

**GENERAL REGULATIONS PERTAINING
TO THE AWARD OF PhD DEGREE**

1. Short title, commencement and application

- 1.1 These Regulations may be known as General Regulations, pertaining to the award of PhD Degree, framed under Section 28 (i) of Hazara University Act, 1997.
- 1.2 These Regulations shall come into force with immediate effect and shall be applicable to all students studying for PhD Degree.

2. Definitions:

- 2.1 In these Regulations, unless the context otherwise requires, the following expressions shall have been meanings hereby respectively assigned to them:
- (a) ‘University’ means Hazara University;
 - (b) “Academic Council” means the Academic Council of Hazara University;
 - (c) “Academic Department” means a teaching, research and technology development department maintained and administered by the University;
 - (d) “Affiliated College” means an educational institution affiliated to the University but not maintained or administered by it;
 - (e) “Authority” means any of the authorities of the University specified in section 18 of Hazara University Act;
 - (f) “Advanced Studies and Research Board” means Advanced Studies and Research Board of the University;
 - (g) “Board of Faculty” means the Board of Faculty of the University;
 - (h) “Board of Studies” means the Board of Studies of the University;
 - (i) “Chairman of the Department/Director of the Institute” means the head of an Academic Department and includes the Chairperson;
 - (j) “Chancellor” means the Chancellor of the University.
 - (k) “Committee” means a Committee constituted for a specific purpose;
 - (l) “Dean” means the Dean of the Faculty, who is also Chairman and Chairperson of the Board of Faculty;
 - (m) “Faculty” means a Faculty of the University;
 - (n) “Government” means the Government of the North-West-Frontier Province;
 - (o) “Prescribed” means prescribed by Statutes, Regulation or Rules made under Hazara University Act;
 - (p) “Registered Graduate” means a graduate of the University who has his name entered in the register maintained for this purpose;

- (q) “Statutes”, “Regulations” and “Rules” respectively mean the Statutes, the Regulations and the Rules made or deemed to have been made under the Act of Hazara University;
- (r) “Syndicate” means the Syndicate of the University;
- (s) “Teacher” includes Professors, Associate Professors, Assistant Professors and Lecturers engaged whole time by the University or by the college for teaching diploma, degree or postgraduate classes and engaged in research and development and such other persons who may be declared as Teacher by Regulations;
- (t) “Vice-Chancellor” means the Vice Chancellor of the University.
- (u) “PhD” means the degree of Doctor (Dr) of Philosophy.
- (v) “Supervisor” means a faculty member holding a PhD degree, appointed by the Advanced Studies and Research Board to supervise the PhD student.
- (w) “Co-Supervisor” means a person holding a PhD degree and is employed in an academic/research institution and who, in the opinion of Board of Advanced Studies and Research has the ability to supervise the PhD research.
- (x) “Comprehensive Examination Committee” means a Committee constituted for the purpose of conducting comprehensive examination.

3. Objectives

- 3.1 PhD programme of Hazara University in various disciplines is designed to:
- i. Prepare Scholars with a general command of their respective disciplines and a specific mastery of the area of specialization;
 - ii. Develop potential in students for advanced level of research.
 - iii. Provide opportunities of professional growth to scholars, thereby enabling them to contribute original research to the world research pool;
 - iv. Undertake independent & self-directed research work and effectively guide others in advanced research;

4. Eligibility

- 4.1 A person who meets the following requirements may be registered as a PhD student:
- 4.2 An MPhil degree or its equivalent in the subject from a recognized University/Institution;
- 4.3 A University/college teacher or member of research staff of a research organization with three years’ experience in the field who has shown

undoubted promise for research and holds MA, MSc, MS, MBBS and DVM or equivalent degree in the relevant discipline, at least in 2nd division, from a recognized University / Institute may be recommended by the Admission Committee for admission to MPhil leading to PhD programme.

- 4.4 After successful completion of two semesters, a student registered for MPhil degree may be transferred, on the recommendations of the Admission Committee of the department to the Advanced Studies and Research Board, to the PhD programme provided that the student has passed the MPhil course work required for the degree, obtaining at least a B grade according to the grading system of Hazara University. The time spent by the candidate in the MPhil course work may be counted towards the residence requirement for PhD programme.
- 4.5 No objection certificate from the employer is required to be attached with admission form routed through proper channel in case of in-service candidates.

