NATIONAL UNIVERSITY OF MODERN LANGUAGES

Department of French

MPhil Student Handbook

National University of Modern Languages Islamabad

Vision

To become a **leading institution** in creating **knowledge** and **competencies** for inclusive development.

Mission

To foster **creative** pedagogy, **innovative** research and **inclusive** communication.

Introduction

The **National University of Modern Languages** was established as an institute in **1969** to help people communicate and understand each other in different **oriental** and **occidental languages**, to assimilate different cultures and to act as springboard for emerging disciplines. Initially, the institute provided language training facilities to personnel of armed forces and other government services of Pakistan. It was upgraded to University on **May 29, 2000**. In achieving this benchmark of a fully autonomous University, it has crossed many barriers and achieved a status of a seat of learning contributing new knowledge in local and global perspective and now teaches 27 oriental and occidental languages in addition to a number of emerging disciplines. Now, the University has a vibrant and well-grounded research program, offering MS/MPhil and PhD research degrees in various disciplines.

Department of French

French department is one of the pioneer departments of NUML established in 1969 under its former status as NIML (national institute of modern languages). This department provides an interdisciplinary framework for the study of the French language, literature, history and culture of France and parts of the world in which French is an important medium of communication. We offer various certification and degree programs. Our courses provide flexibility, broad subject coverage, high quality delivery and excellent job opportunity. French language programs provide comprehensive and diverse understanding of language, grammar, linguistics as well as didactics which help the students to develop their career.

Now the department has successfully achieved the status of being the only department in Pakistan which has produced one PhD and six MPhils in French language.

The French department has many national and international collaboration:

- MoU signed with INALCO, Paris (France).

- MoU signed with Alliance Française.
- NUML is the only member from Pakistan of Agence Universitaire de la Francophonie (AUF).
- Working in collaboration with Punjab University.

Mission

The mission of the Department of French is to create a Francophone hub at the university by creating a French environment of teaching and learning coupled with related academic activities.

Vision

French Department aspires to foster enthusiasm for learning the French language and cultivate a deeper connection to the cultures of French-speaking nations. It brings the joy and utility of learning French Language, French Culture, Civilization and Literature.

Introduction to MPhil French Studies

1. **Mission**

   This program provides to the Scholars of M Phil an opportunity to expand their knowledge of French literature, linguistics and didactics of French as a Foreign Language (FFL) and to apply this knowledge in their professional fields and areas of interest. This program provides at the same time the contemporary social and political outlook of France and the French Speaking World.

1.2 Program Objectives

The objectives of M. Phil course offered by French department NUML are broad in scope and the courses offered focus on some of the following objectives more than others:

   a) To develop the level of proficiency necessary to enable the student to function in an environment where French is used exclusively
       i. Develop the understanding of latest trends in Linguistic theory and its applications.
       ii. Develop the rhetoric and stylistic ability of students to express in written and oral forms.
       iii. Develop the ability to understand and conduct different types of translations and interpretations

b) A modern understanding of applicable techniques for research and advanced academic enquiry.

      i.   Develop the capacity to conduct research according to international norms of research and academic paper writing

c) To acquire a broad perspective of French literature, culture and society from its origins to the present.

1.3 Program outcomes

a. Ability to understand the purpose of linguistic study and to apply modern linguistic concepts to social, cultural and educational issues involving language.
b. Ability to use argumentative, narrative, descriptive mode of oral and written expression and to use metaphors, similes and different figure of speech to organize the written and oral texts in a coherent manner.
c. Ability to understand theoretical and methodological know how for assessing and evaluating translated works.
d. Ability to select a research area and to carry out a research work effectively
e. Ability to identify and appreciate the literary works by French writers and critics and to study different historical epochs with the help of literary works.

1.4 Program Schema

M Phil Program 1st Semester Credit hours per course:3 Total Credit hours:12		
Sr No	Course Codes	Course Titles
1	MPFR-601	Research Methodology (Core)
2	MPFR-602	Translation Studies (Optional)
3	MPFR-603	Contemporary French Literature and Culture (Optional)
4	MPFR-604	Literary Adaptations and rewritings (Optional)
5	MPFR-605	Oral Literature (Optional)
6	MPFR-606	Intercultural Pragmatics in Language Teaching (Optional)
7	MPFR-607	Semantics and Pragmatics (Optional)

Sr No	Course Codes	Course Titles

2nd Semester
Credit hours per course:3
Total Credit hours:12

Sr No	Course Codes	Course Titles
1	MPFR-611	French Literary-Critical Theories (Core)
2	MPFR-612	Comparative Literature (Optional)
3	MPFR-613	Literary and Artistic Modernism and Post Modernism (Optional)
4	MPFR-614	Discourse Studies (Optional)
5	MPFR-615	Language and Gender (Optional)
6	MPFR-616	Language and Technology (Optional)

1.5 Eligibility Criteria for MPhil

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.

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.

1.6 Degree Requirement

NUML awards degree to MPhil 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.

