UNIVERSITY OF ENGINEERING AND TECHNOLOGY, TAXILA



Rules & Regulations

Postgraduate Programs













DISCLAIMER

This booklet is intended for guidance regarding the University's rules and regulations and is not binding on the University. The University reserves the right to amend or revise its provisions with the approval of the competent authorities. The latest officially notified rules and regulations shall prevail.



University of Engineering & Technology,
Taxila

RULES & REGULATIONS
POSTGRADUATE PROGRAMS

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RULES AND REGULATIONS RELATING TO ACADEMICS AND EXAMINATION FOR POSTGRADUATE PROGRAMS IN ENGINEERING/ SCIENCES

Definitions

i. "University" means University of Engineering and Technology, Taxila.
ii. "Vice Chancellor" means the Vice Chancellor of the University.
iii. "Dean" means the Dean of the Faculty, wherewith a student of Postgraduate studies is registered.
iv. "Chairman" means the Chairman of the degree awarding department, wherewith a student of Postgraduate studies is registered.
v. "Student" means a student registered for the Postgraduate degree program of the University.
vi. "Controller" means the Controller of Examinations of the University.
vii. "Academic year" means a year for the Fall Semester from 1st week of September and Spring Semester from 1st week of February.
viii. "Supervisor" means a person holding MSc/PhD degree in the relevant field having demonstrated capability to conduct/supervise the research.
ix. "Research Monitoring Committee" means the Research Committee appointed under these rules, to monitor the PhD Program.
x. "Board of Postgraduate Studies" means the Board of Postgraduate Studies of the concerned degree awarding department.
xi. "Directorate of Advanced Studies, Research and Technological Development" means the Directorate of Advanced Studies, Research and Technological Development of the University.
xii. The general pronoun "he/she" and its derivatives imply either of Sex.
xiii. "Syndicate" means the Syndicate of the University.
xiv. "Board of Faculty" means Board of each Faculty.
xv. "Program Duration Evaluation Committee (PDEC) means committee of University to determine the cause of delay and recommendation for extension in duration of postgraduate program

1. GENERAL

1.1 Courses of Study

The respective Board of Postgraduate Studies/Board of Faculty shall submit the courses of study and syllabi for various degrees of the University to the Academic Council and the Syndicate for approval. Such courses and syllabi shall become effective from the date of approval by the Syndicate or such other dates as the Syndicate may determine.

1.2 Organization of Teaching & Research

a. Teaching and research in various programs shall be conducted in University Departments through lectures, tutorials, discussions, seminars and practical work in laboratories, field work and other methods of instruction approved by the Academic Council. Medium of instruction will be English.
b. Each student shall follow the syllabi and courses of studies as prescribed by the Academic Council/Syndicate from time to time.
c. The Boards of Postgraduate Studies of the Academic Departments will normally meet in the first week of every month during Academic Session to deal with matters pertaining to Postgraduate Studies.
d. The Director Postgraduate Studies of the concerned Academic Department shall maintain all records pertaining to conduction of Postgraduate classes, course wise attendance of students in each Semester and all other matters relating to Postgraduate Studies.
e. Each postgraduate faculty member will maintain a Course File. All the academic details relevant to the course covered during the semester will be preserved in the file. The file will contain information on topics covered in the course, date-wise course plan, samples of quizzes, short tests, mid-semester tests, laboratory work, semester projects, final examination and student's grade list. The course file will be presented to the Vice Chancellor at the termination of the semester for appraisal.

1.3 Academic Calendar

An academic year of the University comprises two Semesters, each of sixteen weeks duration for teaching and research. The admission process will start from 1st week of June and completed up to 31st of August in all respect.

The Semester Schedule including teaching, mid semester holidays and examination periods will be as under:

Fall: 1st week of September
Spring: 1st week of February

The Director ASR&TD shall be authorized to prepare and issue the Academic Calendar for Postgraduate Studies after approval by Vice Chancellor.

1.4 Semester Work Load

A postgraduate course will comprise three credit hours per week. One credit hour will be equal to one class hour of lecture. A student can be registered for a maximum of four postgraduate level courses in a semester.

1.5 Weekly Classes Schedule

Weekly Postgraduate teaching/research Schedule prepared by the Departments and duly approved by the Vice Chancellor will be announced one week prior to the commencement of a semester.

2. REGISTRATION OF COURSES

2.1 Semester Courses

The Board of Postgraduate Studies of the department shall recommend the courses along with names of course instructors. Courses to be offered in any semester will be approved by the Dean of the concerned Faculty and notified by Directorate of ASR&TD at least two weeks prior to the commencement of the semester.

2.2 Registration Procedure

a. At the beginning of each semester, a student shall register for the courses being offered by the department on prescribed registration forms in line with the course plan.
b. After approval of the registration, the student will deposit prescribed dues in the University Bank account duly countersigned by Director, Board of PGS/Dealing Assistant and submit the one copy of dues slip in the office of the Chairman of concerned Department and will submit one copy of dues slip in Dues and Scholarship Section. The late fee fine @ Rs.100 per day will be paid after the last date of fee deposit deadline up till maximum of 15 days. This registration will be once in a semester and there will be no further registration at the time of end semester examination.
c. A student can apply to the concerned Chairman for withdrawal of a course up to 4 weeks from start of registration. In this case, the course will not appear in registration list as well as in transcript.

2.3 Change in Courses

A student may change or drop the courses within 15 days from the commencement of the semester on the recommendation of Academic Advisor/Chairman of the department.

2.4 Registration Deadline

No registration or change in the courses will be allowed after 15 days from the date of commencement of the semester.

2.5 Registered Students List

a. The Chairman of each department shall forward the registration forms for only those students who provided approved clearance form signed and stamped by finance office, to the Directorate of advanced Studies, Research and Technological Development (ASR&TD) within (6) six weeks of registration.
b. The Directorate of ASR&TD will compile and forward the final list of registered students to all concerned on the prescribed form not later than 8 weeks from the commencement of the semester.

2.6 Improvement of Grades

The candidate can improve the course already passed with grade "C" or less. He can also appear in new courses for improvement of his CGPA.

2.7 Cross-Program Supervision within the Same Department

The Departments offering multiple postgraduate programs shall constitute a Relevance Assessment Committee (RAC) as per HEC guidelines to evaluate the relevancy of each full-time faculty member to teach and supervise in the programs offered by the department. The relevance of faculty members shall be assessed for each program in accordance with the respective RAC's recommendations and the guidelines of HEC.

a. Each department offering multiple programs must allocate dedicated faculty members to each program separately at the start of every admission cycle.
b. The number of permissible supervision slots available for each program at the time of admission shall be routed through the Quality Enhancement Cell (QEC) to the Directorate of ASR&TD. These supervision slots may be distributed among different programs based on the recommendations of the respective RAC's and shall be finalized by the Chairman of the academic department, provided that no faculty member is allowed to supervise students beyond the maximum number of supervision slots permitted under university rules and regulations.
c. The Chairman of the concerned department shall certify the number of available supervision slots in each program and confirm that there is no violation of the maximum number of supervision slots for any faculty member, and the minimum required number of dedicated faculty member is available for each program, in accordance with university rules and regulations.

3. POSTGRADUATE EXAMINATIONS

3.1 Mid and Final Examination

Mid- and End-Semester Examination shall be held after 8th week and last week of each semester respectively.
The Controller of Examinations will notify the date-sheet of Mid- and-Semester Examination at least 7 days prior to the commencement of Examination.

3.2 Eligibility and Attendance Requirements

No student shall be admitted to Final Examination of a semester unless he fulfills the following conditions:

i. He has registered for the courses of study as per registration rules.
ii. He has been on the rolls of the university during that semester.
iii. He has not been debarred for admission to the examination under any other regulation.
iv. He has attended in each course in which he has to be examined not less than 75% of total number of lectures delivered, the periods of laboratory practical/design work during that semester in which the examination is held. The Dean of the Faculty may for valid reasons condone to the extent of 10% of deficiency in the above mentioned percentage.

The Controller of Examinations will be provided a list of registered students from the Chairman of the concerned Department at least two weeks before the commencement of end semester examinations.

3.3 Student Course Work Evaluation

a. A student shall be evaluated in each course on the basis of Final theory Examination called Part-I and sessional work called Part-II.

b. Final Examination (Part-I) will comprise comprehensive theory Examination to be held at the end of the semester.
c. Final Examination (Part-II) shall include quiz tests, home assignments, case studies, laboratory work, fieldwork, studio work, mid semester tests, term projects and presentation of case studies etc.
d. The teacher who has taught the course during the semester shall normally be the Examiner for evaluation of Examinations in Part-I and Part-II of that course.
e. Distribution of Marks: The distribution of marks in each course will be as under:

	Title	Marks
Part-I	Final Comprehensive Theory Exam	40%
Part-II	Sessional Work Mid-Semester Exam	20%
	Assignments, Labs/Field Work, Quizzes etc.	20%
	Course Project, Case Study, Presentation etc.	20%
	Total	100%

3.4 Grading System

a. Students grades in a course shall be determined according to the percentages as described in the following table:

Percentage Marks Obtained	Grade	Grade Point
90% and above	A	4.00
Between 85% and 89.99%	A-	3.66
Between 80% and 84.99%	B+	3.33
Between 75% and 79.99%	B	3.00
Between 70% and 74.99%	B-	2.66
Between 65% and 69.99%	C+	2.33
Between 60% and 64.99%	C	2.00
Between 55% and 59.99 %	C-	1.67
Between 50% and 54.99 %	D	1.33
Below 50%	F=Fail	0.00

b. Computations of Grade Point Average (GPA)
The Semester Grade Point Average (SGPA) will be computed as follows:

Semester GPA = SGPA = ∑ (Credit Hours/Course) (Grade Point earned in the course) / total number of credit hours attempted in that semester.

