

# **EXAMINATION RULES – 2018**



**NATIONAL UNIVERSITY OF MODERN LANGUAGES**

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## **CHAPTER NO. 1** **DEFINITIONS**

1.1 **Overview.** The examination rules have been formulated in line with HEC policies and guidelines. The rules have been framed with an aim to provide flexibility to the Faculties and Departments.

### 1.2 **Definitions**

a.	Government	"Government" means the Federal Government.
b.	Commission	"Commission" means the Higher Education Commission set up under the Higher Education Commission Ordinance, 2002.
c.	University	"University" means National University of Modern Languages.
d.	Authority	An "Authority" means any authority of the University.
e.	Board of Governors	"Board of Governors" means Board of Governors of the University.
f.	Rector	"Rector" means Rector of the University.
g.	Branch	"Branch" means an administrative Branch of the University.
h.	Director Examination	"Director Examination" means Director Examination of the University.
i.	Examination Branch	"Examination Branch" means the Branch which deals with examination related issues etc.
j.	Director Academics	"Director Academics" means Director Academics of the University.
k.	Academic Branch	"Academic Branch" means the academic branch of the university.
l.	Examination Centre	"Examination Centre" means the place designated by the University for holding an examination.
m.	Board of Advanced Studies & Research (BASR)	"BASR" means Board of Advanced Studies & Research of the University.
n.	Academic Council	"Academic Council" means the Academic Council of the University.
o.	Faculty Board of Studies (FBS)	"FBS" means the Faculty Board of Studies (FBS) of the respective Faculty.
p.	Department Board of Studies (DBS)	"DBS" means the Departmental Board of Studies (DBS) of the respective Department.
q.	Graduate Advisory Committee (GAC)	"GAC" means the committee formed by a Faculty <b>(Anx A)</b> .
r.	Thesis Defence Committee (TDC)	"TDC" means the board <b>(Anx A)</b> formed by a Faculty to conduct the final thesis defence.

s.	Plagiarism Standing Committee (PSC)	"PSC" means the committee notified by the University.
t.	Unfair Means Committee	"Unfair Means Committee" means a committee formed for considering cases of use of unfair means during exam or a breach of discipline during the conduct of examination.
u.	Faculty	"Faculty" means an administrative and academic unit of the University consisting of one or more departments.
v.	Dean	"Dean" means the head of a Faculty of the University.
w.	Department	"Department" means a teaching department of the University.
x.	Academic Program	"Academic Program" means a program of studies which leads to the award of a certificate or a University degree to students after successful completion of all its requirements.
y.	Course	"Course" means a subject related to an academic program which is offered by a Department for a fixed number of credits during a semester.
z.	Credit Hour	"Credit Hour" means a lecture of 50 Minutes per week per semester or a seminar/tutorial or laboratory work, of 100-150 minutes per week per semester.
aa.	Grade Point	"Grade Point" means number of points representing letter grades scored by a student in a course.
bb.	Grade Point Average	"Grade Point Average" means total number of points scored by a student in the examination divided by total number of credits earned.
cc.	Cumulative Grade Point Average	"Cumulative Grade Point Average" means summation of grade points of all courses taken by a student divided by the total number of credits earned from his admission until the last semester completed.
dd.	Semester	"Semester" means a regular semester (Fall or Spring) offered by the University.
ee.	Summer Semester	"Summer Semester" means a condensed semester (at least 8 weeks) offered by the University during summer.
ff.	Timeline	"Timeline" means the milestones defined by the University for completion of various stages of an Mphil/MS degree ( <b>Anx B</b> ) and PhD degree ( <b>Anx C</b> ).
gg.	Examiner/invigilator	"Examiner" means one who marks the answer sheets or conducts the viva voce etc.



hh.	External Examiner	"External Examiner" means a person who is not teaching in a Department of the University as a regular or visiting faculty member.
ii.	Internal Examiner	"Internal Examiner" means: a: A person who is teaching in the University OR b: A person who taught in the university during last year but is no more part of the university.
jj.	Non-Credit Course	"Non-Credit Course" means a course not counted towards a student's Cumulative Grade Point Average.
kk.	Sponsored Student	"Sponsored Student" means a student nominated by the services headquarters, ministries, government departments or autonomous organizations / corporations etc.
ll.	Superintendent	"Superintendent" means the person appointed by the Department to supervise the conduct of an examination.
mm.	Withheld	"Withheld" means result is not announced due to any reason.
nn.	Affiliated Institution	Affiliated Institution means an education institution affiliated with the University but not maintained or administered by it.
oo.	Regional Campus	"Regional Campus" means a Regional Campus of NUML located outside Islamabad.
pp.	Services Headquarters	"Services Headquarters" means Joint Staff Headquarters, General Headquarters, Naval Headquarters or Air Headquarters.
qq.	Ceased	"Ceased" means the student is dropped from an academic program and he is not eligible to continue his studies.
rr.	Probation	"Probation" means a student is promoted but placed on probation to caution him that he is academically deficient and liable to be relegated or ceased in next semester.
ss.	Relegated	"Relegated" means the student is not promoted and is allowed to repeat his semester or repeat/improve courses of his previous semesters.

## **CHAPTER - 2**

### **CONDUCT OF EXAMINATION**

2.1 **Introduction.** Smooth conduct of examination is one of the most significant areas of an institution's credibility. This chapter includes procedures for conduct of examination, marking/evaluation of answer sheets and preparation/declaration of results.

#### 2.2 **Procedure for Conduct of Examination**

- a. Midterm/final examination of degree and certificate courses will be conducted at Faculty level in the overall supervision of the Examination Branch.
- b. Recommended date sheet will be forwarded by Faculties at least **05** weeks before the planned date of the start of examination. The final date sheet will be issued by Examination Branch and it will also be placed on the university website.
- c. Superintendent/Deputy Superintendents of examination will be appointed by the Dean/HoD for smooth conduct of the examination.
- d. Invigilation duties would also be assigned and notified by the Dean/HoD.
- e. Question papers will be prepared by the respective teachers and vetted by the HoDs/departmental committee.
- f. Vetted question papers would be handed over to the departmental coordinators by the teachers in sealed envelopes.
- g. Question papers will be printed by departmental coordinators/nominees as per schedule issued by the Examination Branch. Printed question papers will be placed in sealed envelopes, clearly marked and would be kept in safe.
- h. On the day of the examination, sealed envelopes containing question papers will be issued to the Superintendent/Deputy Superintendent of the Examination.
- i. Superintendent / Deputy Superintendent will issue the sealed envelopes to the concerned invigilators. The invigilators will open the envelopes in the exam hall at the time of the start of the examination.
- j. The departmental coordinator/office will distribute Roll Number slips to the students who are eligible for appearing in the midterm/final exam. The slips carry list of subjects and photograph of the student. The slips will be distributed at least three days before the examination.
- k. The students must bring their Roll Number Slips to the examination every day. The invigilators must identify the student and initial his Roll Number Slip for every subject he is appearing in the examination.

- l. The invigilators must sign/initial the main answer sheet and the continuation sheets of the students.
- m. Solved answer sheets will be returned by invigilators to the superintendent/ Deputy Superintendent. Total number of answer sheets will be marked on the envelopes.
- n. Superintendent of examination will return the envelopes containing answer sheets to the Departmental coordinator /departmental office immediately after the examination.

### 2.3 **Marking of Answer Sheets and Preparation of Provisional Result.**

- a. The coordinators/departmental office will hand over the envelopes containing answer sheets to the teacher within two days.
- b. The teachers will grade the answer sheets and return the graded sheets to the coordinator/departmental office within **5** days of the conduct of the examination. The teacher will also handover hard and soft copies of the result to the coordinator/departmental office.
- c. The coordinator/departmental office will prepare subject wise result of all courses being offered in the semester.
- d. The provisional result will also be displayed on the Departmental noticeboard within 5 working days after the termination of the examination.
- e. Hard and soft copies of the provisional result of all courses will be forwarded to the Examination Branch within **8** working days after the termination of the examination through HoD/Dean. The department will ensure that observations of students have been taken care of before forwarding the result to the examination branch.
- f. The examination branch will counter check and scrutinize the result and notify it within **12** working days of the receipt of the result from the faculty.
- g. The result prepared by the examination branch will clearly show the following:-
  - i. SGPA and CGPA
  - ii. Academic Deficiency (if any)
  - iii. Status of the student.
- h. The notified result will be displayed on noticeboard by the departments for information of the students.
- i. Errors/omissions if any will be forwarded by the departments through Dean to the examination branch. Details of error/omission and statements of teachers, if any, should accompany the case.

- j. The examination branch will process the errors/omissions for approval of competent authority. Changes, if any, will be notified after the approval.

#### 2.4 **Affiliated Institutions**

- a. Affiliated institutions will forward question papers of final examination of all their courses to Main Campus for vetting. Question paper must reach the examination branch at least two weeks before the planned dates for commencement of examination.
- b. Director examination will forward the sealed envelopes containing question papers to respective Deans to be given to HoD /departmental committee for vetting.
- c. The Deans will return vetted question papers in sealed envelopes within 4 working days to Examination Branch for onward return to concerned affiliated institution.
- d. In case a question paper needs major changes requiring re-setting, it will be returned separately. The concerned institution will ensure setting of new question paper and getting it vetted from the concerned HoD before conduct of the exam.

#### 2.5 **Regional Campuses.**

- a. Regional campuses will conduct Midterm exam under their own arrangements.
- b. Question papers for the final examination will be prepared by Main Campus. The Faculties will get the question papers made by their teachers teaching respective subjects in the main campus. The departmental coordinators will get the copies printed for local and Regional Campuses and hand over to Exam Branch in separate sealed envelopes. Required number of the printed copies will be despatched to Regional Campuses in sealed envelopes by Examination Branch at least one week before the start of the examination.
- c. If a subject is not being offered at main campus but is being offered by any of the Regional Campus, paper for it will be set by the respective campus and sent to the HoD at main campus for vetting.
- d. If the date sheet of main campus is not synchronized with Regional campus, even then, question papers for regional campuses will be prepared by the teachers at Main Campus.
- e. Concerned HoD will ensure coverage of prescribed syllabus by the teachers at the main campus and Regional Director will do the same job in their respective regional campus.

- f. Concerned HoD will also ensure that a balanced question paper covering complete syllabus is prepared.
- g. Answer sheets of Regional Campuses will be graded by their teachers themselves.
- h. Three graded answer sheets (highest, lowest and average marks) of every subject will be returned to the Examination Branch by Regional Campuses.
- i. The graded answer sheets must reach examination branch within two weeks of the termination of the examination. Director Examination will forward these answer sheets to the concerned Faculties.
- j. Concerned HoDs/Deans will get the answer sheets reviewed from local teachers and forward remarks/comments about grading of answer sheets to Examination Branch for the information of the competent authority.

