

MS/MPHIL/EQUIVALENT PROGRAM POLICY AND STANDARD OPERATING PROCEDURES

S O P S

VERSION 3.0



THE
UNIVERSITY OF
LAHORE



FOREWORD

The University of Lahore (UoL) considers research as a key factor for the progress of humanity and, thereby, aims to develop passionate and intellectually curious researchers. UoL is offering 50+ MS/MPhil/Equivalent programs in various disciplines, providing in-depth training to the students and instilling strong foundations of research concepts, theory, skills and the tool-set necessary to pursue careers in research and teaching around the world.

This booklet aims to make available a set of policies and standard operating procedures (SOPs), developed in the light of HEC policies, guidelines, etc., for UoL departments to run their MS/MPhil/Equivalent programs smoothly and in a standardized way. Notably, these policies and procedures have been designed to bring uniformity, compliance & clarity in research processes, make a fair assessment of scholars' research capacities & capabilities, ensure the completion of research work within time, and achieve a high status of research work at par with the established international benchmark standards of the field of study.

It is the responsibility of students, supervisors, faculty members and all other key stakeholders to read & understand the contents of this booklet and abide by its policies and procedures.

The University reserves the rights to add, drop or modify any policy, procedure or code stated in this booklet at any point of time. The statements in this document, in no case, be considered as a basis of contract between supervisor, student, etc., and the UOL. The Quality Enhancement Cell (QEC) of the University is the custodian of University's academic policies and it may update this booklet, as and when required, with the approval of competent authority.

I value your feedback on the improvement of teaching, research, technology transfer, etc. In case of any suggestion, query or clarification, please reach out to the office of QEC.

I look forward to working with you on our journey of making a positive impact to the society.

Prof. Dr. Muhammad Ashraf (HI, SI, PoP)

Rector

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SPECIAL AND HEARTFELT THANKS

To Rector UOL, Prof. Dr. Muhammad Ashraf (HI, SI, PoP) and Pro-Rector UOL, Prof. Nasir Mahmood and the following respectable members of 'Academic Policies Review Committee (APRC)' and 'Postgraduate Programs Review Committee (PGPRC)' for their incessant hard work and reviewing the MS/MPhil/Equivalent Program Policy & SOPs (version 2.0) of the University in the light of latest HEC policies, guidelines, etc., and benchmark national/international practices.

APRC

• Prof. Dr. Syed Amir Gilani (Dean, Faculty of Allied Health Sciences UOL)	Convener
• Prof. Dr. Muhammad Zuber (Dean, Faculty of Sciences UOL)	Member
• Prof. Dr. Ibrar Hussain (Dean, Faculty of Information Technology UOL)	Member
• Prof. Dr. Ashfaq Ahmad (Associate Dean, FAHS UOL)	Member
• Prof. Dr. Zahoor Ahmad (Campus Director, Sargodha Campus UOL)	Member
• Dr. Ahsan Sattar Sheikh (Director, IMBB UOL)	Member
• Dr. Ghulam Abbas (HOD, Electrical Engineering UOL)	Member
• Dr. Rameez Ur Rehman (HOD, Lahore Business School UOL)	Member
• Dr. Nawaz Ahmad (HOD, Economics UOL)	Member
• Dr. Saeed Ur Rehman (HOD, English Language & Literature UOL)	Member
• Mr. Muhammad Afzal (Director, QEC UOL)	Member
• Mr. Ali Aslam (Registrar UOL)	Secretary/Member

PGPRC

• Prof. Dr. Syed Amir Gilani (Dean, FAHS UOL)	Convener
• Prof. Dr. Nasir A. Akhtar (Acting Dean Faculty of Social Sciences UOL)	Member
• Dr. Ahsan Sattar Sheikh (Director, IMBB UOL)	Member
• Dr. M. Afzal Javed (HOD, Civil Engineering UOL)	Member
• Dr. Rameez Ur Rehman (HOD, Lahore Business School UOL)	Member
• Dr. Kishwar Sultana (HOD, Pharmacy UOL)	Member
• Dr. Rizwan Akran Rana (HOD, Education UOL)	Member
• Mr. Muhammad Afzal (Director, QEC UOL)	Member
• Mr. Ali Aslam (Registrar UOL)	Secretary/Member

MS/MPHIL/EQUIVALENT PROGRAM POLICY

Introduction

The MS/MPhil/Equivalent degree programs (hereinafter the Master degree programs) of the University are equivalent to level 7 (18 years) academic qualification, according to the levels of achievements defined in the National Qualification Framework of Pakistan - 2015 (NQF) devised by the HEC.

According to the NQF, the key purpose of the Master Degree (research track) is to equip the students with the abilities to apply advanced body of knowledge and skills to new situations and an assortment of contexts for research with creativity, accountability and high level of personal autonomy. It paves the pathway for students to pursue further education.

The Master Degree (coursework track) is usually offered to the students who opt to work for the relevant industry, consultancy, etc.

Purpose

The key purpose of this document is to provide lucid guidelines to the departments on various matters pertaining to the Master degree programs of University. Furthermore, it intends to establish the key procedures to ensure merit, fairness and consistent delivery of quality.

Important Note: It is pertinent to mention that these policies & SOPs have been developed in the light of HEC policies, guidelines, etc.

Scope

These policies and SOPs shall apply to all the Master degree programs of the University (including the sub-campus) and shall work under the HEC policies, guidelines, etc.