Example:

Course	Grade	Points	Credit Hrs	Total Points
Course 1	A-	3.66	3	10.98
Course 2	B+	3.33	3	9.99
Course 3	C+	2.33	3	6.99
			9	27.96

Semester GPA=27.96/9=3.1

c. Cumulative Grade Point Average (CGPA)
CGPA = ∑ (Credit Hours/ Course) (Grade Point earned in the course) / Total number of Credit Hours in the Program

3.5 Pass Marks

The minimum pass marks for each course shall be 50% for award of degree, the CGPA should not be less than 2.5.

3.6 Failure/Improvement in Course

a. A student obtaining less than 50% marks in any course shall be deemed to have failed in that course and will be awarded F grade.
b. If a student fails to appear in the final theory examination (Part-I) of a course on medical or any other reason, he shall be treated as absent and declared to have failed in that course with F grade.
c. A student obtaining F grade in a course may register the course again on the advice of Advisor/Chairman. Student will repeat both Part-I and Part-II of the course after registration.
   i. The student can improve the course already passed with grade "C" or below. Both the grades shall be recorded on the transcript: the GPs (Grade Points); out of which higher grade shall be included to calculate CGPA.
   ii. The student can register himself in new elective course or courses (which has/have not already been registered) for improvement of his CGPA. The GPs (Grade Points) and credit hours of all new course (s) shall be included to calculate the SGPA and CGPA as well.
   iii. A student obtaining "F" grade in elective course may register for the course on the advice of Advisor/Chairman. Student can repeat the course after registration. Both the grades shall be recorded on the transcript; the GPs (Grade Points) of higher shall be included to calculate CGPA.
   iv. A student obtaining "F" grade in core course has to register for the course on the advice of Advisor/Chairman to pass it. Student can repeat the course after registration. All the grades shall be recorded on the transcript; the GPs (Grade Points) of higher shall be included to calculate CGPA.
   v. The student may be allowed to improve/repeat the grade lower than B.i.e C+,C, C,D&F during the entire degree duration. If a student register for improvement of course & completes it, the better grade obtained shall be considered for calculation of CGPA.

d. **I-Grade**

The course teacher will evaluate the genuineness of the case and shall be authorized to award I-Grade to MS/MSc students in End Semester Examination with the condition that the concerned student will appear/pass within one year failing which the I-Grade shall be automatically converted into Grade "F". The overall time duration of degree shall remain the same.

3.7 Declaration of Results

Controller of Examinations will declare results within 3 weeks of the completion of end semester examinations.

3.8 Semester Transcripts

Controller of Examinations will issue a transcript to each student appearing in the examination. The transcript will contain information about percentage marks obtained in the courses, corresponding grade, Semester GPA and Cumulative GPA.

3.9 Provisional Certificate

Provisional certificate will be issued to each successful student obtaining MSc Engineering/MS Sciences after completion of all degree requirements showing aggregate percentage marks and aggregate grade point average based on grading system as outlined in clause (3.4). The provisional certificate will also embody the title of MSc Engineering/MS Sciences research thesis and area of specialization.

3.10 Checking of Answer Book

There shall be no re-evaluation of answer books of the final theory examination (Part-I). A student may, on payment of prescribed re-checking fee, get the answer books rechecked for totaling and for verification that all questions or parts thereof have been fully marked within 15 days of declaration of result. Errors or omissions, if any, shall be rectified.

4. RULES FOR CONDUCTION OF POSTGRADUATE EXAMINATIONS

4.1 Exam Conduction and Notification of Results

a. The Controller of Examinations shall issue date sheet for Mid- and End-Semester Examination at least 2 weeks before start of examination.
b. The Controller of Examinations shall notify the invigilation/center staff for the conduction on of mid and end semester Examination on the recommendations of the Chairmen of academic departments according to the set rules depending upon the number of students appearing in the Examination.
c. The final award received by the office of the Controller of Examinations can be liable to a subsequent change on the recommendations of the Postgraduate Departmental Semester Committee.
d. After the completion of the Examination and submission of award lists by the academic departments, the Controller of Examinations shall notify the result within 2 weeks.

4.2 Instruction for Students during Examinations

a. The Answer Script should not be used for any purpose other than writing answers to questions in the Examination Hall. Illegal use of Answer Script would lead to prosecution.
b. Begin writing your answer from the back of the Title page of the Answer Script. This page must not be left blank in any case.
c. Write on both sides of each leaf.
d. Students guilty of making appeals to the course teacher(s) in their Answer Script will entail the penalty of cancellation on of the Answer Script through which such an appeal is made.
e. No Answer Script or paper of any kind is to be taken in or removed from Examination on hall/room except the question paper.
f. No leaf from the Answer Script is to be torn off.
g. Any student creating disturbance during the Examination or misbehaving in or around the Examination Hall/ room shall be expelled therefrom and shall be liable to disciplinary action.
h. The Answer Script must be delivered to the superintendent even if no question has been answered.
i. Students are not permitted to leave the Examination Hall/room until the expiry of half time after the distribution of question paper.
j. Students found using UNFAIR MEANS shall be liable to disciplinary action.
k. Use of programmable calculator is prohibited unless specially allowed by the course teacher and clearly mentioned in the question paper.
l. Only blue/black ball pens are allowed to be used. Do not use marker/pen or ball pen of any other color.
m. Use of white fluid and ink remover is strictly prohibited which can result in the cancellation on of entire Answer Script.
n. Mobile phones and all types of electronic gadgets listed as but not limited to tablets, smart watches, earphones/ ear buds, air pods, blue tooth devices etc. are not allowed in the Examination Hall/room (exemption can be granted by course Teacher). Violation will lead to unfair mean case.
o. The students must have their valid photo identity in original e.g. University ID Card or CNIC.

4.3 Instructions for Center Staff during Examination

a. All the center staff must reach the Examination Hall/room at least 10 minutes before the start time of the Examination as per the notified date sheet.
b. The Superintendent will ensure the proper seating arrangements with appropriate distance between the seats of the students.
c. The Superintendent shall ensure that the students having short attendance as informed by the Controller of Examinations/Chairman concerned must not sit in the Examination.
d. The Superintendent through his center staff shall ensure that the interior of the Examination Hall/room especially the washrooms are free from any helping material which might lead to use of unfair means to any student.
e. The answer sheet of each student must be signed by the Superintendent or the Deputy Superintendent after verification of photo ID (Original University ID Card or Original CNIC) and ensuring that the student has written his name, Regd. No., subject name and date on the answer sheet properly and has entered the correct Serial No. of the main answer sheet on the attendance sheet along with his signature on attendance sheet.
f. Use of mobile phones, laptops etc. or doing any other work/task even any university or academic work/task is discouraged during the Examination duty for all the center staff.
g. No one from the center staff shall be allowed to leave the Examination Hall/room except with the permission of the Superintendent.
h. In case of any prior commitment during the time of Examination, the concerned center staff shall inform this to the Superintendent immediately after the notification of date sheet and center staff. The Superintendent shall ask for the replacement from the Chairman to be notified by the Controller of Examinations. Any such request must not be made at the last moment.
i. The student violating any Examination conduction rules shall immediately be informed to the Superintendent concerned by the relevant Deputy Superintendent. The Superintendent shall take into his custody all the available evidences and material and after the Examination shall report to the Controller of Examinations for placement in the meeting of Unfair Means Committee.
j. The Superintendent shall clearly mark the absent students in the attendance sheet and after the signatures shall place that attendance sheet in the sealed envelope of answer scripts and shall keep a copy of that attendance sheet with him.
k. Inspection Committee or an Inspector shall be appointed by the Controller of Examinations on the recommendation of the Chairman concerned from the senior Professors of the department including himself to monitor all examination activities at random during each day in each examination in all examination halls/rooms.

5. RULES & REGULATIONS RELATED TO MSc ENGINEERING/MS SCIENCES

5.1 Duration of Program

The minimum duration for Master's degree program will be one and half year (3 regular semesters) and maximum duration for the completion of the degree will be four years (8 regular semesters).

5.2 Requirements for award of the Degree of Master of Science in Engineering/MS Sciences

MSc Engineering/MS Sciences degree will be awarded for successfully completing studies of 32 credit hours with minimum CGPA of 2.5/4.00 with following options:

a. **Thesis Option:** The student will pass a minimum of (8+2) postgraduate level courses (24+2 credit hours) and successfully complete postgraduate research thesis (6 credit hours) **or**

b. **Non-Thesis Option:** The student will pass minimum of (10+2) postgraduate level courses (30+2 credit hours) of course work. The non-thesis option fee of Rs.30,000 (thirty thousand only) as one time will be applicable to each student whereas the course fees of those courses which will be opted in lieu of research work/thesis will also be payable as per prescribed rate. The non-thesis option will not be applicable for Graduate Assistants (GAs) and students admitted under funded projects. A student will be required to take core courses as defined by the department from particular specialization called major area.

5.3 Transfer of Credit Hours

a. **Non Residential Credit Hours**
The Credit of a Maximum of 3 courses (9 credit hours) passed a percentage of at least 70% and above or Grade-B at an institute recognized by HEC/ PEC/ NCEAC (National Computing Education Accreditation Council) 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 (MSc/MS) in which he seeks admission before his/her transfer of credits is considered and that the concerned Board of Postgraduate Studies allows such transfer by assessing the relevance and contents of the subjects.

b. **Residential Credit Hours**
The credit of maximum of 3 courses (9 credit hours) passed at a percentage of at least 70% Or Grade "B" at this University may be transferred; provided that the subjects for which the student is applying for transfer must be read at this university being a regular student of the relevant degree (MSc/MS) in which he seeks admission before his/her transfer of credits is considered and that the concerned Board of Postgraduate studies allows such transfer of credit hours by assessing the relevance and contents of the subjects must be same.

5.4 Pre-Requisites

At the time of enrolment in a degree program, the student's previous academic credentials will be assessed. In case, a deficiency is found at BSc (Engg)/BS Sciences level, Chairman of the department may direct the student to take courses at the undergraduate level. In such a case, the student would be required to attend lectures in these courses and qualify a test.

