	Convolution Neural Network

MS Word:  
Times New Roman 12pt Regular, 1.5 line space

Latex:  
`\normalsize`



# Chapter 1 Introduction

MS Word: Times New Roman 20pt Bold, Title Case

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci. Aenean nec lorem. In porttitor. Donec laoreet nonummy augue. Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend. Ut nonummy. Fusce aliquet pede non pede. Suspendisse dapibus lorem pellentesque magna. Integer nulla. Donec blandit feugiat ligula. Donec hendrerit, felis et imperdiet euismod, purus ipsum pretium metus, in lacinia nulla nisl eget sapien.

MS Word:  
Times New  
Roman 12pt  
Regular, 1.5  
line space

Latex:  
`\normalsize`

Line  
numbers  
may be  
used in spi-  
ral bound  
copy for ex-  
ternal  
reviewer.

MS Word: Times New  
Roman 14pt Bold, Title  
case, 12pt space above

## 1.1 Background

Donec ut est in lectus consequat consequat. Etiam eget dui. Aliquam erat volutpat. Sed at lorem in nunc porta tristique. Proin nec augue. Quisque aliquam tempor magna. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Nunc ac magna. Maecenas odio dolor, vulputate vel, auctor ac, accumsan id, felis. Pellentesque cursus sagittis felis. Pellentesque porttitor, velit lacinia egestas auctor, diam eros tempus arcu, nec vulputate augue magna vel risus. Cras non magna vel ante adipiscing rhoncus. Vivamus a mi. Morbi neque. Aliquam erat volutpat. Integer ultrices lobortis eros. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin semper, ante vitae sollicitudin posuere, metus quam iaculis nibh, vitae scelerisque nunc massa eget pede. Sed velit urna, interdum vel, ultricies vel, faucibus at, quam. Donec elit est, consectetur eget, consequat quis, tempus quis, wisi.

12pt space after paragraph

In in nunc. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos hymenaeos. Donec ullamcorper fringilla eros. Fusce in sapien eu purus dapibus commodo. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Cras faucibus condimentum odio. Sed ac ligula. Aliquam at eros. Etiam at ligula et tellus ullamcorper ultrices. In fermentum, lorem non cursus porttitor, diam urna accumsan lacus, sed interdum wisi nibh nec nisl. Ut tincidunt volutpat urna. Mauris eleifend nulla eget mauris. Sed cursus quam id felis. Curabitur posuere quam vel nibh. Cras dapibus dapibus nisl. Vestibulum quis dolor a felis congue vehicula. Maecenas pede purus, tristique ac,

ang



## Appendix B.3

### MS Thesis Template

tempus eget, egestas quis, mauris. Curabitur non eros. Nullam hendrerit bibendum justo. Fusce iaculis, est quis lacinia pretium, pede metus molestie lacus, at gravida wisi ante at libero.

MS Word: Times New Roman 14pt Bold, Title Case

#### 1.2 Significance

12 pt space above

Quisque ornare placerat risus. Ut molestie magna at mi. Integer aliquet mauris et nibh. Ut mattis ligula posuere velit. Nunc sagittis. Curabitur varius fringilla nisl. Duis pretium mi euismod erat. Maecenas id augue. Nam vulputate. Duis a quam non neque lobortis malesuada. Praesent euismod. Donec nulla augue, venenatis scelerisque, dapibus a, consequat at, leo. Pellentesque libero lectus, tristique ac, consectetur sit amet, imperdiet ut, justo. Sed aliquam odio vitae tortor. Proin hendrerit tempus arcu. In hac habitasse platea dictumst. Suspendisse potenti. Vivamus vitae massa adipiscing est lacinia sodales. Donec metus massa, mollis vel, tempus placerat, vestibulum condimentum, ligula. Nunc lacus metus, posuere eget, lacinia eu, varius quis, libero.

MS Word: Times New Roman 14pt Regular, Title Case  
12pt space above

##### 1.2.1 Scientific Significance

Aliquam nonummy adipiscing augue. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci. Aenean nec lorem. In porttitor. Donec laoreet nonummy augue. Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend. Ut nonummy. Fusce aliquet pede non pede. Suspendisse dapibus lorem pellentesque magna. Integer nulla. Donec blandit feugiat ligula.

MS Word: Times New Roman 14pt Regular, Title Case, 12pt space above

##### 1.2.2 Practical Significance

Donec hendrerit, felis et imperdiet euismod, purus ipsum pretium metus, in lacinia nulla nisl eget sapien. Donec ut est in lectus consequat consequat. Etiam eget dui. Aliquam erat volutpat. Sed at lorem in nunc porta tristique. Proin nec augue. Quisque aliquam tempor magna. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Nunc ac magna. Maecenas odio dolor, vulputate vel, auctor ac, accumsan id, felis. Pellentesque cursus sagittis felis. Pellentesque porttitor, velit lacinia egestas auctor, diam eros tempus arcu, nec vulputate augue magna vel risus. Cras non magna vel ante adipiscing rhoncus. Vivamus a mi. Morbi neque. Aliquam erat volutpat. Integer ultrices lobortis eros. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin

