

RULES AND REGULATIONS RELATING TO PhD STUDY PROGRAM

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5.1 TITLE AND COMMENCEMENT

- a. These rules shall be called "Rules related to PhD Program of the University of Engineering and Technology Taxila, 2001"
- b. These shall come into force with immediate effect, after the approval by the competent authority.

5.2 DEFINITIONS

In these rules, unless otherwise explained, the following terms shall mean as prescribed in each case:

- a. "University" means the University of Engineering and Technology, Taxila.
- b. "Vice-Chancellor" means the Vice-Chancellor of the University.
- c. "Dean" means the Dean of the Faculty, wherewith a student of PhD Program is registered.
- d. "Chairman" means the Chairman of the degree awarding Department, wherewith a student of PhD Program is registered.
- e. "Student" means a student registered for the PhD Program of the University.
- f. "Supervisor" means a person holding PhD degree in the relevant field having demonstrated capability to conduct/supervise the research.
- g. "Internal Examiner(s)" means such examiner(s) appointed under these rules.
- h. "External Examiner(s)" means such examiner(s) to be appointed under these rules.
- i. "Research Monitoring Committee" means the Research Committee appointed under these rules, to monitor the PhD Program.
- j. "Board of Postgraduate Studies" means the Board of Postgraduate Studies, of the concerned degree awarding Department.
- k. "Board of Advanced Studies, Research and Technological Development" means the Board of Advanced Studies, Research and Technological Development of the University.
- l. The General pronoun "he" and its derivatives imply either of the sex.

5.3 ADMISSION AND REGISTRATION PROCEDURE

- a. PhD program shall be open to candidates who have Bachelor's and Master's Degree in the relevant engineering discipline/specialization recognized by the University.
- b. The PhD admissions (full time and part time) will be advertised twice a year in the newspapers of national repute.
- c. The minimum CGPA should be 3.00/4.00 or 75% marks in MSc/Equivalent Degree for admission in Full/Part Time in PhD.
- d. The locally developed test will be conducted by the concerned department. Minimum pass marks will be 70%.
- e. The candidate shall apply for PhD admission to the Dean concerned on prescribed form. The Dean shall depute two faculty members with Director PGS for scrutiny of applications. The board of Postgraduate studies shall recommend the admission of the students and name of their Supervisors to the Director ASR&TD who shall obtain approval from the Vice-Chancellor and notify.
- f. The department may recommend a co-supervisor if the research is of multidisciplinary nature and involves combining expertise from two or more departments/organizations or Universities. The recommendation of co-supervisor will be forwarded to the Director ASR&TD after recommendation of the Board of PGS of the concerned department and notification will be issued after approval of the Vice-Chancellor. The co-supervisor will also act as the member of the following committees/examiner:
 - i) Ph.D Research Committee
 - ii) Ph.D Qualifying/ comprehensive examination
 - iii) Internal Examiner
- g. After the approval of the Vice-Chancellor, the Director of Advanced Studies, Research and Technological Development will notify admission of the candidate and appointment of Supervisor.
- h. After the admission of the candidate, on the recommendation of the Board of Postgraduate Studies, the Vice-Chancellor shall constitute a Research Monitoring Committee comprising the follow-

ing:

- i) Dean of the respective faculty
- ii) Chairman of the respective department
- iii) Supervisor/Co-Supervisor
- iv) Two external members holding PhD degree in the relevant field from outside the University.
- v) One faculty member holding PhD degree of relevant field from the department.

The Concerned Dean of the Faculty will chair the meetings of RMC & the concerned Supervisor will record the minutes of all the meetings.