5.5 Academic Advisor

Immediately after joining Postgraduate program, the student will be assigned by the Chairman of the department an Academic Advisor for academic guidance and counseling. In consultation with his/her academic advisor, the student will prepare a tentative course plan on the prescribed form and submit to the Chairman of the department for approval.

5.6 Re-enrollment

If a student interrupts his program of study for a semester or more, Dean of the concerned Faculty will allow re-enrolment of the student on the recommendations of the Chairman. If re-enrolment is allowed, the student will pay all the pending dues along with re-enrolment fee. The Directorate of ASR&TD will notify the re-enrolment of the student.

a. If program requirements have changed during the period of interruption of studies, the student will be required to modify his degree program to ensure conformity to the latest version of the curriculum.
b. Any such interruption shall not be allowed in first semester and a student who does not appear in the first semester examination shall not be eligible for re-enrollment. Such student can however seek fresh admission.

6. RESEARCH WORKS/THESIS

6.1 MSc Research Thesis

Each Student for MSc Engineering/MS Science degree opting for thesis option shall successfully complete postgraduate research thesis. Moreover, thesis will be mandatory for GAs and Students selected under funded projects. Students opting for thesis option should make a contribution to knowledge based on individual's original research work.

6.2 Submission of Research Proposal

The student can start the research work for his thesis during the 2nd semester of enrolment, in consultation with his prospective research supervisor. The research proposals will be submitted to the Director ASR&TD duly evaluated by the Board of PGS of the concerned department in the beginning of second semester on the prescribed format available on University website.

6.3 Title of research/synopsis and the name of the Supervisor/Co-Supervisor shall be approved by the Dean of the concerned Faculty on the recommendations of the Board of Postgraduate Studies of the department and notified by the Directorate of ASR&TD. The department may recommend a Co-Supervisor if research is of multi-disciplinary nature and involves combining expertise from two or more departments/areas.

6.4 Minimum duration for a student to conduct research and prepare a thesis will be six months. This duration will start from the date of approval of research proposal by the Dean of the concerned Faculty.

6.5 Evaluation of Thesis

A student must pass all courses before thesis evaluation is undertaken.

a. The student will give final seminar after completion of his/her MSc/MS research work with the consent of his/her supervisor.
   i. The final seminar of the research work may be opened to other members of the academic community. The concerned Director, Board of PGS will notify the venue, date and time of the final seminar in consultation with the Chairman.
   ii. The Board of PGS will recommend the evaluation of the thesis based on his/her final seminar of the research work.
b. Evaluation of thesis will be done by the Internal and External Examiners. The Research Supervisor/Co-supervisor will normally act as the Internal Examiner and the External Examiner will be appointed by the Vice Chancellor on the recommendations of the Board of Postgraduate Studies of the department. The Controller of Examinations will notify the venue, date and time of examination in consultation with the Internal Examiner/s**.**
c. If a student, whose thesis has not been approved, will be permitted to revise his thesis. He/ She will submit the revised thesis for evaluation within the time decided by the Examiners keeping in view the prescribed maximum time limit for MS/MSc. A student can appear in maximum three times for final examination as decided by Examiners.
d. If a student fails to submit his/her thesis/revised thesis within the approved period, his/her case will be referred by the department to the Dean for dismissal from the Program.
e. After successful completion of thesis evaluation examination within the stipulated time of completion of MSc Engineering/ MS Science Degree Program, to be verified by the Chairman, the student will be required to submit three copies of thesis (along with soft copy) complete in all respects.

6.6 Submission of Thesis

On completion of his/her research work to the satisfaction of the Supervisor/Co-supervisor, the student shall embody the results of his/her research work in a thesis according to a prescribed format, available at University website. Three copies of the thesis will be submitted to the concerned Department for the evaluation of thesis as per research schedule approved by the Vice Chancellor.

6.7 The research publication in National/ International Journals/ Conferences is required for the award of MS/MSc Degree, subject to completion of other requirements. The transcript will be issued on the acceptance of research paper and degree will be issued on the publication of research paper.

6.8 If a student publish a paper in ISI indexed Impact Factor Journal as a first author for the award of MSc Engineering/ MS Sciences degree wherein the University of Engineering and Technology, Taxila is listed as well, an incentive in the form of Cash Reward of Rs.20,000/- and Best Researcher Certificate will be granted by the Dean of the Faculty concerned subject to the condition that paper is published within 1 year after date of notification of MSc completion by Controller of Examinations

6.9 Dismissal from the Program

a. If a student obtains F (Failing) grade in more than one courses at the end of first semester of enrolment, he will be dropped from the degree program.
b. If a student is placed on academic probation, Director Postgraduate Studies will issue him a warning letter. The Degree will not be awarded until the Cumulative GPA is greater than or equal to 2.5/4.00.
c. If, a student fails to submit two consecutive Quarterly Progress Reports, the Director Postgraduate Studies of the respective Department will issue the suspension letter to the student, which will be removed by the Chairman of the relevant Department on the deposit of Rs.2000/- by the student. If the student fails for the suspension removal or fails to submit the progress reports to supervisor later than one year after issuance of suspension letter from the Director Board of PGS of the Department. The supervisor will refer the case through the Dean of the relevant Faculty and the Chairman of respective Department to the Board of PGS for dismissal from the program.

6.10 Certificate of Merit

The Controller of Examinations shall issue a Certificate of Merit to a student, who obtains a cumulative GPA of at least 3.7 in his/her studies on the basis of the overall result, provided that the student has not failed in, or repeated any course and has completed all the degree requirements within prescribed time period of twenty four months.

6.11 Chancellor's Medal

The Vice Chancellor will award one Chancellor's Medal to a student from each program who obtains top most position in his/her session with at least CGPA 3.7 and completes degree within prescribed time period of 24 months.

6.12 Extension

a. In case a student is unable to secure an MSc/MS Degree within the prescribed timeframe provided that his/her title of research thesis/synopsis has been approved by Dean of concerned Faculty and claims for extension in duration; his application of extension along with all evidences on the recommendations of the Supervisor, Chairman and Dean will be placed by Directorate of ASR&TD before Program Duration Evaluation Committee (PDEC) to determine cause of delay.
b. The PDEC will determine that whether delay was on account of circumstances beyond the control of student or caused by process or administrative reasons and recommend an extension in accordance with the duration limiting factor(s). The PDEC will also recommend corrective measures in case the delay is caused by process or administrative reasons.
c. The recommendations of PDEC will be placed before Academic Council for appropriate decision. The extension fee of Rs. 3,000/- per month for the period of extension shall be levied in addition to normal fee/dues**.**
d. The MS/MSc student may apply for an extension of the maximum duration of the degree within six months after its expiry. If an MS/MSc student fails to apply for an extension within the prescribed time period, his/her admission shall stand automatically cancelled.

7. PROCEDURE FOR ADMISSION IN MSc ENGINEERING/ MS SCIENCES

7.1 Advertisement and Eligibility Criteria for Admission

Applications for admission are invited through an advertisement in the National Newspapers.

a. MSc/MS programs shall be open to candidates with BSc. Engineering/Equivalent qualification in the relevant Branch of Engineering recognized by PEC with minimum **CGPA 2.0/4.00** in the Semester System or 60% marks in the Annual System. The candidates whose BSc result is awaited are also eligible to apply. However, they must provide the BSc result sheet at the time of interview.

b. Candidates are also eligible for admissions in sub-disciplines occurring within one of the ten broad disciplines defined by UNESCO's International Standard Classification of Education (ISCED-F-2013) provided that they fulfill other conditions of admissions.

c. **Eligibility Criteria for MSc Computer Engineering, MSc Software Engineering and MS Computer Science Programs**

Candidates having BS/ BSc Computer Engineering, BS/ BSc Software Engineering, BS/ BSc Computer Science, BS/ BSc Artificial Intelligence, BS/ BSc Data Science, BS/ BSc Cyber Security, BS/ BSc Information Technology, BS/ BSc Information Systems, BS/ BSc Bioinformatics, BS/ BSc Multimedia and Gaming are eligible to apply.

d. **Eligibility Criteria for MS Data Science Program**

Candidates having BS (CS) as per HEC curriculum. Students with 16 years of education in following domains: Information Technology, Software Engineering, Computer Engineering, Electrical Engineering, Statistics, Mathematics are eligible to apply provided that they have taken following deficiency courses: (i) Programming Fundamentals (Core Programming Course), (ii) Data Structures and Algorithms or Design and Analysis of Algorithms (iii) Database Systems. Students selected for admission having deficiency in the above stated courses shall be required to study the courses which must be passed in the first 2 semesters. Deficiency courses shall be determined by the Board of Postgraduate Studies before admitting the students. The students shall be allowed to enroll/study courses with BS program as non-credit deficiency courses to fulfill the requirements of degree as per HEC guidelines.

e. **Eligibility Criteria for MS Artificial Intelligence (AI) Program**

Candidates having a 4-year BS/B Sc/BE degree in any of the disciplines from Computer Engineering/ Software Engineering/ Computer Science/ Electrical Engineering/ Electronics Engineering/ Mechatronics Engineering/Telecommunication Engineering/ Electronics /Information Technology/Cyber Security/Data Science/Data Analytics/Mathematics/Physics /Statistics or relevant discipline of Science and Engineering are eligible for admission in MS Artificial Intelligence (AI) program.

f. **Eligibility Criteria for MSc Energy Engineering Program**

Candidates having BS/BE Engineering in the relevant fields including Energy, Mechanical, Environmental, Industrial, Petroleum, Chemical, Electrical, Electronics, Mechatronics, Textile, Mining and Metallurgy & Materials Engineering recognized by PEC/HEC.

g. **Eligibility Criteria for MSc in Engineering Management/, MSc in Product Design and Programs**

Candidates having BSc Engg./B.Engg degree (any discipline) recognized by PEC.

h. **Eligibility Criteria for MSc in Industrial Engineering**

BSc in Industrial Engg., Mechanical Engineering, Mechatronics Engineering, Manufacturing Engineering, Aerospace Engineering, Aeronautical Engineering or Production Engineering degree (recognized by PEC with PEC Regn. No.) and those applying for PhD Program in Industrial Engineering will hold Master Degree in Industrial Engineering/ Manufacturing Engineering/Aerospace Engineering/Aeronautical Engineering or Production Engineering (including four years BSc Engineering accredited by PEC)

i. **Eligibility Criteria for MSc in Metallurgy and Materials Engineering**

BSc/BE Engineering in the relevant, field like, Metallurgy and Materials Engineering, Metallurgy

Engineering, Materials Engineering, Metallurgical Engineering, Mechanical Engineering, Chemical Engineering, Bio Materials Engineering, Polymer Engineering etc.

j. **Eligibility Criteria for MS Maths/MS Physics**
Candidates having BS Math/BS Physics or MSc Math/MSc Physics.