IMPORTANT TERMS AND DEFINITIONS

Term	Definition
University	The University of Lahore
Chairman	The Chairman of the Board of Governors (BoG) of the University
Rector	The Rector of the University
Pro-Rector	The Pro-Rector of the University
Dean	The Dean of Faculty of the University
Director	The Director of Directorate/Department/Cell of the University
Registrar	The Registrar of the University
Controller of Examinations	The Controller of Examinations of the University (COE)
Head of Department (HOD)	The Head of Department of the University
Faculty	The Faculty Members of the University
Department/School/	The Department of the University Institute/College/Cell
Board of Studies (BOS)	The Board of Studies of respective Department of the University
Board of Faculty (BOF)	The Board of Faculty of respective Faculty of the University

Board of Advanced Studies	The Board of Advanced Studies and Research of the University and Research (BASR)
Academic Council (AC)	The Academic Council of the University
Supervisor 01-05	The supervisor(s) appointed by the BASR to supervise the research work of student(s) enrolled in the Master degree program
External Examiner	The external examiner appointed by the BASR as per policy and procedure
Course(s)	The course(s) prescribed for the Master degree program
Academic Calendar	The Academic Calendar of the University consisting of two regular semesters of 16–18 weeks and one summer semester of 8–10 weeks
Mid–Term Examinations	The exams held after 7-8 weeks of teaching on such days as per the UOL academic calendar
Final Examination	The exams held at the end of the semester on such days as per the UOL academic calendar
Repeat Course	It usually means that any course in which the student may have enrolled twice or more with the permission of the competent authority as per policy

Student	The person who is registered/enrolled in a Master degree program of UoL and, at the same time, s/he does not maintain admission in any other degree program of the University or any other institution, is the student of the University
01 Credit Hour	It is one (01) hour lecture of theory or three (03) hours of lab/practical/etc., work per week for the entire semester
Higher Education Commission	The Higher Education Commission of Pakistan (HEC)
Departmental Research	The Departmental Research Committee of respective Committee (DRC) Department of the University
Departmental Admission Committee (DAC)	The Departmental Admission Department of the University Committee of respective
No Objection Certificate (NOC)	No Objection Certificate from HEC
KPIs	Key Performance Indicators
Through Proper Channel	<p>For Main Campus</p> <p>It means that the case is submitted to BASR for final approval on the recommendations of the DRC of the concerned department and subsequent endorsement of the concerned BOS and the concerned BOF.</p> <p>For Sub-Campuses</p> <p>It means that the case is submitted to BASR for final approval on the recommendations of the DRC of the concerned department and subsequent endorsement of the concerned BOS, the Campus Director Academics and the concerned BOF</p>

Launch of the Master Degree Programs

The departments are under compulsion to obtain NOC from the HEC prior to the launch of new Master degree program(s) as per the procedure prescribed by the HEC.

Formation of Departmental Research Committee (DRC)

Each department shall form DRC, duly notified by the Registrar, with responsibilities to ensure the smooth and seamless execution of the research degree programs (that is MS/MPhil/Equivalent and PhD programs) in line with the prescribed policies, SOPs, etc.

Conduct of Master Degree Programs

- The departments shall ensure the employment of the required number of minimum full-time PhD faculty members, at all times, as per HEC guidelines (their degrees titles should match with the title of the degree program).
- Unjustified delay in completion of the coursework or research work of student(s), at department's end, shall be considered as a serious quality issue.

Nomenclature of Master Degree Programs

There is no difference between MS and MPhil degrees except nomenclature. As such, the two types of MS/MPhil degrees shall operate as follows:

- MS/MPhil by coursework (atleast 30 credit hours of coursework)
- MS/MPhil by thesis (atleast 24 credit hours of coursework + at least 06 credit hours of thesis)

Therefore, both MS and MPhil degree programs can be completed with or without thesis.

Structure of Master Degree Programs

Total No. of Credit Hours

The total number of credit hours of the UoL Master degree programs shall be at least thirty (30). This shall comprise either twenty-four (24) credit hours of coursework plus six (06) credit hours of thesis OR thirty (30) credit hours of coursework.

Program Outcomes/Program Objectives

The program outcomes and program objectives must be clearly stated, properly interconnected and fully aligned with the complete degree program.

Scheme of Studies/Curriculum

The program scheme of studies/curriculum shall be reviewed at-least after every two years in light of the HEC/NCRC guidelines, etc.

Semester Duration

The duration of a regular semester shall be 16-18 weeks.

Full-Time/Part-Time

There shall be no part-time Master degree program.

Program Duration

UOL MASTER DEGREE PROGRAM		
	Minimum	Maximum
Full-Time Students	3/4 semesters i.e. 1.5/02 years	03 years

Important note: The Master degree shall be awarded after a minimum of 1.5/02 years and not more than three (03) years after the registration of the student in the program; provided that for students who are unable to complete the program within three (03) years, the BASR may grant an extension in case of exceptional circumstances; provided further that in no event shall the Master degree be awarded more than four (04) years after the registration of the student in the program.

Total Number of Regular Semesters

The total number of regular semesters for full-time students is three (03)/four (04).

Summer Semester

The summer semester is only for deficiency/failure/repetition courses and research work. Furthermore, the UOL Summer Semester Guidelines shall be followed in letter and spirit.