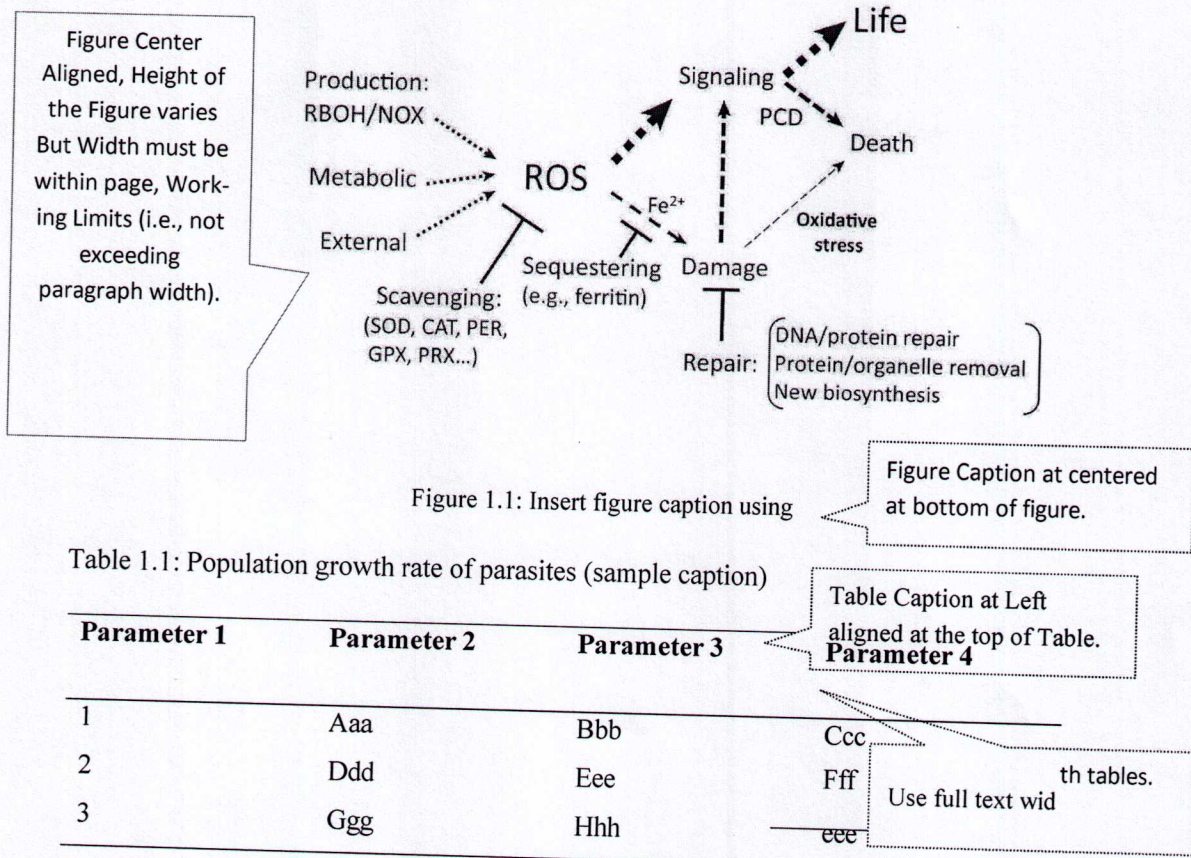


## Appendix B.3

### MS Thesis Template

semper, ante vitae sollicitudin posuere, metus quam iaculis nibh, vitae scelerisque nunc massa eget pede. Sed velit urna, interdum vel, ultricies vel, faucibus at, quam.

Donec elit est, consectetur eget, consequat quis, tempus quis, wisi. In in nunc. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos hymenaeos. Donec ullamcorper fringilla eros. Fusce in sapien eu purus dapibus commodo. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Cras faucibus condimentum odio. Sed ac ligula. Aliquam at eros. Etiam at ligula et tellus ullamcorper ultrices. In fermentum, lorem non cursus porttitor, diam urna accumsan lacus, sed interdum wisi nibh nec nisl. Ut tincidunt volutpat urna. Mauris eleifend nulla eget mauris. Sed cursus quam id felis. Curabitur posuere quam vel nibh. Cras dapibus dapibus nisl. Vestibulum quis dolor a felis congue vehicula. Maecenas pede purus, tristique ac, tempus eget, egestas quis, mauris. Curabitur non eros. Nullam hendrerit bibendum justo.



mg



## Chapter 2

### Literature Review

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci. Aenean nec lorem. In porttitor. Donec laoreet nonummy augue. Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend. Ut nonummy. Fusce aliquet pede non pede. Suspendisse dapibus lorem pellentesque magna. Integer nulla. Donec blandit feugiat ligula. Donec hendrerit, felis et imperdiet euismod, purus ipsum pretium metus, in lacinia nulla nisl eget sapien.

Donec ut est in lectus consequat consequat. Etiam eget dui. Aliquam erat volutpat. Sed at lorem in nunc porta tristique. Proin nec augue. Quisque aliquam tempor magna. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Nunc ac magna. Maecenas odio dolor, vulputate vel, auctor ac, accumsan id, felis. Pellentesque cursus sagittis felis. Pellentesque porttitor, velit lacinia egestas auctor, diam eros tempus arcu, nec vulputate augue magna vel risus. Cras non magna vel ante adipiscing rhoncus. Vivamus a mi. Morbi neque. Aliquam erat volutpat. Integer ultrices lobortis eros. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin semper, ante vitae sollicitudin posuere, metus quam iaculis nibh, vitae scelerisque nunc massa eget pede. Sed velit urna, interdum vel, ultricies vel, faucibus at, quam. Donec elit est, consectetur eget, consequat quis, tempus quis, wisi.

#### 2.1 Research Issues

In in nunc. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos hymenaeos. Donec ullamcorper fringilla eros. Fusce in sapien eu purus dapibus commodo. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Cras faucibus condimentum odio. Sed ac ligula. Aliquam at eros. Etiam at ligula et tellus ullamcorper ultrices. In fermentum, lorem non cursus porttitor, diam urna accumsan lacus, sed interdum wisi nibh nec nisl. Ut tincidunt volutpat urna. Mauris eleifend nulla eget mauris. Sed cursus quam id felis. Curabitur posuere quam vel nibh. Cras dapibus dapibus nisl. Vestibulum quis dolor a felis congue vehicula. Maecenas pede purus, tristique ac,



## Appendix B.3

### MS Thesis Template

tempus eget, egestas quis, mauris. Curabitur non eros. Nullam hendrerit bibendum justo. Fusce iaculis, est quis lacinia pretium, pede metus molestie lacus, at gravida wisi ante at libero.

1. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est.
2. Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci. Aenean nec lorem.
3. In porttitor. Donec laoreet nonummy augue. Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend. Ut nonummy.
4. Fusce aliquet pede non pede. Suspendisse dapibus lorem pellentesque magna. Integer nulla. Donec blandit feugiat ligula. Donec hendrerit, felis et imperdiet euismod, purus ipsum pretium metus, in lacinia nulla nisl eget sapien.
5. Donec ut est in lectus consequat consequat. Etiam eget dui. Aliquam erat volutpat. Sed at lorem in nunc porta tristique. Proin nec augue.
6. Quisque aliquam tempor magna. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Nunc ac magna. Maecenas odio dolor, vulputate vel, auctor ac, accumsan id, felis. Pellentesque cursus sagittis felis.
7. Pellentesque porttitor, velit lacinia egestas auctor, diam eros tempus arcu, nec vulputate augue magna vel risus. Cras non magna vel ante adipiscing rhoncus. Vivamus a mi. Morbi neque. Aliquam erat volutpat.
8. Integer ultrices lobortis eros. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin semper, ante vitae sollicitudin posuere, metus quam iaculis nibh, vitae scelerisque nunc massa eget pede. Sed velit urna, interdum vel, ultricies vel, faucibus at, quam. Donec elit est, consectetur eget, consequat quis, tempus quis, wisi.
9. In in nunc. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos hymenaeos. Donec ullamcorper fringilla eros. Fusce in sapien eu purus



## Appendix B.3

### MS Thesis Template

dapibus commodo. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus.

