

GANDHARA UNIVERSITY

PESHAWAR



ROAD MAP FOR POSTGRADUATE M.PHIL BASIC MEDICAL SCIENCES KABIR MEDICAL COLLEGE PESHAWAR

Gandhara University, Canal road, University Town Peshawar

Phone: +92 (0)91 5844429-32

Road Map for Postgraduate

Program Details

COURSE TITLE	MPhil
SPECIALTY	Basic Medical Sciences (Anatomy, Physiology, Biochemistry, Pharmacology, Histopathology, Haematology, Chemical Pathology and Forensic Medicine)
COURSE DURATION	Two years
TYPE OF STUDY	Full time
STUDY SYSTEM	<ul style="list-style-type: none"> ➤ Semesters system 4 Regular Semester <ul style="list-style-type: none"> • 2 semesters for Coursework • 2 semesters for Research work
TOTAL CREDIT HOURS	Total Credit hours 30 24 Credit hours Course Work 6 Credit Hours Research work
DISTRIBUTION OF COURSES AND CREDIT HOURS	<ul style="list-style-type: none"> ➤ 1st semester (12 Credit hours) <ul style="list-style-type: none"> • 3 Compulsory courses (4 Credit hours) • Specialty courses (6 credit hours) • Optional Courses (2 Credit hours) ➤ 2nd semester (12 Credit hours) <ul style="list-style-type: none"> • Specialty Courses (10 Credit Hours) • Optional Courses (2 Credit hours) ➤ 3rd & 4th semester (6 Credit hours) <ul style="list-style-type: none"> • Synopsis writing • Research project • Thesis defence
DEGREE AWARDING INSTITUTION	Department of Postgraduate Basic Medical Sciences, Gandhara University, Peshawar
TEACHING INSTITUTION	Department of Postgraduate Basic Medical Sciences, Kabir Medical College, Peshawar.
ADMISSION CRITERIA	Applicants with following qualifications are eligible for admission <ul style="list-style-type: none"> • Candidate must possess MBBS/BDS degree registered by PMDC/PMC • Must possess one year house job from a PMC recognized Institution • Permanent valid registration with PMC.

M.PHIL COMPULSORY COURSES

(For all Specialties)

S.NO	Course Code	TITLE	CREDIT HOURS
1	BMS 701	Cell Biology	1+0
2	BMS 702	Epidemiology and Biostatistics	2+0
3	BMS 703	Communication Skills and Medical Writing	1+0
4	BMS 704	Journal Club and Seminars/Symposia/ Conferences/ Workshops	No Credit

M.PHIL ANATOMY COURSE

Semester 1			
S.NO	Course Code	TITLE	CREDIT HOURS
Compulsory Courses			
1	BMS 701	Cell Biology	1+0
2	BMS 702	Epidemiology and Biostatics	2+0
3	BMS 703	Communication Skills and Medical Writing	1+0
4	BMS 704	Journal Club and Seminars/Symposia/ Conferences/ Workshops	No Credit
Specialty / Major Courses			
5	ANA 705	General Anatomy	2+0
6	ANA 706	Developmental Anatomy (General Embryology)	1+1
7	ANA 707	Microscopic Anatomy (General Histology)	1+1
Optional / Minor Courses			
8		Optional Courses – I	2+0
Total			12

Semester 2			
S.NO	COURSE CODE	TITLE	CREDIT HOURS
Specialty / Major Courses			
1	ANA 708	Neuroanatomy	2+0
2	ANA 709	Anatomy of Upper limb	1+0
3	ANA 710	Anatomy Lower limb	1+0
4	ANA 711	Anatomy of Thorax	2+0
5	ANA 712	Anatomy of Abdomen and Pelvis	2+0
6	ANA 713	Anatomy of Head and Neck	2+0
Optional / Minor Courses			
7		Optional Courses – II	2+0
Total			12
Semester 1 & Semester 2			24

M.PHIL BIOCHEMISTRY COURSES

Semester 1			
S.NO	Course Code	TITLE	CREDIT HOURS
Compulsory Courses			
1	BMS 701	Cell Biology	1+0
2	BMS 702	Epidemiology and Biostatics	2+0
3	BMS 703	Communication Skills and Medical Writing	1+0
4	BMS 704	Journal Club and Seminars/Symposia/ Conferences/ Workshops	No Credit
Specialty / Major Courses			
5	BIO 714:	Biomolecules and Enzymology	2+1
6	BIO 715:	Bioenergetics and Nutrition	3+0
Optional / Minor Courses			
8		Optional Courses – I	2+0
Total			12

