ACADEMIC REGULATIONS

ADMISSION, REGISTRATION AND EXAMINATIONS FOR

MS/M.PHIL. PROGRAM

**Upon recommendations made by the Board of Advanced Studies & Research
and Academic Council and in its Meeting respectively
19-02-2019 and 04-04-2019**

GIFT UNIVERSITY, GUJRANWALA

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REGULATIONS RELATING TO THE ADMISSION, REGISTRATION AND EXAMINATIONS OF MS/M.Phil./EQUIVALENT PROGRAM

1. GIFT University shall offer courses leading to the degrees of Master of Science/ Master Studies, abbreviated as MS, or Master of Philosophy, abbreviated as M.Phil or otherwise as prescribed for in the subjects approved by the Statuary Bodies Applications for admission to various courses of study shall be invited and admission shall be made on the basis of merit.

2. Wherever applicable the regulations prescribed from time to time by the professional councils/bodies such as Pakistan Engineering Council (PEC), National Computing Education Accreditation Council (NCEAC), National Business Education Accreditation Council (NBEAC) etc. shall supersede.

3. DEFINITIONS

In these regulations, unless there is anything repugnant in the subject of context:

a. "**Academic Council**" means the Academic Council of the University.

b. "**Academic Year**" of the University shall comprise of two regular semesters (Fall and Spring), each of which shall normally be 16-18 weeks including 1-2 weeks for the terminal examinations of the semester. During the summer break, there may be a Summer Session of not exceeding nine (9) weeks including the terminal examinations of the session. The contact hours per week during a Summer Session will be doubled to ensure that a course is completely taught with half of the duration as compared with a regular (Fall/Spring) Semester.

c. "**Board of Advanced Studies and Research (BASR)**" means the Board of Advanced Studies and Research (BASR) of the University.

d. "**Commencement of Semester/Session**" means the day of start of classes for the semester/session as prescribed in the Academic Calendar of the University published from time to time.

e. "**Controller of Examinations (COE)**" means the Controller of Examination (COE) of the University.

f.   "**Credit Course**" means a course of study, successful completion of which shall be the requirement for the award of degree. The grade obtained in a credit course shall appear on the transcript.

g.   "**Credit Hour**" means teaching a theory course for 50-60 minutes of classroom per week throughout the semester.

h.   "**Cumulative Grade Point Average (CGPA)**" means the weighted average of the Grade Points earned for all the credit courses in all the semester attended

i.   "**Dean**" means the Dean of a Faculty of the University.

j.   "**Department**" means a teaching department of the University.

k.   "**Faculty**" means the Faculty of the University.

l.   "**Grade Point**" means the points (numerical value) associated with each letter grade.

m.   "**Grade**" means the letter grade earned by a student in a course depending on his/her performance in that course.

n.   "**Head of the Department**" means a university Head of Department appointed by the University.

o.   "**Non-Credit Course**" means a course registered by the student or prescribed by the concerned Department, which is not to be counted towards the minimum degree requirements. The grade of a non-credit course shall appear on the transcript with a special mark and it shall not be used in calculation of the SGPA/CGPA.

p.   "**Prescribed**" means prescribed format by the University

q.   "**Program**" means an MS/MPhil level program leading to a degree.

r.   "**Registrar**" means the Registrar of the University.

s.   "**Grade Point Average (GPA)**" means the weighted average of the Grade Points earned for all the credit courses in a single semester

t.   "**Student**" means a registered of student enrolled in MS/MPhil level program of the University.

u.   "**Synopsis**" means a written research proposal to be submitted by the student in partial fulfillment of the program.

v.   "**Thesis**" means a written report resulting from original research to be submitted by the student in partial fulfillment of the program.

w.   "**University**" means the GIFT University, Gujranwala.

x.   "**Rector**" means the Rector of the University.

4.   ADMISSION TO THE MS/M.PHIL LEVEL PROGRAM

a.   To be eligible for admission to the MS/M.Phil. level program, a candidate:

(i)   Shall possess a Bachelor's or Master's degree of minimum of 16 years of education or an equivalent qualification from a recognized University/Degree Awarding Institute (DAI).

(ii)   The candidate must have passed GRE / GAT / NTS (General) with at least 50% score **OR** Pass the Aptitude Test and Interview conducted by the GIFT University Departmental Admission Committee/Graduate Assessment Committee.

(iii)   Shall have obtained a minimum cumulative grade point average (CGPA) of 2.00 on the 4.00 scale in the semester system or a minimum of second division in the annual system in the last qualifying degree.

(iv)   In addition to the above, the applicant may also be required to fulfill any further eligibility criteria if specified by the HEC or concerned departments.