10. Cras faucibus condimentum odio. Sed ac ligula. Aliquam at eros. Etiam at ligula et tellus ullamcorper ultrices. In fermentum, lorem non cursus porttitor, diam urna accumsan lacus, sed interdum wisi nibh nec nisl.



## Chapter 3

### Materials and Methods

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci. Aenean nec lorem. In porttitor. Donec laoreet nonummy augue. Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend. Ut nonummy. Fusce aliquet pede non pede. Suspendisse dapibus lorem pellentesque magna. Integer nulla. Donec blandit feugiat ligula. Donec hendrerit, felis et imperdiet euismod, purus ipsum pretium metus, in lacinia nulla nisl eget sapien. Donec ut est in lectus consequat consequat. Etiam eget dui. Aliquam erat volutpat. Sed at lorem in nunc porta tristique. Proin nec augue.

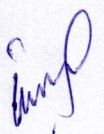
Quisque aliquam tempor magna. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Nunc ac magna. Maecenas odio dolor, vulputate vel, auctor ac, accumsan id, felis. Pellentesque cursus sagittis felis. Pellentesque porttitor, velit lacinia egestas auctor, diam eros tempus arcu, nec vulputate augue magna vel risus. Cras non magna vel ante adipiscing rhoncus. Vivamus a mi. Morbi neque. Aliquam erat volutpat. Integer ultrices lobortis eros. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin semper, ante vitae sollicitudin posuere, metus quam iaculis nibh, vitae scelerisque nunc massa eget pede. Sed velit urna, interdum vel, ultricies vel, faucibus at, quam. Donec elit est, consectetur eget, consequat quis, tempus quis, wisi. In in nunc. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos hymenaeos. Donec ullamcorper fringilla eros. Fusce in sapien eu purus dapibus commodo. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Cras faucibus condimentum odio. Sed ac ligula. Aliquam at eros. Etiam at ligula et tellus ullamcorper ultrices. In fermentum, lorem non cursus porttitor, diam urna accumsan lacus, sed interdum wisi nibh nec nisl.



## Appendix B.3

### MS Thesis Template

Ut tincidunt volutpat urna. Mauris eleifend nulla eget mauris. Sed cursus quam id felis. Curabitur posuere quam vel nibh. Cras dapibus dapibus nisl. Vestibulum quis dolor a felis congue vehicula. Maecenas pede purus, tristique ac, tempus eget, egestas quis, mauris. Curabitur non eros. Nullam hendrerit bibendum justo. Fusce iaculis, est quis lacinia pretium, pede metus molestie lacus, at gravida wisi ante at libero. Quisque ornare placerat risus. Ut molestie magna at mi. Integer aliquet mauris et nibh. Ut mattis ligula posuere velit. Nunc sagittis. Curabitur varius fringilla nisl. Duis pretium mi euismod erat. Maecenas id augue. Nam vulputate. Duis a quam non neque lobortis malesuada. Praesent euismod. Donec nulla augue, venenatis scelerisque, dapibus a, consequat at, leo. Pellentesque libero lectus, tristique ac, consectetur sit amet, imperdiet ut, justo. Sed aliquam odio vitae tortor. Proin hendrerit tempus arcu.





## Chapter 4

### Results and Discussions

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci. Aenean nec lorem. In porttitor. Donec laoreet nonummy augue. Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend. Ut nonummy. Fusce aliquet pede non pede. Suspendisse dapibus lorem pellentesque magna. Integer nulla. Donec blandit feugiat ligula. Donec hendrerit, felis et imperdiet euismod, purus ipsum pretium metus, in lacinia nulla nisl eget sapien.

Donec ut est in lectus consequat consequat. Etiam eget dui. Aliquam erat volutpat. Sed at lorem in nunc porta tristique. Proin nec augue. Quisque aliquam tempor magna. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Nunc ac magna. Maecenas odio dolor, vulputate vel, auctor ac, accumsan id, felis. Pellentesque cursus sagittis felis. Pellentesque porttitor, velit lacinia egestas auctor, diam eros tempus arcu, nec vulputate augue magna vel risus. Cras non magna vel ante adipiscing rhoncus. Vivamus a mi. Morbi neque. Aliquam erat volutpat. Integer ultrices lobortis eros. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin semper, ante vitae sollicitudin posuere, metus quam iaculis nibh, vitae scelerisque nunc massa eget pede. Sed velit urna, interdum vel, ultricies vel, faucibus at, quam. Donec elit est, consectetur eget, consequat quis, tempus quis, wisi.

In in nunc. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos hymenaeos. Donec ullamcorper fringilla eros. Fusce in sapien eu purus dapibus commodo. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Cras faucibus condimentum odio. Sed ac ligula. Aliquam at eros. Etiam at ligula et tellus



## Appendix B.3

### MS Thesis Template

ullamcorper ultrices. In fermentum, lorem non cursus porttitor, diam urna accumsan lacus, sed interdum wisi nibh nec nisl. Ut tincidunt volutpat urna. Mauris eleifend nulla eget mauris. Sed cursus quam id felis. Curabitur posuere quam vel nibh. Cras dapibus dapibus nisl. Vestibulum quis dolor a felis congue vehicula. Maecenas pede purus, tristique ac, tempus eget, egestas quis, mauris. Curabitur non eros. Nullam hendrerit bibendum justo. Fusce iaculis, est quis lacinia pretium, pede metus molestie lacus, at gravida wisi ante at libero.





## Chapter 5

### Conclusion

Quisque ornare placerat risus. Ut molestie magna at mi. Integer aliquet mauris et nibh. Ut mattis ligula posuere velit. Nunc sagittis. Curabitur varius fringilla nisl. Duis pretium mi euismod erat. Maecenas id augue. Nam vulputate. Duis a quam non neque lobortis malesuada. Praesent euismod. Donec nulla augue, venenatis scelerisque, dapibus a, consequat at, leo. Pellentesque libero lectus, tristique ac, consectetur sit amet, imperdiet ut, justo. Sed aliquam odio vitae tortor. Proin hendrerit tempus arcu. In hac habitasse platea dictumst. Suspendisse potenti. Vivamus vitae massa adipiscing est lacinia sodales. Donec metus massa, mollis vel, tempus placerat, vestibulum condimentum, ligula. Nunc lacus metus, posuere eget, lacinia eu, varius quis, libero.

Aliquam nonummy adipiscing augue. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est. Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci. Aenean nec lorem. In porttitor. Donec laoreet nonummy augue. Suspendisse dui purus, scelerisque at, vulputate vitae, pretium mattis, nunc. Mauris eget neque at sem venenatis eleifend. Ut nonummy. Fusce aliquet pede non pede. Suspendisse dapibus lorem pellentesque magna. Integer nulla. Donec blandit feugiat lig.



