



*Booklet*  
*For*  
*MPhil/MS Students*



**Directorate of Advanced Studies & Research**  
**NUML, Islamabad**

# Table of Contents

INTRODUCTION .....	2
TIMELINE for MPhil/MS .....	3
1. ADMISSION TO MS/MPHIL/EQUIVALENT DEGREE PROGRAMS: MINIMUM REQUIREMENTS .....	4
1.1. Basic Academic Qualification: .....	4
1.2. Admission Test Criteria of NUML: .....	4
1.3. Intra-disciplinary Admission in MPhil/MS:.....	4
2. DEGREE REQUIREMENTS .....	5
3. LENGTH OF PROGRAM.....	6
4. SEMESTER DURATION.....	6
5. REGISTRATION OF COURSES .....	6
6. GRADING & EVALUATION .....	7
7. COURSE EVALUATION BREAKDOWN.....	7
8. GRADING RANGES .....	7
9. TRANSFER OF CREDITS .....	8
10. ACADEMIC DEFICIENCIES .....	9
11. DISPOSAL OF ACADEMICALLY DEFICIENT STUDENTS.....	9
12. PROBATION.....	9
13. RELEGATION .....	10
14. CEASED .....	10
15. RE-ADMISSION PROCEDURE FOR CEASED STUDENTS.....	11
16. STRUCK OFF FROM UNIVERSITY ROLL.....	11
17. ATTENDANCE REQUIREMENTS .....	12
18. REPETITION/IMPROVEMENT OF COURSES .....	12
Procedure / Time Line for Repeat/Improve .....	13
19. SEMESTER FREEZE.....	14
20. CONTINUED REGISTRATION FOR COMPLETION OF A PROGRAM.....	14
RESEARCH PHASE .....	15
21. ALLOCATION OF SUPERVISOR .....	15
22. CHANGE OF SUPERVISOR .....	15
23. RESEARCH PROPOSAL DEFENSE.....	16
24. LENGTH OF THESIS .....	16
25. SIMILARITY CHECK OF THESIS/TURNITIN .....	17
26. PLAGIARISM CHECK.....	18
27. THESIS GRADING.....	18
28. EVALUATION PROCEDURE.....	18
29. THESIS DEFENSE.....	20
30. THESIS RE-DEFENSE .....	20
31. ALLOCATION OF GRADE .....	21
32. COMPLETION OF MPHIL/MS DEGREE.....	21

## INTRODUCTION

MPhil (Master of Philosophy) and MS (Master of Science) are both postgraduate research degrees, and their importance lies in their potential to provide students with advanced research skills, in-depth knowledge, and specialized expertise in their chosen fields.

MPhil and MS are typically of 2 to 4-year research degrees that emphasize advanced studies and research in specific academic disciplines. These degrees combine coursework with a research component, providing students with both theoretical knowledge and practical research skills. It is often seen as a stepping stone to a Ph.D. or doctoral program, as it provides students with the opportunity to engage in independent research, develop critical thinking skills, and contribute to the existing body of knowledge. MPhil and MS allow students to gain expertise in a specialized area and prepare them for advanced research work. These degrees are highly regarded in industries and fields where advanced technical or scientific knowledge is essential. They prepare students for specialized careers and often lead to high earning opportunities.

Completing these degrees typically involves a combination of coursework, seminars, and a significant research thesis. Students are expected to demonstrate a deep understanding of their subject area, conduct original research, and produce a high-quality thesis or dissertation. Completion requires passing the coursework and successfully defending the thesis.

Pursuing these degrees is an intellectually and personally rewarding experience that challenges students to push the boundaries of knowledge. The decision to pursue these degrees requires alignment of the courses with student's career goals and academic interests.