1.7   Length of Program. Total duration for MPhil program is 1.5 to 4 years.

1.8   Semester Duration: Duration of a regular semester will be 16-18 weeks.

1.9   Registration of Courses: At the beginning of a semester, a student shall register 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 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 the second or a subsequent semester, a student may improve/repeat courses in which he obtained C/F grade provided it is within limits 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) Students are not allowed to register in more than one-degree program in NUML or anywhere concurrently.

1.10   Grading and 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.

1.11 Course Evaluation Breakdown: Breakdown of course evaluation is as follows: -

Mode of Evaluation	Marks	
Quizzes	5%	
2 x Assignments (minimum)	10%	
Presentation/Research Paper/Final Project	20%	
Mid Semester Exam	25%	Timings= 02 hrs
End Semester Exam	40%	Timings= 03 hrs

1.12 Grading Range: Absolute grading system with following ranges will be used:

Grades	Percentage	Grade Points
A+	90% and above	4.00
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 50-59.99%	0.00

1.13 Transfer of Credit:

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:

1. Only MS/MPhil/PhD level courses in which at least a 'B' grade or its equivalent was received shall be considered for transfer.
2. 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.
3. 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.

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

a. Failure in course   c. CGPA less than 2.50/4.00
b. SGPA less than 2.00/4.00   d. Attendance less than 75%

1.15 Disposal of Academically Deficient Student:

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.

1.15.1 Probation:
A student is placed on academic probation under following conditions:-

a. 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 1st probation.
b. If a student is on 1st 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 2nd probation.

1.15.2 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 he earns an SGPA of less than2.00/4.00 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 for the first time.
b. If a student earns Final/2nd consecutive probation and again earns a CGPA of less than 2.50/4.00.
c. If a student earns a CGPA of less than 1.50/4.00 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.

1.15.3 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 2nd relegation due to any reason.
b. 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).
c. If a student exceeds the maximum time duration of the program i.e. four years.
d. If a student fails to defend his Research Proposal/Synopsis by the end of 4th month of 5th semester (maximum two attempts), his case will be referred to BASR.
e. If a student fails to submit his Final Thesis despite availing extensions and issuance of 3rd warning letter, his case will be sent to BASR for dismissal.
f. If a student fails to achieve the required/ acceptable similarity index of 19% even after availing two repository attempts run by QEC.

1.16 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. It will be ensured that required number of credits are 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.

1.17 Semester Freeze: MPhil/MS students are allowed to freeze only one semester during entire course work duration. Freeze of first semester is not allowed.

Research Phase

2.1 Allocation of Supervisor

a. The department will issue the list of available supervisors and their area of research for dissemination among perspective 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. He will get the Form **MSTH1** 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 filed.

g. The coordinator will ensure and pursue supervisor for timely issuance of progress report **MSTH2** and warning letters by the Department/Faculty as per requirements of the "Timeline".

2.2 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** 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.

2.3 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 on MSTH4 Form 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.

2.4 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 & CS   = 15000 words
b. Faculty of Management Sciences   = 20000 words
c. All other Faculties   = 20000 to 25000 words

2.5 Similarity Check of Thesis:

a. Hard and soft copies of thesis will be submitted to QEC by respective Faculties/ departments for similarity Index evaluation.
b. Student 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.
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 only be considered as valid and final.
f. There will be only two attempts of non-repository to check acceptable similarity index of 19% or below and only two attempts of repository run by QEC.
g. No thesis shall be sent for evaluation unless the similarity index falls within the permissible limit.
h. In case of re-Defense with major changes, it will be treated as a fresh similarity check. Earlier attempts will not be counted.
i. If a student fails to achieve the required/ acceptable similarity index of 19% or below through two repository attempts, he will be ceased from the program.

2.6 Plagiarism check

a. In case plagiarism in a thesis is detected at any stage after the submission of thesis, it will be dealt with as per HEC plagiarism policy.
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).

2.7 Thesis Grading: The Thesis shall be graded for 200 marks for allocation of grade. However, minimum passing grade is "C +" (2.50 points). The faculties / departments 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.

2.8 Evaluation Procedure:

a. After successful similarity check report from QEC, the student will formally submit his thesis to the department through his supervisor. 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 6th semester, he will be given one-month extension and issued a warning (Annex B Page 54). 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.

d. In case of a clear rejection by both (external/internal) examiner, thesis will not be processed further.

e. In case of rejection by the external examiner only, thesis will be revised and sent to another examiner for evaluation.

f. In case of rejection by the second external examiner, thesis will not be processed any further.

g. In case of major changes, suggested by any examiner (s) before the viva, the thesis will be revised and re-evaluated by the same examiners(s).

h. Thesis should be accepted for evaluation well in time. It will be accepted by the department keeping in view sufficient time for evaluation. A minimum of nine months should be spared for evaluation and completion of all other formalities.

2.9 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. **MSTh6**.

b. Result of defense will be declared on MSTh5

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.

2.9.1 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 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 Ist defense will not be counted as chance(s) for the similarity check of the revised document.

2.10   Allocation of Grade:

a. The thesis will be assigned grade as per grading ranges specified in **1.12**. 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.