## **References**

MS Word: Times New Roman 20pt Bold, Title Case

Reference section is not a chapter!

Recommended: Use citation software (ENDNOTE, Mandalay, JABREF, Bibtex/Biblatex etc).

Standard citation and bibliography style commonly used in the field may be used as determined by the department e.g.

1. IEEE
2. ACM
3. Harvard
4. Vancouver
5. APA
6. Chicago



## **List of Publications**

The list of publications is optional.

MS Word: Times New Roman 20pt Bold, Title Case

The list of publications is not a chapter!

*hnp*



## Appendix B.4

### Proforma for External Thesis Examiners



## COMSATS University Islamabad

Registrar Secretariat, Principal Seat, Islamabad

PROFORMA FOR THE LIST OF EXTERNAL EXAMINERS FOR MS/MBA/Ph.D THESIS EVALUATION FOR APPROVAL OF BOS, BOF, BASAR and Academic Council

Name of Department: \_\_\_\_\_

S.No.	Name of the External Examiner with Designation / status	Name of Institution / University / Department / Organization of the Expert with Complete Postal Address (Please Avoid Abbreviations)	Electronic Address E-mail: ..... Phone #: ..... Fax #: .....	Examiner's Academic Degree & its Subject	No. of Publications	No. of Students Supervised		Experience		Remarks
						MS	PhD	Years	Field of Specialization	
1.										
2.										
3.										
4.										
5.										

Recommended by: 1). HoD: \_\_\_\_\_ 2). Chairperson: \_\_\_\_\_ 3). Dean: \_\_\_\_\_ 4). Registrar \_\_\_\_\_

Consent of examiner and CV must be attached. Only official email address will be accepted. In case of foreign, the examiner must be serving in the Technical Advance Countries as per HEC list.

hij



**COMSATS University Islamabad**  
**Supervisor Honorarium Performa**

**Subject: Processing Request for Supervisor Honorarium – MS Thesis Supervision (Notification Ref: CUI-TD-Sub-Senate-7(23)/2591 dated February 06, 2023)**

It is certified that the student **Mr./Ms.** \_\_\_\_\_ (Reg. No. \_\_\_\_\_), enrolled in **MS** \_\_\_\_\_ program in Spring / Fall ....., has successfully completed the degree **within the minimum prescribed duration of two (02) years, at COMSATS University Islamabad, .....Campus.....**

The thesis entitled “\_\_\_\_\_” was supervised by **Dr.** \_\_\_\_\_, Faculty Member, Department of \_\_\_\_\_. The degree was completed on \_\_\_\_\_ as in line with the provisions of the referenced notification, the eligibility criteria for the **Rs. 20,000/- supervisor honorarium** require:

- a) MS degree must be completed within the minimum degree Duration i.e. 2 years, and
- b) Research work must lead to one journal publication of acceptable category to award PhD in that particular discipline, within 01 year after completion of the degree.

It is affirmed that the research work has resulted in the publication titled “\_\_\_\_\_” in the peer-reviewed journal \_\_\_\_\_ **DoI:** \_\_\_\_\_), **dated** \_\_\_\_\_. The journal has been verified and categorized by the Office of Research, Innovation and Commercialization (ORIC) as meeting the minimum publication standard acceptable as per HEC and CUI policy.

In view of the above, the supervisor, **Dr.** \_\_\_\_\_, fulfills the policy criteria for disbursement of the aforementioned honorarium. It is therefore recommended that the case may be forwarded for further processing and financial settlement in accordance with the university’s approved policy framework **Notification Ref: CUI-TD-Sub-Senate-7(23)/2591 dated February 06, 2023.**

**Prepared and recommended by:**

**Supervisor:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Verified and recommended by:**

**Head of Department:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Stamp/Date:** \_\_\_\_\_

**Approved By:**

**Dean (Faculty of \_\_\_\_\_):** **Signature:** \_\_\_\_\_ **Stamp / Date:** \_\_\_\_\_

**Enclosures:**

1. Final Transcript / FRN issued by CoE, PS

**Forwarded to: Registrar, CUI**





COMSATS University Islamabad  
Registrar Secretariat, Academic Unit (PS)

\*\*\*

**Checklist PhD Supervisor: Eligibility Assessment**

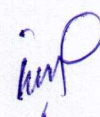
**To be filled and signed by the Departmental Head/Chairperson/ Supervisor and Dean**

The evaluator must ensure that the faculty member, under consideration to be a PhD supervisor:-

#	GEP's Clause	Minimum Criteria to a PhD Supervisor	Evidence Required to Validate	Yes/No
1	4.2.1.i	holds Ph.D. or equivalent terminal degree	PCD Number/Attested copy of PhD degree	
2	4.2.1.ii	is relevant to the student's PhD research field	As determined by following principle and procedure given at clause 7.1.2 of GEP-2023	
3	4.2.1.iii	does not have CONFLICT OF INTEREST with student in personal, financial, or professional	Undertaking from the faculty member and judgement of the evaluator	
4	4.2.1.iv	have the time and availability to supervise PhD dissertation and give clear and constructive feedback	Students' Feedback Survey and supervisory and teaching workload of undergrad & graduate level	
5	4.2.1.v	is capable of conducting themselves in a professional and respectful manner throughout the supervision process.	Professional judgment of the evaluator supported by Students' Feedback Survey	
6	4.2.1.vi	is capable of maintaining confidentiality and protecting the intellectual property of the dissertation.	Professional judgment of the evaluator supported by Students' Feedback Survey	
7	4.2.1.vii	is a regular/adjunct faculty member of the supervisee's University/HEI/DAI	Notification from the Registrar/HR Department	
8	4.2.1.ix OR	does not have more than 01 PhD student in 3rd year from obtaining PhD degree.	To be calculated from the date of PhD notification	
9	4.2.1.ix OR	does not have more than 02 PhD student in 4th year from obtaining PhD degree.	To be calculated from the date of PhD notification	
10	4.2.1.ix	does not have more than 05 PhD student in 5th year from obtaining PhD degree	To be calculated from the date of PhD notification	
11	4.2.2.i-a	holds a PhD degree from a recognized national/international university/degree awarding institute (DAI)	Copy of PhD degree attested by HEC	
12	4.2.2.i-b	has qualified courses containing content on research ethics, publications, patents, etc.	Certificate by the HEI/NAHE or recognized MOOCs	
13	4.2.2.i-b.i	has qualified basic level courses to supervise students of MS/MPhil/equivalent degrees	Certificate by the HEI/NAHE or recognized MOOCs	
14	4.2.2.i-b.ii	has qualified advanced level courses to supervise students of MS/MPhil/equivalent degrees	Certificate by the HEI/NAHE or recognized MOOCs	
15	4.2.2.ii	is an active researcher.	Publishing in reputed journal and participating conferences/research events regularly	
16	4.2.2.ii-A	fulfills the specific publication requirements for Science and Technology:	Check and verify research publications	
17	4.2.2.ii-A.i	has published at least one research publications in W category journal within 3 years after PhD. OR	Check and verify research publications	