Admissions

- The admissions may be offered twice a year and the admission notice shall be disseminated to the concerned stakeholders.
- A candidate who has obtained at least 16 years of schooling or 4 years of education (at least 120 credit hours) in the relevant field from the institution which is duly recognized by the HEC after HSSC/F.A./F.Sc./Grade 12 equivalent or any other examination stated equivalent to 16 years of education by the HEC shall be eligible for admission in the Master degree program of the University, provided s/he has obtained at least 2.5/4.0 CGPA in a semester system or 02nd division/45% marks in an annual system in his/her most recent degree.
- The departments may raise the eligibility criteria in line with their own unique requirements.
- The interested candidate shall apply online via UoL website and submit the duly filled admission application form along with the required documents as per procedure.
- The respective department shall hold admission test on the notified date.
- The candidate appearing in the test must obtain at least 50% marks to qualify for interview.
- The respective department shall hold interview on the notified date. The interview panel shall consist of at least two members with at least one PhD faculty in the relevant field.
- The final merit list shall be based on the cumulative score of the candidate in the admission test, academic record (most recent degree) and interview with the ratio 40:40:20.

Admission Test

- The admission test for each intake, designed in line with GAT (General), shall be prepared by the Departmental Admission Committee (DAC). The DAC shall be formed by BOS concerned and duly notified by the registrar. The DAC shall be composed of at least two (02) PhD faculty members in the relevant field.
- Any change in the composition of the Committee shall also be duly notified by the registrar.

Credit Transfer In/Out

For students credit transfer in/out, the 'UoL Policy for Students Credit Transfer In/Out' shall be followed in letter and spirit.

Student-Faculty Ratio

While admitting students in a given Master degree program, the HODs/DACs of the respective departments **MUST** comply with the HEC prescribed Student-Faculty Ratio (total number of students enrolled in a given Master degree program vis-à-vis available faculty).

The guidelines for the computation of S-F ratio are as follows:

Example 01: In case the department offers an MS/MPhil/Equivalent degree program only:

Total No. of PhD faculty*12 + Total No. of MS/MPhil faculty*5 \geq Total No. of Students Enrolled in MS/MPhil/Equivalent Degree Program

Suppose a department has 05 PhD faculty members and 08 MS/MPhil faculty members; it offers only one MPhil degree program and no PhD program. As per HEC guidelines, one PhD faculty member and one MS/MPhil/Equivalent faculty member can supervise research work of up to 12 and 5 MS/MPhil students, respectively; therefore, the department can enroll a Maximum $05*12+08*05 = 100$ Total No. of Students in MPhil degree program at a given point of time

(including all students i.e. both enrolled in coursework and research-work).

Example 02: In case a department offers an MS/MPhil/Equivalent degree program as well as a PhD program:

For PhD program:

Total No. of PhD faculty*05 \geq Total No. of Students Enrolled in PhD Degree Program

For MPhil program:

*Total No. of PhD faculty*07 + Total No. of MS/MPhil faculty*05 \geq Total No. of Students Enrolled in MS/MPhil/Equivalent Degree Program*

Suppose a department has '**05 PhD Faculty Members (HEC Approved Supervisors)**' and 08 MS/MPhil faculty members; it offers one MPhil degree program and one PhD degree program. As per HEC guidelines, the department can enroll a Maximum $05*05 = 25$ Total No. of Students in PhD degree program at a given point of time (including all students i.e. both enrolled in coursework and research-work) and $05*07+08*05 = 75$ Total No. of Students in MPhil degree program at a given point of time (including all students i.e. both enrolled in coursework and research-work).

Note 01: In case of vacant seats for Master degree program(s), the research supervision load of relevant MS/MPhil/Equivalent faculty can be shifted among relevant MS/MPhil/Equivalent degree programs.

Note 02: In case any of deviation from HEC prescribed limits of S-F Ratio, the concerned HOD shall be fully responsible for the end result.

Coursework

- The specified minimum 24 cr. hrs. of coursework shall be spread over 02 semesters as may be assigned and scheduled by the relevant department.
- The course load per semester for regular full-time students shall be 09–12 cr. hrs.
- Only those courses shall be taught which have been approved by the statutory bodies.
- The student must maintain a minimum CGPA of 2.5 in each semester. In case a student falls short of required CGPA i.e. 2.5, s/he may either repeat a course(s) having grade C or less (below grade C+) or enroll in an additional course (the additional course, in no event, shall be considered to replace any previously studied course for the computation of CGPA).
- The total faculty course load shall be in accordance with the HEC guidelines or as specified by the relevant accreditation council.

Allocation of Supervisor

- By the end of the final/last semester of the coursework but not later than 02 weeks of result announcement of Final Exam, the respective department shall assign a supervisor to each eligible student for identifying the research problem and guiding research.
- The supervisor 01 shall be from the concerned UOL department (in case of unavailability of supervisor 01 in concerned department, the supervisor 01 may be engaged from other relevant departments of the University. The supervisors 02–05 may be from outside the University.
- If deems necessary, the DRC may appoint 'Research Supervisory Committee' to supervise the research-work of student, with the consent of supervisor 01.
- The case to appoint supervisor(s) shall be forwarded to the BASR through proper channel for final approval.
- In case of separation of supervisor 01 from the University, then as a practice by default, the department shall appoint new supervisor 01 from the Department/University and may appoint the departing supervisor as supervisor 02 – 05 with his/her permission. However, in case the student and the departing supervisor 01 submit a request application, in writing, to the concerned DRC for not changing the supervisor 01, the concerned DRC may consider such request(s) on case to case basis for recommendation to BASR through proper channel provided that the research proposal/synopsis is already approved by the BASR and the DRC fully satisfies itself.
- The research supervision load shall be as per the following guideline:
 - o A PhD faculty member can supervise research work of twelve (12) master degree program students (as a maximum) at a time.
 - o An MS/MPhil/Equivalent faculty member can supervise a maximum of five (05) master degree program students at a time.