2.6 **Miscellaneous Tests/Examination.** The University also conducts other examination such as Entrance tests for admission, GAT for MPhil and PhD admission and examination for hiring new faculty / staff etc. These tests will be conducted as follows:-

- a. Procedure for conducting the examination and checking of answer sheets will be specified by the respective branch/faculty responsible for the conduct of the examination.
- b. Respective Branch will assign the responsibility for conduct of examination to the concerned Faculty.
- c. The Dean/HoD will assign responsibility for setting up the question paper(s) to the concerned teacher(s).
- d. The Dean will forward question paper(s) to the concerned department.
- e. The answer sheets may be checked by the concerned Branch or the grading may be assigned to a faculty (s).
- f. The Dean will forward the result to concerned branch within the due date.

2.7 **Make-up Examination (Degree Courses only).**

- a. If a student misses midterm or final exam of a subject for what so ever reason, **NO MAKEUP** exam will be given.
- b. The student missing the midterm or final exam will be awarded zero marks and his grade will be determined from the remaining total for the subject.
- c. If a student of degree courses misses other graded activities like quizzes, home assignments, or a presentation etc, the concerned Faculty/Department may formulate policy for holding of makeup activity.

2.8 **Unfair Means Committee (UMC)**. All efforts will be made to eliminate/eradicate the use of unfair means in the examination. To control the use of unfair means, an unfair means Committee will be constituted by the Examination Branch for every semester. The committee shall comprise concerned HoDs and it will be headed by a Dean. Director Examination will be the secretary of the committee. The cases filed for deliberation for UMC may include but are not limited to the following:

- a. Disclosing the identity of the candidate or making peculiar marks on his answer sheet.
- b. Communication, or attempt to communicate, with examiners, Director General/Director of Examination or other officer/s of the University with the object of influencing them in the award of marks.
- c. An approach made to an examiner or any other officer of the University by a relative, guardian or friend of the candidate.
- d. Making an appeal to the examiner through an answer sheet.
- e. Misbehaving with the supervisory staff or refusal to adhere to University rules.
- f. Having in his possession or accessible to him books or other helping/cheating material.
- g. Giving or receiving assistance or copying from a book, paper or another candidate's answer sheet or allowing any other candidate to copy from his answer sheet.
- h. Making deliberate previous arrangements to cheat in the examination such as bringing another answer sheet, or impersonation etc.
- i. Obtaining admission to an examination on false identity.
- j. Using abusive or obscene language in his answer sheet (s).
- k. Refusing to obey the lawful order of a Superintendent of the Examination Centre in the examination room or changing his seat or Roll Number Slip with another candidate.
- l. Creating disturbance of any kind during the examination or otherwise misbehaving in or around the Examination Centre/s.
- m. Found in or around an Examination Centre in possession of weapons.
- n. Found in possession of a mobile phone, programmable calculator or other electronic device during examination.
- o. Talking to another candidate during examination in the exam hall.
- p. Talking to anyone while going to washroom.

- q. Any other attempt of use unfair means in the examination.

2.9 **Procedure for Reporting.** The superintendent of examination will immediately report the cases of unfair means to his HoD/Dean. The report should include brief description of the case, statements of the invigilator/s and student and cheating material (If any) recovered from the student. The cases will be forwarded to examination branch by concerned Dean. The cases shall be presented individually in the unfair means committee meeting. The committee will recommend punishment for individual case where the student is found guilty.

2.10 **Award of Punishment.** The punishment will be recommended by the UMC. Penalties may include but are not limited to:-

- a. Paper cancellation.
- b. Subject cancellation.
- c. Debarring the student for one or more semesters.
- d. Expulsion from the university.
- e. Any other punishment appropriate for the offence committed by the student.

2.11 **Appointment of a Writer**

- a. Writer shall be allowed only if a candidate suffers from a disability which renders him unable to write normally provided that the fact is duly certified by a Registered Medical Practitioner.
- b. The student will apply to the HoD with a medical certificate at least four weeks before the exam. If recommended by HoD, the examination branch will obtain approval of the competent authority.
- c. The candidate shall select suitable writer (below in academic qualification than the candidate) in consultation with the concerned HoD. Approval of competent authority will be obtained through Examination Branch. The writer must show documentary proof of his qualification. His highest qualification must be a recent one.
- d. The Superintendent shall arrange for a suitable room if required for the candidate and also appoint a special Assistant Superintendent for invigilation.

2.12 **Computer Assistance for Blind Students**

- a. Application of a blind student will be forwarded (at least four weeks before the examination) by concerned department to Director Examination for approval of the competent authority.
- b. If computing facility is not available in the department, the approved cases will be forwarded to the department/Dean FE&CS for the conduct of examination.
- c. Technical Assistance will be provided by a computer Lab Assistant during the scheduled examination.

- d. Invigilation of examination will be handled/monitored by the concerned department.
- e. Students will NOT be allowed to use their Electronic devices viz, PCs/Laptops etc. Hardware provided only by the university will be used for the conduct of examination.
- f. Sufficient time will be provided to the student to check the functionality of the provided hardware in front of the invigilator before starting the examination.

### 2.13 **Rechecking of Graded Answer Sheets**

- a. An appeal for rechecking will be entertained within one month of the declaration of the result by the Examination Branch. However, fee will be charged as per rates announced by the university.
- b. In case of a rechecking plea, the answer sheet will be handed over to the concerned HoD who will re-check the answer sheet as per following criteria:
  - i. That the script is completely checked and no part is left unchecked or unmarked.
  - ii. That the total brought forward is correct.
  - iii. That the marks allocated by the examiner are in accordance with those indicated in the question paper.

### 2.14 **Custody of Record of Examination**

- a. Graded answer sheets of midterm and final examination will be forwarded to the examination branch by the departments alongwith the result.
- b. The answer sheets will be kept for one semester and thereafter, the sheets will be disposed of.
- c. The applications for issuance of Degree, DMC and result card will be retained for 5 years.

2.15 **Misplacement of Solved Answer Sheets.** If a candidate's answer sheet is misplaced after having been received by the Superintendent of the examination/invigilation staff, he will be required to re-appear in that one paper. The marks obtained in the make-up exam will be counted towards his result. In addition, a committee will be formed to investigate the incidence of misplacement of answer sheet. The committee will fix responsibility for the lapse and recommend measures to avoid recurrence in future.



**CHAPTER - 3****UNDERGRADUATE PROGRAMS**

3.1 **Degree Requirements.** The National University of Modern Languages (NUML) awards undergraduate degrees to its students who fulfill following conditions:-

- a. The student must complete following number of credits with a minimum CGPA of 2.00:
  - i. **Four Years – BS Degree Program.**  
130 - 140 credit hours.
  - ii. **3.5 Years degree Program.**  
90 – 96 credit hours.
  - iii. **2.5 Years degree Program.**  
72 – 76 credit hours.
  - iv. **Two Years – Master Degree Program.**  
64 - 70 credit hours.
  - v. **1.5 Years degree Program.**  
30 – 36 credit hours.
  - vi. **One Year Degree Program.**  
30 - 36 credit hours.

3.2 **Semester Duration**

- a. Duration of a regular semester will be 16-18 weeks.
- b. A special intensive summer semester will be offered with a minimum duration of 8 weeks.
- c. Summer semester must cover the same course contents as in a regular semester.
- d. Only one summer semester will be offered in a calendar year.

3.3 **Registration of Courses.** At the beginning of a semester, a student shall register online in course(s) being offered by the department.

- a. A student shall normally be required to register for 18 credits in a semester. However, the HoD may allow a student to register for 3 to 21 credits in a semester as a special case.
- b. In summer semester a student may register for a maximum of two courses only.
- c. In second or subsequent semesters a student may improve/repeat courses in which he obtained D/F grade provided it is within limit of Para 'a' above.

- d. The HoD shall forward the list of the students repeating/improving courses to Finance Branch for issuance of fee challan forms for payment within first 21 days of a semester.
- e. The Finance Branch must issue challans within four working days of the receipt of letter /names from the departments.
- f. After deposit of fee, the HoD will forward the list of students repeating/improving course(s) to Acad/Examination Branch within 28 days of commencement of the semester for approval.
- g. A student may drop course(s) within first six weeks of a semester on the recommendation of the HoD concerned without refund of fee and without reporting the grade and counting towards repeat/improve chances.
- h. The students are not allowed to register in more than one degree program in NUML or anywhere concurrently.

3.4 **Grading & Evaluation.** The performance of students is evaluated through a system of continuous testing spread over the entire duration of a semester. In addition to the final examination, the students are also tested through mid-term examination and internal evaluation consisting of a number of quizzes, class discussions, written assignments, presentations, and class projects etc., all of which contribute to the final grade.

3.5 **Course Evaluation Breakdown.** Breakdown of course evaluation is as follows:-

Weightage	Mode of Evaluation
20%	Internal Evaluation
30%	Mid Semester Examination
50%	End Semester Examination

3.6 **Grading Ranges.** Absolute grading system with following ranges\* will be used:-

Grades	Percentage	Grade Points
A1	90% and above	4.00
A2	80-89%	4.00
A3	77-79%	3.66
B1	74-76%	3.33
B2	70-73%	3.00
B3	67-69%	2.66
C1	64-66%	2.33
C2	60-63%	2.00
D	50-59%	1.50
F	49% or below	0.00

\* Minimum grade for MS and PhD will be C2 (2.00)

3.7 **GPA Calculation.** The Grade Point Average (GPA) is calculated as follows:

$$\text{SGPA} = \frac{\text{(Course Credits x Grade Points Earned)}}{\text{Total Semester Credits}}$$

$$\text{CGPA} = \frac{\text{(Course Credits x Grade Points Earned)}}{\text{Total Credits Taken in all Semesters}}$$

Only two types of GPA will be used; Semester GPA (SGPA) and Cumulative GPA (CGPA). SGPA is the weighted average of grade points earned in a particular semester whereas CGPA is the weighted average of grade points in two or more semesters.

### 3.8 **Transfer of Credits**

- a. Credits may be considered for transfer from programs of other local or foreign accredited institutes/universities of similar quality if they are relevant and appropriate to an undergraduate program in a discipline approved by NUML.
- b. Following rules will be applicable for the transfer of credits:-
  - i. Only undergraduate level courses in which atleast a 'C' grade or its equivalent was secured shall be considered for transfer.
  - ii. A maximum of 50% of total credits for a program may be transferred but the grades will not be transferred. Transcript will reflect the grades of transferred courses but the grades will not be used for calculation of CGPA.
  - iii. The transfer of credits will be recommended by concerned Dean keeping in view time duration of course work and deficiencies, if any. Academic branch will process the case for approval from Rector and notify the transfer of credits.
- c. Following procedure will be followed for transfer of credits:-
  - i. The applicant shall apply to the Academic Branch on the credit transfer application form available on the university website (**Anx D**). The application must accompany the transcript of current program and copies of certificates/degrees from matric onwards.
  - ii. Director Academics will forward complete application to the concerned Faculty for evaluation/recommendations.
  - iii. The Dean will hand over the application to the concerned HoD for evaluation of transfer of credits as per following parameters:-
    - (a) The amount of time spent in the previous Institution for completion of course work will be considered towards the total duration of course work/program specified by the university. It would be ensured that the student would be able to complete

the remaining course work within the time limit specified by the university.