5. Admission and Registration

- 5.1 A candidate seeking admission to PhD programme shall apply on the prescribed form.
- 5.2 The application shall be submitted to the Chairman of the department in which the student wishes to pursue his/her studies.
- 5.3 All applications received in the department shall be scrutinized by the Departmental Admission Committee to be constituted by the Vice-Chancellor.
- 5.4 The Admissions Committee shall interview and recommend to Advanced Studies & Research Board the candidates who are found suitable for admission to PhD programme.
- 5.5 The Advanced Studies & Research Board shall approve the admission.
- 5.6 The University shall issue a “notification of registration” for each candidate approved for admission to PhD programme.
- 5.7 Each student so selected shall be required to register and pay the dues within 30 days from the date of issuance of the notification of registration, failing which the admission of the selected candidate shall be deemed as cancelled.

6. Migration / Transference

- 6.1 A candidate of MPhil/PhD degree programme may migrate from other universities to Hazara University subject to the production of migration / transference certificate from the university concerned.

7. Fees

1) Admission Fee	Rs. 5500/-	(Once)
2) Registration Fee	Rs. 3500/-	(Once)
3) Tuition Fee	Rs. 5500/-	(Per Semester)
4) Identity Card Charges	Rs. 100/-	(Once)
5) Laboratory Charges	Rs. 2000/-	(Per Semester)
6) Library Charges	Rs. 600/-	(Per Semester)
7) Security (refundable)	Rs. 2000/-	(Once)
8) Library Security (refundable)	<u>Rs. 2000/-</u>	(Once)
Total	<u>Rs. 21,200/-</u>	
Thesis Evaluation Fee	Rs. 3000/-	
Fee for Re-examination	Rs. 3000/-	
Degree Fee	Rs. 3000/-	
Degree Fee in absentia	Rs. 3000/-	
Duplicate of degree	Rs. 3000/-	

Note: Dues are subject to revision from time to time

8. Programme of Studies

- 8.1 The minimum period for completion of PhD requirements shall be three years from the date of registration, and the maximum period shall be six years. Only, under exceptional circumstances, to be described in detail by candidate and supported by the Supervisor, the Research Board may allow extension beyond six years.
- 8.2 The courses shall be selected with the approval of the Supervisor from amongst the courses being offered in the department.
- 8.3 The Academic Council may change, relax the eligibility criteria for a candidate in terms of qualifications and experience.
- 8.4 Residence requirement of two years shall be necessary for the students pursuing PhD programme. However, in case where the Supervisor and Co-Supervisor are satisfied that research work can be carried out outside the University, residency requirement may be exempted / relaxed, for reasons to be recorded.

- 8.5 A PhD student falling in the category defined by Clause 4.2 above shall be required to pass MPhil courses within the first four semesters of admission.
- 8.6 Make-up and / or extra course(s) will not be counted towards PhD.
- 8.7 PhD students will give one by one a seminar each month to create a culture of research at the University until the submission of their theses*.

9. Removal from the Student Register

- 9.1 The Advanced Studies and Research Board may decide to remove a PhD student from the register:
- (a) in case of unethical conduct on the part of the PhD students;
 - (b) in case the dues for the Semester have not been paid;
 - (c) when there are two consecutive adverse reports by the Supervisor with regard to his / her progress of the research.
 - (d) after having been registered for a period of 8 years.
 - (e) at the request of the PhD student.

10. Supervision and Monitoring

10.1 Appointment of Supervisor

- (a) The Advanced Studies and Research Board will appoint a supervisor and (a co-supervisor, if necessary) and approve the field of research, title and outline of research on the recommendations of the department concerned.
- (b) A supervisor will be required to: -
 - i. have a PhD or equivalent degree;
 - ii. have sufficient research experience; and
 - iii. supervise not more than three PhD and four MPhil students at a time;
- (c) On the request of the PhD student and in consultation with the Chairman concerned, the Advanced Studies and Research Board may change the Supervisor, within a period of one year after registration.

* It should be taken as a part of study programme rather than a rule.

- (d) In case of conflict between supervisor and the candidate for recorded reasons the supervisor or co-supervisor may be changed by the Board.