18	4.2.2.ii-A.ii	has published at least five research publications in X category journal within last 5 years after PhD	Check and verify research publications	
19	4.2.2.ii-B OR	fulfills the specific publication requirements for Social Science, Arts and Humanities and Business	Check and verify research publications	
20	4.2.2.ii-B.i OR	has published at least one research publications in W category journal within 3 years after PhD. OR	Check and verify research publications	
21	4.2.2.ii-B.ii	has published at least five research publications in X and Y category journal within last 5 years after PhD	Check and verify research publications	
22	4.2.2.ii-C OR	fulfills the specific publication requirements for Regional and National Languages i.e.,	Check and verify research publication	
23	4.2.2.ii-C.i OR	has published at least one research publications in X category journal within 3 years after PhD. OR	Check and verify research publication	
24	4.2.2.ii-C.ii	has published at least five research publications in X or Y category journal within last 5 years after PhD	Check and verify research publication	





**CERTIFICATE FROM SUPERVISOR FOR SUPERVISION OF MS THESIS AND DOCTORAL DISSERTATIONS**

This certifies that I, [ Full Name], [Designation/Position], [Department] at COMSATS University Islamabad, am qualified and capable of supervising both Master of Science (MS) Thesis and Doctoral Dissertations in accordance with the guidelines established by the Higher Education Commission (HEC) of Pakistan and COMSATS University Rules, Regulations, Policies amended from time to time.

1. **Doctoral Degree:** I possess a PhD degree in the relevant field from a recognized institution, meeting the HEC's requirements for doctoral supervision.
2. **Research Expertise:** My research and academic pursuits are directly aligned with the field of Research, ensuring relevance to the research of my MS and PhD students.
3. **Supervisory Experience:** I have a proven track record of successfully guiding and mentoring both MS Thesis and Doctoral Dissertations, demonstrating my ability to effectively supervise graduate research.
4. **Conflict of Interest:** I adhere to the highest ethical standards and maintain a strict avoidance of personal, financial, or professional conflicts of interest in my role as a supervisor.
5. **Availability and Feedback:** I am committed to providing dedicated supervision, ensuring timely and constructive feedback to my students throughout their research journey.
6. **Professional Conduct:** I maintain a professional and respectful demeanor in all interactions with my supervisees, fostering a supportive and conducive research environment.
7. **Confidentiality and Intellectual Property:** I uphold the confidentiality of the research work and ensure the protection of the intellectual property generated during the supervision of MS Thesis and Doctoral Dissertations.
8. **Affiliation:** I am a regular/adjunct faculty member at COMSATS University Islamabad, meeting the eligibility criteria for PhD supervision as outlined by the HEC.
9. **Supervisory Load:** I am eligible to supervise both MS Thesis and Doctoral Dissertations within the prescribed limits, adhering to the university's guidelines on supervisory loads.

**Publication Requirements shall always be as per HEC requirements amended from time to time. Currently:**

- a) **For Science and Technology:** I have published within the last 3 years after PhD at least one research publication in a W category journal or, within the last 5 years, at least five research publications in X category journals., fulfilling the specific publication requirements for PhD supervision in the field of Science and Technology.
  - b) **For Social Sciences, Arts, and Humanities:** [If applicable] I have published within the last 3 years after PhD at least one research publication in a W category journal or, at least five research publications in X and Y category journal, meeting the publication requirements for supervision in Social Sciences, Arts, and Humanities disciplines.
  - c) **For Regional and National Languages:** [If applicable] I have published within the last 3 years after PhD at least one research publication in a X category journal or, at least five research publications in X or Y category journal, satisfying the criteria for PhD supervision in regional and national languages.
10. **Conclusion:** This certification affirms that I, [Your Full Name], possess the necessary qualifications and experience to effectively supervise both MS Thesis and Doctoral Dissertations at COMSATS University Islamabad. My commitment to ethical conduct, research excellence, and student mentorship ensures that I am well-equipped to guide graduate students through their research journey.

**Signature with date**

**Supervisor: Dr.....[Your Full Name]  
[Professor / Associate Professor, etc, [Your Position]  
COMSATS University Islamabad, Campus.....**

**Recommended by HoD**

**Approved by Dean**





## **C Policies and Guidelines**

*ing*



### **C.1 Terms of References (ToRs) of the Departmental Advisory Committee (DAC)**

1. Each Department of the CUI Campus must have a DAC.
2. The HoD shall normally be the convener of the DAC at all campuses except the one where the chairperson is stationed. The Chairpersons shall convene the DAC at his/her campus.
3. Convener will nominate at least more than five senior members of the Department for DAC and get approval from the Dean of the Faculty. The members of the DAC can be reshuffled when required by the convener.
4. In the absence of the convener, meetings are to be chaired by the HoD or senior member of the Department.
5. The departmental Graduate Coordinator (a Ph.D. Faculty member assigned the respective duties) shall be the secretary of DAC.
6. HoD shall obtain the approval for the appointment of the Graduate Coordinator of the Department from the relevant office.
7. The secretary shall be responsible for the overall operational management of the graduate program, keeping formal records/minutes of DAC business, and communicating of decisions to the students as well as other relevant departments.
8. A quorum of the committee shall comprise 2/3 majority of the members and no business will be transacted unless a quorum is present. Collective responsibility should be observed once decisions are taken.
9. DAC would receive, consider and respond to all matters associated with research activity and provide a forum for notification, discussion, and guidance to the Department. The committee will consider recommendations and offer advice on a broad range of issues relevant to the research activities, program and curriculum development, academic standards, and faculty development.
10. DAC can consider and make recommendations on the distribution and allocation of re- sources required to support the teaching and learning activities of the Graduate programs.

