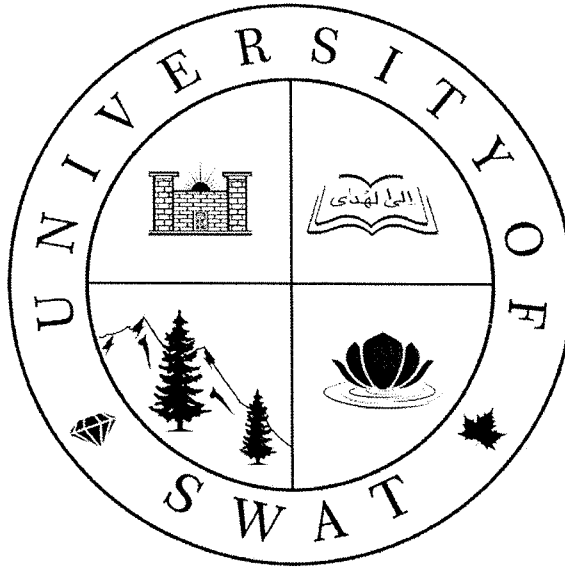


University of Swat

MS/MPhil /PhD Regulations 2022

Approved by syndicate in its 49th meeting (held on January 11, 2023) vide item No.04 (Sub-Item No.09),
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1. TITLE AND COMMENCEMENT

- i. These Regulations may be called “University of Swat MS/MPhil/PhD Regulations 2022” framed under the provision of Section 29 (1) (C) and (D) of the Khyber Pakhtunkhwa Universities (Amendment) Act, 2016.
- ii. These Regulations shall come into force at once and will be applicable to all Departments, Centers and Institutes of the University of Swat.
- iii. These Regulations shall come into force from the date of approval of the Syndicate or as may be prescribed by the Syndicate.

2. DEFINITIONS

In these Regulations, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them:

- i. **"Board"** means Advanced Studies and Research Board.
- ii. **"Examiners"** means examiners, appointed under Section 11(i) & 12(i)(ii) of these Regulations.
- iii. **"Graduate Studies Committee"** means a Committee of an Institute/Center/Department as constituted under Section 21 of these Regulations.
- iv. **"Chairperson/HoD/In-Charge/Director"** means Chairperson/HoD/In-Charge/Director of the teaching Department.
- v. **"Principal"** means principal of the constituent/affiliated College of the University.
- vi. **"Institute"** means Institute/Center/Department of the University.
- vii. **"MPhil"** means Master of Philosophy.
- viii. **"PhD"** means Doctor of Philosophy.
- ix. **"MS"** means Master of Studies (research based studies) degree awarded after 18 years of education.
- x. **"Minor subjects"** mean subject(s) which are related/supportive of the major field of studies.
- xi. **"Research Scholar"** means a person registered in the MS/MPhil/PhD Program.
- xii. **"Secretary"** means, Director Advance Studies and Research Board of the University.
- xiii. **"Supervisor"** means a Supervisor appointed for a research scholar under Section 18(iii) of these Regulations.

- xiv. **“Co-Supervisor”** means a person appointed under section 18(iv) for research scholar to assist the supervisor and scholar in his research work carried out by the scholar.
- xv. **“Thesis/Dissertation”** means original research work carried out by an MS/MPhil/PhD Research Scholar, conducted as per prescribed manner.
- xvi. **“University”** means University of Swat.
- xvii. **“Controller of Examinations”** means Controller of Examinations of University of Swat.
- xviii. **“Course”** means a course of study leading to the successful completion of the degree as prescribed by the relevant Board of Studies.
- xix. **“Grade Point”** means the score of the scholar obtained in an examination (GP).
- xx. **“Grade Point Average”** means the grade point average (GPA)
- xxi. **“Cumulative Grade Point Average”** means the Cumulative Grade Point Average (CGPA) earned by a scholar in a semester or in the whole program of study.
- xxii. **“Contact hours”** means the number of hours of Class / Laboratory / Field Work of a Scholar.
- xxiii. **“Dropped”** means dropped from the University roll.
- xxiv. **“Regulations”** means University of Swat MS/M.Phil/PhD Regulations 2022.

3. CRITERIA FOR LAUNCHING MS/MPhil/PhD PROGRAM

The criteria for launching MS/MPhil/PhD program shall be as per HEC policy.

4. ELIGIBILITY

i. MS/MPhil PROGRAM

- a. Sixteen years of schooling or 4 years education after HSSC or equivalent certificate in the relevant field from HEC recognized university, with at least 2nd Division (in annual system) or a CGPA of 2.5 out of 4.0 (In Semester System).
- b. The qualifying percentage in admission test for MPhil degree program is mentioned below in table 1.1.

ii. PhD PROGRAM

- a. Those who have already completed MPhil or equivalent (18 years education) shall be eligible for admission to the PhD degree program provided that the candidate have secured at least CGPA of 3.0/4.0 or First Division in MPhil.
- b. Candidates possessing the relevant BS/MA/MSc (minimum 16 years of education) degree with at least CGPA of 3.0 out of 4 (in the semester system) or 1st Division (in the annual system) from HEC recognized University, shall also be eligible for admission, if opted by the University. Further, preference will be given to those who

have already completed MPhil or equivalent (18 years education) by assigning additional of five marks for preparation of merit.