- (b) Minimum grade for transfer of course will be "C", 2.00/4.00 or its equivalent.
- (c) Deficiencies, if any, from NUML curriculum to be made up by the applicant must be specified clearly.
- (d) The credits to be transferred must be specified clearly indicating the number of credits and grades.
- (e) The applicant must fulfill the pre requisites for admission to the program for which he is applying.

3.9 **Academic Deficiencies.** A student is considered academically deficient if he obtains one or more of the following grades in a semester:

- a. Failure in a course
- b. SGPA less than 2.00
- c. CGPA less than 2.00
- d. Attendance less than 75% in a course.

3.10 **Disposal of Academically Deficient Students.**

- a. Academically deficient students are categorized as follows:
  - i. Placed on probation.
  - ii. Relegated to a junior class
  - iii. Ceased from the university
- b. The deficiency status will be reflected in the final result notification issued by the examination branch.

3.11 **Probation.** A student is placed on academic probation under following conditions:-

- a. If he earns a CGPA of 1.5 or more but less than 2.00 in any semester he will be placed on 1st probation.
- b. If a student is on 1st probation and he earns a CGPA of more than 1.5 but less than 2.00, he will be placed on 2<sup>nd</sup> probation.

3.12 **Relegation.** Relegation means the student is not promoted and is allowed to repeat / improve courses of his previous semester(s). A student may be relegated due to following reasons:-

- a. If he earns an SGPA of less than 1.5 in 1st semester, he will not be promoted but will be allowed to repeat his full semester. This repeat of semester will not be counted as a relegation.
- b. If a student is on 2<sup>nd</sup> probation and again earns a CGPA of less than 2.00.
- c. If a student earns a CGPA of less than 1.5 in any semester.

- d. If a student fails in more than 50% of the registered courses. Final year project/Thesis is not considered a course in this regard.
- e. On disciplinary grounds.

3.13 **Ceased.** Ceased means that a student is considered unsuitable to continue his studies and is removed from a program. A student may be ceased due to following reason(s):-

- a. If a student earns 2<sup>nd</sup> relegation due to any reason.
- b. If a student fails to earn a CGPA of 2.00 even after availing maximum permissible chances for improvement vide **Para 3.15 b.**
- c. If a student remains absent without sanctioned leave for 10 working days during a semester.
- d. If a student neither freezes his semester nor registers himself in a semester (**Paras 3.17 and 3.18**) within 30 days of commencement of the semester.
- e. On disciplinary grounds.
- f. If a student exceeds the maximum time duration specified for a program.

Maximum time durations are as follows:-

<b>Program</b>	<b>Minimum</b>	<b>Maximum</b>
B.S	4 Years	7 Years
Masters	2 years	4 Years
One and half year Program	1.5 year	3 Years
One year Program	1 year	2 Years

3.14 **Attendance Requirements.** 75% attendance in a course is mandatory to become eligible to appear in the final examination, failing which, the student will be awarded 'F' grade in the course. 'F' grade will be treated as a normal 'F' grade earned by a student by failing in a course and it will carry all penalties associated with it.

3.15 **Repetition / Improvement of Courses**

- a. A student must repeat a course in which he earns an 'F' grade.
- b. A student may improve his CGPA by taking courses in which he obtained a 'D' grade. A student can only improve a maximum of following number of courses:-

<b>Program Duration</b>	<b>Max Number of Courses Allowed to Improve</b>
4 years	6
3.5 Years	5
2 - 2.5 Years	3
1 – 1.5 years	2

- c. The student repeating/improving a course will be required to complete all formalities applicable to a regular course that is, midterm examination, final examination, internal evaluation based on quiz, assignments and projects etc. The attendance policy will also be applicable for a summer semester.
- d. It will be the student's responsibility to repeat/improve courses within the prescribed time limits to avoid relegation and / or cease.
- e. Repetition of courses may be done in summer or with junior classes or whenever the course is offered (subject to availability of necessary resources, and date sheet/time table limitations etc). The minimum duration of a specially arranged repeat course will be at least 8 weeks. It will be ensured that required number of credits are covered in a repeat course.
- f. The student desirous of improving grade in a course will apply to the HoD for permission to repeat the course. The application, if approved by the Dean / HoD will be handled as per ***Para 3.3.***
- g. If a student repeats/improves a course, both of his grades will be reflected on his transcript. However, better grade will be used for calculation of CGPA.
- h. The change in academic status, if any, of a student will take effect from the date of notification of the result of the repeated / improved course.

### 3.16 **Project / Thesis / Internship etc.**

- a. Some degree programs require students to complete final year project/internship/Thesis etc as a mandatory part of their degree. The degree will not be awarded unless the requirement is fulfilled.
- b. A student is required to complete his Final Year Project / Internship / Thesis etc. within 60 days of the last day of the final examination. In case of spring semester, the 60 days grace period will start from the 1st day of start of Fall semester.
- c. If a student fails to complete the requirement within his last semester (including 60 days grace period), he will have to re-register in his Final Year Project / Internship / Thesis etc. He will have to pay fee equivalent to the number of credits allocated to the project in last semester of his degree program till the completion of his Project. 60 days grace period is allowed in the last semester of an academic program only.
- d. ***Para c*** above applies only if the student is eligible to continue his studies under NUML rules.

### 3.17 **Semester Freeze**

- a. Semester freeze of up to two regular semesters (in entire program) during course work (within the minimum duration of a program) is allowed to students facing extraordinary circumstances / valid reasons subject to approval of the Rector on recommendations of Dean/HoD. Penalties associated with relegation will not be applied to a semester freeze.
- b. In case semester freeze is requested within first 30 days of commencement of a semester, the student will pay 25% of the total tuition fee and allied charges. If the request is made after 30 days of commencement of a semester but before start of the Midterm Examination, the student will have to pay 50% of tuition fee and allied charges.
- c. In case an emergency/illness occurs after the midterm examination, the semester freeze may be allowed but no fee will be refunded at this stage.
- d. **Continuation Fee for BEEE Students.** The intake of students in BEEE program is allowed once a year as per PEC rules. If a student is dropped in a semester, he has to wait for one semester to repeat the same semester. BEEE students during wait period of one semester will pay a nominal fee of 5% (of semester fee and allied charges) to maintain registration. However, if a student enrolls in a course(s) during this semester then he will have to pay fee as per university rules. The rule will also be extended to other programs where admission is done only once a year.
- e. Semester freeze in 1<sup>st</sup> semester of a program is not allowed.

3.18 **Continued Registration for Completion of a Program.** If a student has completed minimum duration of a course of study / program specified by the university and still is not eligible for award of degree, he will continue to pay a registration fee for a minimum of three credits till he fulfills the requirements for graduation or completes the maximum duration allowed for the program. However, if a student registers for more than three credits for improvement/repeat or any other reason, he will pay the fee for the number of courses registered. If a student fails to register and pay the fee within 30 days of the start of a semester, he will be ceased. The Department will forward his case for cancellation of his registration to Academic Branch with information to Examination Branch. The Academic Branch will process the case for cancellation of his registration.

### 3.19 **Transcript and Degree**

- a. The Semester Result Card, Provisional Result Card, Transcript and Degree etc will be issued by the Examination Branch only.
- b. The degree will reflect CGPA earned by a student on conclusion of his studies at NUML.

- c. The transcript will reflect details of each course (Earned Grades, Grade Points, SGPA and CGPA for each semester, Course Pass, Fail, Repeat, improve, Cease, Semester Freeze, Degree Complete / Incomplete status etc).
- d. For every improvement/repetition, the transcript will reflect the previous grade and the new grade mentioning the semesters. However, in case of improvement, better grade will be used for calculation of CGPA.
- e. Following may also appear on a transcript against a course:
 

R	Repeated (also for improvement)
I	Incomplete
W	Result Withheld
- f. If a transcript is issued to a student whose program requirements are not completed, then I (incomplete) grade will be shown against pending requirements. On expiry of the maximum permissible duration of the program, the 'I' grade will automatically convert to 'F' grade.
- g. The transcript or degree will not show the position of a student in his class. However, the Exam Branch will issue a separate merit certificate as under:-
  - i. Top Position holder in a class of less than 10 students.
  - ii. First two position holders in class of 10-20 students.
  - iii. First three position holders in a class of more than 20 students.
- h. The university reserves the right to cancel a transcript and/or degree at any time because of a mistake or deficiency.

### 3.20 **Scholarship/ Gold Medal Policy**

- a. Merit Scholarship/medal will be awarded on basis of academic excellence. Merit scholarship may be awarded in following forms:-
  - i. Fee waiver
  - ii. Fee refund
  - iii. Monetary incentive / award
  - v. Any other form approved by the Statuary Bodies.
- b. Merit Scholarship will be awarded to the top students in a class or batch considering the number of students. Regional campuses will be considered separately for the award of scholarship depending upon type of scholarship. The award will be as per university policy.



- c. **Award of Gold Medal.** Gold Medals will be awarded to the university graduates who will fulfill following requirements:-
- i. If strength of students is between **1 and 4**, minimum marks /CGPA for award of Gold Medal will be 95% /4.00, respectively.
  - ii. If strength of students is between **5 and 9** in a program, minimum marks /CGPA for award of Gold Medal will be 85%/3.75, respectively.
  - iii. If strength of students is **10 or above**, the Gold Medal will be awarded, provided minimum marks/CGPA is 80%/3.50, respectively.
  - iv. In case two students are tied on CGPA, their percentage/CGPA will be counted upto three decimal points to break the tie. If the tie is not broken, both the students will be awarded Gold Medal.
- d. **Disqualification from Medal.** Students in following cases will be disqualified from the award of medals:-
- i. A student who has been punished by the Unfair Means Committee during his academic program.
  - ii. A student who has ever been awarded 'F' grade for any reason whatsoever or has improved course(s).
  - iii. A student who has been issued with written warning over discipline.
  - iv. Any student who fails to complete degree requirements within the minimum duration of the program.
  - v. In the above mentioned cases, the university will have the right to either award the medal to the next student on the merit list or the medal for that particular position may be cancelled for that batch.

**CHAPTER – 4****MPhil / MS PROGRAM**

Rules for MPhil/MS program have been formulated in the light of HEC guidelines. However, these rules are subject to changes/amendments because of time to time changes in HEC rules/policies. Milestones specified by the Timeline (**Anx B**) have been incorporated in these rules.

**4.1 Eligibility Criteria for MPhil /MS**

- a. 16 years of education in relevant discipline from HEC recognized university with following score:-
  - i. Semester system: 2.50/4.00 CGPA or grade "B".
  - ii. Annual System: 50% marks (45% for English and Urdu)
- b. GAT-General with a minimum cumulative score as determined by HEC.
- c. Passing of entrance test /interview conducted by the university.