## TIMELINE for MPhil/MS

Task	Year 1		Year 2		Year 3			Year 4	
	Sem 1	Sem 2	Sem 3	Sem 4	Sem 5	Sem 6	Sem 7	Sem 8	
Course									
Research Proposal (RP)					RP-1				
Thesis Writing						Progress Report 1	Progress Report 2		
Submission of Thesis									
Deadline									

  

	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)

  

	2 months	2 months	2 months	Extension for 1 Month	FBS

  

	Synopsis 1	Synopsis 2	Progress Report 1	Progress Report 2	FBS

  

	RP-1	RP-2	(a)	(b)	(c)

  

	Course - Work	FBS	FBS	FBS	Struck off

  

	2 months	2 months	2 months	Extension for 1 Month	FBS

  

	Synopsis 1	Synopsis 2	Progress Report 1	Progress Report 2	FBS

  

	RP-1	RP-2	(a)	(b)	(c)

  

	Course - Work	FBS	FBS	FBS	Struck off

*This timeline is provided as a reference for MPhil students to help them understand the recommended milestones in their academic journey. It is strongly advised that students adhere to the minimum timeframes for completing their MPhil. It can be highly advantageous for students to complete their coursework within two semesters, even though the maximum allowed period for coursework is first four semesters. Similarly, defending the research proposal in the third semester is advantageous, though the maximum time for synopsis defense is two years and four months i.e. first four semesters and four months of fifth semester. Lastly, submitting the thesis in the fourth semester is an ideal goal.*

*Students are encouraged to avoid unnecessary delays and protracted research periods, as this will ensure a smoother and timely completion of their PhD degrees, while also minimizing potential inconveniences.*

# 1. ADMISSION TO MS/MPHIL/EQUIVALENT DEGREE PROGRAMS: MINIMUM REQUIREMENTS

## 1.1. Basic Academic Qualification:

Sixteen years of schooling or 4-year education (minimum 120 credit hours) after HSSC/F.A./F.Sc./Grade 12 or equivalent shall be required for admission in the MPhil/MS/Equivalent program.

## 1.2. Admission Test Criteria of NUML:

Students are required to qualify a rigorous admission test conducted by:

a) NUML as an eligibility condition for admission to MS/MPhil/Equivalent programs, with a passing score of 50%.

OR

b) the GRE/HAT General/Equivalent tests, with a passing score of 50%.

c) Passing of entrance test/interview conducted by the university.

## 1.3. Intra-disciplinary Admission in MPhil/MS:

Intra-disciplinary refers to sub-disciplines occurring within one of the ten broad disciplines defined by UNESCO's International Standard Classification of Education (ISCED-F-2013).

NUML allows intra-disciplinary admission in MPhil/MS, if:

- i. The applicant has a strong interest in pursuing an MS/MPhil/equivalent degree in a different discipline.
- ii. The applicant has passed GRE-Subject/equivalent test with minimum 50% marks in the discipline of admission and has taken 6-9 CH of deficiency courses of level 6.
- iii. The admission committee is satisfied that the applicant's knowledge of primary area (level 6) has sufficiently prepared him or her to undertake the course of studies of the MS/MPhil/equivalent program (or, in the opinion of the admission committee, the preparation can be deemed satisfactory by taking a few additional courses after starting the program).

Following committee is constituted in NUML to determine the eligibility of intra-disciplinary admission and number of deficiency courses:

1. Dean (Chair)
2. HOD
3. 2x Subject Experts
4. Program Coordinator

The recommendations of the committee will be forwarded to the Directorate of Advanced Studies and Research (DASR). After approval of the DASR, nomination will be sent to the Academics Branch for admission and its notification.

## **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

A minimum CGPA of 2.50/4.00 in course work and passing of Research / Thesis / Project.

Course work of MPhil/MS consists of 24 credit hours, distributed across two semesters. This means that students are required to successfully complete their coursework within one year, achieving a minimum CGPA of 2.5 out of 4.

If a student does not meet the required criteria in the first year, they are provided with an opportunity to improve their grades or pass the failed courses during the third semester.

In the event that a student still does not meet the minimum criteria after the third semester, a final opportunity is granted during the fourth semester for qualification. If, after completing two years of study (four semesters), the minimum criteria are not met, the student's name is struck off from the roll of the university.