- c. The qualifying percentage in admission test for PhD degree program will be as mentioned below in table 1.1.

Table 1.1: Qualifying percentage for entry test of MS/M.Phil. & Ph.D.

Entry test conducted by University of Swat	Percentage	Entry test organized by any other recognized testing Agency	Percentage
MS/MPHIL	60 %	MPHIL	50 %
PHD	70 %	PHD	60 %

5. DURATION OF MS/MPhil/PhD DEGREE PROGRAM

- The MS, MPhil degree program shall spread over a minimum period of two years (04 Semesters). Extension up to one year (Two Semesters) in the study period may be granted by the Vice Chancellor on genuine reasons on the recommendations of GSC subject to the payment of Rs.5000/- (as may be prescribed by the university from time to time) in addition to the payment of normal fee per semester. Further extension in the study period up to one year (maximum of four years) may be granted, on genuine reasons to be recorded, by the Board on the recommendation of the Supervisor and GSC, subject to the payment of Rs.5000/- (as may be prescribed by the university from time to time) per semester to the University, in addition to the payment of normal fee per semester.
- The PhD degree program shall spread over a minimum period of three years (06 semesters). Extension up to two years (04 Semesters) in the study period may be granted by the Vice Chancellor on genuine reasons recommended by the supervisor and GSC subject to the payment of Rs. 5000/- (as may be prescribed by the university from time to time) in addition to the payment of normal fee per semester. In special circumstances, the reasons to be recorded, extension in the study period to a further three years (not exceeding maximum of eight years) may be granted by the Board on the recommendation of the Supervisor and GSC, subject to the payment of Rs.5000/- (as may be prescribed by the university from time to time) in addition to the payment of normal fee per semester.

6. ADMISSION PROCEDURE AND CRITERIA

- Admission to MPhil/PhD degree program of the University shall be advertised by the Office of the Director Admissions in consultation with Director Advance Studies and Research and Head of the concerned Teaching Unit.
- The number of scholars to be admitted shall be determined by the Graduate Studies Committee on the recommendations of Head of the Teaching Unit in consultation with PhD faculty as per HEC policy.
- Applications on prescribed forms (hard/online) shall be submitted to office of the Director Admissions within the prescribed period, who will forward the same to the concerned head with a copy to Director Advance Studies and Research after the

closing date. The office of the Director Advance Studies and Research shall keep a record of all the applications received.

- iv. Director Advance Studies & Research, Director Admissions and Head/Convener GSC shall conduct the Entry Test (if opted by the University), however, Interviews and preparation of merit list shall be the responsibility of the concerned Head/Convener GSC
- v. The merit shall be determined on the following criteria:
 - a) 50% weightage shall be given to the marks obtained in the last qualifying examination. Provided further that conversion of CGPA to Percentage shall be calculated as: **(Obtained CGPA*100/Total CGPA) * 0.9**
 - b) 40% weightage shall be given to the Assessment Entry Test.
 - c) 10% weightage shall be given to the performance in interview and passing marks of the interview shall be 60%.
- vi. The names (along with relevant documents) of the selected candidates shall be forwarded by concerned Head/Convener GSC to office of the Director Advance Studies and Research within one month of selection for approval of provisional admission by the Vice Chancellor.
- vii. No Objection Certificate will be required for in-service candidates.
- viii. In case of ambiguity in admission criteria eligibility of the candidate shall be clarified by the GSC and its decision shall be final.
- ix. The Controller of Examinations shall maintain a register/database and assign a registration/roll number to each student/scholar at the time of provisional admission.

7. SCHEME OF STUDIES

The scheme of studies for MS/MPhil/PhD degree programs shall be as under:

- i. Course Work in the major/minor subject(s) or as per HEC policy in which a scholar is registered.
- ii. Passing of Comprehensive Examination after completion of the required coursework (Ph.D. scholars only).
- iii. Publication of a research article/paper in HEC recognized journal (s) (for PhD scholars only)
- iv. Thesis on a topic approved by the Board.
- v. Evaluation of thesis.
- vi. Viva-Voce / Public Defense, as the case may be.

8. DEGREE REQUIREMENTS

i. MS/MPhil Program

- a. The scholar will be required to complete 24 credit hours of graduate courses (out of which at least 18 Credit Hours must be from the major subjects, not exceeding 12 Credit Hours in a semester) of course work along with minimum 06 (Six) credit hours of research work for MS/MPhil degree or as per HEC criteria.
- b. Minimum CGPA of 3.0 out of 4.0 shall be required for the award of MS/MPhil degree.