Semester 2			
S.NO	COURSE CODE	TITLE	CREDIT HOURS
Specialty / Major Courses			
1	BIO 716:	Metabolism I	2+1
2	BIO 717:	Metabolism II	3+0
3	BIO 718:	Biochemistry of Specialized Tissues	2+1
4	BIO 719:	Endocrinology	1+0
Optional / Minor Courses			
7		Optional Courses – II	2+0
Total			12
Semester 1 & Semester 2			24

M.PHIL PHYSIOLOGY COURSE

Semester 1			
S.NO	Course Code	TITLE	CREDIT HOURS
Compulsory Courses			
1	BMS 701	Cell Biology	1+0
2	BMS 702	Epidemiology and Biostatistics	2+0
3	BMS 703	Communication Skills and Medical Writing	1+0
4	BMS 704	Journal Club and Seminars/Symposia/ Conferences/ Workshops	No Credit
Specialty / Major Courses			
5	PHY 721	Nerve Muscle Physiology	3+0
6	PHY 722	Neurophysiology (sensory, motor, others)	3+0
Optional / Minor Courses			
8		Optional Courses – I	2+0
Total			12

Semester 2			
S.NO	COURSE CODE	TITLE	CREDIT HOURS
Specialty / Major Courses			
1	PHY 723	Blood, CVS, & Respiratory Physiology	2+0
2	PHY 724	Body fluids, Kidney & GIT Physiology	3+0
3	PHY 725	Endocrinology & Reproductive Physiology	3+0
4	PHY 726	Experimental Physiology	1+0
5	PHY 727	Aviation, Space & Deep Sea Physiology	0.5+0
6	PHY 728	Temperature & Sports Physiology	0.5+0
Optional / Minor Courses			
7		Optional Courses – II	2+0
Total			12
Semester 1 & Semester 2			24

M.PHIL PHARMACOLOGY COURSE

Semester 1			
S.NO	Course Code	TITLE	CREDIT HOURS
Compulsory Courses			
1	BMS 701	Cell Biology	1+0
2	BMS 702	Epidemiology and Biostatistics	2+0
3	BMS 703	Communication Skills and Medical Writing	1+0
4	BMS 704	Journal Club and Seminars/Symposia/ Conferences/ Workshops	No Credit
Specialty / Major Courses			
5	PHA 729	General Pharmacology	2+1
6	PHA 730	ANS Pharmacology	2+1
Optional / Minor Courses			
8		Optional Courses – I	2+0
Total			12

Semester 2			
S.NO	COURSE CODE	TITLE	CREDIT HOURS
Specialty / Major Courses			
1	PHA 731	CNS Pharmacology	2+0
2	PHA 732	GIT, Hormones and Drug acting on uterus	1+1
4	PHA 733	Chemotherapy	2+0
5	PHA 734	Anti-inflammatory and Autacoids	1+1
6	PHA 735	Kidney, CVS and Respiratory Systems Pharmacology	2+0
Optional / Minor Courses			
7		Optional Courses – II	2+0
Total			12
Semester 1 & Semester 2			24

M.PHIL HISTOPATHOLOGY COURSE

Semester 1			
S.NO	Course Code	TITLE	CREDIT HOURS
Compulsory Courses			
1	BMS 701	Cell Biology	1+0
2	BMS 702	Epidemiology and Biostatistics	2+0
3	BMS 703	Communication Skills and Medical Writing	1+0
4	BMS 704	Journal Club and Seminars/Symposia/ Conferences/ Workshops	No Credit
Specialty / Major Courses			
5	HIS: 745	General Pathology	3+0
6	HIS: 748	Gastrointestinal Tract	2+1
Optional / Minor Courses			
8		Optional Courses – I	2+0
Total			12

Semester 2			
S.NO	COURSE CODE	TITLE	CREDIT HOURS
Specialty / Major Courses			
1	HIS: 746	Lymph node, Spleen and Thymus	1+1
2	HIS: 747	Cardio vascular and Respiratory system	2+0
4	HIS: 749	Urinary and Genital System	2+1
4	HIS: 750	Nervous system Endocrine and Mammary gland	2+0
5	HIS: 751	Liver G.B and Pancreas	1+0
Optional / Minor Courses			
6		Optional Courses – II	2+0
Total			12
Semester 1 & Semester 2			24