10.2 Supervision

- (a) The Supervisor will define, provide advice and guide on the research problem and design and help establish a timetable for the entire work (within the first three months of the admission).
- (b) The Supervisor will supervise the PhD research. He/she will ensure that sufficient consultation takes place. The Supervisor is responsible to the Advanced Studies and Research Board for the academic quality of the thesis, regarding both contents and report. He / she will also ensure the observance of all procedures related to the thesis and the graduation.
- (c) The Supervisor shall submit a detailed biannual report to the Advanced Studies and Research Board on the progress of the student.
- (d) Act as examiner for the thesis.
- (e) Intimate the Chairman / Director to initiate appropriate action in case the student's progress is not satisfactory.
- (f) Honorarium to the supervisor and co-supervisor will be made as per policy of Higher Education Commission of Pakistan, in vogue from time to time.

10.3 Monitoring

- (a) The PhD student will report quarterly to the Supervisor including:
- i. a progress report on the PhD research (including the planning for the next year);
 - ii. a complete list of research output (articles, papers, conference proceedings etc.).

11. Comprehensive Examination and Seminar

- 11.1 A student shall be required to pass a comprehensive examination, consisting of a written and an oral part, within two years of admission to the PhD programme.
- 11.2 If a student does not pass the comprehensive examination in the first attempt, he/she may be given one more chance on the recommendation of his/her Supervisor. The registration of a PhD student shall be deemed as

cancelled if he/she does not pass the comprehensive examination even in the second attempt.

- 11.3 The comprehensive examination shall consist of written and oral parts. The examination shall be conducted by a PhD Examination Committee appointed by the Vice-Chancellor on the recommendations of the Chairman of the department and Dean of the faculty concerned in consultation with the Supervisor / Co-supervisor. The Supervisor of the student will also be a member of this committee. The pass percentage for comprehensive examination shall be 2.5 GPA or 50% marks.
- 11.4 After passing the comprehensive examination, but before the submission of his / her thesis, a PhD student will give at least one seminar, open to the public, on a topic relevant to his / her field of research.

12. Thesis / Dissertation

- 12.1 The thesis may consist of:
- (a) an academic treatise on a specific subject.
 - (b) a number of special academic treatise, all or some of which have already been published, provided that there is a clear proof of a common link to a specific subject and clear exposition of that link in the preface;
 - (c) an experimental and theoretical concept;
 - (d) it shall form a distinct contribution to knowledge and afford evidence of originality, shown by the discovery of new facts by the exercise of independent, critical judgment and / or by the invention of new methods of investigations;
 - (e) it shall not include research work (except references) for which a degree has already been conferred by this or any other university of the world and it shall be certified that there is no plagiarism in the research work;
 - (f) the student shall be required to give a declaration that the research work he is submitting has not been submitted before, nor shall it be used in future for obtaining a similar degree;
 - (g) it should be written in English, except in case of a research programme in Urdu language or literature, and presentation must be satisfactory for publication.
 - (h) any part of thesis published before its submission, may be appended at the end of the thesis;

- (i) the PhD student shall submit six copies of the thesis (one of which will be hard bound) duly approved by the supervisor, to the Controller of Examinations before the viva voce examination. The bound copy will be deposited by the Controller of Examinations in the library of the concerned department
- (j) the thesis shall be typed on A4 size (11.69" x 8.27") paper with double line space, with a margin of 1 ½" on the left and 1" to the right, top and bottom of each page. The thesis shall be hard bound with sky blue cloth colour and lettered in gold on the front and the spine.
- (k) the title page of the thesis should be modeled on the one given at appendix at Page 381
- (l) all rights of publication of thesis in book form are reserved with Hazara University and the thesis will be published with only the written permission of the University. Any violation to this effect will be charged under copy-right Act.

13. Approval by Supervisor

- 13.1 The PhD thesis will be subjected to scrutiny by the supervisor. The supervisor will intimate his/her approval of the thesis to the Pre-submission Examination Committee (Page 382).
- 13.2 The Pre-submission Examination Committee constituted by the Vice Chancellor on the recommendation of the Chairman of the Department concerned shall comprise the supervisor and three faculty members of the relevant subject. The Committee shall be chaired by the Dean of the faculty concerned.
- 13.3 The PhD student will furnish the members of the Pre-submission Examination Committee with a copy of the manuscript approved by the supervisor.
- 13.4 The Committee will decide as to whether the PhD thesis is the proof of student's ability to independently conduct academic research leading to furthering of knowledge. The Committee shall take decision within four weeks after receiving the manuscript.
- 13.5 The Committee will decide by majority vote the suitability of the manuscript submitted by the student for evaluation.