- c. Improvement in course work will only be allowed for scholars having CGPA less than 3.0/4.0. A scholar will be entitled to improve his/her CGPA in selected course(s) (maximum three) only once, in the immediate following semester after completion of course work, failing which he/she shall be considered as dropped.

ii. PhD Program

- a. Course work of 18 credit hours preferably in the first year (two semesters, maximum 12 credit hours per semester) shall be required. This shall be followed by a comprehensive examination with minimum 60% score for granting PhD candidacy, and minimum 09 (nine) credit hours research work (thesis) in the relevant field or as per HEC criteria.
- b. Minimum CGPA 3.00/4.00 in the course work shall be required for the award of PhD degree.
- c. Improvement in course work will be allowed for scholars having CGPA less than 3.0/4.0
- d. The scholar shall be required to present his research work in a departmental seminar before submission of thesis for the external evaluation.
- e. The thesis shall be evaluated by at least two PhD experts in the relevant field from a technologically/academically advanced countries in addition to the PhD examination committee as per section 12 (ii) of the regulations.
- f. Two national examiners shall be required for Ph.D. public defense as per HEC policy.
- g. Publication of at least one research article as first author by the scholar in HEC recognized journal as per HEC criteria prior to holding of public defense.
- h. Public defense shall be carried out by the scholar after receiving majority positive reports.

9. RESEARCH REQUIREMENTS

- i. The MS/MPhil Scholar shall be required to complete the research work (06 Credit Hours) in at least one Academic year (two semesters) or as per Higher Education Commission (HEC) policy.
- ii. PhD research synopsis shall be submitted after passing the comprehensive examination for the approval of the ASRB through GSC.
- iii. The PhD scholar shall be required to complete research work/thesis (09 Credit Hours) in at least two academic years (4 semesters).
- iv. The Plagiarism Test shall be carried out for synopses by concerned supervisor and for thesis by the Quality Enhancement Cell before submission.
- v. The Dean/HOD shall forward the ring bound (Hard/Soft) copy (forwarded by the GSC) to the Director Advance Studies and Research for external evaluation.

10. COMPREHENSIVE EXAMINATION

- i. On successful completion of the course work, the PhD research scholar shall have to pass the comprehensive examination in the subject/discipline with minimum 60% score before writing the research proposal.

- ii. There shall be only one additional chance for passing the comprehensive examination to be availed consecutively.
- iii. In case of failing the comprehensive examination, after availing the additional chance, admission of the concerned research scholar shall be cancelled.
- iv. The comprehensive examination shall be taken in four major taught courses in consultation with the concerned supervisor and shall be conducted by the Graduate Studies Committee.

11. APPOINTMENT OF EXAMINERS FOR EVALUATION OF MS/MPHIL THESIS AND THEIR RECOMMENDATIONS

- i. The GSC, in consultation with the supervisor, through respective Dean/HOD, shall send a panel of three examiners (to be selected from the list already approved by concerned Board of Studies) from within the country, out of whom one examiner be appointed for evaluation of the thesis and conducting Viva Voce Examination by the Vice Chancellor.
- ii. The Director Advance Studies and Research shall send the thesis to the examiner (through online mechanism/email), who shall examine the thesis and communicate the result to the Director Advance Studies and Research with his/her comments/decision.

The examiner shall either:

- a) Recommend the thesis for the award of degree in the present form. OR
- b) Recommend the thesis for the award of degree with minor changes/revision, OR
- c) Recommend the thesis for the award of degree with major changes/revision:

If the examiner feels that the thesis, despite having some shortcomings, is of sufficient merit, the scholar may be allowed to improve and submit the thesis to Directorate of Advance studies within 6 months and there will be no need of Re-evaluation. However, the supervisor will submit a certificate that the comments/changes/suggestions have been rectified and addressed by the scholar in the revise version of the thesis. OR

- d) Recommend the thesis for resubmission/re-evaluation with major changes/

If the examiner feels that the thesis needs major revision and requires re-evaluation, the scholar may be allowed to improve/revise the thesis as per comments/changes/ suggestions of the examiner/evaluator within six months of re-submission and fresh evaluation by the same examiner. In addition, the supervisor will submit a certificate that the comments/changes/suggestions have been rectified and addressed by the scholar in the revised version of the thesis.

- e) Reject the thesis, for the award of the degree, with valid reasons:

In such a case, the Board will assess the reasons that if there is any possibility with which the Board doesn't agree it can approve the decision of the examiner or can give another chance to the candidate for evaluation by another examiner from the panel.

- iii. The evaluator will be given one month for submission of evaluation report. In case of no response, a reminder will be sent to the evaluator after one month and then second reminder after a week. In case of no response after 45 days, the reviewer will

be changed without his/her reply and the thesis will be sent to another evaluator approved by the Vice-Chancellor.

- iv. After revision of the thesis, in light of the reviewer's comments/suggestions, the scholar must submit the itemized responses to the comments in tabulated form and it should be signed by him/her and also by the concerned supervisor along with correction certificate.
- v. At the result declaration stage, a certificate shall be provided by both scholar and supervisor that the soft and hard copies of the thesis are explicitly and implicitly the same.