M.PHIL HAEMATOLOGY COURSE

Semester 1			
S.NO	Course Code	TITLE	CREDIT HOURS
Compulsory Courses			
1	BMS 701	Cell Biology	1+0
2	BMS 702	Epidemiology and Biostatistics	2+0
3	BMS 703	Communication Skills and Medical Writing	1+0
4	BMS 704	Journal Club and Seminars/Symposia/ Conferences/ Workshops	No Credit
Specialty / Major Courses			
5	HIS 745	General Pathology	3+0
6	HAE 752	Disorders of Red Blood Cells	2+1
Optional / Minor Courses			
8		Optional Courses – I	2+0
Total			12

Semester 2			
S.NO	COURSE CODE	TITLE	CREDIT HOURS
Specialty / Major Courses			
1	HAE 753	Disorders of White Blood Cells – 1	2+1
2	HAE 754	Disorders of White Blood Cells – 2	2+1
3	HAE 755	Bleeding Disorders	1+1
4	HAE 756	Blood group and Blood Transfusion	1+1
Optional / Minor Courses			
5		Optional Courses – II	2+0
Total			12
Semester 1 & Semester 2			24

M.PHIL CHEMICAL PATHOLOGY COURSE

Semester 1			
S.NO	Course Code	TITLE	CREDIT HOURS
Compulsory Courses			
1	BMS 701	Cell Biology	1+0
2	BMS 702	Epidemiology and Biostatistics	2+0
3	BMS 703	Communication Skills and Medical Writing	1+0
4	BMS 704	Journal Club and Seminars/Symposia/ Conferences/ Workshops	No Credit
Specialty / Major Courses			
5	HIS 745	General Pathology	2+1
6	CHP757	Analyte – I	2+1
Optional / Minor Courses			
8		Optional Courses – I	2+0
Total			12

Semester 2			
S.NO	COURSE CODE	TITLE	CREDIT HOURS
Specialty / Major Courses			
1	CHP757	Analyte – II	2+1
2	CHP759	Pathophysiology of systematic disorders – I	2+1
3	CHP759	Pathophysiology of systematic disorders – II	1+1
4	CHP715	Analytical techniques and instrumentation	1+1
Optional / Minor Courses			
5		Optional Courses – II	2+0
Total			12
Semester 1 & Semester 2			24

M.PHIL FORENSIC MEDICINE & TOXICOLOGY COURSE

Semester 1			
S.NO	Course Code	TITLE	CREDIT HOURS
Compulsory Courses			
1	BMS 701	Cell Biology	1+0
2	BMS 702	Epidemiology and Biostatics	2+0
3	BMS 703	Communication Skills and Medical Writing	1+0
4	BMS 704	Journal Club and Seminars/Symposia/Conferences/ Workshops	No Credit
Specialty / Major Courses			
5	FMED: 737	Anatomy, Odontology and Pathology	2+1
6	FMED: 738	Serology DNA profile, Medicolegal aspects of marriage, abortion and Asphyxial deaths	2+1
Optional / Minor Courses			
8		Optional Courses – I	2+0
Total			12

Semester 2			
S.NO	COURSE CODE	TITLE	CREDIT HOURS
Specialty / Major Courses			
1	FMED: 739	General and Special Toxicology	2+0
2	FMED: 740	Thanatology, Traumatology, Medical Jurisprudence and legal procedures	2+0
3	FMED: 741	Forensic toxicological aspects of blood, hair and body Fluids i.e., semen, saliva etc.	2+0
4	FMED: 742	Drugs Toxicology and its medico legal aspects	1+0
5	FMED: 743	Analytical Toxicology and toxicology of Therapeutic agents	2+0
6	FMED: 744	Blood groups, Serology, DNA profiling and its	1+0
Optional / Minor Courses			
7		Optional Courses – II	2+0
Total			12
Semester 1 & Semester 2			24

Eligibility and Selection of Post-Graduate Students

- Applicants with one of the following qualifications are eligible for admission to Post-Graduate Programs in Basic Medical Sciences.
 - a. Candidate must possess MBBS/BDS degree registered by PMC.
 - b. Must possess one year house job from a PMC recognized Institutions.
 - c. Permanent valid registration with PMC.

In case of incorrect information, the University has the right to cancel the admission application without any refund of deposited fee.