- b) Complete 30 credit hours of course work in at least 1.5 years, only in case of professional degrees at the master's level, for example MBA, MS in Project Management.

### **3. LENGTH OF PROGRAM**

Total duration for MS/MPhil program is Minimum 1.5 to 4 years.

### **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.
- d) Only one summer semester will be offered in a calendar year.

### **5. REGISTRATION OF COURSES**

At the beginning of a semester, a student shall register in 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 up 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 of up to 8 credit hours.
- c) In second or subsequent semesters a student may improve/repeat courses in which he obtained C/F grade provided it is within limit of Para 'a' above.
- d) A student may drop course(s) within first two 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.
- e) The students are not allowed to register in more than one-degree program in NUML or anywhere concurrently.

## 6. GRADING & EVALUATION

The performance of students is evaluated through a system of continuous evaluation spread over the entire duration of a semester. In addition to the final examination, the students are also tested through mid-term assessment 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. However, following will be applied:

- a. If the paper of end term exam is cancelled due to involvement in unfair means case, the marks of class evaluation and midterm exam will not be calculated to declare the result.
- b. 25% marks in end term exams should be mandatory for the calculation of aggregate passing marks.
- c. Marks of a subject in decimal of 0.5 or above will be rounded off to the next digit and below than 0.5 will be ignored.

## 7. COURSE EVALUATION BREAKDOWN

Breakdown of course evaluation is as follows:

- i. End term Exams            50%            Duration: 03 Hours (Sit in Exam)
- ii. Midterm Assessment: 30 %            Minor assignments as per mid-term schedule
- iii. Internal Evaluation: 20%            Major assignment

## 8. GRADING RANGES

Absolute grading system with following ranges will be used:

Grades	Percentage	Grade Points
A	80-89.99%	4.00
B+	75-79.99%	3.50-3.99
B	70-74.99%	3.00-3.49
C+	65-69.99%	2.50-2.99
C	60-64.99%	2.00-2.49
F	Below 60%	0.00



## 9. TRANSFER OF CREDITS

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 program in a discipline approved by NUML. Following rules will be applicable for the transfer of credits:

- a) Only MS/MPhil level courses in which at least a 'B' grade or its equivalent was received shall be considered for transfer.
- b) A maximum of 50% of total credits for a program may be transferred but the CGPA/grades will not be transferred. Final transcript will reflect the grades of transferred courses but the grades will not be used for calculation of CGPA.
- c) The transfer of credits will be recommended by concerned Dean keeping in view time duration of course work and deficiencies, if any. The transfer of credits will be allowed only up to the third semester. Academic branch will process the case for approval of Pro Rector (Academics) and notify the transfer of credits. 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. The application must accompany the transcript of current program and copies of certificates/degrees from matric onwards along with NOC from previous institution.
- ii. Director Academics will forward complete application to the concerned Faculty/department for evaluation/recommendations as per following parameters:
  - (a) The applicant must fulfill the pre requisites for admission to the program for which he is applying.
  - (b) 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".
  - (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.
- (f) The credits can be transferred any time after the first semester provided that the student has studied at least 50% courses according to NUML scheme of studies.

## **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 2.50/4.00
- c) CGPA less than 2.50/4.00
- d) Attendance less than 75%

## **11. DISPOSAL OF ACADEMICALLY DEFICIENT STUDENTS**

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

## **12. PROBATION**

A student is placed on academic probation under following conditions:

- i. If a student earns a CGPA of 2.00/4.00 or more but less than 2.50/4.00 in any semester, he will be placed on 1<sup>st</sup> probation.

- ii. If a student is on 1<sup>st</sup> probation and again earns a CGPA of more than 2.00/4.00 but less than 2.50/4.00 in very next semester, will be placed on 2<sup>nd</sup> probation.