- i. All PhD students at the beginning of each semester shall register for the courses/research work and the examination as such being offered by the department on prescribed registration forms as per schedule notified by the Director ASR&TD by paying full fee on semester basis as prescribed by the university.
- j. If a candidate for PhD admission has CGPA less than 3.0/4.0 in MSc, he can improve his CGPA by registering for a non degree course. He will apply for registration to the concerned Director, PGS and the case will be approved by the Vice-Chancellor on the recommendations of the concerned Chairman & Dean through Director, ASR&TD. After approval by the Vice-Chancellor, the registration number will be issued to the candidate by the concerned department. The new grades will be used for the calculation of CGPA to fulfill the requirement for PhD admission only. He will pay prescribed fee for the course/s.
- k. A PhD scholar is required to complete 18 credit hours of PhD level course work in consent with his supervisor after registration in PhD.
- l. The university shall collect the original documents from the students enrolled in full time PhD Degree program. These documents shall remain in the custody of the university till the completion of the degree program.
- m. If a full time PhD scholar wants to withdraw the admission or does not complete the PhD degree program within time, he/she will have to return all Fee/stipend paid by the university.
- n. A full time PhD scholar shall submit an affidavit on a stamp paper of Rs: 30 as per format-A and a part time PhD scholar will provide as per format-B given at the end of prospectus .
- o. The full time PhD students will be required to be present in the University during all working days and will work under the guidance of his supervisor.
- p. The full time PhD students will be exempted from fee and other charges up to three years.
- q. Each full time PhD student will be paid a stipend of Rs. 50,000/- per month for a maximum duration of 36 months.
- r. The remuneration for research work of Rs. 10,000/- per month per PhD student for three years will be paid to PhD thesis supervisor.
- s. The courses approved for part time and full time will be same.
- t. All other rules followed for part time PhD students will also be applicable for full time PhD students.
- u. Each full time PhD student will have to maintain a minimum SGPA of 3.00 throughout his/her course work, failing which he/she will be terminated from his PhD studies.
- v.
 - i. Maximum five students will be admitted in each faculty of C&EE, E&EE and T&IE in full time PhD program.
 - ii. Maximum of five students will be admitted in both M&AE & IE&MS in full time PhD program.

5.4 PhD QUALIFYING EXAM/RESEARCH TOPIC APPROVAL

- a. After the completion of 18 credit hours of PhD level course work, the part time PhD scholar will take the PhD qualifying test. Full time PhD scholar may appear for PhD qualifying exam after his course work examination of 18 credit hours.
- b. The test shall have three parts:
 - i. Written test comprising Core courses of the PhD Program of that specialization (3 hours).
 - ii. Written test comprising elective courses of the PhD Program of that specialization (2 hours).
 - iii. Oral presentation on the core area of research. The main theme of the oral presentation is the literature review in the area of research to demonstrate that the scholar is fully aware of the current research already done in this area.
 - iv. The pass marks percentage for each written test is 50%. If the scholar fails in written tests/oral presentation, he will be given two more chances to pass.
 - v. The result of PhD qualifying exam will be submitted to Director ASR&TD through respective department for notification accordingly.
- c. The comprehensive examination mentioned in Clause 5.4b for the scholar will be prepared and conducted by PhD Research Monitoring Committee of the scholar. The Chairman of the concerned department will notify the venue , date and time in consultation with the concerned supervisor.
- d. The scholar will write a technical report based on the literature review on prescribed format after passing PhD qualifying exam. He shall appear for presentation in front of PhD Research Monitoring Committee and other invited audience for PhD research topic approval.
- e. On the positive recommendation of RMC the topic of research will be finalized, the scholar will be allowed to continue his work; otherwise he may be dropped from PhD Programme.
- f. The meeting of RMC will be notified by Director ASR&TD on the recommendation of supervisor in consultation with the members of RMC. The meeting will be chaired by the respective Dean.

- g. During the studies every student shall submit quarterly progress report to the Vice-Chancellor on prescribed form through the Directorate of ASR&TD. In case, two consecutive reports are unsatisfactory, admission of the student shall be cancelled forthwith.
- i) If a PhD scholar fails to submit his two consecutive progress reports or delays the submission of the required reports by six months, his admission shall be suspended and a notification shall be issued by the Directorate of ASR&TD to this effect. His admission shall be restored by the Dean Concerned on the recommendation of the Chairman on the:
 - 1) Justification of delay properly endorsed by the supervisor;
 - 2) Payment of Rs. 1000/- per month of his absence.
 - ii) In case of absence from more than six months to one year, the suspension can be removed by the VC on the recommendations of concerned Supervisor, the Chairman and the Dean.
 - iii) In case of absence for more than one year, the case will be referred to the Academic Council for appropriate decision.