Selection of Post-Graduate Training

- Selection will be made, among the eligible applicants on the basis of PG Program-related criteria such as their preparedness, ability, Aptitude, Academic credentials, Communication skills and personal qualities such as integrity. These shall be evaluated by considering:-
 - a. Academic Performance in all MBBS/BDS Professional Examinations.
 - b. Valid GAT (Gen)/GRE (General) / Competitive Tests. (University Based)
 - c. Interview.

Result are to be submitted at the time of application in case of GAT (General) or GRE (General) or as prescribed by the University.

University Base Competitive Test

- Gandhara University will conduct the competitive test at par with GRE Test and the qualifying score for this will be 70%. Admission to M.Phil. shall be on merit.
- The merit shall be determined on the following criteria:-

Marks Obtained in	Weightage
Academic Marks (All Professional Examinations)	40%
Competitive Test / GRE Test	40%
Interview	20%

- Applicant have to appear in interview which will be taken by panel of experts (Faculty of relevant Specialty)
- Result will be uploaded on Website of Gandhara University and offer letters will be issued on their provided addresses.

Note: once joined the relevant post graduate program will not be switched over to any other program/specialty.

Admission Procedure

- The names of provisionally admitted candidates shall be forwarded to the Registrar of the University through concerned Dean.
- Admission of the candidate shall be stand cancelled if fee and other charges as prescribed are not deposited within period of two weeks of date of provisional admission.
- The training will be full time.

University Registration

- A scholar for MPhil degree program shall be registered in teaching department /institution of the University.
- The Registrar Office shall maintain a Register of Research Scholars and allot an Enrolment/Registration No. to each scholar at the time of confirmation of admission by the Dean concerned.
- A "notification of registration" for each candidate approved /allowed for admission to MPhil program shall be issued by the University.
- A person registered for the MPhil degree program shall be called MPhil research scholar.
- An enrolled student, after having been struck off of the roll, for any valid reason, his/her admission may be renewed on payment of prescribed fee. If the Scholar is re-admitted within a period of one year after having been struck off.

Migration/Transfer of Post-Graduate Trainee

- M.Phil scholar may be allowed to transfer the credit hours from other accredited Universities on his/her request along with the admission application to the Department/ University.
- The concerned department shall evaluate and recommend the transfer of credit to the Dean for approval. The Vice Chancellor shall endorse the acceptance of transferred credit hours on behalf of the BASR and Academic Council.
- The courses allowed to be transferred should be compatible with the syllabus of the university. The grade point of the transferred credit course shall be used in calculating the GPA and CGPA calculation.
- Credits are transferred on course to course basis i.e. a person taking course A at University X is allowed to transfer his/her credits to University Y provided that course A is equivalent to course B taught at the Y University.
- No credit hour of a course will be transferred if the grade is less than B (normally with a minimum grade point of 3.00 on the 4.00 scale) earned in the examination under semester system or with a minimum of 60% marks obtained in the annual system.
- A maximum of 50% of the total credit hours of the coursework required for completion of the program at the University may be allowed for transfer.
- Students may be enrolled (if they fulfill their criteria) for any semester or for any single class and issue the students a transcript for the courses completed.
- The transferred courses and their credit hours shall appear on the transcript with a description stating the work as transferred and the name of the University from where these were originally qualified and earned.
- M.Phil. scholar shall be responsible for providing the migration certificate/NOC, syllabi of courses, letter grades and the grade points of all the courses that he/she has qualified/earned at the previous University and shall meet all the admission requirements of the program.

Duration of MPhil Degree Programs:

- a) The M.Phil Program shall spread over a minimum period of two years (Four Semesters) during which coursework shall be carried out in the 1st and 2nd semesters and the research work in the 3rd and 4th semesters.
- b) A student who failed to complete the requirements of M.Phil in normal period of two years (Four Semesters) shall cease to be student of the University unless provided the benefit of clause (c)
- c) Any student who fails to complete the M.Phil requirements within normal period as mentioned in clause (b) shall have to apply through proper channel with justification to the Board of Advance Studies and Research (BASR). The BASR, if convinced with the justification, may extend the duration for a maximum of two semesters (Maximum Extended Duration 4 years in total). The duration and credit hours requirement of M.Phil program is tabulated as under :

Programme	Duration		Credit Hours
	Minimum	Maximum	
M.Phil	1.5 yrs.	4 yrs.	30 Credit Hrs

[No. 1-3/AD-QA/HEC/NQAC(21)2016/53 Dated March 18, 2016]

The student shall be required to pay the required amount of fee(s) applicable to the extended period. Beyond the Extended Duration, the programme shall become Time-Barred.

d) After expiry of maximum duration allowed as mentioned in c, the scholar, if he or she did not get the degree, shall cease to be the scholar of the University and shall not be eligible for readmission.