**4.2 Degree Requirements:** NUML awards degree to MPhil/MS students who fulfill following conditions:-

- a. Complete 30 credits with following breakup:-
  - i. Coursework: 24 Credits
  - ii. Research/Thesis/Project: 6 Credits
- b. A minimum CGPA of 2.50/4.00 in course work and passing of Research/Thesis/Project.

**4.3 Length of Program.** Total duration for MPhil/MS program is 1.5 to 4 years.

**4.4 Semester Duration**

- a. Duration of a regular semester will be 16-18 weeks.
- b. A special intensive summer semester will be offered with a minimum duration of 8 weeks.
- c. Summer semester must cover the same course contents and all formalities as in a regular semester.
- d. Only one summer semester will be offered in a calendar year.

**4.5 Registration of Courses.** At the beginning of a semester, a student shall register online in the course(s) being offered by the department.

- a. A student shall normally be required to register for 9 to 12 credits in a semester. However, the HoD may allow a student to register for 3 to 15 credits in a semester as a special case.
- b. In summer semester a student may register for a maximum of two courses only.

- c. In the second or a subsequent semesters a student may improve/repeat courses in which he obtained C/F grade provided it is within limits of *Para 'a'* above.
- d. The HoD shall forward the list of students repeating/improving courses to Finance Branch for issuance of fee challan forms for payment within first 21 days of a semester.
- e. The Finance Branch must issue challans within four working days of the receipt of letter /names from the departments.
- f. After deposit of fee, the HoD will forward the list of students repeating/improving the courses to Academic/Examination Branch within 28 days of commencement of a semester for approval.
- g. A student may drop course(s) within first six weeks of a semester on the recommendation of the HoD concerned without refund of fee and without reporting the grade and counting towards repeat/improve chances.
- h. Students are not allowed to register in more than one degree program in NUML or anywhere concurrently.

4.6 **Grading & Evaluation.** The performance of students is evaluated through a system of continuous testing spread over the entire duration of semester. In addition to the final examination given at the end of each semester, students are tested through mid-term examination and internal evaluation consisting of a series of short quizzes, class discussions, written assignments, presentations, and class projects etc, all of which contribute to the final grade.

4.7 **Course Evaluation Breakdown.** The breakdown of course evaluation is as under:

<u>Weightage</u>	<u>Mode of Evaluation</u>
20%	Continuous Assessment
30%	Mid Semester Examination
50%	End Semester Examination

4.8 **Grading Ranges.** Absolute grading system with following ranges\* will be used:-

<b>Grades</b>	<b>Percentage</b>	<b>Grade Points</b>
A1	90% and above	4.00
A2	80-89%	4.00
A3	77-79%	3.66
B1	74-76%	3.33
B2	70-73%	3.00
B3	67-69%	2.66
C1	64-66%	2.33
C2	60-63%	2.00
D	50-59%	1.50
F	49% or below	0.00

\* Minimum grade for MS and PhD will be C2 (2.00)

#### 4.9 **Transfer of Credits**

- a. Credits may be considered for transfer from other local or foreign accredited universities/institutes of similar quality if they are relevant and appropriate to an MS/MPhil/PhD program in a discipline approved by NUML.
- b. Following rules will be applicable for the transfer of credits:-
  - i. Only MS/MPhil/PhD level courses in which atleast a 'B' grade or its equivalent was received shall be considered for transfer.
  - ii. A maximum of 50% of total credits for a program may be transferred but the grades will not be transferred. Transcript will reflect the grades of transferred courses but the grades will not be used for calculation of CGPA.
  - iii. The transfer of credits will be recommended by concerned Dean keeping in view time duration of course work and deficiencies, if any. Academic branch will process the case for approval of Rector and notify the transfer of credits.
- c. Following procedure will be followed for transfer of credits:-
  - i. The applicant shall apply to the Academic Branch on the credit transfer application form available on the university website (**Anx D**). The application must accompany the transcript of current program and copies of certificates/degrees from matric onwards.
  - ii. Director Academic will forward complete application to the concerned Faculty for evaluation/recommendations.
  - iii. The Dean will hand over the application to concerned HoD for evaluation of transfer of credits as per following parameters:-
    - (a) The amount of time spent in the previous Institution for completion of course work will be considered towards the total duration of course work/program specified by the university. It would be ensured that the student would be able to complete the remaining course work within the time limit specified by the "Timelines" (**Anx B and Anx C**).
    - (b) Minimum grade for transfer of a course will be "B", (3.0/4.0) or its equivalent.
    - (c) Deficiencies, if any, from NUML curriculum to be made up by the applicant must be specified clearly.
    - (d) The credits to be transferred must be specified clearly indicating the number of credits and grades.

- (e) The applicant must fulfill the pre requisites for admission to the program for which he is applying.

4.10 **Academic Deficiencies.** A student under one or more of the following conditions is considered to be academically deficient:

- a. Failure in a course
- b. SGPA less than 2.00
- c. CGPA less than 2.50
- d. Attendance less than 75%

4.11 **Disposal of Academically Deficient Students.**

- a. Academically deficient students are categorized as follows:
  - i. Placed on probation.
  - ii. Relegated to a junior class
  - iii. Ceased from university
- b. The deficiency status will be reflected in the final result notification issued by the examination branch.

4.12 **Probation.** A student will be placed on probation if he earns a CGPA of 2.00 or more but less than 2.50 in any semester.

4.13 **Relegation.** Relegation means that a student is not promoted and is allowed to repeat / improve courses of his previous semester (s). A student may be relegated due to following:-

- a. If a student earns less than 2.00 SGPA in Ist semester, he will not be promoted but will be allowed to repeat his full semester.
- b. If a student fails in more than 50% of the registered courses.
- c. On disciplinary grounds.

4.14 **Ceased.** Ceased means that a student is considered unsuitable to continue his studies and his name is removed from the program. A student may be ceased due to following reason(s):-

- a. If a student earns 2<sup>nd</sup> relegation due to any reason.
- b. If a student fails to achieve a CGPA of 2.5 even after availing maximum improvement chances (i.e three chances) within two years (maximum course work duration).
- c. If a student remains absent for 10 working days without sanctioned leave during a semester
- d. If a student does not freeze or register in a semester (***Para 4.17 and 4.18***) within first 30 days of a semester.
- e. On disciplinary grounds.

- f. If a student exceeds the maximum time duration of the program i.e four years.
- g. If a student fails to defend his **Research Proposal/Synopsis** by the end of 4<sup>th</sup> month of 5<sup>th</sup> semester (maximum two attempts), his case will be referred to BASR. BASR may cease the student.
- h. If a student fails to submit his **Final Thesis** despite availing extensions and issuance of 3<sup>rd</sup> warning letter, his case will be sent to BASR for dismissal.
- i. If a student fails to achieve the required/ acceptable similarity index of 19% even after availing 3 attempts.

4.15 **Attendance Requirements.** As per ***Para 3.14 of Chapter 3.***

4.16 **Repetition / Improvement of Courses**

- a. A student must repeat a course in which he earns 'F' grade.
- b. A student may improve his CGPA by improving courses in which he obtained 'C' grade. However, a student can only improve a maximum of 3 courses during the course work.
- c. The student repeating/improving a course will be required to complete all formalities applicable to a regular course , that is, mid semester examination, end semester examination, internal evaluation based on quiz, assignment, projects etc. The attendance policy will be applicable as in regular course.
- d. It will be the student's responsibility to repeat/improve courses within the prescribed time limits to avoid relegation and / or cease due to 'F' grades.
- e. Repetition of courses may be done in summer or with junior classes or whenever the course is offered (subject to availability of necessary resource, faculty and date sheet limitations etc). The minimum duration of a specially arranged repeat course will be at least 8 weeks.
- f. The students desirous of improving a course will apply to the HoD for permission to repeat a course. The application, if approved by the Dean / HoD will be handled as per ***Para 4.5.***
- g. If a student repeats/improves a course, both of his grades will be reflected on his transcript. However, better grade will be used for calculation of CGPA.
- h. The change in academic status, if any, will take effect from the date of notification of result of repeated/improved courses.

4.17 **Semester Freeze.** As per ***Para 3.17 of Chapter 3.*** However, MPhil/MS students are allowed to freeze only one semester during entire course work duration. Freeze of first semester is not allowed.

4.18 **Continued Registration for Completion of a Program.** If a student has completed minimum duration of a course of study / program specified by the university and still is not eligible for award of degree, he will continue to pay fee for the research phase till the formal submission of thesis as per ***Para 4.26a*** or completes the maximum duration allowed for the program. If a student fails to register and pay the fee within 30 days of the start of a semester, he will be ceased. The Department will forward his case for cancellation of his registration to Academic Branch with information to examination Branch. The Academic Branch will process the case for cancellation of his registration.

### **RESEARCH PHASE**

#### 4.19 **Allocation of Supervisor.**

- a. A student who fulfills the requirements of course work will consult faculty members of his department from his research area for formal consent. He will get the ***Form MSTH1 (Anx E)*** signed from his proposed supervisor. The form will be countersigned by the HoD and approved by the Dean.
- b. The eligibility of supervisor will be as per HEC rules on the subject.
- c. The maximum number of MPhil/MS students working under supervision of a faculty member will be as per HEC policy.
- d. Supervisor shall ensure that synopsis/thesis is prepared as per the approved format of the Faculty.
- e. Students are allowed to have a co-supervisor with the approval of HoD/Dean. However, students working in inter-disciplinary fields will be required to have a co-supervisor from the related field.
- f. The coordinator will ensure and pursue supervisor for timely issuance of progress report ***MSTH2 (Anx F)*** and warning letters by the Department/Faculty as per requirements of the "Timeline".

4.20 **Change of Supervisor.** Supervisor may be changed in case of extra ordinary circumstances. Following procedure will be adopted:-

- a. The student will apply to HoD on ***MSTH3 (Anx G)*** form for the change of supervisor by mentioning the reasons.
- b. The student will give an undertaking that he is responsible for meeting all deadlines/Timelines. He should state that he understands that no extension or relaxation will be given in the prescribed Timeline because of change of his supervisor.

- c. Remarks /consent of the current and proposed supervisor will be obtained on MSTh2 Form. If the change is approved by the Dean, it will be processed for the provisional approval of FBS.
- d. Final approval for the change will be given by BASR.

#### 4.21 **Proposal Defence**

- a. The student will prepare his research proposal under guidance of his supervisor. The same will be presented in a meeting of GAC. The result of the Defense will be declared on ***MSTH4 Form (Anx H)***. The department must hold the meeting of GAC at least twice in a semester.
- b. The result will be provisionally approved by FBS.
- c. Final approval of the result will be given by BASR.
- d. Proposals must be prepared according to the guidelines and format provided by the respective Faculty.
- e. All proposals shall be run on Turnitin by the department to ensure permissible similarity index and it must be certified by the Supervisor.
- f. Proposals prepared in foreign languages shall have an English / Urdu version as well.
- g. A maximum of two attempts are allowed for proposal defence. However, he must defend his proposal by the end of 4<sup>th</sup> month of 5<sup>th</sup> semester, failing which he will be ceased.
- h. Synopsis will be presented in the target language with a brief in English/Urdu.
- i. Questions may be asked in the target language or English/Urdu and replies shall be given in the language the question is asked.