(v)   An equivalence certificate is mandatory from Higher Education Commission in case of an equivalent qualification.

b.   Anyone who has been rusticated or expelled by a University/DAI or college for misconduct or for use of unfair means in the examinations or for any offence involving moral turpitude shall not be eligible for admission in any program of the GIFT University.

c.   The admission to the program shall be made on the basis of cumulative merit to be determined from the previous academic record, prescribed written test and interview.

5. **CURRICULUM OF PROGRAM**

   a.   Each department shall develop the curriculum for each of its programs by the relevant Board of Studies and submit it through the concerned Board of Faculty to the BASR and the Academic Council for approval. Such curriculum shall become effective from the date of its approval by the Academic Council or as may be prescribed. The curriculum of a program shall normally consist of the objectives and scope of the program, structure/requirements of the program, scheme of studies and syllabi of the courses.

   b.   The teacher concerned shall issue the course outline to the students, which normally includes the objectives of the course, course contents and their weekly lecture schedules, assessments and evaluations criteria, attendance policy, reading material and any other information important for successful completion of the course.

   c.   Each student shall follow the curriculum of the program as may be prescribed by the Academic Council from time to time.

6. **DURATION OF PROGRAM**

   a.   Program shall normally comprise of a minimum of 24 credit hours of the coursework and 6 credit hours of research work. However, coursework of a minimum of 6 credit hours may be allowed in lieu of the research work on recommendation of the Dean/Head of the Department.

   b.   Minimum of ¾ semesters, (1.5/2 years) for full time students and minimum of 8 semester (4 years) for part time students. Maximum time limit of 3 years for full time students and maximum of 6 years for part-time students, further extendable for one year with the approval of Rector.

7. **REGISTRATION AND ENROLLMENT**

   a. University Registration

   (i)   A student seeking admission in a program shall register himself/herself through his/her department with the Admissions Office within the dates notified for registration, failing which he/she shall not be allowed to appear in the terminal (University) examinations and his/her admission may be declared as cancelled.

   (ii)   The Admissions Office shall issue a University Roll number to each student.

b.   Course Registration and Semester Enrollment

(i)   The Student shall complete the course registration and semester enrollment before the commencement of a semester.

(ii)   The student shall deposit his/her fees and dues of a semester/session before commencement of the semester/session. The course registration and semester enrollment shall not be accepted if the student has any outstanding fees and dues of previous the semester/session.

(iii) If a student fails to register the courses before the commencement of the semester, on recommendations of the HOD the Academics Operations Department may register the student for courses within two weeks after the commencement of semester subject to the payment of fees as prescribed by the University.

(iv)   Student shall register a minimum of 6 credit hours and a maximum of 12 Credit Hours in a regular Fall/Spring semester.

c.   Add/Drop of Courses

(i)   A student may add or drop his/her enrolled course(s) from the regular offered courses by the department within two weeks of the commencement of semester.

(ii)   A student may add or drop the course(s) other than regular offered on the recommendations of the Head of the Department within two weeks of the commencement of semester.

(iii) Add/Drop of course(s) for a student who is repeating any course(s) or is on academic deficiency (with low GPA and/or CGPA than the minimum Requirement) may be allowed by the Head of Department.

(iv)   The student shall deposit the dues for the additional credit hours course(s) accordingly. In case of drop of course (s) the amount paid shall be adjusted according to the policy of the University.

d.   Freezing of Semester/Readmission

(i)   A student dropping all the registered courses or choosing not to register in any course for a semester up to first two weeks of commencement of a semester shall be required to apply to Student Facilitation Center for freezing of the same semester only.

(ii)   No freezing shall be allowed for the first semester of registration and enrollment in the University.

(iii) The frozen semester(s) shall be counted towards the maximum period allowed for completing the program.

(iv)   A student, who neither registers any courses for a semester nor requests for freezing of the semester, shall deem 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.

(v)   Provided also that if a student does not get reinstated even after two semesters he/she may be readmitted on his/her request in the same program by the concerned Dean upon recommendations of the HOD. The student has to pay the prescribed reinstatement fee of the program along with other dues of the semester/session.

(vi)   The duration of Freezing is one year; a candidate who gets a semester freeze can get readmission next year with upcoming session but hardship cases can be considered by the Competent Authority only. Under Special Hardship circumstances freezing of first semester can be considered by the approval of competent authority.
   - Iddat
   - Maternity/Delivery
   - Any other subject to acceptance on justified rationale

Note: Freezing of Semester will only be allowed after successful completion of 1st Semester prerequisite as the case may be for other semester's predecessor to the freezing Semester.

e. Transfer of Credit/Exemption of Courses

(i)   A candidate may be allowed to transfer his/her credit hours earned from any other recognized/accredited University/Degree Awarding Institute (DAI) on his/her request along with the admission application to the Department/ University.