*imp*



11. The committee would be responsible to assess/examining the research Synopses of MS and Ph.D. students and reject/recommending for approval via the respective Dean's office.
12. Internal exams/assessments of MS and Ph.D. research thesis will be conducted by DAC.
13. DAC would have oversight on the allocation of the MS / Ph.D. supervisors and teaching of the courses in the Department while considering the relevance and experiences of the faculty members for a specific course.
14. DAC will also review the progress reports of the research students during each semester (whenever needed).
15. The committee shall have a meeting with all the faculty members of the Department at least once a semester or whenever required.
16. It will be the responsibility of the DAC to monitor all the qualitative academic functions of the graduate programs of the Department. DAC will review the Qualitative Academic progress of the Graduate Programs of the Department on a regular basis and recommend/initiate corrective measures when and where deemed necessary. DAC shall debate, review and recommend approaches to enhance the quality of students' learning opportunities and their learning experiences.
17. DAC will be responsible for the implementation of the Scheme of Studies (SoS) and its continuous monitoring. DAC can initiate a new SoS / program and forward it to the Board of Studies (BoS) of the respective Department.
18. The committee may consult with staff and students on issues and developments relating to the Graduate programs of the Department. The final decision on whether or not to act on the recommendations will rest with the convener of the DAC.
19. DAC will monitor the effectiveness of the Examination / Assessment system of Graduate programs in the Department. DAC will be responsible for keeping the teaching, learning and assessment methodologies under review and for offering advice to the concerned faculty. DAC would act as a forum for discussion and guidance on academic plans, targets and activities of the Graduate programs in the Department.
20. When required, the committee can recommend BoS for the appointment of internal and external examiners for MS / Ph.D. research thesis.
21. The convener can call the meeting of DAC, whenever required to discuss/deliberate on any issues related to Graduate programs of the Department.
22. DAC would receive the outcomes of academic appeals and complaints, and student fitness to practice and academic and disciplinary offences.





## **C.2 Guidelines for Ph.D. Comprehensive Examination**

### **Comprehensive Examination**

The Comprehensive Examination (CE) is conducted under the supervision of the Comprehensive Examination Committee (CEC) as notified by the Department. All students admitted in the Ph.D. program must pass the comprehensive exam. Initially, this examination aims to evaluate:

1. Students' understanding of the subject, area of research, and necessary background for their Ph.D. research.
2. Candidates' ability for their research area and know how relevant peer-reviewed published work.

### **Conduction of Comprehensive Examination**

The Head of the Department, in consultation with Department's Advisory Committee (DAC), is responsible for holding the CE. For this purpose, a Comprehensive Examination Committee (CEC) shall be formed normally consisting of three senior teachers/faculty members from the Department. Furthermore;

1. The Exam is conducted during the semester and the candidate must register in that semester and also apply for a comprehensive examination on the prescribed form.
2. The Examination Section of the campus announces the place, date, and time of the comprehensive exam in which the Ph.D. candidate has requested to appear.

### **Grading**

The Ph.D. candidate securing minimum 60% marks in each paper (separately), shall be declared "Pass" in the comprehensive exam.

### **Result declaration**


The Examination office declares the result of the comprehensive examination to the candidates. If a candidate fails to pass the exam in two attempts, his/her admission shall stand cancelled.

### **Composition of Papers for Comprehensive Examination Paper(s)**

The CE comprises General Paper (P1) and Specialization Paper (P2). The candidate has to answer all the questions in a paper. The number of questions in each paper may vary. Each paper has a minimum time duration of 3 hours. The total marks for each paper are 100.

### **Paper 1 (P1)**

For the General paper, questions are collected (to prepare a 'Questions-Pool') from departmental faculty members (minimum 3 questions from each), and later on, the paper is set from the available questions-pool by the Departmental Comprehensive Examination Committee (CEC).





## **Paper setting**

For the general paper (P1) of the comprehensive examination, the department shall specify general subject areas that cover the breadth and depth of the domain. For example in Ph.D. Environmental Sciences, the areas include (but are not limited to); Atmosphere, Hydrosphere, Lithosphere, Biosphere, Environmental Pollutants (surrounding natural resources), Pollutants' control measures, Global warming and climate change, Health risks and safety, Loss of biodiversity, Social issues & the Environment, and Human population and its impacts on Environment.

## **Paper 2 (P2)**

For the specialization paper, questions are collected from the supervisor and supervisory committee of the candidate. Each candidate's supervisory committee member must prepare at least two questions along with a minimum of three from the supervisor. CEC randomly selects the appropriate question numbers from this candidate-specific pool.

## **C.3 MS/Ph.D. Thesis Requirements and Guidelines**

### **Format**

The following requirements must be adhered to in the format of the submitted thesis:

1. The thesis must normally be printed on A4 paper; the Registrar may give permission for a thesis to be submitted in another format where he is satisfied that the contents of the thesis can be better expressed in that format.
2. Copies of the thesis must be presented in a permanent and legible form either in typescript or print; where copies are produced by photocopying processes, these must be of a permanent nature; where a word processor and printing devices are used, the printer must be capable of producing text of satisfactory quality; the size of the character used in the main text, including displayed matter and notes, must not be less than 2.0 mm for capitals and 1.5 mm for x-height (that is, the height of lower-case x). Font size 12 is recommended in the Times New Roman or equivalent script.
3. The thesis must be printed on the recto side of the page only; the paper must be white and within the range of 70 to 100 g/m<sup>2</sup>.
4. 1.5 spacing should be used in typescript except for indented quotations or footnotes where single spacing may be used.





5. Pages must be numbered consecutively through the main text, including photographs and/or diagrams included as whole pages.
6. The title page must give the following information:
  - a. The full title of the thesis.
  - b. Name of the author(s).
  - c. The degree for which the thesis is submitted in partial fulfilment of its requirements;
  - d. The name of the institution;
  - e. The collaborating organization(s), if any; and
  - f. The month and year of submission.


## Structure

It is advisable for all students to look at some thesis in their area of research early on in their studies to see how it has been laid out. The actual chapters of a thesis depend on the topic addressed and the student's personal style. However, the following is a fairly generic structural guideline for a good thesis:

**Abstract:** An abstract of approximately 300-600 words bound into the thesis must be attached, which shall provide a synopsis of the thesis stating the nature and scope of the work undertaken and the contribution made to the knowledge of the subject. A loose copy of the abstract must be submitted with the thesis. This loose copy of the abstract must have the name of the author, the degree to which the thesis is submitted, and the title of the thesis as a heading.

It should state at the outset the problem studied, the method employed to study the problem, may it be experimental or theoretical, and the results obtained. A comparison with other published work on the subject may also be made where possible.

**Introduction:** This should be a short chapter 'setting the scene'. It should include a description of the area of study, the problems found in the area, the particular problems addressed in the thesis (the 'thesis statement'), why the question is important and how it relates to future work in the area, what the thesis achieves with respect to the thesis statement and the area. This section should finish with an annotated guide to the rest of the thesis, indicating how each part contributes to the questions set in the thesis statement. This part should challenge the reader to ensure that they understand the central thesis statement and ensure they want to read the rest of the work.