Freezing of Study:

- A student can apply for freezing his study for one semester in M.Phil. Program.
- In normal circumstances on valid reasons, before commencement of Mid-term examination with a permission of the Vice Chancellor obtained through the Dean concerned on the recommendation of HOD, on account of sickness duly certified by the MS of the Hospital or due to circumstances beyond his/her control.
- Before commencement of terminal exam, In case of acute emergency situations like domestic problems (death of a blood relative, Spouse or divorce, Child birth in case of female student) and severe accidental situation with documentary/valid proof subject to fulfillment of required class attendance and other requirements and approval of the Vice Chancellor on recommendation of the Dean/HOD concerned.
- For frozen semester the student will be required to pay 25% of tuition fee for each frozen semester to continue his/her registration with the University.
- The facility of discontinuation/freeze of study can be availed only once during the whole degree program.
- A candidate is not allowed to freeze studies during first semester and during research work.
- The period for which freeze is granted shall be counted towards the maximum time allowed for completion of M.Phil. Degree.

- A student, who neither registers any courses for a semester nor requests for freezing of the semester, shall be deemed to have abandoned his/her program. However, he/she may be allowed to reinstate his/her program in a subsequent semester/ session on his/her request, provided he/she has sufficient time to complete the requirements of the program within the maximum time period allowed from the date of his/her initial admission in the program. He/she shall be required to pay the prescribed reinstatement fee along with other dues of the semester/session.
- Provided also that if a student does not get reinstated after abandoning the program within the maximum time period allowed for completion of the program from the date of his/her initial admission, his admission will be cancelled.

Attendance

- A student shall be allowed to appear in the examination provided that he/she has been on the rolls of the University during that semester/session.
- Registered himself/herself for the courses of study and has attended >75% of the lectures/laboratory work and completed the course work to the satisfaction of the department concerned.
- The student falling short of the required percentage of attendance of lectures/seminars/practical/laboratory demonstrations etc., shall not be allowed to appear in the end semester examination of the concerned course and shall be treated as having withdrawn from that course. The course shall appear on the transcript with a letter grade "W".

Teaching and Learning Methods

- Students will experience a wide variety of teaching and learning methods from expert staff including lectures, seminars, workshops, tutorials, and laboratory sessions. As such the students will develop a wide range of skills useful in a basic and applied environment.
- These skills will aid in teamwork, scientific exploration, and identifying relevant laboratory protocols.

Compulsory Courses

- The MPhil basic medical sciences scholars are required to undertake a total of 3 Compulsory courses consisting of 4 credit hours in the first semester. These courses are compulsory for all the students.

Specialty Courses

- The MPhil basic medical sciences scholars are required to undertake a total of 16 credit hours Speciality courses, 6 credit hours in the first semester and 10 credit hours in the Second semester.
- These courses will provide in-depth study of the different basic medical sciences specialties Anatomy, Physiology, Biochemistry, Pharmacology, Histopathology, Hematology, Chemical Pathology and Forensic Medicine.
- The basic knowledge will be learned to a level to teach undergraduate and postgraduate students and professions allied to medicine. The related specialty courses of each specialty are mentioned in their corresponding sections.

Optional Courses

- A Minor/ optional course is one chosen by a student from a number of optional subjects or courses in a curriculum, which the student must take. Multiple optional courses will be available for students to select from.
- All the students will be required to select and undertake a maximum of two optional courses (4 credit hours in total). This will be done after the recommendation and approval from their respective departments.

Examinations /Assessment:

- Throughout the year both Formative and Summative assessment of students will be done.
- Formative assessment in the form of comprehensive feedback related to the student performance in tests, presentations, assignments and exams.
- Summative assessment will include end of the course end semester exam featuring multiple-choice questions and SEQs. The practical aspects will be assessed using viva and Practical examination.
- Scholars must take their examinations in a disciplined manner. Instances of indiscipline shall be dealt with in accordance with the unfair means Regulations of the University.
- There shall be two examinations for each course during each semester. These examinations shall be termed as mid semester and End semester examination. In addition to these examinations, the faculty member may give home assignments, case studies, and class presentations.
- These assessment marks in semester (to be determined by the teacher concerned) will have different weightage contributing towards the overall assessment in percent marks. This weightage can be determined on the basis of following guidelines:

Name of Examination	Weightage	
	Courses with Lab	Courses without lab
Mid Semester Exam	25 %	35 %
Assignments/Reports/ Presentations	5 %	10 %
Practical	20 %	-
End Semester Exam	50 %	55 %

- The Head of Department shall be responsible for objective assessment of each student during a semester including the mid-semester examination and assessment of assignments during a semester. Proper Student file shall be maintained by the department. The End semester examinations shall be usually held in the last week of the semester.