12. APPOINTMENT OF EXAMINERS FOR EVALUATION OF PHD THESIS AND THEIR RECOMMENDATIONS

- i. PhD examination committee shall comprise of the following:
 - a. External Examiner 1 (thesis evaluator).
 - b. External Examiner 2 (with in the University).
 - c. Internal Examiner (Supervisor/Co-Supervisor).
- ii. In addition to the PhD examination committee, the PhD thesis must be evaluated by at least two external experts, who may be either (a) Pakistan-based Distinguished National Professors, Meritorious Professors, or Tenured Professors, or (b) PhD experts from academically advanced countries (approved list of academically advanced countries for evaluation of PhD thesis is provided in Annex-III and subject to revision); provided, however, that if the PhD candidate publishes his or her thesis research in a peer reviewed journal that is classified by the HEC as category X or above, the PhD thesis will only require evaluation by one external expert.
- iii. The GSC, in consultation with the Supervisor, shall send a panel of examiners consisting of (a) at least five experts (under section 12 (ii)) and (b) at least three experts from within the country (having PhD) to the Directorate of Advanced Studies. The Vice Chancellor will appoint one or two examiners (as required under section 12 (ii)) and one examiner from within the country for the evaluation of the thesis.
- iv. The Director Advance Studies and Research shall send the thesis to the examiners who shall examine the thesis and communicate the result as follows:
 - a. The scholar may be recommended for the award of the degree, if report(s) of the evaluator(s) is/are positive.
 - b. The scholar may be asked to revise the thesis for re-submission, if the evaluator(s) suggests so.
 - c. The thesis may be recommended for the award of the PhD degree, if the majority (at least two) of the examiners so advise.
 - d. The thesis may be completely rejected, if suggested by the majority of examiners. In case of one rejection, the thesis may be sent to another evaluator according to section 12(ii) from the list of five examiners after the Vice Chancellor's approval.
 - e. If the examiners find that the thesis needs revision, the scholar shall be allowed to revise it. It shall be re-submitted for a fresh examination to the same examiner(s) within a period of twelve months.

- f. If the majority of examiners feel that the thesis, despite some shortcomings, is of sufficient merit, the scholar may be directed to improve the thesis for re-submission within six months, but without a fresh examination. The re-submitted thesis must carry a certificate by the concerned Supervisor that the shortcomings so identified have been rectified.
- g. Revised thesis with the panel of examiners will be sent to the Director Advance Studies and Research for approval of public defense by the Vice Chancellor.
- v. In case of a delay in examiner(s) report(s), a reminder will be sent to the concerned evaluator(s) after 45 days and then a second reminder after two weeks. In case of no response after 60 days, then the evaluator(s) will be changed without his/her reply and the thesis will be sent to another evaluator approved by the Vice Chancellor.
- vi. After thesis revision in light of the evaluator's comments/suggestions, the scholar must submit itemized responses to the comments in tabulated form and it should be signed by the scholar and his/her supervisor along with a correction certificate.
- vii. At the result declaration stage, a certificate shall be provided by both the scholar and his/her supervisor that the soft and hard copies of the thesis are explicitly and implicitly the same.
- viii. The Directorate of Advance Studies and Research will update the supervisor(s) regarding the evaluation process.

13. VIVA VOCE FOR MS/MPHIL SCHOLARS

The research scholar shall pass the Viva Voce of his/her research work. This examination shall be conducted by the approved examiner (section 11(i)) in the presence of his/her supervisor/co-supervisor, or any other faculty member nominated by the supervisor.

14. RE-VIVA VOCE FOR MS/MPHIL SCHOLARS

If the thesis is adjudged as adequate but the scholar fails in the Viva-Voce, the scholar may be given a chance to re-appear in the Viva Voce, within a period not exceeding six months.

15. THESIS FORMAT OF MS/MPHIL/PhD.

- i. The thesis format should be as follows:
 - a. A cover page having Title of Thesis, University monogram, scholar name, Institute/Center/Department, University of Swat and Session.
 - b. A title page (inner page) having title of thesis, University monogram, name of the scholar & supervisor(s), and Institute/Center /Department, University of Swat and Session.
 - c. Paper size shall be A4 with one side printing.
 - d. Font size for chapter names shall be in capital letters 14 (bold), headings shall be 12 bold and capital letters and subheadings shall be 12 bold, small letters.
 - e. Font size and type shall be 12 and Times New Roman (normal) with 1.5 line spacings.
 - f. Thesis (5 copies) shall be hard bound in Dark Blue color for MS/M.Phil and black for PhD.
 - g. The spine should have the name of the scholar, the year in which the thesis was

submitted and the name of the degree for which the thesis was presented i.e. MPhil/MS/PhD.

- h. English shall be the medium of instruction and examinations for thesis of all subjects, except languages in which the medium shall be either the language itself or English. However, the medium for Islamic Studies shall be Arabic/Urdu /or English.