4.22 **Length of Thesis**. Minimum length of thesis including footnotes/ end notes but excluding prefatory pages, references, bibliography and annexure/s is as under:-

- a. Faculty of Engg and Computer Science = 15000 words
- b. All other Faculties = 25000 words

#### 4.23 **Plagiarism Check of Thesis**

- a. Hard and soft copies of thesis will be submitted to QEC by respective Faculties for plagiarism check and similarity Index evaluation.
- b. Students must state if they or their supervisors have already run their theses on Turnitin so that necessary steps are taken to avoid getting high similarity indices.
- c. NUML shall not take any responsibility if incomplete information is provided.



- d. The departmental coordinator will get the final report from QEC within six working days of the submission.
- e. Turnitin report, submitted by QEC, shall be considered as valid and final.
- h. There is a provision of only TWO ATTEMPTS for achieving acceptable similarity index of 19% or below. For the third attempt case will be placed before BASR for approval.
- i. No thesis shall be sent for evaluation unless the similarity index falls within the permissible limit.
- j. In case of re-Defense with major changes, it will be treated as a fresh plagiarism check. Earlier plagiarism attempts will not be counted.
- k. If a student fails to achieve the required/ acceptable similarity index of 19% in three attempts, he will be ceased from the program.
- l. Plagiarism detected at any point, even after issuance of degree, is punishable under law as per HEC policy on plagiarism.
- g. NUML has zero-tolerance on submission of fraudulent or plagiarized data/thesis/papers. Such cases will be forwarded to the Plagiarism Standing Committee of the university (PSC).

#### 4.24 **Plagiarism Check and Similarity Index (If Software is Not Available)**

- a. In disciplines where plagiarism check software is not available, an affidavit prepared on Rs.100/- stamped paper duly signed by the student and countersigned by the supervisor shall be submitted.
- b. The text of the affidavit shall be provided by the respective Faculty.

4.25 **Thesis Grading:** The Thesis shall be graded for 200 marks for allocation of grade. However, minimum passing grade is "B3" (2.66 points). The Faculties will formulate their own policies for breakdown of 200 marks and forward the same to the Examination Branch for seeking approval of the competent authority.

#### 4.26 **Evaluation Procedure**

- a. After successful plagiarism check report from QEC, the student will formally submit his thesis to his supervisor (***See Para 4.18*** also). The Dean on the recommendations of HoD and coordinator will send the thesis to one external and one internal reviewer within 10 working days. The identity of the evaluator will be kept confidential. In case, the student is a NUML faculty member, the thesis will be sent to two external reviewers and no internal reviewer from the University. However, in the case of languages if external reviewers are not available two internal reviewers will be taken from NUML.

- b. Evaluation reports shall be shared with the scholar to ensure incorporation of changes before Defense.
- c. If a student fails to submit his thesis formally by the end of 6<sup>th</sup> semester, he will be given one month extension and issued a warning (**Anx B**). Another extension and 2<sup>nd</sup> warning will be given after another 30 days. If he fails to submit his thesis even after two extensions he will be ceased from the program.

#### 4.27 **Composition of Thesis Defense Committee (TDC)**

- a. Concerned Dean\*                      Chairman
- b. Concerned Head of Deptt
- c. External Examiner
- d. Internal Examiner
- e. Supervisor
- f. Co-Supervisor (If appointed)
- g. Subject Expert (optional)
- h. Director Academic (Non-voting member)
- i. Director QEC.(Non-voting member)

\*Note: If the Dean is the supervisor of the student, the senior most PhD qualified faculty member of the Department will chair the meeting.

#### 4.28 **Thesis Defense:**

- a. Thesis defense will be an Open Defense which will be held only after all reports have been received and reviewed by the Supervisor and proposed changes, if any, have been incorporated. After the open defense a close viva/Defense session may be conducted by the TDC.
- b. Result of defence will be declared on **MSTh5 (Anx I)**
- c. After Defense, the scholar will be responsible to resubmit the dissertation to his supervisor after incorporation of all changes. The supervisor will obtain approval of HoD/Dean.
- d. Finally, the student will submit the error free bound copy of the thesis to his HoD for approval/signature of Dean.

#### 4.29 **Thesis Re-Defense**

- a. A student failing in the Ist attempt of defense may be given another chance upon the recommendation of TDC. No Third chance is given. The TDC reserves the right (on a majority decision) to reject a thesis without giving second chance if the performance of the student is extremely poor. Plagiarism check of the revised document is mandatory for re-defense.

- b. Plagiarism check attempts carried out for the Ist defense will not be counted as chance(s) for the plagiarism check of the revised document.

4.30 **Allocation of Grade**

- a. The thesis will be assigned grade per grading ranges specified in ***Para 4.8***. However, minimum pass grade for a thesis will be B3 (2.66 points).
- b. The grade will be used in calculation of CGPA and will be reflected on the transcript.

4.31 **Completion of MPhil/MS Degree.** A student must register for all semesters till submission of his MPhil/MS thesis (***Para 4.26a***). However, the date of notification for M. Phil/M.S degree will be treated as completion date of the degree.

## **CHAPTER -5**

### **PhD PROGRAM**

Rules for PhD program have been formulated in the light of HEC guidelines. However, these rules are subject to changes/amendments because of time to time changes in HEC rules/policies. Milestones specified by the Timeline (**Anx C**) have been incorporated in these rules.

#### **5.1 Eligibility Criteria for PhD**

- a. CGPA of 3.0/4.0 in MPhil/MS/Equivalent degree in the Semester System **OR** First Division in the Annual System.
- b. GAT- Subject/International GRE (subject) score as determined by HEC.
- c. Passing of entrance test/interview conducted by the university.

**5.2 Degree Requirements.** NUML awards PhD degrees to the students who fulfill following conditions:-

- a. Completion of 18 credits of course work with a minimum CGPA of 2.5.
- b. Passing of Comprehensive Examination.
- c. Successful completion of thesis/dissertation. The thesis/dissertation will comprise of 24 credits.
- d. Publication/acceptance letter for the research paper in the relevant field in HEC specified Journal.

**5.3 Length of Program.** Total duration for PhD program is 3-8 years.

#### **5.4 Semester Duration**

- a. Duration of a regular semester will be 16-18 weeks.
- b. A special intensive summer semester will be offered with a minimum duration of eight weeks.
- c. Summer semester must cover the same course contents as in a regular semester.
  - a. Only one summer semester will be offered in one calendar year.

**5.5 Registration of Courses.** At the beginning of a semester, a student shall register online in the course(s) being offered by the department.

- a. A student shall normally be required to register for courses of 9 credits in a semester. However, the HoD may allow a student to register for 3 to 12 credits in a semester as a special case.
- b. In summer semester a student may register for a maximum of two courses.

- c. In second or a subsequent semester, a student may improve/repeat courses in which he obtained C/F grade provided it is within limit of para 'a' above.
- d. The HoD shall forward the list of the students repeating/improving courses to Finance Branch for issuance of fee challan forms for payment within first 21 days of a semester.
- e. The Finance Branch must issue challans within four working days of the receipt of letter /names from the departments.
- f. After deposit of fee, the HoD will forward the list of students repeating/improving course(s) to Academics /Examination Branch within 28 days of a semester for approval.
- g. A student may drop course(s) within first six weeks of a semester on the recommendation of the HoD concerned without refund of fee but without reporting the grade and counting towards repeat/improve chances.
- h. The students are not allowed to register in more than one degree programs in NUML or anywhere concurrently.

5.6 **Grading & Evaluation.** The performance of students is evaluated through a system of continuous testing spread over the entire duration of a semester. In addition to the final examination, the students are also tested through mid-term examination and internal evaluation consisting of a number of quizzes, class discussions, written assignments, presentations, and class projects etc., all of which contribute to the final grade.

5.7 **Course Evaluation Breakdown.** The breakdown of a course is as follows:

<u>Weightage</u>	<u>Mode of Evaluation</u>
20%	Continuous Assessment
30%	Mid Semester Examination
50%	End Semester Examination

5.8 **Grading Ranges.** Absolute grading system with following ranges\* will be used:-

<b>Grades</b>	<b>Percentage</b>	<b>Grade Points</b>
A1	90% and above	4.00
A2	80-89%	4.00
A3	77-79%	3.66
B1	74-76%	3.33
B2	70-73%	3.00
B3	67-69%	2.66
C1	64-66%	2.33
C2	60-63%	2.00
D	50-59%	1.50
F	49% or below	0.00

\* Minimum grade for MS and PhD will be C2 (2.00)

5.9 **Transfer of Credits.** As per ***Para 4.9 of Chapter 4.***

5.10 **Academic Deficiencies.** A student under one or more of the following conditions in a semester final result is considered academically deficient:

- a. Failure in a course
- b. SGPA less than 2.00
- c. CGPA less than 2.50
- d. Attendance less than 75%

5.11 **Disposal of Academically Deficient Students.**

- a. Academic deficient students are categorized as follows:
  - i. Placed on probation.
  - ii. Relegated to next junior class
  - iii. Ceased from the university
- b. The deficiency status will be reflected in the final result notification issued by the examination branch.

5.12 **Probation.** A student will be placed on probation if he earns a CGPA of 2.00 or more but less than 2.50 in any semester.

5.13 **Relegation.** Relegation means that the student is not promoted and is allowed to repeat / improve courses of his previous semester. A student may be relegated due to following:-

- a. If a student earns less than 2.00 SGPA in 1st semester, he will not be promoted but will be allowed to repeat his full semester.
- b. If a student fails in more than 50% of the registered courses.
- c. On disciplinary grounds.

5.14 **Ceased.** Ceased means that a student is considered unsuitable to continue studies at the university and his name is removed from the program. A student may be ceased due to following reason(s):-

- a. If a student earns 2<sup>nd</sup> relegation due to any reason.
- b. If a student fails to achieve CGPA of 2.5 even after availing maximum improvement chances (i.e two chances) within two years (maximum course work duration).
- c. If a student remains absent without sanctioned leave for 10 working days during a semester.
- d. If a student neither freezes his semester nor registers in the semester (***Para 4.17 and 4.18 of Chapter 4***) within first 30 days of a semester.
- e. On disciplinary grounds.

- f. If a student exceeds the maximum time duration of the program i.e eight years.
- g. If a student fails to clear his comprehensive exam by the end of 5<sup>th</sup> semester. (Maximum two attempts).
- h. If a student fails to successfully defend his **Research Proposal/Synopsis** upto the end of 6<sup>th</sup> semester (maximum two attempts).
- i. If a student fails to submit his **Final Thesis** after fulfilling all formalities despite availing extension by the end of 12<sup>th</sup> semester his case will be referred to BASR for dismissal. The BASR may cease the student.
- j. If a student fails to achieve the required/ acceptable similarity index of 19% even after availing 3 attempts

5.15 **Attendance Requirements.** As per *para 3.14 of Chapters 3.*

5.16 **Repetition / Improvement of Courses.** PhD scholars are allowed to **improve only two courses** during the entire study program. Other rules are same as for M. Phil program (*Para 4.16 of Chapter 4*).