### 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:

- i. If s/he earns an SGPA of less than 2.00/4.00 in 1<sup>st</sup> 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 for the first time.
- ii. If a student earns Final/2<sup>nd</sup> consecutive probation and again earns a CGPA of less than 2.50/4.00.
- iii. If a student earns a CGPA of less than 1.50/4.00 in any semester.
- iv. If a student fails in more than 50% of the registered courses. Final year project/Thesis is not considered a course in this regard.

### 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):

- i. If a student earns 2<sup>nd</sup> relegation due to any reason.
- ii. If a student fails to achieve a CGPA of 2.50/4.00 even after availing maximum improvement chances (i.e. three courses) within two years (maximum course work duration).
- iii. If a student exceeds the maximum time duration of the program i.e. four years.
- iv. 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 i.e. 2 years and 4 months (maximum two attempts), his case will be referred to BASR.
- v. 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.

- vi. If a student fails to achieve the required/ acceptable similarity index of 19% even after availing two repository attempts run by QEC.

## 15. RE-ADMISSION PROCEDURE FOR CEASED STUDENTS

A ceased student may seek re-admission only once in same degree program subject to the following conditions:

- a) The student will apply for re-admission in a regular semester.
- b) The student will be exempted from entry test. In case of MPhil/MS admission, the student will be exempted from GAT General, if already qualified.
- c) The student will pay re-admission fee as per university rules.
- d) New registration number will be allotted to the student.
- e) The student will apply for exemption of courses as permissible.
- f) In case his maximum duration has not expired.
- g) In case the remaining courses (after exemption) are coverable within the maximum duration.
- h) **Exemption of Courses:** The ceased students will be granted exemption of courses passed with Grade B or above marks for M. Phil/MS scholars on re-admission in the same program.

## 16. STRUCK OFF FROM UNIVERSITY ROLL

A student may be struck off from university rolls due to the following reasons:

- a) If a student remains absent without sanctioned leave for 10 working days during a semester, the departments shall forward his name to Academic Branch for struck off from university rolls. However, he will be considered for re-admission once in a semester subject to payment of requisite fee within 10 working days of the issuance of the notification of his struck off.
- b) If a student neither freezes his semester nor registers himself in a semester within 30 days of commencement of a semester, the departments shall forward his name to Academic Branch for struck off from university rolls. However, he will be

considered for re-admission in the next semester subject to the fulfillment of other requirements.

- c) During the extended semester (beyond minimum duration), if a student is still deficient to fulfill the degree requirement and neither applies for continuation of his study nor deposits his fee within 30 working days of the commencement of a semester, he will not be allowed to register his course(s) in current semester.

However, he will be allowed to continue his study in remaining semesters to fulfill his degree requirements within maximum duration of the course. Moreover, the student will be bound to deposit the fee of missing semester according to the credit hours.

## **17. 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.

## **18. 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 assessment, 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. It will be ensured that required number of credits is covered in a repeat course.

- f) 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.
- g) The change in academic status, if any, will take effect from the date of notification of result of repeated/improved courses.

### **Procedure / Time Line for Repeat/Improve**

- a) A student must repeat a course(s) in which he earns an 'F' grade / re-appear.
- b) A student may improve his CGPA by taking 2 courses at max in which he obtained C/C+ grade.
- c) The student repeating/improving a course will be required to complete all formalities applicable to a regular course that is attendance, the midterm assessment, final examination and the internal evaluation. The same 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 is covered in a repeat course.
- f) 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.
- g) 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.
- h) **Procedure/Time Line for Repeat/Improve.** The student will apply to the department for repeat/improve of a course within **5 working days** of the commencement of a semester. The HoD will ensure the eligibility of the student and will forward a consolidated list of all these students to examinations /academic Branch within **2 working days**. The examination branch shall further examine the eligibility of the students in the light of their semester result/status and shall



forward the list to Finance Branch through academic branch within **3 working days** for issuance of fee challans forms. The finance branch will issue fee challans within **3 working days**. The students will deposit their fees within **5 working days** after issuing of the challan form and will submit a copy of fee slip in their respective department. (All above procedure must be completed within **18 working days** of the start of a semester).