16. CHANCES FOR RE-SUBMISSION OF THESIS AND RE-PUBLIC DEFENSE

- i. Only one chance for re-submission of thesis shall be allowed to a Ph.D. scholar.
- ii. If the revised thesis is not approved, it may be rejected, and the scholar may be allowed for one of the following:
 - a) A scholar admitted on the basis of MS/MPhil may get only a course completion certificate containing details of the courses studied with grades.
 - b) A scholar admitted on the basis of BS/MA/MSc (16 years of education) may get a course based MS/MPhil degree, OR
 - c) A scholar admitted on the basis of BS/MA/MSc (16 years of education) may continue as MS/MPhil research scholar and shall complete the research work requirements for MS/MPhil degree.
- iii. If the thesis is adjudged as adequate but the scholar fails in the public defense, the scholar may be given a chance to re-appear in the public defense within a period not exceeding six months.

17. PUBLIC DEFENSE FOR PHD SCHOLARS

The scholar shall pass a public defense related to his/her research work. This examination shall be conducted by the approved examination committee (as per clause 12) in the presence of his/her supervisor/co-supervisor or any faculty member nominated by the supervisor.

18. SUPERVISOR AND SUPERVISION

- i. The number of the scholars to be supervised/co-supervised by each faculty member shall be as per HEC policy.
- ii. In consultation with the research scholar, a faculty member/expert holding a PhD degree in the relevant field shall be recommended by the Head of the Department/Center/Institutes to Graduate Study Committee as Supervisor
- iii. The Graduate Studies Committee shall forward name of the supervisor, who agrees to such supervision, for each scholar to the office of the Director Advance Studies & Research for approval of the Vice Chancellor.
- iv. Provided that, if so required, one co-supervisor recommended by the GSC may be appointed with approval of the Vice Chancellor.

19. FUNCTIONS OF THE SUPERVISOR

- i. Subject to the overall supervision by Chairperson/Director/Head of the Department/Center/Institute, a supervisor shall perform the following functions:
 - a) To guide the scholar in developing research proposal, conducting research, and in writing of thesis.

- b) To supervise, review and submit progress report of the scholar to the GSC on quarterly basis as per proforma attached as Annex-I.
- c) To forward the soft/spiral bound copy of thesis duly signed through Head of the Department/Center/Institutes to GSC for further evaluation process.

20. CHANGE OF SUPERVISOR

MS/MPhil/PhD scholar may apply for change of supervisor on genuine reasons to the Head of the Department/Centers/Institute for the consideration and recommendation by the GSC and approval of the Vice Chancellor through Director Advance Studies and Research. Provided that prior changing the supervisor, No Objection Certificate be obtained from the present and proposed supervisors.

21. GRADUATE STUDIES COMMITTEE (GSC)

- i. There shall be a Graduate Studies Committee for a period of two-years to be appointed by the Vice Chancellor. The Dean, after consulting with the Chairperson/Director/Head of the Department/Center/Institute, shall send the names of members of the Graduate Studies Committee through Director Advance Studies & Research to the Vice Chancellor for approval.
- ii. The constitution of the GSC shall be as under:
 - a. The Chairperson /Director/Head of the Department/Center/Institute shall be the convener.
 - b. Two senior teachers of the Department/Center/Institute having a PhD degree (in case of non-availability, the Vice Chancellor shall appoint relevant faculty members from other Departments/Centers/Institutes).
 - c. Two experts, to be nominated by the respective Dean in consultation with the Chairperson/Director/Head of the Department/Center/Institute.
 - d. The MS/M.Phil/PhD. Semester Coordinator will act as secretary of Graduate Studies Committee.

22. FUNCTIONS OF THE GRADUATE STUDIES COMMITTEE

- i. To process the admission forms received by the Office of Director Admissions / Director Advance Studies and Research.
- ii. To manage and facilitate the smooth functioning of the academic program.
- iii. To facilitate the conduction and supervision of the examinations, including comprehensive examination.
- iv. To monitor research progress reports of the scholar on quarterly basis. In case of two (02) not satisfactory reports (as per proforma attached as Annex-I) from the supervisor and GSC the same may be forwarded to respective Dean/ Vice Chancellor through Director Advance Studies and Research for approval of the recommendations of GSC as the case may be.
- v. To submit one copy of the semester wise award list on prescribed proforma (Annex-II) for record to the office of the Controller of Examinations within two weeks at the end of the final term examination.
- vi. To ensure the implementation of these Regulations in teaching Department/Center/Institute.

- vii. To examine/scrutinize course work and synopsis for onward process.
- viii. To select and recommend list of courses to be taught in a semester.
- ix. To frame procedure for smooth functioning of MS/MPhil/PhD degree programs under these Regulations.

23. MS/MPhil/PhD COORDINATOR AND HIS/HER RESPONSIBILITIES

- i. A faculty member shall be recommended by the concerned Head for approval of the Vice Chancellor for a period of two years as Coordinator.
- ii. Coordinator will make all arrangements for GSC meetings, such as, preparation of agenda items and recording the minutes and ensuring the timely processing of all the related matters to the concerned quarters.
- iii. Coordinator will maintain all the records of the graduate scholars, through the dealing assistant/Clerk (who will work under his/her supervision).
- iv. Coordinator will provide guidance to the scholars from time-to-time.
- v. Coordinator will arrange the timetable for courses, date sheets for mid/final term examinations and comprehensive examination according to the university calendar.
- vi. All these responsibilities of Coordinators will be equivalent to one course (3 credit hours) in his/her Institutional workload as per University policy.