- The Deputy Controller of Examinations shall be responsible for the secrecy of papers, overall fair conduct of end semester examination and timely delivery of answer sheets with draft results to the Controller of Examinations.
- There will be no Supplementary/Special Examination in a Semester System; if a student fails in a course, s/he is required to repeat it. An incomplete grade will be awarded only in exceptional cases beyond the control of a student such as serious accidents, family tragedy, serious health ailments, etc.
- At the end of first semester, a scholar must obtain a minimum grade point average (GPA) of 2.5 to be promoted to second semester. If the GPA of a scholar at the end of first semester is 2 or more but less than 2.5. He/she shall be promoted to second semester on probation. If the GPA of a scholar at the end of first semester is less than 2.00, he/she shall be dropped from the roll of the University.
- At the end of the second semester, a student must obtain a minimum Cumulative Grade Point Average (CGPA) of 2.50 by him/her in order to be promoted to the third semester.
- If the CGPA of a scholar at the end of second semester is less than 2.00, he/she shall be dropped from the roll of the University.
- A student who completes all the courses and has not been required to repeat any courses, obtains CGPA of less than 2.50 but not less than 2.30 at the end of the second semester may be allowed to repeat courses (only one chance) in which he/she had obtained the lowest grades, in order to improve the CGPA so as to obtain the minimum of 2.50 failing which he/she shall not be awarded degree and removed from the rolls of the university.
- The examination, assessment and grading of the students shall be done as per HEC guidelines. After the final examination result the successful Students will start research work.
- All post graduate students shall fulfil all such requirements for the award of degrees as have been prescribed by the University and the regulatory authorities concerned.

Repeating a Courses / Improvement of CGPA

- A student will be required to repeat those courses of the previous semesters in which he/ she has obtained grade "C" or "F" at the first available opportunity, provided that his/her maximum workload, including the courses being repeated by him/her will not exceed the normal workload.
- A maximum of two courses of coursework may be allowed to a student to repeat for improvement of his/her grade.
- The student repeating a course shall be required to register the course as a regular course and shall attend all the classes and appear in all the examinations during the semester/session and the end semester examinations of the course.
- The course and the grade obtained will be recorded on the transcript, however, only the better grade shall be calculated in the CGPA.
- In case of CGPA improvement, it would be recorded with **(Imp)** on the transcript.
- A student, who fails to obtain / improve the CGPA to the minimum of 2.50 for the award of degree, shall be dismissed from the program and shall not be readmitted in the same program.

CGPA Required for Degree Completion

- The minimum qualifying CGPA (Cumulative Grade Point Average) for obtaining the M.Phil. degree is 2.50.

Supervisors

The Principal Supervisor and Co-Supervisor (if needed) shall be appointed by the HOD upon successful completion of the course work by the students. The Principal Supervisor shall be a faculty member or a professional in the relevant field holding a degree not lower than that of the program applied for. In case the Principal Supervisor's highest qualification is MPhil, he or she must have minimum five years post qualification research experience including minimum two research papers published in the HEC recognized journals.

The HOD shall issue letter of appointment to the Principal Supervisor and the Co-supervisor. If the Principal Supervisor is not available temporarily, the Co-Supervisor, or the Head of Department (HOD), may act as a Principal Supervisor. The Principal Supervisor/Co-Supervisor shall not be changed except under extraordinary circumstances. In case of a serious problem between a student and the Principal Supervisor, the student may request the HOD to change the Principal Supervisor.

The HOD shall investigate the matter and bring it before the Departmental Research Committee (DRC). The DRC shall take the final decision on the matter.

Submission of Synopsis & Thesis Protocol

The student shall prepare research proposal under guidance of the Supervisor as per prescribed format of the Gandhara University.

The research proposal/ synopsis shall be submitted within first months of third semester after successful completion of the course work.

The student shall submit five copies of synopsis with course completion certificate and plagiarism committee Certificate to the Dean's Office through the concerned departmental head, for evaluation by Ethical Review committee.

Committee shall evaluate and report the submitted synopsis for approval or otherwise after submission.