(ii)   The transfer of credit application shall be evaluated by the concerned Department The Rector shall endorse the acceptance of transferred credit hours on behalf of the BASR and Academic Council.

(iii)   No credit of a course shall be transferred if the letter 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.

(iv)   A student should earn a minimum of 15 credit hours from the University for the Entitlement of the degree.

(v)   Thesis work or Project at graduate level is not transferable

(vi)   The transferred/exempted courses and their credit hours shall appear on the transcript with a description stating the work as transferred and/or exempted and the name of the University/DAI from where these were originally qualified and earned.

(vii)   The grade and the grade point of the transferred courses shall not be used in calculating the GPA and CGPA.

(viii) The candidate shall be responsible for providing the migration certificate/NOC, syllabi of courses (if required by the respective Department) letter grades and the grade points of all the courses that he/she has qualified/earned at the previous University/DAI and shall meet all the admission requirements of the program.

(ix)   No credit of the work completed at other University/DAI shall be transferred if it is earned at the same time of enrollment in the courses of the program.

7.   EXAMINATIONS OF COURSEWORK AND ATTENDANCE

a. A student shall be evaluated in each course on the basis of quizzes, assignment(s), individual/group presentations, group discussion(s), and projects. Otherwise, as prescribed during the semester by the course instructor.

b. The minimum Grade for each course shall be C during the semester/session and of the terminal examinations.

c. A student shall be allowed to appear in the examination provided that he/she:

(i)   Has been on the rolls of the University during that semester/session.

(ii)   Has registered himself/herself for the courses of study and has attended at least 75% of the lectures and completed the course work to the satisfaction of the department concerned.

(iii)   Has paid all prescribed fees and dues of the semester before the commencement of the terminal examinations.

(iv)   The student falling short of the required percentage of attendance of lectures/seminars/projects etc. In such case he/she shall not be allowed to appear in the terminal 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" or "WF".

(v)   The student may repeat the withdrawn course whenever offered next.

8. EVALUATION, GRADES, ACADEMIC STANDING AND MERIT

a. Grades, Grade Points and Calculation of Grade Point Average

(i)   The academic work shall normally be evaluated on the basis of the grade points according to the following grading system:

Grade	Grade Points
A+	4.00
A	4.00
A-	3.7
B+	3.3
B	3.00
B-	2.70
C+	2.30
C	2.00
F	0.00

b. Withdrawal from a Course

(i)   A student may be allowed to withdraw from a course or all of the courses after add/drop of courses period up to two weeks before the end of the classes of the semester/session.

(ii)   The withdrawn courses shall appear on the transcript with letter grade 'W'.

(iii)   No credits shall be given to the withdrawn course(s) and it shall not be used in the GPA and CGPA calculations.

(vi)   The student may repeat the withdrawn course whenever offered next.

(vii)   The student shall pay the prescribed fees and other dues of the withdrawn course(s) for the semester/session.

c. Repeating a Course

(i)   A student may be allowed to repeat a course in which he/she has obtained grade "C" or "F". A maximum of (9) credit hours of coursework may be allowed to a student to repeat for improvement of his/her grade.

(ii)   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 terminal examinations of the course.

(iii)   The course repeated in a subsequent semester(s)/session(s) shall be shown in the transcript corresponding to the respective semester(s)/session(s) for as many times as it is registered for. The new grade, through its corresponding

semester/session, shall be used for computation of the GPA/CGPA. In case, the new grade is lower than the previous grade then the previous grade shall be retained. The repeat shall be reflected in the transcript corresponding to the respective semester/session as (**Improvement**)

(iv) If a student, after approval of the Dean, takes a new elective course in lieu of a previous elective course in which he/she has failed then the grade of the previous course shall be replaced with the Comments **"Non-Credit"** without changing the previous GPA/CGPA. Both the previous and the substituted courses shall be reflected in the transcript corresponding to their respective semester and only the grade of the substituting course, through its corresponding semester shall be used in computation of the GPA/CGPA. Withdrawal of a substituting course shall not change the grade of the previous course as well as the previous GPA/CGPA.

e. Academic Deficiency/Probation

i. Whenever the CGPA falls below 2.30 the student shall be given an academic warning for the next semester and this effect shall be published on his/her semester result. Maximum two academic warnings—viz., (1) the "First Probation" and (2) the "Second Probation" shall be allowed. If the CGPA of the student is below 2.30 but his/her GPA is above probation level 2.30 the warning count will not be increment.