24. FEE REQUIREMENTS

- i. Admission of the candidate shall stand cancelled if fees, etc. are not deposited within one month of the date of provisional admission. Similarly, semester fee of all the students will have to be deposited within 15 working days from the commencement of the classes, otherwise, the concerned student shall not be allowed to classes, and upon being absent for two consecutive weeks shall be struck off from the university roll.
- ii. 50 % concession shall be given in fee or charges for serving University employees and their wards for minimum period prescribed for their respective courses.
- iii. Foreign nationals shall be required to pay tuition fee etc. as prescribed by the University. Such candidates shall have to forward their cases of admission as per policy of the government in vogue.

25. REGISTRATION

- i. A scholar for MS/MPhil/PhD degree program shall be enrolled in a Department/Center/Institute of the University.
 - a) If a scholar remains absent throughout during the first two weeks after the commencement of the semester as per announced schedule, his/her admission shall stand cancelled automatically and the same will be notified by the Head of Department concerned.
 - b) If a scholar fails to attend classes for 2 consecutive weeks without prior/justified information, his/her name will be struck off from the roll of the University and re-admission may be allowed (subject to the fulfillment of attendance requirement for final term examination), if sufficient grounds are available on the payment of



additional of at least 30% of the semester fee (in addition to the normal semester fee) or as approved by the Vice Chancellor.

- ii. A scholar on the recommendation of the concerned semester coordinator/ supervisor and by the approval of the concerned Head of the Department may be allowed to:
 - a) Change a course within 7 days of the commencement of a semester, and;
 - b) Drop a course within 2 weeks of the commencement of semester.
- iii. Withdrawal from a course may be allowed one week before the commencement of the mid-term examination duly approved by the respective Dean/Head of Department/Institute/Center. Withdrawal course/s shall be reflected on the transcript with the letter grade “W” and shall not be treated as “F” grade. Withdrawal may be allowed up to maximum of two courses in the entire degree program. Deficiency of courses in the entire credit hours caused what so ever, will be at the risk and cost of the student concern.

26. SEMESTER FREEZING/ LEAVE OF ABSENCE

- i. Scholar(s) may be permitted to freeze only one semester and two semesters during the course work in MS/MPhil and PhD degree programs, respectively, due to illness or circumstances beyond their control, by providing a written application with reasonable justification under the following conditions:
 - a. Semester freezing will be granted by the Vice Chancellor on the recommendation of GSC.
 - b. A scholar will be permitted to freeze a semester before the commencement of the semester provided s/he has passed the final term examination of the previous semester with a minimum GPA/CGPA required for remaining enrolled in the university.
 - c. Normally, no freezing will be allowed during the semester. Whenever semester freezing is granted on the request of the scholar, it would be effective from the beginning of the respective semester, thus all the attendance, quizzes, assignments, Mid-Term etc. taken so far in the semester by the scholar, would be deemed to have not taken place in respect of the concerned scholar.
 - d. At the end of the semester freezing, a scholar will have to resume his/her studies whenever offered. If he/she fails to resume the studies after the freeze period, his/her name shall be struck off from the university roll. However, the Vice Chancellor on the recommendations of the Graduate Study Committee may allow the student concern for re-admission if sufficient grounds are available on the payment of at least 30% of additional fee to the normal semester fee or as approved by the Vice Chancellor.
 - e. If there is no fresh intake in the forthcoming semester the University shall make necessary arrangements for classes/examinations in cases of freezing of semester.
 - f. The maximum duration allowed for completion of degree will be extended by the duration of semester freezing.

- g. Fresh scholar will not be permitted to freeze a semester without payment of admission fee/semester fee as well as submission of required documents, which are pre-requisite for admission.
- h. Semester freezing may be availed once in the entire degree program.

Note: *During semester freezing the concerned scholar shall not be provided any facility by the University, hence semester fee will not be charged for the freezing semester(s).*

27. ATTENDANCE REQUIREMENT

- i. A minimum of 75% attendance of the lectures delivered in each course shall be a prerequisite to appear in every examination.
- ii. A scholar who does not satisfy the requirements of attendance (at least 75% in each course) shall be ineligible to appear for the final-term examination of that course and he/she shall repeat that course as regular student whenever it is offered again. (*The Vice Chancellor will have the power to waive off 10% of shortage of attendance in case of genuine reason/s on recommendation of GSC*). This relaxation clause will be applicable to a maximum of 3 papers only in the entire course of study and be recorded in the file of the scholar.
- iii. The concerned teacher will maintain updated attendance record of every scholar in register of attendance for ready reference and will hand over the course file (complete in all respects) to concerned Semester Coordinator at the end of a semester.
- iv. If a scholar represents the university, province or country in sports, or any other officially sponsored activities during a semester, s/he will be given benefit in attendance up to 10% in that semester, by the Vice Chancellor, on the recommendation of the Graduate Studies Committee concerned.
- v. Complete student record file shall be maintained at the department by the concern Semester Coordinator.