5.17 **Semester Freeze.** The rules are same as for MPhil/MS given in *Para 4.17 chapter 4.*

5.18 **Continued registration for completion of program.** If a student has completed minimum duration of a course of study / program specified by the university and still is not eligible for award of degree, he will continue to pay fee for the research phase till the formal submission of thesis as per *Para 5.26* or completes the maximum duration allowed for the program. If a student fails to register and pay the fee within 30 days of the start of a semester, he will be ceased. The Department will forward his case for cancellation of his registration to Academic Branch with information to examination Branch. The Academic Branch will process the case for cancellation of his registration.

## **RESEARCH PHASE**

5.19 **Allocation of Supervisor**

- a. A student who fulfills the requirements of course work will consult faculty members of his department from his research area. He will get the Form **PhDTH1 (Anx J)** signed from proposed supervisor. The form will be countersigned by the HoD and approved by the Dean.
- b. The eligibility of supervisor will as per HEC rules on the subject.
- c. The maximum number of PhD students working under the supervision of a faculty member will be as per HEC policy.
- d. Supervisor shall ensure that synopsis/thesis is prepared as per approved format of the Faculty.

- e. The students are allowed to have a co-supervisor with the approval of HoD/Dean. However, students working on inter-disciplinary fields will be required to have a co-supervisor from the related field.
- f. The coordinator will ensure and pursue supervisor for timely issuance of progress report **PhDTH2 (Anx K)** and warnings by the Department/Faculty as per requirements of the "Timeline".

5.20 **Change of Supervisor.** Supervisor may be changed in case of extra ordinary circumstances. Following procedure will be adopted:-

- a. The scholar will apply to HoD on **PhDTH3 (Anx L)** for the change of supervisor by mentioning the reasons.
- b. The student will give an undertaking that he is responsible for meeting all deadlines/Timelines. He should state that he understands that no extension or relaxation will be given to him in the Timeline because of change of his supervisor.
- c. Remarks /consent of the current and proposed supervisor will be obtained on **PhDTh3 Form**. If the change is approved by the Dean, it will be processed for the provisional approval of FBS.
- d. Final approval for the change will be given by BASR.

5.21 **Comprehensive Examination.** The comprehensive exam is conducted to assess the preparedness of a scholar to take on his PhD research. The exam should adequately cover areas/specializations of the Department/Field. The comprehensive exam will be based on the course work offered by the Department. In addition, it may also cover other areas specific to the discipline. Faculties/Departments offering PhD program will prepare details/areas to be covered by the exam and get these approved from the competent authority. A broad outline of the topics/curriculum/subjects to be covered must be given to the students well in time. Procedure for conduct of the exam is as follows:-

- a. Duration of written exam will be at least 3 hours and passing marks will be 70%. However, the marks/grades will not be counted towards his GPA.
- b. The result of the examination will be reviewed by GAC of the Department and the student may be assigned extra courses to be passed before taking on the research.
- c. Comprehensive examination will be conducted twice in a regular semester and all eligible candidates may appear in the exam.
- d. A maximum of two attempts are allowed for the passing of the exam.
- e. Result of comprehensive Exam will be declared on **PhDTh4 (Anx M)**.



## 5.22 **Proposal Defence**

- a. The student will prepare his research proposal under guidance of his supervisor. The same will be presented in a meeting of GAC. The result of the Defense will be declared on ***PhDTH5 Form (Anx N)***. The Department must hold meeting of the GAC at least twice in a semester.
- b. The result will be provisionally approved by FBS.
- c. Final approval of the result will be given by BASR.
- d. The proposal must be prepared according to the guidelines provided by the respective Faculty.
- e. All proposals shall be run on Turnitin to ensure permissible similarity index and it must be certified by the Supervisor.
- f. Proposals prepared in foreign languages shall have an English / Urdu version as well.
- g. Proposal will be presented in the target language with a brief in English/Urdu.
- h. Questions shall be asked in the target language and English/Urdu and replies shall be given in the language in the question is asked.
- i. If the scholar fails in proposal defence in first attempt, he will be given one more chance/attempt to defend a new/same proposal. However, he must complete his defense by the end of 6<sup>th</sup> semester, failing which he will be ceased.

5.23 **Length of the Thesis.** Minimum length of thesis including footnotes/ end notes but excluding prefatory pages, references, bibliography and annexure/s is as under:-

- |    |                                       |   |                      |
|----|---------------------------------------|---|----------------------|
| a. | Faculty of Engg and Computer Sciences | = | 30000 words          |
| b. | Faculty of Management Sciences        | = | 50000 words          |
| c. | Faculty of Social Sciences            |   |                      |
|    | i. Quantitative Research              | = | 55000 to 60000 words |
|    | ii. Qualitative Research              | = | 75000 to 80000 words |
| d. | Faculty of Languages                  | = | 75000 to 80000 words |

5.24 **Plagiarism Check of Thesis.** Rules are same as MPhil (***Para 4.23, Chapter 4***).

5.25 **Plagiarism Check and Similarity Index (If Software is Not Available)** Rules are same as MPhil in ***Para 4.24 of Chapter 4***.

## 5.26 **Evaluation Procedure**

- a. After successful plagiarism check report from QEC the student will formally submit his thesis to his supervisor (See ***Para 5.18*** also). The Dean on the recommendations of HoD/coordinator will send the thesis to one external and one internal reviewer within 10 working days. The identity of the evaluator

will be kept confidential. In case, if the Scholar is a NUML faculty member, the Thesis will be sent to two external reviewers and no internal reviewer from the University. However, in case of languages if external reviewers are not available two internal reviewers will be taken from NUML.

- b. Timely evaluation of the thesis will be ensured and reminders to evaluator(s) shall be sent by HoD under intimation to the Dean. In case of excessive delay, reviewer shall be changed by the Dean.
- c. Evaluation reports shall be shared with the scholar to ensure incorporation of changes before Defense.
- d. If a student fails to submit his thesis formally by the end of 10<sup>th</sup> semester he will be issued a warning by HoD/Supervisor (**Anx C**).
- e. If the student fails to submit his thesis despite first warning even upto the end of 11<sup>th</sup> semester his case will be placed for another extension in FBS. If approved, he will be issued 2<sup>nd</sup> warning by his HoD/Supervisor.
- f. If the student fails to submit his thesis even after 2<sup>nd</sup> warning upto the end of 12<sup>th</sup> semester, his case will be referred to BASR for extension/ceasing.

#### 5.27 **Foreign Evaluation of Thesis**

- a. After successful plagiarism check, the thesis will also be sent to two foreign evaluators by the HoD/Dean on the recommendations of coordinator as per HEC policy/approved list of countries. The identity of the evaluator will be kept confidential.
- b. Approved remuneration will be paid to the foreign reviewer as per NUML/HEC policy.
- c. Timely receipt of reports from foreign evaluators will be the responsibility of the HoD.

#### 5.28 **Publication of Research Paper**

- a. Publication of at least one research paper based on the PhD research is mandatory. The researcher should be the Principal Author. The paper must be published in an HEC approved Journal of specified category by the end of 12<sup>th</sup> semester. Published paper/acceptance letter from the Journal is required for scheduling/holding of PhD defence.
- b. Final defense of the student shall not be conducted unless all the requirements for awarding PhD degrees as per HEC criteria are fulfilled (including acceptance/publication of research paper).

### 5.29 **Composition of Thesis Defence Committee (TDC)**

- a. Concerned Dean\*                      Chairman
- b. Concerned Head of Deptt
- c. External Examiner
- d. Internal Examiner
- e. Supervisor
- f. Co-Supervisor (If appointed)
- g. Subject Expert (optional)
- h. Director Academics (Non-voting member)
- i. Director QEC.(Non-voting member)

\*Note: If the Dean is the supervisor of the student, the senior most PhD qualified faculty member of the Department will chair the meeting.

### 5.30 **Thesis Defense**

- a. Thesis defense will be an Open Defense which will be held only after all reports have been received and reviewed by the Supervisor and proposed changes, if any, have been incorporated. After the open defense a close viva/Defense session may be conducted by the TDC.
- b. Result of defence will be declared on ***Form PhDTh6 (Anx O)***.
- c. After Defense, the scholar will be responsible to resubmit the spiral bound copy of dissertation to his supervisor after incorporation of all changes. The supervisor will obtain approval of HoD/Dean on this copy.
- d. Finally, the student will submit the error free bound copy of the thesis to his HoD for approval/signature of Dean.

### 5.31 **Thesis Re-Defense**

- a. A student failing in the Ist attempt of defense may be given another chance upon recommendation of the TDC. No Third chance is given. The TDC reserves the right (on a majority decision) to reject a thesis without giving second chance if the performance of the student is extremely poor. Plagiarism check of the revised document is mandatory for re-defense.
- b. Plagiarism check attempts carried out for the Ist defense will not be counted as chance(s) for the plagiarism check for the revised document.

5.32 **Thesis Grading.** PhD thesis shall be graded as under:- (the grade will be reflected on the transcript)

- a. Distinction: Unconditional pass – no changes / amendments.
- b. Honors: Pass with minor revisions–some changes/amendments required.
- c. Pass: Satisfactory Thesis and satisfactory performance or pass in 2<sup>nd</sup> attempt.

5.33 **Completion of PhD Degree.** A student must register for all semesters till formal submission of his PhD Thesis (***Para 5.26a***). However, date of notification for PhD degree will be treated as completion date of the degree.

## **CHAPTER - 6**

### **NON DEGREE PROGRAMS**

- 6.1 **Types of Programs:** Non degree program are categorized as follows:-
- a. Programs of one semester are titled Foundation, Certificate and Diploma
  - b. Programs of two semesters are titled Diploma, Advanced Diploma or Interpretership.
- 6.2 **Types of Examination**
- a. **Oral Examination.** Oral Examination will comprise of examination conducted by the university as part of continued assessment or viva voce. Marks will be allocated according to the syllabus.
  - b. **Written Examination.** Written Exam will comprise all written papers
- 6.3 **Scheme of Examination**
- a. **Regular Programs.** Following will be the general scheme of examination for the Non-Degree Programs:
    - i. **Mid-Semester Exam.** Midterm Examination will be conducted at the end of the 8<sup>th</sup> week of the semester by all departments except English (FC) Division/allocation of marks will be determined by the respective department(s).
    - ii. **Final Examination.** At the end of a semester the students will be evaluated on the syllabus prescribed for the entire semester.
  - b. **Special Programs:** Special Programs will be conducted on the request of user agencies, for which the duration and evaluation will be determined by the department concerned in consultation with the user agency.
- 6.4 **Conduct of Examination**
- a. **Regular Examination.** At the end of a program, an examination will be conducted on the syllabus prescribed for the program.
  - b. **Supplementary Examination.** The Supplementary examination will be held for the candidates who are unable to clear or appear in the regular examination for which they are eligible.
  - c. **Special Examination.** The University may arrange for special tests/ examination exclusively for user organizations.
- 6.5 **Eligibility Criteria for Regular Examination:** Eligibility for examination is determined on the basis of the candidate's status. There are two types of candidates:

- a. **Regular candidates.** Must be enrolled students and have a minimum of 75% attendance for non-sponsored students and 80% for sponsored students for issuance of roll number slips.
- b. **External/Sponsored.** External candidates are sponsored by user agencies and diplomatic missions etc and are not enrolled students of NUML. The process of registration is carried out by the user agencies/candidates. External candidates must clear all dues before being allowed to appear in the examination.