Approval of Synopsis and Title of the Proposed Research

- The department shall develop and share guidelines for research proposal/synopsis, with the candidates.
- Before carrying out the research-work, each student shall make a presentation about the proposed research in a synopsis presentation. The DRC shall assign one (1) to two (2) internal members.
- After a successful synopsis presentation, the research proposal/synopsis shall be submitted through proper channel to BASR for final approval.

Research Work

- Subsequent to the approval of synopsis from the BASR, the student shall carry out research under the supervision of the assigned supervisor within all the applicable policies and guidelines of HEC, UoL, etc., and applicable national/international benchmark research practices of the concerned field of study.
- The supervisor and the student shall follow the anti-plagiarism policy of HEC, UOL in letter and spirit.
- If a thesis is found plagiarized, the supervisor shall also be held responsible for this act and may be blacklisted for five (05) years. A disciplinary action against such supervisor and student shall be initiated.
- The student shall enroll the 06 cr. hrs. of the thesis at once. Payment of the 06 cr. hrs. may be made as per the installment policy of the University.
- During the research-work, a student shall get himself/herself enrolled in every new regular semester with zero credit hour to keep his/her status as ACTIVE. Two satisfactory quarterly research progress review reports in a semester duly signed by the supervisor shall be required for enrolment in a new semester.
- With the submission of two unsatisfactory quarterly research progress review reports duly signed by the supervisor, the student shall be De-registered from the program.
- However, the student may re-register the program (only once) with the payment of registration fee prescribed for the program (in such a case, the department shall not be under compulsion to make available the same supervisor to supervise the research-work).
- The regular thesis duration shall be a maximum of two (02) academic semesters after the completion of the coursework and a fee worth PKR 25,000/- per semester shall be paid by students for all the following semesters till the completion of degree.
- The following shall be the mandatory and standardized parts of the research thesis:



Preliminary Thesis Pages

- ◇ Title page (general)
- ◇ Title page (department specific (optional))
- ◇ Bismillah page (optional)
- ◇ Author's Declaration
- ◇ Plagiarism Undertaking by the student and the supervisor
- ◇ Other undertakings, if any (like the undertaking of biostatistician)
- ◇ Certificate of Approval
- ◇ Dedication
- ◇ Acknowledgement
- ◇ Table of Contents
- ◇ Abstract
- ◇ List of Tables
- ◇ List of Figures

Thesis Chapters

Number and titles of chapters may vary from department to department as per the academic traditions of the subject.

At the end

- ◇ The style of listing the references/bibliography shall be uniform in all science disciplines. The disciplines relating to social sciences may adopt any one of the standard reference styles.
- ◇ Annexures (if any, for example survey instruments, etc.)
- ◇ Duly signed Plagiarism report including Turnitin details cover page plus percentage page(s) (Annex T may also be placed as an additional document).
- ◇ The plagiarism report shall be generated through officially provided Turnitin account duly sign by the student, supervisor and the DRC convener.

Notes:

- 1) The color scheme (Black color with golden engraving) shall be same across the University.
- 2) The student's name, registration no. and year of completion shall be written on the thesis spine.
- 3) The University address shall be printed on the back page.

Code of Conduct

The students are expected to:

- Ensure the observance of the universal principles of good research.
- Abide by all HEC and UoL research policies, procedures, guidelines, etc.
- Follow local and international good research practices.
- Avoid unethical research practices.
- Report completely and correctly, the findings of a research.
- Keep clear, complete and accurate records of the research work.
- Acknowledge the individuals who made contributions to the research.
- Obtain informed consent from the respondents/unit of analysis, for example, surveys in case of Social Sciences, a declaration to the respondents/unit of analysis on the assurance of confidentiality and right to withdraw from study at any time prior to data collection.
- Keep privacy/secretcy when reviewing others' work.
- Avoid plagiarism or self-plagiarism of all nature.

Evaluation of Thesis

- The evaluation of thesis shall be carried out by the external examiner.
- The BASR shall be the competent authority to appoint the external examiners. The DRC shall get the list of external examiners approved by the BASR once (through proper channel) and then for each case, DRC shall forward six (06) suitable names from the list to the Rector UOL who shall approve, at his/her sole discretion, any one (01) external examiner. Once approved, the Controller of Examinations shall notify the appointment of external examiner.
- A plagiarism test (06 words as default in Turnitin setting) in accordance with the UOL Anti- Plagiarism Policy shall be conducted on the thesis before its submission to the external examiner; the plagiarism report of thesis MUST be within the HEC prescribed limits.

Semester Management Regulations (SMRs) of the University

All the applicable regulations mentioned therein 'UOL SMRs Booklet' shall be followed in letter and spirit.

Approval from the Rector

If any approval is obtained from the Rector in anticipation of the approval of Academic Council/BASR, the case(s) shall be submitted to the Academic Council/BASR as early as possible for confirmation.

Remunerations to be Paid to the External Examiner

The remunerations shall be paid to the examiners as per University policies and procedures for the evaluation of thesis and holding oral examination/VIVA VOCE/Thesis Defense, etc.

Publications

It is advisable and recommended that each supervisor should highly encourage each of his/her student to publish at least one research paper in any HEC/ISI/Scopus listed journal from his/her Master degree research work. It is one of the KPIs of faculty members for annual increment, promotion, etc.