28. CONDUCT OF EXAMINATION

- i. For each Semester, there shall be two examinations – Mid-Term and Final-Term, in addition to Assignments/Presentation/Quizzes, etc.
- ii. The weighting/weightage of the examinations and assignments shall be as follows:

a) Mid-Term examination	30%
b) Assignments/Presentations/Quizzes, etc.	20%
c) Final-Term examination	50%
- iii. In special circumstances where examinations are not possible, the concerned teacher may change the evaluation procedure in consultation with the GSC, approval to this effect may be taken from Honorable Vice Chancellor routed through GSC and Director Advance Studies and Research.

29. GRADES AND ACADEMIC STANDING

- i. The grading system for MS/MPhil/PhD program courses shall be done on a scale of 1 – 4.
- ii. Equivalence between Letter grading and Numerical grading shall be as follows:

Marks % age	Value	Grade	Remarks
85 and above	4.0	A	Excellent
84	3.9	B	Very Good
83	3.8		
82	3.7		
81	3.6		
80	3.5		
79	3.4		
78	3.4		
77	3.3		
76	3.3		
75	3.2		
74	3.2		
73	3.1		
72	3.0		
71	2.9	C	Good
70	2.8		
69	2.7		
68	2.6		
67	2.5		
66	2.5		
65	2.4		
64	2.4		
63	2.3		
62	2.2		
61	2.1		
60	2.0		
59	1.9	D	Fair
58	1.8		
57	1.7		
56	1.6		
55	1.5		
54	1.4		
53	1.3		
52	1.2		
51	1.1		
50	1.0		
49 and below	0.0	F	Fail
I	Incomplete	W	Withdrawn
R	Repeat (One Paper)	RR	Repeat (Two Papers)
GI	Grade Improved	GNI	Grade not Improved

- iii. Fraction of marks obtained in a course shall be counted as one mark, e.g. 60.3 shall be considered as 60, while 49.5 or more is to be considered as 50.

- iv. GPA shall be rounded to two decimal places, e.g. a GPA of 2.064285 shall be reported as 2.06, while a GPA of 2.065124 shall be reported as 2.07. However, CGPA shall be rounded towards one decimal point.

30. GPA/CGPA CALCULATION

GP = value X Credit Hours

GPA = Sum of GP in a semester / Sum of Credit Hours in a semester

CGPA = Sum of GP in all semesters / Sum of Credit Hours in all semesters

31. CREDIT HOURS

- i. Unless otherwise prescribed, a credit hour shall represent a study in an approved course carried out for one contact hour (theory) and two contact hours (laboratory/field work/project) per week per semester.
- ii. A Scholar shall be required to complete the course work preferably within the semester in which he/she is already registered. If a scholar fails to complete the course within the prescribed period including extension (if any) the course shall be marked as "Incomplete" reflected by letter "I" on the scholar's transcript and shall not be credited towards the CGPA.

32. NO OBJECTION CERTIFICATE

An employed person may be considered as a whole-time regular scholar subject to the production of a "No Objection Certificate" from the employer concerned to the effect that studies of the scholar shall not be affected by his/her official duties in the time as prescribed by the Department/Center/Institute. A copy of the application submitted to the employer for NOC or acknowledgement thereof must be produced at the time of admission.

33. CANCELLATION OF REGISTRATION

Registration of a scholar after failing in the examination(s) or failing in the fulfillment of the requirements prescribed under any of the provisions mentioned under the sections 9, 10, 11, 12, 13, 14, 16 & 17 of these Regulations shall stand cancelled. It shall be forwarded by Head of the Department/Center/ Institute through GSC and shall be notified by the Director Advance Studies & Research.

34. REPEAL AND SAVING

- i. These Regulations shall come into force at once and will be applicable to all Departments, Centres and Institutes of the University of Swat.
- ii. In cases where the operation of these Regulations causes undue hardship to a scholar, the Board may, for reasons to be recorded in writing, relax any of these Regulations in his/her favor.
- iii. Where these Regulations are silent, the Board shall have the discretion to make such decisions as it deems fit and proper to facilitate the scholars and run the academic programs smoothly.

35. GENERAL PROVISIONS

- i. Upon the successful completion of all the requirements for award of degree, the Controller of Examinations shall notify the names of successful scholars after approval of the Vice Chancellor.

- ii. Transcript shall be issued by the concerned Head of the Department and counter signed by the Controller of Examinations after the declaration of result. The Degrees shall be issued as per approved format by the Controller of Examinations.
- iii. On recommendation of GSC, the admission of a research scholar may be cancelled if his/her academic progress or conduct is found unsatisfactory at any stage.
- iv. The scholar shall abide by these Regulations and conduct, and discipline framed by the University from time to time.
- v. Thesis of all scholars submitted to the University shall become property of the University.
- vi. The structure of thesis/research proposal/research synopsis or other related matters, whenever needed, shall be approved, and notified by the office of AS&R.