6.6 **Eligibility for Appearing in Supplementary Examination.** Supplementary examination will be held periodically by the university after the result of the Regular Examination has been declared. Only one chance will be given to candidates of one semester duration programs; two chances to two semester duration programs and three chances to a three semester duration program. There is no Supplementary Examination after the Mid-Semester Examination.

6.7 **Make Up Test/Examination.** A student who misses one or more papers of periodical test/examination because of sanctioned leave or for reasons beyond his control will be eligible for appearing in makeup test/exam in the paper(s) he missed within a period of 15 days of the end of the test/exam subject to the approval of the Director Examination.

#### 6.8 **Assessment and Evaluation**

- a. Marks obtained will be rounded off to the nearest whole number 0.5 or more will be rounded off to one. Fractions of less than 0.5 will be counted as zero.
- b. Marks obtained by candidates in the periodical test/s and examination will be added and given weightage as per breakup given below:
  - i. Mid Semester: 40%
  - ii. End Semester: 60%
- c. Assessment for programs where there is no Midterm Examination will be made on the basis of the Final Examination only.

6.9 **Grading Ranges:** Candidates will be assigned grades follows:-

A = 80% and Above

B = 70% to 79%

C = 60% to 69%

D = 50% to 59%

Fail (Below 50%)

Minimum pass marks are 50% in each paper and also in aggregate. A candidate will have to pass each written exam separately and oral papers in aggregate.

6.10 **Rechecking of Answer Sheets.** Re-checking of answer sheets will be done as per criteria set for undergraduate programs.

6.11 **Issuance of Certificates/Diplomas.** All certificates/Diplomas will be issued as per NUML Regulations for Degree programs.

## **CHAPTER – 7**

### **RULES FOR EXTERNAL CANDIDATES**

7.1 **Eligibility.** Candidates who have passed Bachelor's Degree (14 years) or other equivalent examination recognized by the Higher Education Commission are eligible to appear in the exam. However, there must be at least one year gap after graduation for appearing in Part-1 of the examination as an external candidate.

7.2 **Procedures.** Following conditions are set for the candidates:-

- a. Examination for external students shall be held on annual basis part wise.
- b. One year gap after graduation is mandatory for a student to appear in Part I of the examination.
- c. Candidate will be required to appear in only five papers in Part 1 examination.
- d. Pass percentage for each paper is 50%.
- e. It is mandatory to pass three out of five papers to become eligible for the supplementary examination.
- f. Supplementary examination will be held after six months of the annual examination and candidate failing in 50% or less subjects will appear in the examination.
- g. Part II of examination will be held after one year of Part I examination.
- h. Subsequent to Part II examination, the candidate will be eligible to avail three consecutive supplementary chances.
- j. Such candidates will avail first chance of supplementary exam after six months and the second chance with the next annual exam.
- k. In case a candidate fails to qualify his papers within prescribed period the registration of the student will be cancelled. However he can appear again as a fresh candidate.
- l. The degree will only be awarded after completion of the course requirements of the program.

7.3 **Syllabus.** The syllabus for external degree candidates will be prepared by the concerned departments covering the requirements of the subject for the award of the degree.

7.4 **Provision of Sample Question Papers.** After registration, University will provide a copy of syllabus along with sample question papers to the candidates.



7.5 **Schedule for Examination.** The external examination will be conducted twice a year. An advertisement for the said examination will be published in newspapers by the Examination Branch.

7.6 **Registration of Students.** After advertisement, students desirous of appearing as external candidates will get themselves registered as external candidates after paying the prescribed fee. The University will issue them registration numbers.

7.7 **Conduct of Examination.** The Examination Branch, shall be responsible for the conduct of the examination.

7.8 **Issue of Date Sheet.** The Director Examination will notify the schedule of various papers. A copy of the same shall be placed on NUML web site and Roll No. Slips will be issued to the registered candidates.

7.9 **Setting of Question Papers.** Question papers will be prepared by respective HoD.

7.10 **Detailing of Superintendent/Invigilators for the Examination.** The Director examination will appoint a Superintendent of examination, with the approval of Rector. The Regional Directors will appoint centre superintendent for external exam and provide a copy of duty list to the Director Examination.

7.11 **Deposit of Answer Sheets.** The superintendent shall be responsible to hand over/dispatch the answer sheets to the Director examination

7.12 **Marking of Answer Sheets.** The Director examination will get the answer sheets marked from Dean/HOD of the respective department.

7.13 **Evaluation and Compilation of Results** Answer sheets shall be evaluated and result shall be compiled by respective Dean/HOD and submitted to the examination branch within the stipulated time.

7.14 **Announcement of Results.** The results will be announced after approval of the competent authority.

7.15 **Issue of Degrees.** Degrees shall be issued to the successful candidates by the examination branch on payment of prescribed fee as notified by the university.

7.16 **Appeals.** As per university rules for regular students.

7.17 **Remuneration.** The faculty/staff who will be involved in the conduct of examination and evaluation and compilation of result will be paid according to the prescribed rates of honoraria with the approval of the competent authority.



## **Anx A**

### **COMPOSITION OF GRADUATE ADVISORY COMMITTEE (GAC)**

1. Concerned Dean - Chairman
2. Concerned HoD
3. External Member
4. Supervisor
5. Co-Supervisor (if appointed)
6. Program Coordinator

### **COMPOSITION OF THESIS DEFENCE COMMITTEE (TDC)**

1. Concerned Dean\* Chairman
2. Concerned Head of Deptt
3. External Examiner
4. Internal Examiner
5. Supervisor
6. Co-Supervisor (If appointed)
7. Subject Expert (optional)
8. Director Academic (Non-voting member)
9. Director QEC (Non-voting member)

\*Note: If the Dean is the supervisor of the student, the senior most PhD qualified faculty member of the Department will chair the meeting.


**Anx B**
**Timeline for MPhil/MS**

	Year 1		Year 2		Year 3			Year 4			
Task	Sem 1	Sem 2	Sem 3	Sem 4	Sem 5		Sem 6	Sem 7		Sem 8	
Course				(a)							
Research Proposal (RP)					RP-1	RP-2	(b)				
Thesis Writing						Progress Report 1	Progress Report 2	(c)			
Submission of Thesis					2 months	2 months	2 months		Extension for 1 Month	After 30 Days	Evaluation and Final Defense
Deadline				Course – Work	Synopsis 1	Synopsis 2			FBS	FBS 2 <sup>nd</sup> Warning	Struck off

a- Maximum Deadline for Course Work

b- Deadline for Synopsis

c- Deadline for Thesis submission (In case of Failure 1<sup>st</sup> Warning)

2<sup>nd</sup> Warning

3<sup>rd</sup> Warning (In Case of failure case be processed for SOR after 15 days)



### Timeline for PhD

	Year1		Year2		Year 3		Year 4		Year 5		Year 6		Year 7		Year 8			
Task	Sem 1	Sem 2	Sem 3	Sem 4	Sem 5	Sem 6	Sem 7	Sem 8	Sem 9	Sem 10	Sem 11	Sem 12	Sem 13	Sem 14	Sem 15	Sem 16		
Course					Ceased													
Final Comprehensive Examination (FCE)					FCE	2 <sup>nd</sup> FCE for whose failed 1 <sup>st</sup> FCE	Ceased				BASR							
Research Proposal (RP)						RP-I First FCE/2 <sup>nd</sup>	RP-2 1 <sup>st</sup> FCE/2 <sup>nd</sup> FCE											
Thesis Writing							Progress Report-1		Progress Report-2						BASR		BASR	
Submission of Thesis										Final Submission	Extension by FBS	Article Publication/ acceptance letter	Evaluation and Final Defense	Evaluation and Final Defense				
Deadline	Course Work								Comprehensive		Synopsis		1 <sup>st</sup> Warning	2 <sup>nd</sup> Warning	Submission of Thesis with article / acceptance letter			



**PROFORMA FOR MIGRATION / TRANSFER OF CREDITS**

1. Name of Applicant: \_\_\_\_\_
2. Father's Name: \_\_\_\_\_
3. CNIC: \_\_\_\_\_ Email \_\_\_\_\_
4. Address: \_\_\_\_\_

5. **Academics Details\*:**

<b>Examination</b>	<b>Board / University</b>	<b>Year of Passing</b>	<b>CGPA/ Percentage</b>
Matric			
FA/FS.c			
BA/BS.c (14 years)			
MA/MS.c (16 years)			
MS / M. Phil (18 years )			
Ph. D			

\* Attach degrees/certificates and official transcripts of all the programs.

6. Current Program: \_\_\_\_\_
  - a. Name of University with City / Campus: \_\_\_\_\_
  - b. Title of Program: \_\_\_\_\_
  - c. Registration Number: \_\_\_\_\_
  - d. Date of Enrolment in the Current Program: \_\_\_\_\_  
(also indicate session i.e Spring / Fall)
  - e. Current Semester: \_\_\_\_\_  
(Attach transcripts for all completed semesters)
  - e. Reasons for Migration: \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signatures



**NATIONAL UNIVERSITY OF MODERN LANGUAGES**

**FACULTY OF \_\_\_\_\_**

**DEPARTMENT OF \_\_\_\_\_**

**ALLOCATION OF SUPERVISOR**

Name of Student: \_\_\_\_\_ Registration No: \_\_\_\_\_

CGPA: \_\_\_\_\_ Date of Enrolment: \_\_\_\_\_

Thesis Title: \_\_\_\_\_

Field of Specialization: \_\_\_\_\_

**Thesis Supervisor**

Name: \_\_\_\_\_

Department/Organization: \_\_\_\_\_

Contact No: \_\_\_\_\_ Email: \_\_\_\_\_

Signature (for consent): \_\_\_\_\_ Date: \_\_\_\_\_

**CO-SUPERVISOR (if appointed)**

Name: \_\_\_\_\_

Department/Organization: \_\_\_\_\_

Contact No: \_\_\_\_\_ Email: \_\_\_\_\_

Signature (for consent): \_\_\_\_\_ Date: \_\_\_\_\_

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**(TO BE FILLED IN BY THE DEPARTMENT)**

Approved

Not Approved

HoD: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**NATIONAL UNIVERSITY OF MODERN LANGUAGES**