University Record

The student, under the supervision of supervisor, shall submit 04-05 identical hard bound copies of the thesis. The concerned department and library shall maintain hard copies of the duly signed research thesis of all passed-out students as part of the permanent record of UOL. Furthermore, the concerned department shall also maintain a soft copy of each research thesis together with complete duly signed plagiarism report.

Issuance of Final Transcript/Award of Degree

- For completion of Master degree program, the minimum qualifying CGPA is 2.5.
- The thesis shall only be considered final once it is duly signed by all the concerned (wherever needed), certifying full compliance of all the applicable policies, procedures, guidelines and prescribed formats, etc.
- The Controller of Examinations shall issue final transcript to the student on successful completion of all the formalities set out by Academic Council and BASR, clearance of all the dues payable by the student to the University and submission of one hard-bound duly signed copy of the research thesis (having duly signed complete plagiarism report) by the concerned department.
- After issuance of transcript, the Controller of Examination shall forward the hard-bound copy of thesis to the concerned librarian with a written receipt for permanent record of the University.

HEC Repository

The thesis shall be forwarded to the HEC Repository as per HEC guidelines.

MS/MPHIL/EQUIVALENT PROGRAM SOPs

Allocation of the Supervisor

- By the end of final/last semester of the coursework but not later than two weeks of the result announcement of final exams, the DRC shall assign a supervisor to each eligible student as per policy and ask the supervisor to help each allocated student in his/her research work. However, the student may also send a formal request to the HoD for allocation of supervisor(s) duly signed by him/her and the proposed supervisor(s) (Annex I).
- Note: For allocation of supervisor(s), the written consent of student and supervisor(s) is mandatory.
- In case the student wishes to change his/her supervisor(s), s/he shall forward a formal request to the concerned HoD (Annex J). However, the change of supervisor is generally not encouraged and the department may process such case(s) only when the situation is unavoidable.
Note: For change of supervisor(s), the written consent of existing supervisor(s), new supervisor(s) and the student is mandatory.
- The HoD shall forward the case of allocation of supervisor to BASR for final approval through proper channel.
- Once the case is approved by the BASR, the supervisor allocation letter may be issued by the HoD concerned (Annex K).

Research Proposal/Synopsis Defense

- The student shall submit a soft copy of the synopsis to the DRC via email with the intimation to the supervisor. If needed, a preliminary feedback to improve the synopsis in terms of literature, references and general format may be provided, with the consent of supervisor.
- The student shall then submit three hard copies of the synopsis duly signed by the supervisor along with a formal request (Annex L).
- The DRC shall appoint one (1) to two (2) internal members and announce the presentation schedule (open synopsis defense).
- After the open synopsis defense, the internal member(s) shall submit the synopsis report (Annex M).
- In case of recommended minor/major revisions, the student shall submit the revised synopsis along with the response (Annex N) for review (Annex O). All the observations/

objections raised during presentation session shall be rectified by the student under the guidance of his/her supervisor(s).

- In case of a satisfactory report, the synopsis shall be forwarded to the BASR through proper channel for approval.
- Once approved by the BASR, the synopsis approval notification may be issued by the HOD (Annex P).

Submission of Thesis and Evaluation

- Upon the satisfaction of supervisor, the student shall submit a soft copy of the finalized thesis to the DRC via email with intimation to the supervisor. If needed, a preliminary feedback may be provided to the student for improving thesis in terms of format and general departmental guidelines, with the consent of supervisor.
- Upon satisfaction, the student shall submit to the DRC, a ring/tape-bound hard copy of the duly signed thesis (with duly signed complete plagiarism report) along with a formal request (Annex Q) and undertaking by the student & the supervisor (Annex R).
- The DRC shall review the thesis and certify that the thesis is fit for evaluation in line with the approved synopsis (Annex S). In case of any recommendation(s) if duly agreed by the supervisor, the student shall submit the revised thesis along with the response (Annex T) for review by the committee members (Annex U).

Appointment of External Examiner

- After the appointment of external examiner by the Rector as per policy & procedure, the CoE shall issue notification and seek acceptance from the external examiner.
- In case of acceptance from the external examiner, the CoE shall forward one ring/tape-bound copy of the research thesis to the external examiner along with a covering letter.
- Open thesis defense shall be arranged by the department after due notification from the Controller of Examinations.
- The names of the Jury members for open thesis defense and presentation schedule shall be notified. The Jury shall comprise of:



External Examiner	Member
Internal Examiner	Member

- After the open thesis defense, the external examiner shall announce the decision and submit the open thesis defense report (Annex V).
- In case of a negative report, the student shall proceed as per following guidelines:
 - ◊ Minor corrections do not significantly affect the arguments or conclusion of the thesis. It includes (but is not limited to) typographical errors, inclusion of additional minor points of discussion, updating the bibliography, etc. The student shall ensure the incorporation of all the suggestions made by the Jury and shall resubmit the revised thesis along with a request (Annex W).
 - ◊ Major corrections in the thesis means that the thesis requires substantial modification including (but is not limited to) rewriting parts of chapters or sections of the thesis, introduction of new materials, more data, change(s) in the research model, further experiments, calculations or analysis, etc. Such major corrections may invite for a fresh VIVA.
- Upon the receipt of a positive report, the 'Thesis Decision Notification' shall be issued (Annex X).

Course Folders

The faculty members shall maintain their course folders on the format prescribed by their concerned department.