5.5 RESEARCH THESIS: REQUIREMENTS AND PROCEDURES

- a. The Research Monitoring Committee shall evaluate the progress made by the scholar after research topic approval.
- b. PhD scholar shall report twice a year in front of RMC and other invited audience.
- c. On completion of his research work to the satisfaction of the supervisor, the student shall embody the results of his research in a thesis, written in English. The thesis must make a distinct contribution to knowledge and give evidence of original research.
- d. Thesis may be submitted within a minimum period of three years (for both the programs), however there should be at least one year duration elapsed between date of approval of research topic and the submission of thesis. The maximum time for completion of PhD studies is six years for part time and four years for full time scholars, with at least three years residency period. This period shall be counted from the date of registration.
- e. The scholar shall submit seven copies of his thesis written on a prescribed format. Research Monitoring Committee on the date notified by Director, ASR&TD on the request of PhD Supervisor shall first evaluate the thesis and shall recommend its foreign evaluation. The minutes of the meeting will be notified by Director ASR&TD.
- f. Two copies of the thesis shall be sent to the two PhD experts from HEC list of technologically/academically advanced foreign countries to be recommended by the Research Monitoring Committee for their evaluation. US \$1000 each will be paid to the foreign experts for evaluation of the thesis. RMC will recommend four foreign evaluators to the Director ASR&TD and out of this panel of two will be approved by Vice-Chancellor
- g. Based on the fact that the thesis makes a distinct original contribution to the field of knowledge, research publications and the evaluation report of the foreign experts, the Research Monitoring Committee shall submit its report to the Director, Advanced Studies, Research and Technological Development on a prescribed form recommending that:
 - i) The minor revisions suggested by Foreign Experts have been incorporated. The thesis is satisfactory and final examination may be arranged to enable the scholar to defend his thesis, or
 - ii) Presentation on the basis of foreign evaluator's reports (as per remarks/observations/suggestions) will be given by the scholar in front of RMC as per instructions given below:
 1. Scholar should provide both copies of thesis (original forwarded to evaluators and after the amendments) to all members of RMC through his Supervisor.
 2. Photocopies of the comments/suggestions of foreign evaluators should be provided to all RMC members well before the meeting through the Supervisor.
 3. Scholar must ensure that soft copies of both the thesis are available at the time of subject RMC meeting.
 4. Soft copy of comments/observations/suggestions of the foreign evaluators and subsequent corrections/replies of these should be available with the scholar at the time of RMC and these be clearly indicated with Chapter, Page, Line and Fig No. etc. on both the copies.
 5. Scholar should highlight in the soft copy of amended thesis, the changes made in the light of foreign evaluator's remarks and explain these to members of RMC from this soft copy.
 - iii) The thesis be resubmitted by the scholar after revision according to the directions of the Committee/Foreign Experts. In this meeting, Research Monitoring Committee may recommend changes in the title of thesis, which will be final thesis title subject to the approval of the Vice Chancellor.
- h. For the Award of PhD degree there must be acceptance of at least one research paper in journal of international repute from the list of HEC impact factor recognized journals in case of part time scholars and two research papers, in journal of International repute from the list of HEC recognized journals in which at least one has impact factor, in case of full time scholars. The date of acceptance of the paper must be after the date of recommendation of research topic by the Research Monitoring Committee provided that