**FACULTY OF \_\_\_\_\_**

**DEPARTMENT OF \_\_\_\_\_**

**QUARTERLY RESEARCH PROGRESS REPORT**

Name of Student: \_\_\_\_\_ Registration No: \_\_\_\_\_

CGPA: \_\_\_\_\_ Date of Enrolment: \_\_\_\_\_

Thesis Title: \_\_\_\_\_

Field of Specialization: \_\_\_\_\_

1. **Progress /Comments by Supervisor:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Recommendations/Future Work:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. **Comments by Program Coordinator:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**(TO BE FILLED IN BY THE DEPARTMENT)**

Research Progress: Satisfactory (S)                      Unsatisfactory (U)

Action Required (If unsatisfactory) OR Other Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

HoD: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**NATIONAL UNIVERSITY OF MODERN LANGUAGES**

**FACULTY OF** \_\_\_\_\_

**DEPARTMENT OF** \_\_\_\_\_

**CHANGE OF SUPERVISOR**

Name of Student: \_\_\_\_\_ Registration No: \_\_\_\_\_

CGPA: \_\_\_\_\_ Date of Enrolment: \_\_\_\_\_

Thesis Title: \_\_\_\_\_

Field of Specialization: \_\_\_\_\_

**Reason (s) for Change:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**New Thesis Supervisor**

Name: \_\_\_\_\_

Department/Organization: \_\_\_\_\_

Contact No: \_\_\_\_\_ Email: \_\_\_\_\_

Signature (for consent): \_\_\_\_\_ Date: \_\_\_\_\_

**Old Thesis Supervisor**

Name: \_\_\_\_\_

Department/Organization: \_\_\_\_\_

Contact No: \_\_\_\_\_ Email: \_\_\_\_\_

Signature (for consent): \_\_\_\_\_ Date: \_\_\_\_\_

**(TO BE FILLED IN BY THE DEPARTMENT)**

Approved

Not Approved

HoD: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_





**NATIONAL UNIVERSITY OF MODERN LANGUAGES**

**FACULTY OF** \_\_\_\_\_

**DEPARTMENT OF** \_\_\_\_\_

**RESEARCH PROPOSAL DEFENCE**

Name of Student: \_\_\_\_\_ Registration No: \_\_\_\_\_

CGPA: \_\_\_\_\_ Date of Enrolment: \_\_\_\_\_

Thesis Title: \_\_\_\_\_

Field of Specialization: \_\_\_\_\_

Attempts:  Ist  2nd

**STATUS**

Approved

Approved with Changes

Not Approved

**GRADUATE ADVISORY COMMITTEE (GAC)**

1. SUPERVISOR: \_\_\_\_\_ (Name) \_\_\_\_\_ (Signatures)

2. CO-SUPERVISOR: \_\_\_\_\_ (Optional) \_\_\_\_\_ (Name) \_\_\_\_\_ (Signatures)

3. EXTERNAL MEMBER: \_\_\_\_\_ (Name) \_\_\_\_\_ (Signatures)

4. SUBJECT EXPERT: \_\_\_\_\_ (Optional) \_\_\_\_\_ (Name) \_\_\_\_\_ (Signatures)

5. HoD: \_\_\_\_\_ (Name) \_\_\_\_\_ (Signatures)

6. Dean/Chairman: \_\_\_\_\_ (Name) \_\_\_\_\_ (Signatures)

Date: \_\_\_\_\_





<b>Anx J</b> <b>PhDTH1</b>
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**NATIONAL UNIVERSITY OF MODERN LANGUAGES**

**FACULTY OF \_\_\_\_\_**

**DEPARTMENT OF \_\_\_\_\_**

**ALLOCATION OF SUPERVISOR**

Name of Student: \_\_\_\_\_ Registration No: \_\_\_\_\_

CGPA: \_\_\_\_\_ Date of Enrolment: \_\_\_\_\_

Thesis Title: \_\_\_\_\_

Field of Specialization: \_\_\_\_\_

**Thesis Supervisor**

Name: \_\_\_\_\_

Department/Organization: \_\_\_\_\_

Contact No: \_\_\_\_\_ Email: \_\_\_\_\_

Signature (for consent): \_\_\_\_\_ Date: \_\_\_\_\_

**CO-SUPERVISOR(if appointed)**

Name: \_\_\_\_\_

Department/Organization: \_\_\_\_\_

Contact No: \_\_\_\_\_ Email: \_\_\_\_\_

Signature (for consent): \_\_\_\_\_ Date: \_\_\_\_\_

---

**(TO BE FILLED IN BY THE DEPARTMENT)**

Approved

Not Approved

HoD: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**NATIONAL UNIVERSITY OF MODERN LANGUAGES**

**FACULTY OF \_\_\_\_\_**

**DEPARTMENT OF \_\_\_\_\_**

**QUARTERLY RESEARCH PROGRESS REPORT**

Name of Student: \_\_\_\_\_ Registration No: \_\_\_\_\_

CGPA: \_\_\_\_\_ Date of Enrolment: \_\_\_\_\_

Thesis Title: \_\_\_\_\_

Field of Specialization: \_\_\_\_\_

1. **Progress / Comments by Supervisor:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Recommendations/Future Work:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. **Comments by Program Coordinator:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

**(TO BE FILLED IN BY THE DEPARTMENT)**

Research Progress: Satisfactory (S)                      Unsatisfactory (U)

Action Required (If unsatisfactory) OR Other Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

HoD: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**NATIONAL UNIVERSITY OF MODERN LANGUAGES**

**FACULTY OF \_\_\_\_\_**

**DEPARTMENT OF \_\_\_\_\_**

**CHANGE OF SUPERVISOR**

Name of Student: \_\_\_\_\_ Registration No: \_\_\_\_\_

CGPA: \_\_\_\_\_ Date of Enrolment: \_\_\_\_\_

Thesis Title: \_\_\_\_\_

Field of Specialization: \_\_\_\_\_

**Reason (s) for Change:** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

**New Thesis Supervisor**

Name: \_\_\_\_\_

Department/Organization: \_\_\_\_\_

Contact No: \_\_\_\_\_ Email: \_\_\_\_\_

Signature (for consent): \_\_\_\_\_ Date: \_\_\_\_\_

**Old Thesis Supervisor**

Name: \_\_\_\_\_

Department/Organization: \_\_\_\_\_

Contact No: \_\_\_\_\_ Email: \_\_\_\_\_

Signature (for consent): \_\_\_\_\_ Date: \_\_\_\_\_

---

**(TO BE FILLED IN BY THE DEPARTMENT)**

Approved

Not Approved

HoD: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Anx M**  
**PhDTH4**

## COMPREHENSIVE EXAMINATION RESULT

Name of Student: \_\_\_\_\_ Registration No: \_\_\_\_\_

CGPA: \_\_\_\_\_ Date of Enrolment: \_\_\_\_\_

Thesis Title: \_\_\_\_\_

Field of Specialization: \_\_\_\_\_

Attempts:  Ist  2<sup>nd</sup>

1. Date of Written Examination: \_\_\_\_\_

2. Marks Obtained: \_\_\_\_\_/100

3. Result of Examination: Pass  Fail

4. Deficiency Courses (if any) to be passed before taking on research:-

a. \_\_\_\_\_

b. \_\_\_\_\_

5. Thesis Supervisor: \_\_\_\_\_  
(Name) (Signature)

6. Co- Supervisor: \_\_\_\_\_  
(if appointed) (Name) (Signature)

7. HoD: \_\_\_\_\_  
(Name) (Signature)

8. Dean: \_\_\_\_\_  
(Name) (Signature)



**NATIONAL UNIVERSITY OF MODERN LANGUAGES**

**FACULTY OF \_\_\_\_\_**

**DEPARTMENT OF \_\_\_\_\_**

**RESEARCH PROPOSAL DEFENCE**

Name of Student: \_\_\_\_\_ Registration No: \_\_\_\_\_

CGPA: \_\_\_\_\_ Date of Enrolment: \_\_\_\_\_

Thesis Title: \_\_\_\_\_

Field of Specialization: \_\_\_\_\_

Attempt:  Ist  2nd

**STATUS**

Approved

Approved with Changes

Not Approved

**GRADUATE ADVISORY COMMITTEE (GAC)**

1. SUPERVISOR: \_\_\_\_\_ (Name) \_\_\_\_\_ (Signatures)

2. CO-SUPERVISOR: \_\_\_\_\_ (Optional) \_\_\_\_\_ (Name) \_\_\_\_\_ (Signatures)

3. EXTERNAL MEMBER: \_\_\_\_\_ (Name) \_\_\_\_\_ (Signatures)

4. SUBJECT EXPERT: \_\_\_\_\_ (Optional) \_\_\_\_\_ (Name) \_\_\_\_\_ (Signatures)

5. HoD: \_\_\_\_\_ (Name) \_\_\_\_\_ (Signatures)

6. Dean/Chairman: \_\_\_\_\_ (Name) \_\_\_\_\_ (Signatures)

Date: \_\_\_\_\_

**NATIONAL UNIVERSITY OF MODERN LANGUAGES****FACULTY OF** \_\_\_\_\_**DEPARTMENT OF** \_\_\_\_\_**THESIS DEFENCE****Anx O**  
**PhDTH6**

Name of Student: \_\_\_\_\_ Registration No: \_\_\_\_\_

CGPA: \_\_\_\_\_ Date of Enrolment: \_\_\_\_\_

Thesis Title: \_\_\_\_\_

Field of Specialization: \_\_\_\_\_

Attempt:  Ist  2nd**RECOMMENDATIONS OF THESIS DEFENCE COMMITTEE (TDC)**

<b>To Be Filled in Case of 'Minor Changes' or Without Changes'</b>			<b>Marks Obtained (Out of 200)</b>
<b>√</b>	Approved	Without Changes	
		With Minor Changes	

OR

<b>To Be Filled In Case of 'Major Changes'</b>		<b>Time Frame/ Conditions for Re-Defense</b>	<b>Marks Obtained (Out of 200)</b>
<b>√</b>	Approved	Re-Defense	
		Rejected	<b>X</b>

**THESIS DEFENCE COMMITTEE (TDC)**

1. Supervisor: \_\_\_\_\_  
(Name) \_\_\_\_\_ (Signatures)
2. Co-Supervisor: \_\_\_\_\_  
(If appointed) (Name) \_\_\_\_\_ (Signatures)
3. External Examiner 1: \_\_\_\_\_  
(Name) \_\_\_\_\_ (Signatures)
4. External Examiner 2: \_\_\_\_\_  
(Name) \_\_\_\_\_ (Signatures)
5. Subject Expert: \_\_\_\_\_  
(Optional) (Name) \_\_\_\_\_ (Signatures)
6. Internal Examiner: \_\_\_\_\_  
(Name) \_\_\_\_\_ (Signatures)
7. HoD: \_\_\_\_\_  
(Name) \_\_\_\_\_ (Signatures)
8. Dean/Chairman (TDC): \_\_\_\_\_  
(Name) \_\_\_\_\_ (Signatures)

Date: \_\_\_\_\_

Note: Before commencement of proceedings of Defence, HoD/Coordinator will intimate TDC about time available to scholar and any deadline/condition set by BASR.