Maintenance of Files and Folders

The concerned HoD shall ensure the maintenance of the following files at the department at all times (in addition to all other necessary files/folders/MISs/documents/evidences/notifications/ circulars, etc.):

- 1) Program
- 2) Faculty
- 3) Student

Program Files

The program file shall contain at least the following documents:

- Provision in the Charter (copy of relevant page)
- Approval from UOL Statutory Bodies to Launch the Program (BoS, BoF, Academic Council)
- NOC from QAD-HEC (if the program is launched on or after November 07, 2013)
- Latest Program Scheme of Studies/Curriculum Along with the Complete Approval Trail
- Sample Copy of Transcript and Degree (in case student(s) have passed-out)

Faculty Files

The personal files of all faculty and staff shall be arranged in a way that they cover their entire life at the University. The documents shall be placed in chronological order that is, starting from job application form (bottom) and moving up with documents, till date. All faculty files shall contain at least the following documents:

- All Previous Academic Credentials and Experience Certificates
- Detailed CV and All the Previous Publications
- Appointment Letter
- Joining Report
- HEC Approved Supervisor letter (if applicable)
- HEC Equivalence Certificate in Case of Foreign Degree (if applicable)
- Letter(s) of Promotion/Additional Charge (if any)
- List of Publications in HEC/ISI/Scopus Listed Journals (after joining UOL)
- List of MS/MPhil/Equivalent and/or PhD Students Currently Being Supervised Along with the Dates of Allocation of Supervisor

Student Files

The student files shall be arranged in a chronological order that is, starting from student application form (bottom) and moving up with documents, till date.

All MS/MPhil/Equivalent student files shall contain at least the following documents:

- All Previous Educational Documents (equivalence certificate from IBCC in case of O/A level)
- Admission Application Form
- Admission Test Scores (GAT/GRE/University Test) and Name on the Merit List (highlighted)
- Offer for Admission Letter
- Proof of Completed Coursework Requirements
- All Required BASR Approvals (allocation of supervisor, approval of synopsis and approval of external examiner/list of external examiners)
- Pages of Approved Thesis (from 'Cover Page' to 'Certificate of Approval')
- Duly Signed Complete Plagiarism Report of the Thesis
- All Extensions Applied and Granted

Note: Please REMOVE all other additional/extra documents that have already been placed in the above-mentioned files and place/arrange them separately for ready reference, as and when required.

Other Facilities

The HoD shall ensure the provision of all other facilities like state-of-the-art fully functional research labs, other research facilities, availability of latest books, journals, etc., as per the guidelines provided by the HEC and benchmark national/international standards.

QAA-HEC Forms

The concerned departments shall properly fill-in the QAA-HEC forms for MS/MPhil/Equivalent programs by the fourth week of each regular semester in letter and spirit. The copies shall be maintained at the department concerned for ready reference, as and when required.

Duty to Report

All UoL community members have the implicit duty to report to the authorities concerned, in good faith and without fear, any suspected research misconduct like fabrication, falsification and plagiarism, etc., and/or any incident where known facts indicate a possibility of a policy or a procedure violation.

Departmental Audit

QEC is vested with responsibility to conduct academic audit of the departments, libraries, etc., for checking the compliance status of the aforementioned policies & SOPs and reporting to the competent authorities of University, accordingly.

Policies and SOPs Revision

These policies and SOPs shall be revised, as and when needed.

Note: The departments may use the forms/formats enclosed herewith. They may also modify the forms/formats, except the cover page of thesis (Annex U), to cater to the unique requirements of the varied MS/MPhil/Equivalent degree programs.



ANNEX A

QUARTERLY RESEARCH PROGRESS REVIEW REPORT

Student Registration No. _____

Student Name _____

program _____ Duration _____ Session _____

Synopsis/Thesis Title

Field

Last Report Date _____ publication Since Last Report Yes No

1) Review of progress against the work assigned in the previous meeting:

[illegible]

2) Issues/problems discussed



3) Targets to be achieved by the next meeting

Student's Signature _____

Supervisor's Signature _____

Submitted to:

HOD/Convener DRC _____



ANNEX B

AUTHOR'S DECLARATION

I Official Name of the Student hereby state that my thesis titled "Approved Title of the Thesis" is my own work and has not been submitted previously by me for taking any degree from this university "The University of Lahore" or anywhere else in the country/world.

If my statement is found incorrect at any point of time even after my graduation the university has the right to withdraw my degree.

Official name of the student: _____

Month Year

ANNEX C

PLAGIARISM UNDERTAKING

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

I understand the zero-tolerance policy of the HEC and "The University of Lahore" towards plagiarism. Therefore I as an Author of the above titled thesis declare that the thesis is complete with no material omitted. Further no portion of my thesis has been plagiarized and any material used as reference is properly referred/cited. I undertake that the plagiarism report is complete, truthful and trustworthy.

I undertake that if I am found guilty of any kind of plagiarism in the above titled thesis even after award of _____ degree the University reserves the right to withdraw/revoke my degree and that HEC/University has the right to publish my name on the HEC/University Website on which names of students are placed who have submitted plagiarized thesis.

Official Name of the Student: _____

Registration No: _____ Date: _____

Signature: _____

This is to certify that research-work presented in the above mentioned thesis has been conducted under my supervision. I certify that the thesis is complete with no material omitted. Further no portion of the thesis has been plagiarized and any material used as reference is properly referred/cited. I undertake that the plagiarism report is complete, truthful and trustworthy.