## **19. SEMESTER FREEZE**

- a) MPhil/MS students are allowed to freeze only one semester during entire course work duration which is counted towards total degree duration. However, Freeze of first semester is not allowed. Semester freeze 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 schedule, the student will have to pay 50% of tuition fee and allied charges.
- c) In case an emergency/illness occurs after the midterm schedule, the semester freeze may be allowed but no fee will be refunded at this stage.

## **20. 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 to the department through his supervisor or completes the maximum duration allowed for the program.

## **RESEARCH PHASE**

### **21. ALLOCATION OF SUPERVISOR**

- a) The department will issue the list of available supervisors and their area of research for dissemination among respective students in the beginning of each semester.
- b) A student who fulfills the requirements of course work will consult faculty members of the university from his research area. S/he will get the Form (available on the university website) signed from proposed supervisor. The form will be countersigned by the HoD and approved by the Dean.
- c) The eligibility of supervisor will be as per HEC rules on the subject.
- d) The maximum number of MPhil/MS students working under supervision of a faculty member will be as per HEC policy.
- e) Supervisor shall ensure that synopsis/thesis is prepared as per the approved format of the Faculty.
- f) 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.
- g) The coordinator will ensure and pursue supervisor for timely issuance of progress report and warning letters by the Department/Faculty as per requirements of the “Timeline”.

### **22. 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 the prescribed 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. 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.

## **23. RESEARCH PROPOSAL DEFENSE**

- 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. The department must hold the meeting of GAC at least twice in a semester.
- b) The proposal will be provisionally approved by FBS.
- c) Final approval of the proposal 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 defense. However, he must defend his proposal by the end of 4th month of 5th 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.

## **24. 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 Engineering & Computing | = | 15000 words          |
| b) Faculty of Management Sciences     | = | 20000 words          |
| c) All other Faculties                | = | 20000 to 25000 words |

## 25. SIMILARITY CHECK OF THESIS/TURNITIN

The turnitin software is used to check the similarity index (text-matching) of a document with (an)other source/s whereas plagiarism means the presence of unacknowledged material. The two are different and should not be equated or considered identical. Following procedure will be adopted:

- a) The thesis is formally submitted by the scholar in the department concerned with prescribed Thesis Submission Pro-forma available with the departments.
- b) Hard and soft copies of thesis will be submitted to QEC by respective Faculties/ departments for similarity Index evaluation.
- c) Scholar must state if he or his supervisor has already run his thesis on Turnitin so that necessary steps are taken to avoid getting high similarity index.
- d) NUML shall not take any responsibility if incomplete information is provided.
- e) The departmental coordinator will get the final report from QEC within six working days of the submission.
- f) Turnitin report, submitted by QEC, shall only be considered as valid and final.
- g) Only one non-repository turnitin attempt will be allowed.
- h) Only two repository/QEC-controlled attempts will be allowed.
- i) In case of higher similarity index even after two attempts, the thesis will not be processed any further. However, in case the similarity index is slightly higher than the permissible limit of 19 % and up to 25%, a third attempt may be allowed with permission of the BASR. No thesis shall be sent for evaluation unless the similarity index falls within the permissible limit.
- j) In case of major changes suggested by (an) examiner/s before/after the defense, the thesis will be run on turnitin again. This will be considered a special permission and may be availed twice at most.
- k) In case of re-Defense with major changes, it will be treated as a fresh similarity check. Earlier attempts will not be counted.
- l) If a student fails to achieve the required/ acceptable similarity index of 19% or below after availing of **third repository attempts, scholar** will be ceased from the program.

## 26. PLAGIARISM CHECK

- a) In case of detection of plagiarism at any stage after submission of the thesis for evaluation, the thesis will not be processed any further until it is thoroughly studied and plagiarism determined in view of HEC/NUML policy on the same.
- b) 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.
- c) The text of the affidavit shall be provided by the respective Faculty/ department.
- d) Plagiarism detected at any point, even after issuance of degree, is punishable under the rules as per HEC policy on plagiarism.
- e) 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).