ii. If the CGPA of a student falls below 2.30 for the third time during the period of study of the program, he/she shall be dismissed from the program and shall not be readmitted in the same program.

iii. A student on a 2nd probation status shall not be allowed to register the courses of the advanced semester unless otherwise permitted by the HOD.

f. Expulsion/Cancellation of the Program

(i) The student shall be expelled from the program if he/she earns the grades as under:
  a. Two F Grades during degree program
  b. Three C Grades during degree program
  c. One F and Two C Grades during degree program

(ii) If the Student fails to complete his/her program in the prescribed maximum time, his/her admission will stands cancelled.

g. Merit Certificates and Distinction Awards

(i)   A student obtaining overall first position in his/her batch shall be awarded a Certificate of Distinction provided that he/she obtains a minimum CGPA of 3.50, and has not failed in or has not repeated any course, has not been punished on disciplinary grounds and has completed the entire requirements of the program within the minimum stipulated time period of the program.

(ii)   A student with transfer of credit/exemption/Withdrawal of course shall not be considered to compete for any award.

9. REGISTRATION/ENROLLMENT OF RESEARCH WORK, DEVELOPMENT OF SYNOPSIS, APPOINTMENT OF SUPERVISOR

a. Registration/Enrollment of Research Work

(i)   The student shall opt the option of thesis and without thesis in the third semester under prescribed model[1]

Registration with-out Thesis under the following conditions
- Completion of minimum 18 Credit Hours pass with at least 2.3 CGPA
- The Student may enroll 02 courses in 3rd Semester
- The Student may enroll 02 courses in 4th Semester

Registration with Thesis under following conditions
- Completion of 18 Credit Hours with minimum 2.5 CGPA
- The Student may enroll 02 courses and Thesis of 6 Credit Hour in 3rd Semester

The student of MS Computer Science will register with following model
- Allowed to enroll 02 courses and Thesis-I of 3 Credit Hour in 3rd Semester
- Allowed to enroll remaining 02 courses and Thesis-II of 3 Credit Hour in 4th Semester

(ii)   The student shall also be responsible to get confirmation about the Thesis registration from HOD/MPhil Coordinator.

(iii)   The Academics Operations Department will ensure registration of thesis for the students in the 3rd Semester according to the above-mentioned criteria.

(iv)   The Student shall be responsible to submit the fee of 3rd Semester before due date for the confirmation of enrollment in the thesis/coursework.

(v)   Thesis auto-system registration will be ensured by the MIS Department in 4th and subsequent semesters (if any)

(vi)   In case of Extension for 5th semester, the student shall be liable to pay extension fee of Rs. 10,000 for 5th and subsequent Semesters (if any).

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[1] Subject to the offering of courses by the respective Faculty/Department

b. Selection of Supervisor for Theses/Dissertation

(i)   The student will select a supervisor in coordination with the department, after discussing their area of interest in a one-on-one meeting with the faculty members and get consent on Supervisor Selection Form **(Appendix-A)**. The form will be submitted to the M.Phil. Coordinator for approval of the Dean/HoD.

(ii)   A list of eligible supervisors approved from the statutory bodies shall be available within the concerned department.

(iii)   In case of unavoidable circumstances the student may change his/her supervisor on the prescribed form after the approval of the Dean/HoD. **(Appendix-B)**

c. Development and Approval of Synopsis

(i)   The student shall prepare a synopsis (research proposal) of his/her research work in consultation with the (proposed) supervisor and in accordance with the format and guidelines specified by the Department within a specified period after registration and enrollment for research. The synopsis shall normally be prepared after successful completion of the 18 Credit-Hours. In case of MS Computer Science the student may opt the thesis after the completion of 12 Credit hours.

The synopsis shall include the following content
  a. Research Topic
  b. Research Aims and Objectives
  c. Significance of Research
  d. Research Questions / Hypothesis
  e. Problem Statement
  f. Literature Review stating the seminal works in the area
  g. Research Methodology
  h. Data Analysis Methods

(ii)   The student shall submit his/her synopsis with the assent of the supervisor to the concerned HOD for the recommendations of the Board of Faculty.

(iii)   The research proposals/synopses are presented in the Board of Faculty Meeting on the prescribe format for their recommendations and decisions which may be as follows:

  a. Accepted without any change
  b. Minor changes, revision to be submitted and approved by Dean
  c. Major changes, rework for re-submission
  d. Rejected, change of Topic and/or advisor and redo

(iv)   The synopsis shall be forwarded to the Registrar Office by the Dean/HoD for approval of the BASR.