**Body:** The sequence of chapters should include the following material:

- Background work in the area; a literature survey.
- Closely argued treatment of the problems in the area.
- Highlighting those areas that will be addressed in the thesis statement with the justification of their importance and connection to the area of research.
- Detailed plan that how the thesis statement will be 'proved'.
- Exposition of the work done, along with the Experimental Method / Theoretical Approach used.
- Detailed coverage of the results and achievements.
- Discussion of results.

**Conclusion:** The conclusion should clearly and effectively communicate the following:

- Summary of the thesis statement and results.





- Problems and/or deficiencies with the work.
- Future work to be done by others.

**Binding:** The thesis shall be submitted for examination in a temporarily bound form, which is sufficiently secure to ensure that pages cannot be added or removed. A thesis submitted in a temporarily bound form must be in its final form in all respects except the binding and the incorporation of any amendments required by the examiners.

Following examination and the incorporation of any amendments required by the examiners, the thesis must be bound in purple binder cloth, in a permanent binding of the approved type before the degree may be awarded. The University library copy must be bound as follows:

1. The binding must be of a fixed type so that leaves cannot be removed or replaced; the front and rear boards must have sufficient rigidity to support the weight of the work when standing upright; and
2. The outside front board must bear the title of the work, the name and initials of the candidate, the qualification, and the year of submission in at least 24pt type; the same information (excluding the title of the work) must be shown on the spine of the work, reading downwards.
3. The candidate must confirm that the contents of the permanently bound thesis are identical to the version submitted for examination, except the binding and the incorporation of any required amendments. The thesis must be presented in English.

**Electronic Copy:** An electronic copy of the final approved thesis should also be submitted preferably on CD or DVD or any other secure digital medium or online submission portal, approved by the BASAR, time to time') of the thesis to the Department for foreign evaluation.

**Collection of Material outside the University:** Approval must be obtained from the supervisor before collecting material outside the University e.g. issuance of a questionnaire or request for any unpublished information.

**Use of Confidential Material in Thesis:** To fulfill the criteria for the award of a research degree, the thesis should be made available to/for teaching and study purposes and be based on evidence that can be checked. The University will therefore not, accept applications to restrict access to a successful thesis based on the grounds that confidential material has been included.

**Presentation of Collaborative Research:** Where a graduate student's research



program is part of a collaborative group project, the thesis must indicate clearly the student's individual contribution and the extent of the collaboration.

**Inclusion of Published Work:** The student is free to publish material in advance of the thesis, but reference must be made in the thesis to any such work. Copies of published material should not be included in the body of the thesis but may be adapted to form an integral part of the thesis and thereby make a relevant contribution to the main theme of the thesis or placed in an adequately secured pocket at the end of the thesis.

Fig



#### **C.4 Code of Conduct for Graduate Students**

Each graduate student is expected to make a significant contribution to the intellectual atmosphere of the Department. Major contributing factors to this atmosphere are a strong desire to learn, motivation, creativity, and an untiring effort in research. Moreover, graduate students are expected to interact informally with other graduate students and with the faculty. There is much to be learned from these interactions. They are expected to attend all colloquia and seminars in areas of their research. Occasionally, they are expected to give talks on topics related to their own research.

In general, the following commitments are expected from each graduate student:

1. A commitment to hard work. Students are expected to devote all their energy to their work. This means working long hours on every working day of the week. This expectation is based on the desire to develop their abilities to the highest level and to prepare them for a successful career.
2. A commitment to excellence in research. Students are expected to work hard towards scholarly, original research that enhances the overall reputation, success, and productivity of the department.
3. A commitment to excellence in service. Students are expected to be model representatives of their department in the larger community. Specifically, they are expected to participate in all activities arranged by the department.
4. A commitment to developing independence. This means it is expected that sometimes in their graduate studies, the research project they are working on truly becomes their own. Its direction and design should, at some point, be driven by their abilities. This expectation is, again, based on the desire to prepare them for the challenges they will face after graduation.
5. A commitment to excellence overall. The students are expected to be good citizens of their department. That is, they must consider in their daily activities, what actions best promote the well-being and overall success of the department. Whether they are on a scholarship or hold an appointment as TA/RA, or are self-supporting, their responsibilities include enhancing the department's agenda in teaching, research, and service. We draw no distinction between their origin of support and their conduct.

In order to maintain high standards in teaching, research, and service, it is critical that every graduate student should act in a professional manner and comply with the above guidelines. If a graduate student purposely violates one of these guidelines, his/her supervisor/head of the department may take further action by issuing a written warning and/or





by imposing a financial penalty.

### **Code of Practice for the Academic Heads**

The establishment of a harmonious relationship between a research student and his or her supervisor is of utmost importance to both. Such harmony can only be established and maintained if both participants understand each other's concerns, treat each other with courtesy and agree on what constitutes the code and conventions on which such courtesy should be based. Following is a brief overview of the responsibilities of the various academic Heads, the graduate students and their supervisors.

### **Responsibilities of BASAR**

The responsibilities include:

1. Ensuring that the MS/Ph.D. candidates are provided with access to all relevant information, to clarify University's procedures and policies, and to set out the expectations from the scholars and the faculty.
2. Providing/arranging support for an individual graduate student on request, where problems arise between students and supervisors, Chairman/Head of the departments or other authorities.
3. Chairing a grievance resolution panel in case a graduate student submits his/her grievance under the Grievance Procedures established by the respective department/faculty for Graduate Students.
4. Provisioning of travel grants to research students, where necessary, subject to the availability of funds.
5. Fostering graduate research within the University.
6. Organizing the induction of new graduate students.
7. Notifying the appointment of supervisors/co-supervisors and change of supervisors/co-supervisors.
8. Ensuring the institution of progress-monitoring procedures for all graduate students.
9. Acting as an advocate for graduate students in the University.