## 27. THESIS GRADING

The Thesis shall be graded for 200 marks for allocation of grade. However, minimum passing grade is “C<sup>+</sup>” (2.50 points).

## 28. EVALUATION PROCEDURE

### a) Selection of examiners

- i. The process of selection of examiner/s will be initiated by the respective department and will be sent to the respective Dean.
- ii. The Dean will recommend the examiner/s for approval by the Competent Authority. The DASR and examination branch will be responsible to review and scrutinize the cases in terms of timelines and other University and HEC requirements.
- iii. Thesis should be accepted for evaluation well in time. It will be accepted by the department keeping in view sufficient time for evaluation **AS PER NUML TIMELINE FOR RESEARCH WORK.**

- b) After successful similarity check report from QEC, the student will submit two copies of thesis to the department through his supervisor for evaluation. The Dean on the recommendations of HoD and coordinator will send the thesis to one external and one internal reviewer within 10 working days after due procedure. The identity of the evaluators 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.
- c) All examiners will be requested and persuaded to submit their evaluation report/s within eight weeks of receipt of the thesis. After the expiry of this period, a reminder will be sent to the examiner/s after every 15 days up to a maximum of two months only.
- d) In case of refusal or no response from the evaluator/s, the thesis will be sent immediately to (a) new evaluator/s.
- e) Evaluation reports shall be shared with the scholar to ensure incorporation of changes before Defense.
- f) 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 a warning will be issued to him. Another extension and 2nd warning will be given after another 30 days. If he fails to submit his thesis even after two extensions, his case will be placed before the BASR for guidance.
- g) In case of a clear rejection by both (external/internal) examiners, thesis will not be processed further.
- h) In case of rejection by the external examiner only, thesis will be revised and sent to another examiner for evaluation.
- i) In case of a clear rejection by both (external/internal) examiners, thesis will not be processed any further.
- j) In case of rejection by the second external examiner, thesis will not be processed any further.
- k) In case of major changes, suggested by any examiner/s before the viva, the thesis will be revised and re-evaluated by the same examiner/s.



For holding the viva, the reports of both external and internal examiners should be positive and clear. However, if the internal examiner rejects the thesis even after second time evaluation, viva will be held after the reports are presented/discussed in the Graduate Advisory Committee (GAC)/Faculty Board Study (FBS) meeting.

## 29. 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) After the defense, the scholar will be responsible to resubmit the dissertation to his supervisor after incorporation of all changes recommended by TDC.

**(i) In case of minor changes in the thesis:**

- If the changes incorporated by the scholar are certified by the concerned supervisor within 90 days of the defense date, the notification date for the award of degree will be the date of his defense.
- However, in case of submission/certification after 90 days, the date of approval of notification by the competent authority will be declared the date of notification.

**(ii) In case of major changes in the thesis:**

the scholar will be given more than 90 days' time for the revision of thesis; notification date for the award of degree will be the date of approval by the competent authority.

- c) Finally, the student will submit the error free bound copies of the thesis to his HoD for approval/signature of Dean.

## 30. THESIS RE-DEFENSE

- a) A student failing in the 1st attempt of defense may be given another chance upon the recommendation of TDC. No Third chance will be 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. Similarity check of the revised document is mandatory for re-defense.

- b) Similarity check attempts carried out for the 1st defense will not be counted as chance(s) for the similarity check of the revised document.

### **31. ALLOCATION OF GRADE**

- a) The thesis will be assigned grade as per grading ranges already described. However, minimum pass grade for a thesis will be C+ (2.50/4.00 CGPA).
- b) The grade will be considered for calculation of CGPA and will be reflected on the transcript.

### **32. COMPLETION OF MPhil/MS DEGREE**

A student must register for all semesters till formal submission of MPhil/MS thesis to the department through respective supervisor. However, the date of notification for MPhil/MS degree will be treated as completion date.