(v)   A co-supervisor may also be appointed by the BASR if the research work involves or becomes interdisciplinary or any other particular circumstances as recommended by Board of Faculty. In either case the specific roles and responsibilities of the co-supervisor shall be provided by the Board of Faculty for the consideration of BASR.

(vi)   The supervisor and Co-supervisor (if any) shall be from the relevant field. The supervisor shall possess PhD Degree or MS/MPhil with an experience of four years teaching for in HEC recognized University or equivalent qualification unless otherwise permitted by the BASR.

(vii)   If Co-Supervisor possess MS/MPhil degree and gaining the teaching experience he/she may supervise two thesis as per HEC criteria.

(viii) In case a major/entire change in the approved research topic/subject is required the case shall be considered afresh. The reason of change and the change shall be forwarded to the BASR for consideration and approval following the due procedures. However, time limits of the program shall not be changed in any case.

(ix)   The topics with approved Supervisor and Co-Supervisor (if any) will be notified by MS/MPhil Coordinator as per minutes of BASR issued by Registrar Office. The MS/MPhil Coordinator/HOD shall keep all concerned offices i.e. (Dean, Registrar, Treasurer and Academics Operations) in the notification for information and implementation.

(x)   The Academics Operations Department will insert the topic and the detail of approved Supervisor and Co-Supervisor (if any) in the Education System Software as notified by MS/MPhil Coordinator.

(xi)   The time limits of the research work shall be counted from the date of registration of thesis.

(xii)   The research work shall be registered and enrolled once and shall appear in the transcript of the student with the approved title of research work, credit hours and the letter grade earned. The grade shall be used in calculating the CGPA.

(xiii) The MPhil Coordinator shall email to all MS/MPhil students in the mid of the each Semester for submission of Progress report of research work as per stipulated date.

(xiv)   The student shall be responsible to submit the progress report of research work in end of each semester (i.e. March and July) on prescribed format with endorsement of Supervisor to the MS/MPhil Coordinator/Head of Department. **(Appendix-C)**

(xv) The student shall be deposit the prescribed fees and dues on account of registration/ enrollment and examinations of his/her research work on the semester/session basis to maintain his/her candidature for the research work for the given semester/session.

(xvi) If the student fails to complete his/her research work within the stipulated time, the Dean may permit on recommendation of the supervisor through the HOD/MS/MPhil Coordinator Programs extension (s) in the period for completion of the research work, provided the extension(s) shall not go beyond the maximum time period of the program. Provided also that the student shall deposit the prescribed fees and dues for the extended period(s)

11. **THESIS/EVALUATION EXAMINATIONS**

   a. There shall be standing list of external examiners (not in service of the Department) for research examinations for each department consisting of the persons of eminence in the respective field of research. The list shall be suggested from time to time by the concerned Board of Faculty to the BASR for approval.

   b. The student shall submit an electronic copy of the thesis upon completion through his/her supervisor to the HOD for plagiarism check.

   c. After getting clearance of plagiarism check in accordance with HEC, the student shall submit four (spiral/ tape bound) copies of his/her complete thesis to the COE through his/her supervisor and the department for the evaluation by an external examiner and for the thesis defense (viva-voce) examination on prescribed Form **(Appendix-D)**

   d. The Supervisor shall inform the COE through the department about the date of viva- voce examination and suggest two to three names of external examiners from the approved list.

   e. The COE shall forward one copy of the thesis to one of the external examiners (as approved by the Dean/Rector) along with the information related to the date, time and venue of the viva-voce examination.

   f. Controller Examination shall make formal announcement of the Thesis final defense.

   g. The viva-voce examination committee shall comprise of the external examiner, internal Examiner, HOD and the Dean. The supervisor shall be the facilitator of the viva-voce examination committee.

12. THESIS SUBMISSION

a. The title of the thesis should be exactly the same as approved by the BASR

b. The student shall submit three hard bound copies as prescribed Format **(Appendix-E)** after viva-voce examination and corrections suggested by the external examiner and the viva-voce examination committee through his/her supervisor and to the Head of the Department who will forward the same to the Controller of Examinations.

c. The COE, after affixing his/her signatures to declare the copy of the thesis as final, shall forward one copy each to the Library and the concerned Department for record.

d. The Soft copy of thesis along with plagiarism report shall be kept with Controller of Examinations and MIS Department.

e. Final Grades will be awarded after the clearance of final defense of the thesis and in a semester in which the viva-voce examination is conducted.

13.   FEES AND OTHER DUES

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