After approval by the ethical committee the synopsis shall be submitted to the Board of Advance Studies and Research, Gandhara University for approval.

Synopsis Submission Protocol

- Submission of synopsis duly recommended by the supervisor
- Approval by the Ethical Committee
- Approval by the BASR

Thesis and Award of Degree:

The M.Phil. Scholar shall start writing Thesis after the approval of synopsis by the BASR. The M.Phil. Scholar shall submit Thesis duly approved by the concerned supervisor and Ethical Review Committee, to the Dean's office at least two months before the final examination.

Every M.Phil. Scholar shall write his thesis in the prescribed manner and format. After careful review and similarity index check by using 'Turnitin' software which should be per HEC's guidelines and after obtaining plagiarism certificate the concerned supervisor will recommend the thesis for final evaluation. The student shall submit against

acknowledgement receipt five copies of soft bound draft thesis to the concerned Dean's Office through the concerned departmental head, at least two months before the final examination.

The Dean will approve two external examiners. On reference from the Dean, the examiners will review and send the thesis evaluation report to Dean Office within four weeks. If both the external examiners give satisfactory report, and recommend the thesis for award of M.Phil. Degree the student shall be allowed to proceed for defence of thesis examination. The changes/ amendments, if suggested by the examiners, shall be incorporated in the thesis.

After receiving a satisfactory thesis evaluation report, the Dean shall schedule a date under intimation to the Controller of Examinations for final presentation-cum-defence of the thesis in presence of the Dean, Supervisor and the External examiner.

The student shall prepare five hard binding copies with golden lettering on the front and the spine in accordance with the specification of the Gandhara University and submit to the PG Directorate through proper channel before the defence /final examination date.

The thesis and its research work shall be evaluated in defence /final examination and approved/Defer.

After the defer time is completed the defence /final examination will be rearranged.

The Dean will forward the result and bound copies of thesis to the Controller Examination for record and gazette notification.

For award of degree the student must have completed 24 credit hours of course work with CGPA \geq 2.50 and research work of 6 credit hours.

Thesis submission and approval Protocol:

- Submission of Thesis with the Dean at least 2 months before final examination.
- Sending Thesis to External Reviewers
- Defence of Thesis by M.Phil. Scholar

Research Work Progress Report

- Every M.Phil. Scholar shall start research work under his supervisor and keep the department updated about the research work progress.
- He is required to complete a 6 credits of M.Phil. Research and finish his research within stipulated time. He may however, seek extension for one year by giving an application to the HOD through the Supervisor provided he has completed at least 50% work.
- The HOD shall forward the application to the Dean along with a clear certification of the factual accuracy thereof. If satisfied with the merits of the application, the Dean shall recommend the case for extension of period to the BASR for approval prior to the start of the extension period.
- The Supervisor shall submit Quarterly Research Work Progress Review Report on the student to the Dean through the HOD, which is then shared with QEC.
- In case of unsatisfactory progress report, the student shall be interviewed, to find out the reasons for unsatisfactory progress, and may suggest remedial measures. If the student gets unsatisfactory report a second time, the candidacy of the student shall be considered as "Terminated". The department shall report the case to the University for Cancellation of admission.



ہائر ایجوکیشن کمیشن

HIGHER EDUCATION COMMISSION

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Sanallah Memon

Assistant Director (Quality Assurance)

No. 1-3/AD-QA /HEC/NQAC (21)/2016 / 53
Date: March 18, 2016

Subject: Minimum and Maximum Duration of MS/MPhil/PhD or Equivalent

Dear Sir/Madam,

The National Quality Assurance Committee (NQAC) in its 21st meeting held on January 13, 2016 approved the minimum and maximum duration of MS/MPhil/PhD programs as under;

MS/MPhil or Equivalent	1.5 to 4 years
PhD or Equivalent	3 to 8 years

The policy is admissible on students admitted after the issuance of said letter. Further, it was also resolved that a degree will be recognized with effective from the date of issuance instead of some retrospective date.