7.2 Submission of Applications

a. The candidate shall apply for MSc/MS admission through a process described by the University.
b. The application processing fee of Rs.2,000/- should be remitted/ paid through Bank/ Draft/ Pay Order/ Bank Challan in favor of the Treasurer of the University of Engineering and Technology, Taxila payable at Habib Bank Branch of the University with completed application form. The application processing fee is not refundable.
c. Applications not submitted on the prescribed forms or incomplete as regards the production of certificates/testimonials or unaccompanied by the application processing fee will not be considered.
d. A candidate for admission to the MSc Engineering/MS Sciences degree Program must hold a BSc Engineering/BS Science or MSc in Sciences (16 years degree program) with minimum CGPA of 2.00/4.00 in case of Semester System and 60% in case of Annual System in the relevant branch of Engineering /Science recognized by the HEC/ PEC/ NCEAC and equivalence committee of the University.
e. Board of Postgraduate Studies of relevant department will decide the cases about the relevance of the Bachelor's Degree for the admission eligibility.

7.3 Allocation of Seats

a. Keeping in view the available of faculty and staff position in each department, the Chairman of the department shall recommend to the Dean, for approval of suitable number of selected candidates in each specialization up to a maximum of 45, subject to availability of supervisor. If the number of selected candidates for any specialization is less than five the MSc/MS program in that specialization will not be offered.
b. The regular employees of the University may be admitted to the MSc Engineering/MS Sciences Programs, subject to fulfillment of admission criteria in addition to the above mentioned seats subject to availability of supervisor.

7.4 Selection Procedure - Test

a. MSc Engineering/ MS Sciences candidates must pass GRE/HAT General/Equivalent test with a minimum score of 50% OR Test of the equivalent level conducted by the University with minimum score of 50%.
b. A written test carrying 100 marks shall be conducted by the Admission Committee of Department on the date notified in the schedule.
c. For intra-disciplinary admissions:
   i. Candidate has passed GRE-Subject/equivalent test (in case the GRE-Subject test for a specific field/discipline is not available/conducted in Pakistan) with minimum 50% marks in the discipline of admission.
   ii. The candidate will be given provisional admission and will be required to take 6-9 credit hours of deficiency courses of BSc Engineering/BS Sciences level as determined by Admission Committee of the Department in zero semester.
   iii. After passing deficiency courses, Department's Admission Committee will evaluate that whether deficiency courses have sufficiently prepared the candidate to undertake MSc/MS program or may advise the candidate to take few additional MSc/MS courses after confirmation of admission in the program.
   iv. The provisional admission of candidate will be cancelled in case candidate is unable to pass the deficiency courses up to the satisfaction of Department Admission Committee.

v. The admission of candidate will be confirmed by Directorate of ASR&TD upon submission of report by Department that candidate has successfully fulfilled the requirements for intra-disciplinary admission; otherwise provisional admission will be cancelled.

d. Each Department shall recommend an Admission Committee comprising of at least 3 PhD faculty members to Directorate of ASR&TD who shall take approval from Vice Chancellor and notify.

7.5 Selection Procedure - Determination of Merit

The Admission Committee of Department shall formulate the written test and conduct interview. The merit list of those students who qualify the written test and the interview will be prepared by the Admission Committee of the Department. To determine the merit, the following are the marks for its different components for MSc/MS Programs:

i. 50 marks for the aggregate percentage marks obtained by the candidate on the basis of all the University Examinations for the BSc Engineering/BS Science degree.
ii. 100 marks for the written test.
iii. 20 marks for the interview.
iv. 10 marks for relevant experience. One mark for each year of the service of the candidate with the maximum of ten (10) marks.

7.6 Selection Procedure - Admission

a. A separate merit list shall be prepared for each specialization based on the above mentioned criteria.
b. Based on the above merit list the Chairman shall recommend to the Dean for the admission of suitable candidates. The decision of the Dean shall be final in this regard.
c. The successful candidates shall have to pay University dues and register for MSc/MS programs within specified time.
d. Any seat falling vacant due to non-registration of any successful candidates shall be filled in by the succeeding entries on the respective merit list and letters of admission shall be issued to them.

7.7 Procedure in Case of Selected Candidates

a. The list of selected students approved and notified by the Dean will be displayed on the notice boards and University website.
b. Within 10 days of an official notification, the selected student is required to pay the University Dues, submit four copies of the photographs duly attested by a gazetted Government Officer or class A Officer of the University and a no-objection certificate from the employer for joining the program, to the Chairman of the department concerned. Unemployed candidate must submit an affidavit to the effect that he/she is currently not employed anywhere.
c. On fulfillment of obligations mentioned in (b), the selected student will be admitted to MSc Engineering/ MS Science degree program and the Chairman of the department will issue class roll number to him. The Chairman thereafter will send immediately the list of students who join the respective programs, to the Dean of the faculty concerned, along with the application forms, the bank draft/pay order. The Dean of the faculty concerned will register students in its record and notify the list of registered students to all concerned.

7.8 Admission of Foreign Students

a. The admission of the foreign students will be made on the basis of the academic record of the candidate and the assessment of his/her scholarship made by the Board of Postgraduate Studies of the department.
b. They must submit their applications to the Government of Pakistan, Ministry of Education, Islamabad, through Pakistan's representative accredited to their countries along with the following documents:
   i. Educational Certificates (Attested Photo Copies) including details of syllabi and courses of studies prescribed for the BSc degree or its Equivalent in Engineering.
   ii. Domiciles/Nationality Certificate
   iii. Character Certificate
   iv. Health/ Fitness Certificate
   v. TOEFL/IELTS

7.9 General Instructions

a. Application for admission shall be invited through an advertisement in the National Newspapers.
b. Each Candidate shall submit only ONE application irrespective of the number of specializations. The address on the envelope of application form should be as under:
MSc Admission in _____Engineering/MS Admission in _____Science Department, Chairman_____ Engineering/ Chairman_____ Science Department University of Engineering & Technology, Taxila.
c. All employed candidates for admission in MSc Engineering/MS Sciences program will submit no-objection certificate from their employer. The official seal be fixed along with signature in NOC from employer section of MSc/ MS application form. Application form will not be considered if signature along with official seal is missing for employed candidates.
d. The candidates will clearly mention the specialization in which they are interested in their application forms for admission. Each candidate shall produce the details of subjects studied by him/her at the undergraduate level to ascertain his/her suitability for admission into specific specialization.
e. The prescribed application form provided in this prospectus, duly filled in by the candidate, shall be submitted in the office of the Chairman of the department along with all necessary documents/ testimonials by the last date and time mentioned in the admission advertisement. All applications received after the due date and time, even if posted earlier, shall not be entertained.
f. The selected candidates will be required to pay University dues and register themselves for postgraduate classes within the specified time limit.
g. Any seat falling vacant due to non-registration of any selected candidate shall be filled up in accordance with the merit list.
h. The candidates are advised to fill in their aggregate percentage marks (not weighted percentage) obtained in B.Sc. Engineering/ BS Sciences.

7.10 Remuneration of Internal/External Examiners

a. The MSc/MS External Examiner shall be paid Rs.5000/- as examination remuneration.
b. The remuneration for research work of Rs.10, 000/- per student will be paid to MSc thesis supervisor on successful completion and award of degree.

7.11 Remuneration for MSc Teaching

University/ Adjunct Faculty/invited professional/Field Experts having MSc Degree will be paid Rs.2100/- Per Hour.

7.12 Fee and other Dues for MSc/MS Programs

Fee for MSc/MS Students	**In Pakistani Rupees**
Admission Fee non-refundable (First Semester)	10,000
Re-enrollment Fee	5000
Library Security Fee (refundable)	5,000
University Security Fee (refundable)	5,000
Registration Fee	3,000
Tuition Fee (per Course)	10,000
Examination Fee (per Course)	3,000
Library Fund	1,200
Computer Fee	6,000
Research Fee (per Semester from 2nd Semester) of Enrolment until the completion of degree	4,000
Smart & Safe Campus Fee	3,000
SAP Fee	1800
Thesis Exam Fee	3000
Non-thesis Option Fee	30000
Late Fee after due date	100/- per day

8. RULES AND REGULATIONS RELATING TO PhD PROGRAM

8.1 Admission and Registration Procedure

PhD program shall be open to candidates who have Bachelor's and Master's Degree in the relevant engineering discipline/specialization for admission in engineering programs and Bachelor's and Master's Degree in the relevant disciplines/specialization for admission in sciences program recognized by university. The PhD admissions will be advertised maximum twice a year in the Newspapers of National repute subject to the availability of supervisors.