36. REMOVAL OF DIFFICULTIES

- i. If any question arises in the interpretation of any of the provisions mentioned in these Regulations regarding implementation or operation, causing substantial hardship to the scholar, it shall be placed before the ASRB, whose decision thereon, not inconsistent with the provisions of these regulations shall be final.
- ii. Any amendments/changes in the rules pertaining to MS/MPhil/PhD program notified by the Higher Education Commission (HEC) shall be implemented as per laid down procedure in the University.





ANNEX-I

Progress Report No: _____

QUARTERLY PROGRESS REPORT (Page-I)
UNIVERSITY OF SWAT

Department/Center/Institute: _____

Program Name: MS ☐ M.Phil. ☐ Ph.D. ☐ Subject: _____

Progress Report for the duration of: _____

Current semester number in progress: _____

Total Semester Fee paid for the following semesters (tick mark ☒):

Semester-1	Semester-2	Semester-3	Semester-4	Semester-5	Semester-6	Semester-7	Semester-8
Semester-9	Semester-10						

STUDENT & SUPERVISOR DETAIL

Name of the Scholar: _____ Father Name _____

Date of Admission: _____ Roll No. _____ Reg. No. _____

Phone No. _____ E-mail: _____

Name of Supervisor: _____

Name of Co-Supervisor (if any): _____

Scholarship (if any): _____

PERCENTAGE OF COURSE WORK COMPLETED

Course Work (1st Semester GPA): _____ (2nd Semester CGPA): _____

Comprehensive Examination (only for PhD scholars) (☒):

PASSED: ☐ NOT PASSED: ☐ PENDING: ☐

Date of approval of synopsis by ASRB: _____

Major Field of Research Specialization: _____

Proposed / Approved Title of Research Synopsis: _____

Literature Review (Percentage %): _____ (attach as annex)

Experimental Work (Percentage %): _____ (attach as annex)

Complete Progress: (Attach additional pages)

How much further course / research work is required (expected date of completion of course / research work): _____



Progress Report No: _____

QUARTERLY PROGRESS REPORT (Page-II)
UNIVERSITY OF SWAT

Academic achievements:

S. No.	Description	Duration (Reporting period)	Total
1	Number of publications in HEC recognized journals (attached complete article)		
2	Presentations in conferences/seminars/workshops (attach complete details)		
3	Any other significant achievement (please attach details)		

Scholar's Name _____ Signature _____

Dated: _____

Remarks of Supervisor:

Overall Progress Report evaluation by concerned supervisor (please tick anyone)

Very Poor	Satisfactory	Good	Very Good	Excellent
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Supervisor's Name & Signature _____

Signatures of the GSC members:

Convener	Member	Expert	Expert	Member/Secretary
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ANNEX-II

Roll Number	Registration Number	Student's Name	Course(s) Name with Course code	Course Type	Name of Teacher	Time/ Duration	Marks Obtained	Grade	Value	Cr. Hr	GP	GPA-I	GPA-II	CGPA
225701	UOS22570001	XYZ	BOT-604 (Plant Systematics)	Major	Dr. ____	18 weeks	85	A	4.0	3	12.00	---	---	---
			Course-II	Major	Dr. ____	18 weeks	81	B	3.6	3	10.8			
			Course-III	Major	Dr. ____	18 weeks	71	C	2.9	3	8.7			
			Course-IV	Minor	Dr. ____	18 weeks	59	D	1.9	3	5.7			



ANNEX-III

List of Technologically/Academically Advanced Countries for Evaluation of the PhD Dissertation

(For all subjects unless noted otherwise)

S.No	Name of Country	S.No	Name of Country
1.	Afghanistan ^{1&7}	25.	Japan
2.	Australia	26.	Luxemburg
3.	Austria	27.	Malaysia
4.	Belgium	28.	Netherland
5.	Brunei ²	29.	New Zealand
6.	Bulgaria	30.	Nigeria ²
7.	Canada	31.	Norway
8.	China ³	32.	Oman ⁷
9.	Croatia ⁴	33.	Poland
10.	Czech Republic	34.	Portugal
11.	Denmark	35.	Romania
12.	Estonia ⁴	36.	Russia
13.	Finland	37.	Singapore
14.	France	38.	Slovak Republic ⁴
15.	Germany	39.	Slovenia ⁴
16.	Georgia ⁴	40.	South Africa
17.	Greece	41.	South Korea
18.	Hong Kong	42.	Spain
19.	Hungry	43.	Sweden
20.	Iceland	44.	Switzerland
21.	India ^{2&5}	45.	Turkey
22.	Iran ^{6&7}	46.	United Kingdom
23.	Ireland	47.	United States
24.	Italy	48.	All Arab Countries ²

-
- 1- Pashto
 - 2- Arabic, Islamiyat and Islamic Studies
 - 3- Sciences, Engineering & Technology
 - 4- Mathematics Only
 - 5- Brahvi, Punjabi, Saraiki, Sindhi and Urdu
 - 6- Persian
 - 7- Balochi