Official Name of the Supervisor: _____

Employee No: _____ Date: _____

Signature: _____

ANNEX D

CERTIFICATE OF APPROVAL

This is to certify that research work presented in the thesis entitled "Approved Title of the Thesis" was conducted by Ms. /Mr. Official Name of the Student under the supervision of Dr. Official Name of the Supervisor.

No part of this thesis has been submitted anywhere else for any other degree. This thesis is submitted to the _____ in partial fulfillment of requirements for the degree of _____

_____ in the field of _____ Department Name, The University of Lahore.

Student Name _____ Signature _____

Supervisor Name _____ Signature _____

Examination Committee:

1) External Examiner:

Dr. _____ Signature _____

Designation _____

Affiliation _____ Date _____

2) Internal Examiner:

Dr. _____ Signature _____

Designation _____

Date _____

Convener DRC:

Dr. _____ Signature _____

Designation _____

Date _____

Name of HOD Dr. _____

Signature _____

Date _____



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ANNEX E

DEDICATED TO

There is no fixed
format
of this page and it is up to the student to select the
name(s)
and order of the
dedicatee(s)



ANNEX F

ACKNOWLEDGEMENT

First of all I pay my gratitude to Almighty Allah (SWT) without whom there is none who can really understand and help us when we are in the deep troubles and sorrows. Almighty Allah (SWT)! Thanks for your kindness graciousness and endowing me the strength to complete this humble piece of research through which I have learned how I can be useful to your creation.

I pay my humble gratitude to my supervisor_____

I would also like to thank_____ my_____

my friends and senior colleagues _____



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ANNEX G

Ref # UOL/Library/

Date: _____

CERTIFICATION LETTER

Name of Student _____

Registration No. _____

Thesis Title _____

Name of Supervisor _____

Employee No. _____

Department _____

Overall Similarity Index _____

Highest Similarity Index to One Single Source _____

Turnitin ID _____

Turnitin File Name _____

Certified By:

Student

Supervisor

Convener DRC

ANNEX H

TITLE OF THESIS
(18 22 FONT SIZE, UPPERCASES AND BOLD)

A thesis Submitted
by

NAME IN BLOCK LETTERS without title (e.g. Dr.
Mr.) (Font size 16 with single space) Registration
No.



In the Partial Fulfilment for the Award of
Title of degree without abbreviations (font 16 bold)

Supervisor (01) Name (font 14 bold) Supervisor

(02-05) Name (font 14 bold)

Department Name _____

Faculty Name (font
18) (20..-20..)



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ANNEX I

[University Department]

The University of Lahore

Dated _____

REQUEST FOR SUPERVISOR ALLOCATION

Mr. / Ms. _____ Registration No. _____
certifies that all coursework requirements of the _____
program have been met.

Course work has been completed on _____

Current CGPA _____
is _____

Area of _____
Interest _____

Supervisor (01) _____ Signature _____

Name _____

Affiliation _____

(University) Area of _____

Specialization _____ Signature _____

Supervisor (02-05) (if _____
any) _____

Name _____

Affiliation _____

(University) Area of _____

Specialization _____

Student Signature

Convener DRC



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UNIVERSITY OF
LAHORE



ANNEX J

[University Department]

The University of Lahore

Dated _____

REQUEST FOR CHANGE OF SUPERVISOR

Mr. / Ms. _____ Registration No. _____
certifies that all coursework requirements of the _____ program have
been met.

Need to change the Supervisor (01 02 03 04 05)

Name _____
Affiliation (University) _____
Area of Specialization _____

Acceptance of Supervisor

Supervisor (01 02 03 04 05)

Name _____
Affiliation (University) _____
Area of Specialization _____

Acceptance of New Supervisor

Reason(s) for changing the Supervisor

Student Signature _____

Convener DRC _____

ANNEX K

[University Department]

The University of Lahore

Dated _____

SUPERVISOR ALLOCATION**Dear Student**

We are pleased to inform you that the competent authority has approved the following as your research supervisor.

supervisor(01)	student
Dr. XYZ email supervisor (02-05)	Name Reg # program

You are advised to contact your supervisor(s) within one week after the receipt of this letter. During your entire research tenure you are required to submit your quarterly progress review reports (format enclosed).

Regards

,

HOD

Cc: Supervisor 01

Supervisor 02-05

ANNEX L

[University Department]

The University of Lahore

Dated _____

REQUEST FOR SYNOPSIS SUBMISSION

To

Head of Department

Mr. / Ms. _____ Registration No. _____

certifies that all study requirements of the _____ program have

been met. Current CGPA is _____

Enclosing three hard copies of the synopsis duly signed by supervisor as per prescribed format.

Name of Supervisor _____

Synopsis Title

Student's Signature_____
Supervisor's Signature_____
HOD/Convener DRC

ANNEX M

[University Department]

The University of Lahore

Dated _____

SYNOPSIS REPORT

Student Name

Registration No

Course work

CGPA Supervisor

Synopsis Title

Internal Members

1 Dr.

2. Dr.

Comments (Dr. _____)



Comments (Dr. _____)

In view of comments the _____ synopsis is

- | | | |
|-------------------------|----|---|
| 1. well documented | ?? | ? |
| 2. Needs minor revision | ?? | ? |
| 3. Needs major revision | ?? | ? |

Recommendations: (Please use extra sheet if required)

Signatures



ANNEX N

[University

Department] The

University of Lahore

SUBMISSION OF REVISED SYNOPSIS AFTER DEFENSE

1. Name of Student	
2. Registration No.	
3. Degree	
4. Research Title	

Comments/Recommendations	Student's Response/Actions
Internal Member 1:	



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Internal Member 2:	