a. For the PhD in Industrial Engineering, candidates must hold Master's degree in Industrial Engineering, manufacturing Engineering, or Aerospace Engineering.
b. For the PhD in Engineering Management candidates must process a Master's degree in Industrial Engineering, Industrial and Manufacturing Engineering, Management, or Technology Management, Project Management, Construction Management or degree related to the any management of the technology domain. Candidates with a four-years B.Sc. Engineering degree accredited by PEC and valid PEC Registration Number are also eligible.
c. For admission in PhD Computer Engineering/Software Engineering/Computer Science, candidates having Bachelor's and Master's Degree (with 18 years of education) in computing disciplines are eligible to apply.
d. Candidates pursuing Masters studies and interested in continuing to PhD can be granted provisional admission upon satisfaction with the Admission Committee regarding Statement of Purpose and students commitment to the PhD program, provided that confirmation of the admission shall be subject to the fulfillment of the following conditions within a period of one year from the date of provisional admission.
e. Candidates are also eligible for admissions in sub-disciplines occurring within one of the ten broad disciplines defined by UNESCO's International Standard Classification of Education (ISCED-F-2013) provided that they fulfill other conditions of admissions.
f. For intra-disciplinary admissions:
    i. Candidate has passed GRE-Subject/equivalent test (in case the GRE-Subject test for a specific field/discipline is not available/conducted in Pakistan) with minimum 50% marks in the discipline of admission.
    ii. The candidate will be given provisional admission and will be required to take 6-9 credit hours of deficiency courses of MSc Engineering/MS Sciences level as determined by Admission Committee of the Department in zero semester.
    iii. After passing deficiency courses, Department's Admission Committee will evaluate that whether deficiency courses have sufficiently prepared the candidate to undertake PhD program or may advise the candidate to take few additional PhD courses after confirmation of admission in the program.
    iv. The admission of candidate will be confirmed submission of report Admission Committee and recommendation of Board of PGS of the Department that candidate has successfully fulfilled the requirements for intra-disciplinary admission.
    v. The provisional admission of candidate will be cancelled in case candidate is unable to pass the deficiency courses up to the satisfaction of Department Admission Committee.
    vi. These requirements shall be in addition to any other requirements for admission to a PhD program.
    vii. The recommendations of Board of PGS and Admission Committee in either case of confirmation or cancellation of PhD admission will be submitted to Directorate of ASR&TD at earliest by Department who will take approval from the Vice Chancellor and notify it.
g. The minimum CGPA should be 3.00/4.00 in case of Semester System or First Division in Annual/Term System in MSc/Equivalent Degree for admission in PhD Program. No conversion of CGPA to percentage will be considered. If the CGPA/Percentage is not mentioned on the transcript, the candidate must produce equivalent weightage from parent university.
h. The candidates having CGPA below 3.00 (out of 4.0 in the semester system) or 60% marks (in the annual system) in the masters degree will be given provisional admission and shall be eligible for confirmation of admission in PhD program after fulfilling the following requirements:
    i. Shall study additional courses of 9-12 credit hours of MSc Engineering/MS Sciences level as determined by Admission Committee of the Department in zero semester and score a minimum of 3.00/4.00 GPA in each course and

ii. After passing additional courses, Department's Admission Committee will evaluate that whether primary knowledge acquired by taking additional courses has sufficiently prepared the candidate to undertake PhD program or not.
iii. The provisional admission of candidate will be cancelled in case candidate is unable to pass the additional courses with minimum of 3.00/4.00 GPA in each course and Admission Committee is not satisfied with primary knowledge of candidate.
iv. These requirements shall be in addition to any other requirements for admission to a PhD program.
v. The recommendations of Board of PGS and Admission Committee in either case of confirmation or cancellation of PhD admission will be submitted to Directorate of ASR&TD at earliest by Department who will take approval from the Vice Chancellor and notify it.

i. Each Department shall recommend an Admission Committee comprising of at least 3 PhD faculty members to Directorate of ASR&TD who shall take approval from Vice Chancellor and notify.
j. The provisional admission of candidate will be confirmed after submission of report and recommendations of Board of PGS of the Department that candidate has successfully fulfilled the requirements mentioned in clause (g) and (i).
k. The report of Admissions Committee and recommendations of Board of PGS in either case of confirmation or cancellation of PhD admission will be submitted to Directorate of ASR&TD at earliest by Department who will take approval of Vice Chancellor and notify it.

8.2 Statement of Purpose for PhD Admission

a. Candidate shall be required to submit a statement of purpose along with prescribed application form as part of the application for admission to PhD program.
b. The statement of purpose shall include following:
   i. Title of the potential research proposal
   ii. Clear articulation of the current understanding of the intended field and ideas for potential research
   iii. Explanation of the intended impact of the proposed research
c. The Admission Committee shall ascertain the preparedness, interest, passion and enthusiasm of the candidate in pursuing doctoral studies and whether the department has the requisite resources to train and supervise the doctoral candidate in the subspecialty in which the candidate is interested through statement of purpose.

8.3 PhD Admission Test

a. PhD candidates must pass GRE/HAT General test conducted by testing bodies accredited by HEC with a minimum score of 60% OR Test of the equivalent level conducted by the University with minimum score of 60%. The Test and Interview shall be conducted by the Admission Committee of Department on the date notified in the schedule.
b. The candidate shall apply for PhD admission through a process described by the University. The Dean shall depute two faculty members with Director Board of PGS for scrutiny of applications. The Board of Postgraduate studies shall recommend the admission of the PhD students to the Director ASR&TD who shall obtain provisional approval from the Vice Chancellor and notify.
c. The department may recommend a co-supervisor if:
   i. The research is of multidisciplinary nature and involves combining expertise from two or more departments/organizations or Universities.
   ii. If the research project is approved from funding agency and involves the PI/ Co-PI of same department.
   iii. If there is requirement to train the junior PhD faculty member in the presence of Professor from the same department.
d. The recommendations of co-supervisor will be forwarded to the Director ASR&TD after the recommendation of the Board of Postgraduate Studies 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:

i. PhD Research Monitoring Committee
ii. PhD Qualifying/ Comprehensive Examination Committee
iii. Co-Supervisor will also act as Internal Examiner.

e. After the completion of course work of student, on the recommendation of the Board of Postgraduate Studies, the Vice Chancellor shall constitute a Research Monitoring Committee (RMC) comprising the following:
   i. Dean of the respective faculty.
   ii. Chairman of the respective department.
   iii. Supervisor and Co-Supervisor (if any)
   iv. Three out of four experts holding PhD degree in the relevant field from outside the University.
   v. One faculty member holding PhD degree of relevant field from the department.
   vi. Director, ASR&TD (Member)
f. The concerned Dean of the faculty will chair the meetings of RMC & the concerned Supervisor will record the minutes of all the meetings. It is mandatory for availability of two external experts otherwise RMC meeting will not be considered.

8.4 Coursework and Residency Requirement

The student shall be required to complete the coursework of at least 18+2 credit hours of PhD level from the same discipline. The courses shall be offered through regular classes (i.e., classes taught on campus by full-time faculty members of the university). After registration in PhD maximum two courses shall be allowed other than the concerned department.

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.

The PhD student will have to maintain a minimum CGPA of 2.5/4.00 of his/her course work, failing which he/she will be terminated from his PhD studies.

8.5 Comprehensive Examination/Research Topic Approval

a. Following the completion of coursework, every PhD student shall be required to pass the comprehensive examination to be granted candidacy as a PhD student, with the provision that the student failing to pass the comprehensive exam, shall be allowed to retake the exam once.
b. The required coursework, comprehensive exam, and defense of synopsis/research proposals should be completed within the 1st 6 semesters of the registration into a PhD program and in case of noncompliance:
   i. The PhD admission shall be cancelled and transcripts for completion of coursework may be issued to the student after approval of Vice Chancellor on recommendation of Board of PGS by Directorate of ASR&TD.
   ii. In an event of force majeure i.e., noncompliance on account of circumstances beyond the control of student, the university may consider the matter in accordance with the prescribed procedure.
c. The comprehensive exam would be based on recapitulation of the conceptual knowledge of the discipline to which the student is admitted and shall cover the courses studied; conducted on one composite question paper.
d. The comprehensive exam shall have two parts:
   i. Written test comprising studied courses of the PhD Program of that Specialization (3 hours).
   ii. 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 student is fully aware of the current research already done in this area.
e. Oral examination will be held in the conference room of the respective department.

f. The pass marks percentage for written test is 50% while oral exam evaluation shall be on aggregate basis, expressed in terms of pass/fail and shall not be graded. The result of PhD Comprehensive Exam will be submitted to Director ASR&TD through respective department for notification accordingly.
g. The Comprehensive Examination mentioned in Clause 8.5(d) for the student will be prepared and conducted by PhD Research Monitoring Committee of the student. The Chairman of the concerned department will notify the venue, date and time in consultation with the concerned supervisor.
h. The student will write a technical report based on the literature review on prescribed format after passing PhD Comprehensive Exam. He/ She shall appear for presentation in front of PhD Research Monitoring Committee and other invited audience for PhD research topic approval.
i. On the positive recommendation of RMC, the topic of research will be finalized, the student will be allowed to continue his work; otherwise he may be dropped from PhD Program.
j. 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.

8.6 Submission of PhD Quarterly Progress Report

a. During the studies every student shall submit quarterly progress report to the Dean of the Faculty on prescribed form through the Directorate of ASR&TD (Form is available in the Directorate of ASR&TD Office). In case, two consecutive progress reports are unsatisfactory, admission of the student shall be cancelled forthwith. The unsatisfactory progress report will not be acceptable without the signature of the student.
b. If a PhD student fails to submit his two consecutive progress reports, 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 Supervisor and Chairman on the:
    i. Justification of delay properly endorsed by the supervisor;
    ii. Payment of Rs.1000/- per month of his absence.
c. In case of absence for more than six months to one year, the suspension can be removed by the Dean of the Faculty on the recommendations of concerned Supervisor and the Chairman on the:
    i. Justification of delay properly endorsed by the supervisor;
    ii. Payment of Rs.1000/- per month of his absence
d. In case of absence for more than one year, the case will be referred to the Academic Council for appropriate decision. Payment of Rs. 1000/- per month of his absence in case admission restored by Academic Council.
e. Late progress report submission fine of Rs. 1000/- per month will be paid by student after 1 month of every quarter up to period of 6 months.
f. If a PhD student fails to have his suspension removed or fails to submit the required progress reports to the Supervisor up to two years from the date of issuance of the suspension letter by the Directorate of ASR&TD:
    i. Director, ASR&TD, shall issue a warning letter to the student upon completion of one year from the date of suspension.
    ii. If the student fails to comply with the requirements or does not respond to the warning within two years from the date of issuance of the suspension letter, the Supervisor shall refer the case to the Board of ASR&TD, through the Dean of the relevant Faculty and the Chairman of the respective Department, for consideration and dismissal of the student from the PhD program.
    iii. Upon the recommendation of the Supervisor, this provision may also be applied retrospectively to students who are already enrolled in the PhD program at the time of its implementation.