14. Examination

- 14.1 The candidate shall in the first instance submit four unbound copies of his/her completed thesis along with an application on prescribed form for the

evaluation of his / her thesis, duly forwarded by his / her supervisor and the chairman of the department.

- 14.2 The examination procedure will be as defined here under:
- (a) There shall be a standing list of external examiners for each department consisting of the persons of eminence in the respective field of research from technologically advanced countries. The list shall be updated by the Board of Studies of the Department / Board of Faculty concerned from time to time and approved by the Advanced Studies and Research Board. The external (two from technologically advanced countries) examiners will be requested to critically examine the thesis for its suitability for the award of PhD degree;
 - (b) The supervisor shall suggest a panel of at least six external examiners from the approved list. The Vice Chancellor shall appoint three examiners from the suggested panel to evaluate the thesis;
- 14.3 The reports of the external examiners shall be placed before the Advanced Studies and Research Board for consideration.
- 14.4 If the thesis is adjudged as adequate by two of the three external examiners, the Advanced Studies and Research Board shall allow the candidate to appear in the viva voce (thesis defense examination);
- 14.5 If two of the three external examiners find that the thesis is wholly inadequate, the Advanced Studies and Research Board may reject it.
- 14.6 If any of the examiners suggest modifications / revision of the thesis, the candidate shall be required to submit a revised version of the thesis, duly certified by the supervisor, within six months;
- 14.7 The revised version of the thesis shall be approved by the same examiner who suggested modification / revision of the thesis;
- 14.8 If any of the examiners finds the thesis adequate but suggests minor modification / revision, this may be incorporated without referring again to the examiners, but within maximum of three months period;
- 14.9 The viva voce examination shall be conducted by the two local examiners appointed by the Vice Chancellor from the panel approved by the Advanced Studies and Research Board, the Supervisor and the Chairman of the Department concerned;
- 14.10 The viva voce examination shall be open to the public but the evaluation will be done only by the panel of examiners;

- 14.11 If the candidate fails to satisfy the examiners in the viva voce examinations, he / she may be given a chance to defend the thesis for the second and final time within a period of six months;

15. Admission to degree

- 15.1 A candidate who successfully completes all the requirements shall be awarded, with the approval of the Advanced Studies and Research Board and the Syndicate, the degree of PhD under the seal of the University.
- 15.2 The Vice Chancellor may approve the recommendations of the Advanced Studies and Research Board on behalf of the Syndicate regarding the award of PhD degree to the candidate.

16. Preparation and Distribution of the Thesis

- 16.1 After having satisfied the requirements in article 17.1 and 17.2, the PhD student may proceed with reproducing his / her thesis. He will submit three hardbound copies of the thesis to the Chairman of the Department one for the Departmental Library, one for the Controller of Examinations and one for the Central Library of the University.
- 16.2 Advertisement of any sort in the thesis is prohibited.
- 16.3 The PhD student shall also furnish the Chairman of the Department concerned with a soft copy of the approved thesis.

17. Announcement Regarding PhD Programme

- 17.1 The Press and Publications or media wing of the University will be responsible for public announcement regarding PhD degree and will be of assistance to the PhD student in this matter.
- 17.2 The PhD student will be given a certificate of the PhD degree signed by the Chairman of the Department, the supervisor and one of the local external examiners, subject to clearance by the concerned University Authorities.

18. Award of PhD Degree

- 18.1 The proper degree shall be awarded to the PhD student in the convocation following the announcement of PhD degree provided a minimum of six months (relaxable) have lapsed between such an announcement and the date of convocation.

19. Honorary Degree

- 19.1 Hazara University Syndicate has the right to confer an honorary PhD degree on a person in the field of science or scholarship for his/her outstanding services to the country, ummah or humanity in general.
- 19.2 The decision of the Syndicate to confer an honorary degree shall, however, be subject to confirmation by the Chancellor and shall be made at a meeting held after proper notice and supported by two-third majority of the members present at the meeting.

20. Validity

- 20.1 These rules and regulations will apply with effect from Spring Semester 2004.

21. Change in Regulations

- 21.1 These regulations may be changed/amended from time to time, dictated by the requirements of study programmes to suit the changing needs of times and programmes.