Signature & Date:

Student:

Supervisor:



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ANNEX O

[University Department]

The University of Lahore

Dated _____

REPORT ON THE REVISED SYNOPSIS AFTER DEFENSE

Student Name

Registration No

Course work

CGPA Supervisor

Synopsis Title

Internal Members

1 Dr.

2. Dr.

Comments (Dr. _____) _____



Comments (Dr. _____) _____

In view of comments the _____ synopsis is

- | | | |
|-------------------------|----|---|
| 1. well documented | ?? | ? |
| 2. Needs minor revision | ?? | ? |
| 3. Needs major revision | ?? | ? |

Recommendations: (Please use extra sheet if required)

Signatures

Signatures

ANNEX P

[University Department]

The University of Lahore

Dated _____

SYNOPSIS DECISION

Mr./Ms. _____ Reg. No. _____ is enrolled in _____
program. Subsequent to the successful synopsis defense, the competent authority has
approved the synopsis _____

_____ presented by him/her on _____

Head of Department

ANNEX Q

[University Department]

The University of Lahore

Dated _____

REQUEST FOR THESIS SUBMISSION

Mr. Ms. _____ Registration No. _____

certifies that all coursework requirements of the _____ program have been met.

Current CGPA is _____

Enclosing the hard copy of the thesis and complete plagiarism report duly signed by supervisor as per prescribed format. The soft copy has also been sent via email to the Convener DRC.

Title of thesis: _____

student's signature_____
supervisor's signature_____
Convener DRC

ANNEX R

PLAGIARISM UNDERTAKING

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

I understand the zero-tolerance policy of the HEC and "The University of Lahore" towards plagiarism. Therefore I as an Author of the above titled thesis declare that the thesis is complete with no material omitted. Further no portion of my thesis has been plagiarized and any material used as reference is properly referred/cited. I undertake that the plagiarism report is complete, truthful and trustworthy.

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

Official Name of the student _____

Registration No _____ Date _____

Signature _____

This is to certify that research-work presented in the above mentioned thesis has been conducted under my supervision. I certify that the thesis is complete with no material omitted. Further no portion of the thesis has been plagiarized and any material used as reference is properly referred/cited. I undertake that the plagiarism report is complete, truthful and trustworthy.

Official Name of the supervisor _____

Employee No _____ Date _____

Signature _____

ANNEX S

[University Department]
The University of Lahore

Dated _____

THESIS EVALUATION REPORT OF DRC

Student Name
Registration No
Course work
CGPA Supervisor
Thesis Title

DRC Members

1. Dr.
2. Dr.
3. Dr.

Comments (Dr. _____) _____

Comments (Dr. _____) _____

Comments (Dr. _____)

In view of comments the _____ thesis is

- | | | |
|-------------------------|--------------------------|--------------------------|
| 1. well documented | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Needs minor revision | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Needs major revision | <input type="checkbox"/> | <input type="checkbox"/> |

Recommendations: (Please use extra sheet if required)

Signatures



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ANNEX T

[University
Department] The
University of Lahore

INCORPORATION OF COMMENTS/RECOMMENDATIONS OF DRC

1. Name of student	
2. Registration No.	
3. Degree	
4. Title of thesis	

Comments / Recommendations	student's Response / Actions
Member 1:	



Member 2:

--	--

Member 3:

--	--

signature & Date:

student:

supervisor:

ANNEX U

[University Department]
The University of Lahore

Dated _____

FINAL DRC REPORT ON THE REVISED THESIS

Student Name
Registration No
Course work
CGPA Supervisor
Thesis Title

Comments (Dr. _____) _____

Comments (Dr. _____) _____

Comments (Dr. _____)

In view of comments the _____ thesis is

- | | | |
|-------------------------|--------------------------|--------------------------|
| 1. well documented | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Needs minor revision | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Needs major revision | <input type="checkbox"/> | <input type="checkbox"/> |

Recommendations: (Please use extra sheet if required)

Signatures



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ANNEX V

[University Department]
The University of Lahore

THESIS DEFENSE REPORT

Name of student	
Registration No.	
Degree	
Title of thesis	

Name of the Examiner: Dr.

Comments of the Examiner (Please use extra sheet (s) if required -
there is no maximum length limit)



In view of comments the thesis is:

(Please tick one option for each item)

Yes

NO

1. Well documented
2. Contains sufficient new material
3. Needs minor revision
4. Needs major revision

☐☐☐☐☐☐☐☐

i. Marks on the quality of research

(Score 70)

ii. Defense Presentation (Q&A)

(Score 30)

iii. Total

(Score

100)

Recommendations: (Please use extra sheet if required)

--

Signature & Date

ANNEX W

[University
Department] The
University of Lahore

INCORPORATION OF COMMENTS/RECOMMENDATIONS OF THESIS DEFENSE REPORT

Name of student	
Registration No.	
Degree	
Title of thesis	

Comments / Recommendations	student's Response / Actions
External Examiner:	



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Internal Examiner:	

Signature & Date:

Student:

Supervisor:



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ANNEX X

[University Department]
The University of Lahore

Dated _____

THESIS DECISION

Student Name

Registration No.

Supervisor

Dr.

Thesis Title _____

The student has successfully incorporated the comments/recommendations of examiners after the open thesis defense. Therefore the student may submit 04-05 hard bound copies of the thesis as per the prescribed format for further processing.

Signatures



1-km, Defence Road, Near Bhupatian
Chowk, Raiwind Road, Lahore

+92 42 111 865 865