8.7 Doctoral Thesis

Each PhD student shall write a doctoral thesis reflecting relevance, credibility, effectiveness, and legitimacy of the research. The thesis must be an original and innovative contribution to knowledge that contributes to solving socioeconomic problems. Following points should be considered for PhD thesis:

a. The research area should correspond to community needs at regional and local levels and comply with the priority national research agenda. It should signify emerging areas of research that coincide preferably with sustainable development goals (SDGs).

b. The PhD thesis should be well written and quality of presentation and reporting in thesis should reflect the following characteristics:
   i. contents are balanced, well organized, appropriately styled; clearly structured, and well cohered
   ii. free from grammatical and spelling errors and flawed terminology
   iii. minor shortcomings such as inaccurate use of acronyms and clumsy looking sentence structure have been addressed quantitative research proposals must include a valid statistical design for data analysis (e) guidelines ensuring the quality of qualitative and quantitative research as per HEC GEP-2023 should be followed.
c. The external experts must be selected from the latest references relevant to the research topic cited in the PhD thesis.
d. The Directorate of ASR&TD will contact with external experts for the Evaluation of PhD thesis research. student and supervisor will not be allowed to approach the external experts.
e. Scholarship to students, if available will be only for the minimum duration of the program.
f. The student shall submit seven copies of his/her 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 external evaluation.
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 external 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 external experts have been incorporated. The thesis is satisfactory and final examination may be arranged to enable the student to defend his/her thesis.
   ii. Presentation on the basis of external expert's reports (as per remarks/ observations/ suggestions) will be given by the student in front of RMC as per instructions given below:
      - Student should provide both copies of thesis (original forwarded to evaluators and after the amendments) to all members of RMC through his/her Supervisor.
      - Photocopies of the comments /suggestions of external experts should be provided to all RMC members well before the meeting through the Supervisor.
      - Student must ensure that soft copies of both the thesis are available at the time of subject RMC meeting.
      - Soft copy of comments/ observations/ suggestions of the external experts and subsequent corrections/replies of these should be available with the student at the time of RMC and these be clearly indicated with Chapter, Page, Line and Fig No. etc. on both the copies.
      - Student should highlight in the soft copy of amended thesis, the changes made in the light of external expert's remarks and explain these to members of RMC from this soft copy.
h. The thesis shall be resubmitted by the student after revision according to the directions of the committee/ external 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.
i. For the appointment of new appropriate PhD Supervisors, in case of absence/retirement of the existing supervisors, the PhD student shall be given the choice for the change of supervisor through the Board of PGS other than the Internal supervisor. Otherwise the internal member will act as a supervisor in case of absence/retirement of the existing supervisor for the existing cases of PhD.

8.8 Guidelines Ensuring the Quality of Research

The university shall follow the rest of guidelines for Quality Assurance as mentioned in relevant section of Higher Education Commission, Graduate Education Policy (HEC GEP 2023)

8.9 External Evaluation of PhD Thesis

The PhD thesis shall be evaluated by:

a. At least two external experts who shall be:
   i. PhD faculty member from the world top 500 universities ranked by the Times Higher Education or QS World Ranking in the year corresponding to thesis evaluation year OR

ii. Pakistan-based Distinguished National Professors, Meritorious Professors from any national university; or professors from top 10 universities ranked by HEC; or professors from any Pakistani University having a minimum h-Index 30 for Sciences as determined by Web of Science

OR

b. At least one external expert qualifying any one of the conditions mentioned at 'a' above if the PhD candidate publishes thesis research in a peer-reviewed journal that is classified by the HEC in category W for Sciences.

The following general guidelines shall be observed while selecting external evaluator:

i. Relevance of Expertise: in the same or related fields as in the thesis.
ii. No Conflict of Interest: in personal, financial, or professional stakes in a particular decision or outcome.
iii. Objectivity: capable of making unbiased evaluations.
iv. Diversity: in terms of geography, culture, professional backgrounds etc.
v. Reputation: must be good in the field, with a track record of fair and thorough evaluations.
vi. Availability: should have the time and availability to review the thesis.
vii. Professionalism: capable of conducting themselves in a professional and respectful manner throughout the evaluation and defense process (if applicable).
viii. Communication: capable of providing clear and constructive feedback on the thesis.
ix. Confidentiality: capable of maintaining confidentiality and protecting the intellectual property of the thesis.
x. Compatibility: well-versed with the research methodology, approach, and theories used in the thesis.
xi. The RMC will recommend four external experts (two international and two national experts in case of international and national experts) to the Directorate of ASR&TD and out of this panel; one or two will be approved by the Vice-Chancellor.
xii. Copy of the PhD thesis shall be sent to the external experts by Directorate of ASR&TD as per approved guidelines for selection of external experts.

8.10 Plagiarism, Similarity Test and Open Defense Guidelines

a. It shall be the primary responsibility of both PhD students and their supervisors to prevent plagiarism.
b. For Plagiarism COPE guidelines shall be followed.
c. If a PhD thesis is found to be plagiarized, it will be handled in accordance with the Anti-Plagiarism Policy issued by the Higher Education Commission, Pakistan, as updated from time to time.
d. A similarity test in accordance with the HEC's Anti-Plagiarism Policy shall be conducted on the thesis before its submission to the external experts by the student.
e. It will be required to submit an anti-plagiarism certificate produced using similarity detection software like TURNITIN Software with similarity less than 19%
f. An open defense of the thesis is required after positive evaluation of the thesis by committee members. In general, the following principles and guidelines shall be followed:

i. Public Announcement: On the university website and other forums of communication, so that anyone interested can participate.
ii. Public Access: Within or outside the university such as community/town halls or important public venues.
iii. Neutral Chair: To ensure that defense was conducted fairly and in accordance with the rules and regulations.
iv. Review Committee: To evaluate the thesis and defense.
v. Presentation: of the thesis by the PhD student
vi. Question and Answer Session: To provide a basis for defense evaluation.
vii. Objective Evaluation: based on the quality of the research and the student's ability to defend.
viii. Final Decision: The open defense committee shall conduct the oral examination. The committee shall submit its report in the following terms:
- Pass or
- Pass with minor amendments or
- Deferred for resubmission and re-defense or
- Fail (in exceptional circumstances and for reasons to be recorded by the defense committee)

ix. The open defense (seminar) committee shall comprise of following:
- Dean/Chairman* Chair
- PhD Supervisor - Member
- PhD Co-Supervisor** Member
- Two external examiners Members

* In case of no Dean appointment

** In case of co-supervisor appointment

x. The Dean/Chairman will introduce the student to the audience of seminar. The seminar will be open for all; however presence of faculty members, all MSc and PhD students of concerned department would be mandatory.

xi. The Vice-Chancellor, on the recommendation of the Board of Postgraduate Studies, shall appoint the two external examiners from panel of four other than RMC members.

xii. The Controller of Examinations shall notify the panel of Examiners, date and place of Examination and ensure proper advertisement (Press/ News/ University website and Notice boards) in order to maximize the presence of interested persons in the open presentation prior to oral examination of the student before the examiners. Examination Branch will ensure the following for the conduction of final examination and public defense seminar:
- Availability and readiness of conference hall with sound system, multimedia and laptop or desktop computer.
- Necessary documentation/ papers for examination.
- Light refreshment after seminar

xiii. The student shall be admitted to PhD degree provided that he/she has been declared to have satisfied the open defense committee during the oral examination in accordance with the regulations.

8.11 Transfer of Credit Hours

a. **Non Residential Credit Hours:**
The Credit of a Maximum of two courses (6 credit hours) passed at a percentage of at least 70% and above or Grade-B at an institute recognized by HEC/ PEC/ NCEAC (National Computing Education Accreditation Council) may be transferred at this University and the affiliated institutions; provided that the courses for which the student is applying for transfer must be read at other institution/university being a regular student of the same degree (PhD) in which he/she seeks admission before his transfer of credits is considered and that the concerned Board of Postgraduate Studies allows such transfer by assessing the relevance and contents of the subjects.

b. **Residential Credit Hours:**
The credit of maximum of two courses (6 credit hours) passed at a percentage of at least 70% Or Grade "B" at this University may be transferred; provided that the subjects for which the student is applying for transfer must be read at this university being a regular student of the relevant degree in which he/she seeks admission before his/her transfer of credits is considered and that the concerned Board of Postgraduate studies allows such transfer of credit hours by assessing the relevance and contents of the subjects must be same.

c. **Transfer of Research:**
The transfer of research (research conducted at the parent university prior to the credit transfer) would be acceptable subject to recommendation of Board of PGS and upon availability of research facilities at relevant department of university.

8.12 Award of Post Graduate Diploma/Certificate

A student who successfully completes coursework and passes the comprehensive examination but is unable to defend a PhD synopsis/research proposal or does not complete the required research for obtaining a PhD degree within the specified time frame, may be granted a Postgraduate Diploma/Certificate/ transcripts or another MSc/MS upon completion of necessary requirements as per HEC policies and the university rules and regulations.