### **Responsibilities of the Respective Dean of Faculty**

The Dean of the respective Faculty shall ensure the following:

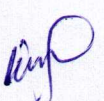
1. That no supervisor is overloaded with supervisory responsibilities. The recommended





maximum number of registered Ph.D. students per supervisor at any given time is five (5);

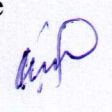
2. That the supervisors have the training and support they require to undertake effective supervision. This support might include recommending a supervisor to attend various training courses, conferences and seminars; teaching relief; and adjustment of other departmental responsibilities to take account of the supervisory load;
3. That an appraisal system be used to identify training needs;
4. That the supervisor's responsibilities are reviewed on an annual basis;
5. In the case where a supervisor is criticized for poor supervision, the Dean shall discuss the complaint with the supervisor and, where appropriate, either recommend training or, if necessary, give other duties instead of supervision;





6. That the graduate students are aware of the option available to them of confidentially discussing any problem they may encounter during graduate studies, e.g. in relation to supervision, resources or thesis examination, or any other area of the University's concern, with the Dean. The Dean should develop a research strategy in line with the national need and available diverse expertise within the faculty and each department of the faculty.
7. The dean should keep a check on the evaluation process of the Ph.D. thesis for its timely completion and unnecessary delay

### **Responsibilities of the Chairperson of the respective Department**

1. Develop short-term and long-term research, education, and service to community strategies for their respective department.
  2. Keep liaison with the Dean, Controller of Examination, ORIC, and the Registrar's office on Departmental Research (students and faculty) related issues.
  3. Develop research thematic areas and a broader research agenda for the department within which MS and Ph.D. scholars as well as faculty should work.
  4. Advise students, faculty and administrative staff regarding policies and procedures related to graduate programs of the Department when required.
  5. Convene the meetings of BoS.
  6. Develop and update the list of national and international subject experts/supervisors for evaluation of MS and Ph.D. thesis and performance of the faculty when required.
  7. Oversee, the research and academic-industry linkages/performance of the faculty within the department.
  8. Upgrade the existing and develop new academic and research programs in the department while using the convenorship of the BoS and membership of the BoF and Academic Council.
  9. Recommend the appointment of HoD of the Department to the Campus Director and monitor the performance of the Head and the Department itself.
  10. Where the Chairperson is also the convener of DAC he/she shall be responsible for the following:
- 



- (a) Convene departmental meetings of DAC etc.
- (b) Nominate senior faculty of the Department for DAC for approval from the Dean of the Faculty. The members of the DAC can be reshuffled when required by the convener.
- (c) Allocate (in consultation with the DAC members) the supervisor, co-supervisor and supervisory committee for MS and Ph.D. scholars.
- (d) To process the research synopses of MS and Ph.D. students (in consultation with the DAC members) and reject/recommend for approval via the respective Dean office.


*W.P.*



- (e) Carry out internal exams/assessments of MS and Ph.D. research thesis (in consultation with the DAC members). In the absence of the chairman, HoD would convene the DAC.

### **Responsibilities of the Academic Authorities Heads of Departments and Departmental Advisory Committee.**

The prescribed authorities are the Academic Council and BASAR. Responsibilities of the prescribed authorities are in general exercised in association with the Registrar and respective Heads of Departments and include ensuring:

1. Identify the areas of research which need to be undertaken at the University.
  2. Encourage the development of faculty and facilities required for undertaking research in the prescribed areas.
  3. Approve teachers/researchers for acting as supervisors for MS/Ph.D. projects.
  4. Provision of funds for the development of research facilities.
  5. Ensure that appropriate resources and physical facilities are provided to the research students.
  6. Monitor the progress of research students, and help Registrar in overcoming any difficulties.
  7. That mediation takes place when there are problems between students and Supervisory Committee members and panel changes are authorized when appropriate.
  8. Maintain a list of approved thesis examiners, both foreign and local, in each subject/ area of research.
  9. Where the HoD is the convener of DAC he/she shall be responsible for the following:
    - (a) Convene departmental meetings of DAC etc.
    - (b) Nominate senior faculty of the Department for DAC for approval from the Dean of the Faculty. The members of the DAC can be reshuffled when required by the convener.
    - (c) Allocate (in consultation with the DAC members) the supervisor, co-supervisor and supervisory committee for MS and Ph.D. scholars.
    - (d) To process the research synopses of MS and Ph.D. students (in consultation with the DAC members) and reject/recommend for approval via the respective Dean's office.
- 



- (e) Carry out internal exams/assessments of MS and Ph.D. research thesis (in consultation with the DAC members).

### **Responsibilities and Obligations of Research Supervisors**

1. The supervisor should have adequate knowledge of a student's subject area and the theoretical approach to be applied.

*inf*

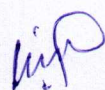


2. Supervision sessions may naturally vary in length but on average they should last for about one hour. It is desirable that they should be largely uninterrupted by telephone calls, personal callers or departmental business.
3. A student should be given a response on written work, either orally or in writing, within one month of it being given to the supervisor.
4. The supervisor should assist new students to plan their time and draw up a framework within which the research is to progress.
5. The supervisor and department should be responsible for introducing the student to the wider research community within the University. The supervisor should take an active part in introducing the student to meetings of learned societies, seminars, conferences and workshops related to his field.
6. The supervisor should encourage and ensure that the candidate participates in the intellectual activity of the department through activities such as attendance and presentation at departmental seminars.
7. It is the responsibility of the supervisor to submit to the Head of the Department/Chairperson each semester, a report on the progress of the candidate, noting any significant achievements, difficulties and problems discussed with the student, including inadequate if applicable, and the action taken or the advice given.
8. A supervisor who considers that a candidate has failed to pursue the course satisfactorily or has not observed the degree rules shall report accordingly to the Head of the Department.
9. The supervisor must advise the student about any plans for the supervisor's extended absence from the University (e.g. on study or any other leave) during the candidature and the proposed arrangements for supervision during this absence in writing to the student and Secretary DAC.
10. The responsibilities also include facilitating contact between the student and other researchers in related areas, including those in industry, or other institutions.

### **Responsibilities and Obligations of Research Students**

The graduate student should ensure:

1. That he/she is familiar with the rules and regulations governing graduate studies at CUI.
2. Initiating (when required) and participating in frequent and adequate discussions with





the supervisor on the research program. The supervisor and candidate are jointly responsible for initiating the discussions. As a rule, there should be contact between the supervisor and the candidate at least once a month, even if a normal meeting is not always possible. Contact should be maintained during any period of fieldwork/lab work.

3. That any serious problem with the supervisor, including those of access, should first be taken up with the supervisor at the time.
4. That if a student cannot resolve serious problems within the department, he/she should approach the campus director/in charge who would attempt to resolve the problem.
5. That by the end of the first year (subject to specific, published departmental practices which may, because of the nature of the subject vary) the student should have defined the area of research, become acquainted with the techniques to be employed, complete research review and have a framework for the future progress of the research with a timetable for the next two to three years.
6. That the student should have produced a synopsis or research proposal in written form to the satisfaction of the supervisor/supervisory committee.
7. The students should submit written work regularly to his/her supervisor.
8. The student should produce all material, in typed or word-processed, double-space form.
9. The student should not base his/her thesis on classified material, which would make the thesis inaccessible.

*ling*