With kind regards


Sanallah Memon

The Registrars

All Public/Private Sector Universities/DAIs

Copy for Information:

- ✓ The Director QECs, All Public/Private Sector Universities/DAIs
- The E.S to Chairman, HEC Islamabad
- The E.S to Executive Director, HEC Islamabad
- The P.S to Advisor (HRD), HEC Islamabad
- The P.S to Advisor (R&D), HEC Islamabad
- The P.S to Consultant (QA), HEC, Islamabad
- The APS to Director General (QAA), HEC Islamabad
- The APS to Director General (Academics), HEC Islamabad
- The APS to Director General (A&A), HEC Islamabad
- Office Copy

HEC Covid-19 Policy Papers

1. Background

- 1.1 The Covid-19 pandemic has led to the suspension of face-to-face academic activities. To assist universities, HEC has released policy guidance notes, which are available on the HEC website, with the twin objectives of protecting the health of the university community while keeping higher education activities on track.
- 1.2 This is sixth guidance note in the series. It has been issued in response to queries from university administrators and students regarding the conduct of thesis defense (of graduating PhD/MPhil/MS students) and final juries (of undergraduate programs) during the lockdown period/ restrictions. This document, at later stage, will be combined with a subsequent broader policy advice to be issued on the conduct of examinations and student evaluation.
- 1.3 This guidance pertains only to selected steps in graduate degree programs (please see diagram below), namely the thesis submission, evaluation, and oral defense, and final juries. All other activities in the process are governed by separate guidelines, including the requirement of online readiness of universities.



2. Process Guidelines

- 2.1 **Authorization to Conduct Electronic Defense:** Until 30 August 2020 or, in case the Covid-19 restrictions are further extended, until two months after the removal of such restrictions, Degree Awarding Institutions (herein referred to by the generic title "universities") may conduct PhD/MPhil/MS defense or the defense of Final Juries of undergraduate programs through videoconference or electronic meetings,
- 2.2 **Power to Authorize:** Where the university rules currently do not allow electronic defense or electronic juries, the Vice Chancellor may authorize it upon request Director Advanced Studies and Research/ Director of Institute/ Dean through the Controller of Examination or other relevant authority, subject to subsequent ratification by the appropriate university statutory body, at the earliest possible opportunity.
- 2.3 **Designated Authority:** Each University will clearly designate the person or persons who are authorized to receive dissertations, theses, or project reports from students, evaluation reports from internal or external evaluators, or any other documents required in regard to the subject of these guidelines. Universities will ensure that the full contact information of the Designated Authority, especially their email address, is publicized widely and through all appropriate means.
- 2.4 **Thesis Submission:** Submission of PhD dissertations, MPhil/ MS theses, or final project reports may be made electronically to the Designated Authority. All other prescribed requirements for the submission, including format, deadlines, and content, will remain unchanged.
- 2.5 **Evaluation:** The submitted documents (i.e., PhD dissertations, MPhil/ MS theses, or final project reports) may be circulated electronically to both internal and external evaluators for review and comments. The Evaluation Reports may also be submitted electronically to the designated authority.
- 2.6 **Protection of Privacy:** The University will adopt appropriate security measures to safeguard against possible misuse, breach of privacy, or unauthorized leakage of evaluation reports or other documents.
- 2.7 **Open Public Defense:** In order to ensure the open public defense of dissertations, theses, and projects, the University shall make adequate arrangements to enable the participation of all interested persons, including faculty, students, and staff of the university as well as members of the public. These arrangements will include an open call for registration on the university's and HEC's websites, and subsequent communication to all registered participants of the online links needed for participation, in accordance with the code to be prescribed by the university.
- 2.8 **Participation of Examiners:** The University shall ensure the presence of all members of the Defense Committee at the electronic defense. If for any reason (including technical difficulties), one or more of the required examiners are not able

to participate fully in the session, the defense would need to be rescheduled until all formalities can be satisfied.

- 2.9 **ICT Tools:** Universities may, at their discretion, use any appropriate ICT tool for online defense, viz. Zoom, Microsoft Teams, Skype for Business, Google Classroom, Video Conference, or other
- 2.10 **Access to ICT Tools:** It will be the responsibility of the University to ensure (a) that all members of the Defense Committee as well as the candidate have the appropriate technology to participate in the defense; (b) that the technology is tested prior to the defense; and (c) that remote participation is uninterrupted and, if interrupted, the defense shall be paused until the connections are fully restored.
- 2.11 **All Proceedings to be Recorded:** The proceedings of the online defense will be recorded with prior information of all the Defense Committee and the candidate, and maintained as confidential record with the University, for possible evaluation by the University or the HEC.
- 2.12 **Electronic Signatures:** The digital signatures of the Defense Committee shall be sufficient to certify the results of the defense.
- 2.13 **Announcement of Result:** Controller of Examination with approval of Vice Chancellor will announce result after receiving it from the designated authority.