8.13 Degree Requirements

a. Completion of course work (20) Credit Hours after PhD admission) under the relevant clauses.
b. Proposal defense in the presence of PhD Research Monitoring Committee.
c. For the award of PhD degree, a PhD student shall be required to publish research articles meeting the following criteria:

At least

a. **i.** One research article in W category journal or two research articles in X category journals, for science disciplines
   ii. Same number of publications as of regular PhD students for Graduate Assistants (GAs)/Funded students
b. The PhD student shall be the first author of these publications.
c. The research article shall be relevant to the PhD research work of the PhD student.
d. The article should be published in a relevant research journal.
e. The date of acceptance of the research article must be after the date of recommendation of a research topic by the Research Monitoring Committee provided that the research topic is approved by the Board of Advanced Studies, Research and Technological Development.
f. The Directorate of ASR&TD shall verify the status of the Journal's Papers for the requirement of PhD Degree in collaboration with Director QEC, UET, Taxila. In case the status is not clearly defined, then case may be referred to Higher Education Commission for further clarification.
g. The names of students, Supervisor and Co-Supervisors are acceptable only in research article. The inclusion of other authors in research articles for the requirement of PhD Degree will be decided by the Research Monitoring Committee at the time of PhD Thesis Topic Proposal meeting if required due to research collaboration.
h. Satisfactory reviews from external expert(s) from prescribed universities as per regulations approved by the Vice Chancellor.
i. Successful defense of thesis written in the prescribed format.

8.14 Admission of Foreign Students

a. The admission of the foreign students will be made on the basis of the academic record of the candidate and the assessment of his/her scholarship made by the Board of Postgraduate Studies of the Department.
b. They must submit their applications to the Government of Pakistan, Ministry of Education, Islamabad, through Pakistan's representative accredited to their countries along with the following documents.
   i. Educational Certificates (Attested Photo Copies) including details of syllabi and courses of studies prescribed for the MSc degree or its equivalent in Engineering/ Sciences.
   ii. Domiciles/Nationality Certificate
   iii. Character Certificate
   iv. Health/ Fitness Certificate
   v. TOEFL/ IELTS

8.15 Degree Completion Timeline

a. The minimum duration for PhD degree program will be three (03) years or six (6) regular semesters and maximum duration for the completion of the degree will be eight (08) years or sixteen (16) regular semesters. This duration shall be counted from the date of registration.
b. The completion date of PhD degree shall be reckoned with the date of notification of the award of PhD degree by Examination Branch.
c. The maximum duration shall be determined from the date of student enrollment until the date of the completion notification of the PhD degree by Examination Branch.

8.16 Extension

a. In case a student is unable to secure an PhD Degree within the prescribed timeframe and claims for extension in duration; his application of extension along with all evidences on the recommendations of the Supervisor, Chairman and Dean will be placed by Directorate of ASR&TD before Program Duration Evaluation Committee (PDEC) to determine cause of delay.

b. The PDEC committee will determine that whether delay was on account of circumstances beyond the control of student or caused by process or administrative reasons and recommend an extension in accordance with the duration limiting factor(s). The PDEC will also recommend corrective measures in case the delay is caused by process or administrative reasons.
c. The recommendations of PDEC will be placed before Academic Council for appropriate decision. The extension fee of Rs. 3,000/-per month for the period of extension shall be levied in addition to normal fee/dues.
d. PhD student may apply for extension within one year expiry of the maximum duration. If a PhD student fails to apply for an extension within the prescribed time period, his/her admission shall stand automatically cancelled.

8.17 Remuneration of Research Committee and External Experts

a. The remuneration for research work of Rs. 8,000/- per month per PhD student for three years will be paid to PhD thesis supervisor in four equal installments as follows:-
   - 1st installment ¼ of total amount after completing course work.
   - 2nd installment ¼ of total amount after topic approval.
   - 3rd installment ¼ of total amount after journal paper publication.
   - 4th installment ¼ after passing PhD degree.
b. All members of the PhD Research Monitoring Committee including PhD thesis Supervisor/Co-supervisor shall be paid Rs.8, 000/- each on the approval of the thesis topic of the student
c. PhD thesis supervisor shall be paid Rs.100,000/- in case of having Co-supervisor shall be paid Rs.50,000/- and other members of the PhD Research Monitoring Committee shall be paid Rs.20, 000/- each on the award of PhD degree to the student.
d. **US$150** will be paid to each foreign external experts after completing/receiving the evaluation report. The amount of remuneration will be paid/arranged by the PhD student/supervisor themselves, and the transaction receipt will be submitted to the Directorate of ASR&TD through concerned Chairman and Dean.
e. Remuneration of Rs. 30,000/- will be paid to each national external expert for PhD thesis evaluation.
f. The PhD External examiner(s) shall be paid Rs.10,000/- each as examination remuneration.

8.18 Remuneration for PhD Teaching

University/ Adjunct Faculty / invited professional / Field Experts having PhD Degree will be paid Rs.2400/- Per Hour.

8.19 Remuneration of PhD Applications Scrutiny

The Director ASR&TD shall be paid @ Rs.500/- for each application duly forwarded by the departments; The Directors of Board of PGS shall be paid @ Rs.500/- for each application submitted in their relevant department. The Officer incharge and the supporting staff of the Directorate of ASR&TD shall also be paid the remuneration @ Rs.500/- for each PhD application. However the remuneration will be distributed scale wise among the staff of ASR&TD. The Scrutiny will be conducted in the office of the Director, ASR&TD and each department will nominate the Director, Board of PGS for the said Meeting for Scrutiny.

8.20 Miscellaneous Fee and other Dues for PhD Programs

Fee for PhD Students	In Pakistani Rupees
Admission Fee Non refundable (First Semester)	15,000
Re-admission Fee	25,000
Re-enrollment Fee	5,000
University Security (Non refundable)	5,000
Registration Fee	5,000
Tuition Fee or Research Fee per Semester	20,570
Examinations Fee per Course	3,000
Library Fund	1,200
Computer Fee	6,000
Safe and Smart Campus Fee	3,000
Digital Library Charges	1,000
SAP Fee	1,800
Thesis Exam Fee	3000
Late Fee after due date	100/- per day
Late Progress Report Fine	1000/- per month

8.21 University Employees

The University teachers/members of administrative staff shall be exempted from payment of above (vide clause 7.12 and 8.20) except the following:-

a. MSc Engineering/MS Sciences
   i. Admission Fee
   ii. Registration Fee
   iii. Examinations Fee
b. PhD
   i. Admission Fee
   ii. Evaluation/Re-evaluation of Thesis Fee
   iii. Examinations Fee

8.22 Non-Payment of Fee and Charges

A fine of Rs.100/- per day (from Postgraduate Students) will be charged for a period of 20 days after the last date fixed for payment of fee and charges. After that, the name of the defaulter will be struck off the rolls of the university and he will have to pay re-enrollment fee Rs.5000/- along with the other fee after the Notification of re-enrollment. Application to this effect shall be submitted to the Dean of Faculty concerned. However, a student who receives scholarship through the university, Treasurer may pay his fee and charges

without fine within a week of receipt of the scholarship for the corresponding period. In case of a special hardship, a student may apply to the Dean of his Faculty for remission of the late fee fine. The Dean of the concerned Faculty will allow re-enrollment.

8.23 Submission of PhD Applications

a. Applications forms (one original and one photo copy) for admission to PhD degree Courses complete in all respects should reach the Dean concerned.
b. The application fee of **Rs.2000/-** should remitted/ paid through Bank Draft/ Pay order/ Bank Challan in favor of the Treasurer of the University of Engineering and Technology, Taxila payable at Habib Bank Branch of the University with completed application Form. The application fee is not refundable.
c. Applications not submitted on the prescribed form or incomplete as regards the production of certificates/ testimonials or unaccompanied by the application fee will not be considered.

9. GOVERNING THE DOCTORAL RESEARCH SYSTEM

9.1. General Conditions to Supervise Doctoral Research

The following general guidelines shall, at least, be observed while allocating a PhD supervisor. At the time of supervisor allocation, the supervisors:

i. Shall be a PhD degree holder complying with the criteria and standards provided in this policy.
ii. Must be relevant to the field of research in which the student intends to conduct research.
iii. Should have NO CONFLICT OF INTEREST in personal, financial, or professional stakes.
iv. Should have the time and availability to supervise PhD thesis and give clear and constructive feedback.
v. Should be capable of conducting themselves in a professional and respectful manner throughout the supervision process.
vi. Should be capable of maintaining confidentiality and protecting the intellectual property of the thesis.
vii. Should, primarily, be a regular/adjunct faculty member of the supervisee's University

In addition to the aforementioned guidelines:

viii. The research supervisor shall be allocated to a doctoral student from the date of enrollment.
ix. The supervisory workload of research supervisors should be determined based on the nature of the institution, availability of teaching and research facilities, and the academic standing of supervisors. However, it is mandated that the maximum supervisory load shall not exceed five PhD students, simultaneously. Further, fresh PhDs can supervise MS/MPhil and co-supervise PhD students, while a PhD faculty member, after two years of obtaining a PhD degree, can supervise one PhD student in 3rd year, two PhD students in 4th year and maximum up to 5 PhD students from 5th year onward, subject to fulfillment of other conditions provided in this policy.
x. The university shall allocate supervision/ research space to the doctoral students.
xi. PhD research work completed under supervision shall be a shared property of supervisor and supervisee. All publications resulting from such research shall reflect the authorship of both parties and shall be subject to mutual consent.

9.2. Criteria to Be a PhD Supervisor

To be a PhD research supervisor, an individual shall meet the following requirements:

9.2.1 General Requirements to become a PhD Supervisor

a. A PhD degree from an HEC recognized national/ international university/degree awarding institute (DAI).

b. The research supervisor shall be given opportunities to attend and qualify course(s) on MS/MPhil/PhD supervision which should also have contents on research ethics, publications, patents, etc. Such courses may include certified self-paced MOOCS, or a course designed/offered by National Academy of Higher Education (NAHE) or by a university in the following manner:
   i. Basic level course: to supervise students of MS/MPhil/ equivalent degrees.
   ii. Advance level course: to supervise PhD students.

c. A regular/adjunct faculty member or researcher at a public or private university or DAI, or position of researcher or scientist at any R&D or public/private sector organization. However, in the case of a non-faculty PhD supervisor, who otherwise meets the criteria of being a PhD supervisor, shall be taken as an adjunct faculty member, for a period not less than the minimum time required to complete the student's PhD research, prior to assigning a PhD supervision. Such a person shall also provide an NOC from the parent organization.

d. In addition to fulfilling the General Requirements, a PhD supervisor must publish research articles in the HEC's recognized research journals and the category specified in the HJRS for the publication year. These conditions are different for different disciplines and aim to ensure that the potential PhD supervisor is an active researcher:

e. The specific requirement for indigenous and foreign PhDs in the field of science & Technology:

   i. Within the last 3 years after PhD: at least one research publications in W category journal. OR

   ii. Within last 5 years after PhD: at least five research publications in X category journal.