- the research topic/proposal is approved by the Board of Advanced Studies, Research and Technological Development.
- i. In case of g(i), the Vice-Chancellor, on the recommendation of the Board of Postgraduate Studies, shall appoint the panel of Examiners comprising the following:
 - i) The supervisor/co-supervisor who shall act as the internal examiner/s.
 - ii) Two external examiners (out of the panel of four) recommended by board of PGS other than his RMC members.
 - j. The Controller of Examinations shall notify the panel of Examiners, date and place of Examination and ensure proper advertisement (Press/News/University Web site and Notice boards) of the notice of examination in order to maximize the presence of interested persons in the open presentation prior to oral examination of the scholar before the examiners. Examination Branch will ensure the following for the conduction of final examination and public defense seminar:
 1. Availability and readiness of conference hall with sound system, multimedia and laptop or desktop computer.
 2. Necessary documentation/papers for examination.
 3. Light refreshment after seminar.
 - k.
 1. The internal examiner will send the copies of thesis to external examiners three weeks before the examination and get their availability and intimate to controller of examination for the conduct of public defense and examination.
 2. Public Defense Seminar will be conducted in conference hall and the presentation of the research work will be made by scholar in front of audience followed by Q/A session.
 3. Director ASR&TD will introduce the scholar to the audience before the seminar.
 4. The seminar will be open for all, however the presence of the Dean/Chairman, all faculty members and all MSc and PhD students of concerned department is mandatory.
 5. Oral examination will be held in the conference room of the respective department.
 6. The examiners shall conduct the oral examination. The panel of examiners shall submit its report recommending that:
 - a) The candidate be declared to have satisfied the examiners, or
 - b) The candidate should again appear for oral examination, after a stipulated period.
 - l. The candidate shall be admitted to PhD degree provided he has been declared to have satisfied the examiners during the oral examination in accordance with the regulations.
 - m. The maximum number of PhD scholars under the supervision of a full time faculty member will normally be 5 which may be increased to eight under special circumstances in teaching departments. In research Institutes where the faculty is involved in full time research with low teaching work load, the number of PhD scholars may be larger with approval of the Higher Education Commission.
 - n. There should be at least 3 PhD faculty members in a department to launch a PhD program. However, in extraordinary cases, even one PhD teacher could start a PhD program if justified properly and approved by HEC.
 - o. VC shall have powers to grant extension up to a maximum of six months for full time scholars and one year for part time scholars to complete the degree requirements in hardship cases on the recommendations of the Supervisor, Chairman and Dean of the concerned department through ASR&TD Directorate. The extension fee of Rs. 20,000/- will be charged from the scholars of both programs in addition to normal fee / dues.
 - p. The meeting of Research Monitoring Committee can be conducted at any time.
 - q. The Credit of a maximum of 3 subjects taught by a PhD teacher and passed at a percentage of 70% and above or at least B Grade at an institute recognized by HEC/ PEC/NCEAC may be transferred at this University and the affiliated institutions; provided that the subjects for which the student is applying for transfer must be read at other institution/university being a student of the same degree (PhD) in which he seeks admission before his transfer of credit is considered and that the concerned Board of Postgraduate Studies allows such transfer by assessing the relevance and contents of the subjects.
 - r. It will be required to submit an anti-plagiarism certificate produced using TURNITIN software (sample of certificate is available in the Directorate of ASR&TD).
 - s. Stipend to full time scholars, if available will be only for the minimum duration of the program.
 - t. The transfer of credit hours will only be allowed to MSc students who have completed their MSc and waiting for PhD admission. Credit hours of maximum three courses may be transferred to PhD course work under the following conditions only:
 - a. The courses are studied under PhD program of HEC recognized university from pakistan or abroad with minimum SGPA 3.0.
 - b. The Courses are relevant, recommended by the Supervisor and approved by the respective Board of Post Graduate Studies (BOPGS)

5.6 DEGREE REQUIREMENTS

- a. Passing Qualifying/Comprehensive Examination

- b. Proposal defence in the presence of PhD Research Monitoring Committee.
- c. Completion of course works (18 Credit Hours after PhD admission) under the relevant clauses.
- d. At least One publication in Journal of International Repute from the list of HEC impact factor recognized journals for part time and two Research papers in HEC approved journals in which atleast one has impact factor for full time PhD scholar. The date of acceptance of the paper must be after the date of recommendation of Research Topic by the Research Monitoring Committee provided that research topic is approved by Board of Advanced Studies & Research.
- e. Satisfactory reviews from two experts from technologically/academically advanced countries.
- f. Successful defence of thesis written in the prescribed format.

5.7 TRANSFER FROM FULL TIME TO PART TIME PhD DEGREE PROGRAM

No transfer from full time to part time PhD degree program and vice -versa shall be allowed.

5.8 LEAVE RULES

- a. Casual leave not exceeding 24 days per year shall be admissible. More than 10 days leave at one time shall not be allowed. If weekend or gazetted holiday falls as prefix or suffix of leave, it will be counted as leave. Record of leave allowed by the Chairman/Dean concerned will be maintained by the Department.
- b. Leave on medical grounds without stipend shall be admissible on production of medical certificate by the Chief Medical Officer of the University as per Punjab Medical Attendance Rules. However, if medical leave is continued and exceeds two months, full time admission shall be terminated and the scholar will have to refund the complete stipend and deposit complete fee etc.
- c. Leave will only be sanctioned on the recommendation of concerned supervisor.