9.3. Supervisory Process

The University shall follow the rest of guidelines for supervision process as mentioned in relevant section of Higher Education Commission, Graduate Education Policy (HEC GEP 2023)

9.4 University Directorate of Advance Studies and Research

a. The head of the Directorate of Advance Studies, Research and Technological Development (DASR&TD) department shall not be
   less than a Dean or senior Professor of the University appointed by Vice Chancellor.
b. The Directorate shall serve as the secretariat of the Board of Advance Studies. Such a board/body shall be responsible for the quality of all the graduate degree programs being offered by the university, as well as the research that shall be conducted under these programs.
c. The DASR&TD Department shall prepare a graduate Studies Prospectus, describing the complete process for award of a graduate degree and ensuring that the booklet shall be available for guidance of all graduate students.
d. The DASR&TD department shall monitor and ensure that thesis is progressing in accordance with the time prescribed in the booklet. It includes, but is not limited to, the timely approval of the research synopsis, evaluation of the research thesis in accordance with the HEC guidelines as well as its submission, and finally the conduct of open defense.

9.5 Teaching Assistantships and Research Assistantships:

The departments shall offer Teaching and Research Assistantship to outstanding PhD enrolled students at various stages of their enrollment as per approved university rules rest of guidelines for Teaching Assistantships and Research Assistantships as mentioned in relevant section of Higher Education Commission, Graduate Education Policy-2023.

10. PRACTICING THE ACADEMIC RESEARCH ETHICS

10.1 Guidelines on Ethics of Using Similarity Detection Software (for Administrators) (Reference HEC guidelines on using Turnitin)

a. University shall apprise students/faculty members about the HEC Anti-Plagiarism Policy and Turnitin service.
b. Administrators shall create accounts of all faculty members of university.
c. The Administrators shall maintain their privacy and shall not disclose any report to anyone except the concerned person or to the concerned authorities, if required.
d. If the instructor/students is involved in the screening of papers and theses of other authors, then the administrator shall report to the university authorities with evidence.

10.2 Guidelines on Ethics of Using Similarity Detection Software (for Instructors)

a. COPE (Committee on Publication Ethics) guidelines shall be followed for publication and theses.
b. Instructors are required to create classes and enroll students in them.
c. Students should be informed that their work will be checked through anti-plagiarism services; therefore, they must follow proper documentation style in writing reports/papers/theses.
d. References/bibliographies and tables of contents shall be removed from the submitted documents. If these are included, the similarity index of the document will increase.
e. Instructors may allow students to view reports. The instructor shall maintain privacy and will not disclose any report to anyone except the concerned person and to the concerned authorities, if required.
f. If a student is involved in checking papers and theses of any other person, the instructor shall report to university authorities about that with valid proof.
g. Originality/similarity reports generated by Turnitin provide clues in the form of text matches as well as proverbs, universal truths, phrases, etc.
h. Students must ensure that the documents they are submitting are in proper documentation style (i.e., IEEE, Chicago, MLA, APA, etc.) and are free of plagiarism.
i. If the report has a similarity index of ≤19%, then the benefit of doubt may be given to the author; however, if any single source has a similarity index ≥5% without citations then it needs to be revised.
j. If the similarities of a report are from the author's own (previous) work, then they may be ignored only if the material has been cited by the author.
k. Documents that are checked through this service have not yet been published and no benefit is acquired; therefore, no punishment or penalty is recommended. The similarities at a greater level shall be taken care of in the light of the HEC plagiarism policy

10.3 Guidelines on Interpreting Originality Report

a. The similarity index of the originality report showing matches of submitted work with internet content does not mean that the document is plagiarized.
b. The similarity index shall be based on the percentage of matched text out of the total number of words in a document.
c. Faculty members must verify each similarity index to identify potential clue to plagiarism.
d. If similarities in the document are significant, then the student may be guided, accordingly, or a case may be reported based on the evidence.
e. The similarities in the document may contain matches with the author's previous work; they may be ignored if it is the same work.
f. Bibliography and quoted material may be excluded after verification. It is important to note that too much quoted material is not desired as per the policy.
g. Common phrases and proper nouns also appear as similarities in the report; therefore, every faculty member should ignore the matches returned from them.
h. The originality report will show similarities from three major sources: the Internet, periodicals, and student repositories. Similarities returned from the student repository may be ignored if they are the author's own work. Similarities from the student repository help in detecting collusions in the documents.
i. The graphs, tables, formulae, and other pictorial materials are not matched through the service; therefore, they will only offer similarities with text.

j. Faculty members supervising students can provide verdicts of plagiarism after interpreting reports.

The University shall follow all remaining provisions relating to **Practicing the Academic Research Ethics** as prescribed in the relevant sections of the Higher Education Commission Graduate Education Policy (HEC GEP 2023).

10.4 University Anti-Plagiarism Policy

The University has adopted the Higher Education Commission (HEC) Anti-Plagiarism Policy, Version 2.0, and shall follow the provisions and guidelines contained therein.

11. QUALITY ASSURANCE

11.1 Faculty and supervisory requirement

a. At least two (2) full time faculty members holding PhD degrees in the relevant field shall be available/appointed to the department to launch an MS/MPhil/Equivalent program that may be increased up to three (3) if a PhD program is also to be launched in the same discipline and department.

b. The minimum appointment tenure for full-time faculty members must not be less than the duration of the intended degree program.

c. The teacher to student ratio shall be 1:12, where a supervisor can supervise a total of twelve (12) MS/MPhil/ PhD students at a time with no more than five (5) of these students being PhD students. Graduate teaching and supervision load shall be adjusted, accordingly.

11.2 Determining relevance of faculty with subject/ degree program

a. Wherever required, the subject and supervisory relevance of faculty members shall be determined based on:
   i. Qualifications including bachelor, master, and doctoral degrees.
   ii. The research includes thesis and published articles.
   iii. Experience consisting of teaching and administrative domains.

b. To ascertain the relevance of the faculty in the related discipline to the program and supervision of theses, the university shall:
   i. Constitutes a Relevance Assessment Committee (RAC)/equivalent body, with the approval of the Vice Chancellor
   ii. The RAC shall consist of at least five (5) members:
      - Respective Dean of the university
      - Director QEC of the university
      - Two External subject experts not less than a Professor/Associate Professor level
      - Program Team/Assessment Team member who was involved in preparing self-assessment report of the program.
      - The RAC shall submit a report with detailed reasons and rationale for the assessment decision to Directorate of ASR&TD for placement in BASR&TD.
      - The Report shall be effective with the approval of BASR&TD.

The University shall follow all remaining provisions relating to Quality Assurance as prescribed in the relevant sections of the Higher Education Commission Graduate Education Policy (HEC GEP 2023).

12. STUDENT DISCIPLINE RULES

These rules shall be called **"The University of Engineering and Technology, Taxila; Students' General Discipline Rules for Postgraduate Students"** and these Rules will be effective at once.

a. Every student must observe the following code of honor:
   i. He must be faithful in his religious duties and respect the conviction of others in matters of religion and custom.
   ii. He must be loyal to his country and refrain from doing things, which might lower its honor and prestige.
   iii. He must be truthful and honest in his dealings with all people.
   iv. He must respect the elders and be polite to all especially to women, children, old people, the weak, and the helpless.
   v. He must respect his teachers and others in authority in the university.
   vi. He must keep clean in body and mind, standing for clean speech, clean sport, and clean habits.
   vii. He must help his fellow beings especially those in distress.
   viii. He must devote himself faithfully to his studies.
   ix. He must observe thrift and protect property.

b. No student shall:
   i. Smoke in classroom, laboratory, workshop, library, examination hall or convocation hall and during studio work or academic functions.
   ii. Consume alcoholic liquor or other intoxicating drugs within the University campus or hall of residence or examination hall or during the instructional, sports or cultural tours or survey-camp; or enter any such place or attend any such tour or camp, while under the influence of such intoxication.
   iii. Organize or take part in any function within the university campus or a hall of residence or organize any club or society of students except in accordance with the prescribed rules and regulations.
   iv. Collect any money or receive donations or pecuniary assistance for or on behalf of the university or any university organization except with the written permission of the Vice-Chancellor or any officer authorized by the Vice-Chancellor.
   v. Stage, incite, participate in or indulge in any walkout, strike or other form of agitation against the university or its teachers or officers.
   vi. Interfere in the official proceedings of the examination or other university business.
   vii. Threat or misbehave with the officers or other employees of the university or try to influence such officers or employees in any way in connection with their official assignments.
   viii. Instigate or take part in any boycott of examination or create disturbance in or, around the examination hall.

c. Every member of the teaching staff shall have the powers (and it shall be his duty) to check disorderly or improper conduct or any breach of the rules by students occurring in any part of the precincts or the university. Any such misconduct occurred when the student is under the charge of an instructor/ supervisor, the latter shall report the matter, without delay, to the Chairman of the department.

d. The Librarian shall be responsible for maintenance of order of the library. In case of disorderly conduct or any breach of rule he may require the student so offending to withdraw from the library for the remainder of the day and shall immediately report the offense to the Chairman, Library Committee.

e. The Senior Warden/Warden and the Resident Tutor shall be responsible for the maintenance of order among the students in hall of residence or hostels if residing.
f. The Director, Physical Education shall be responsible for the maintenance of order among the students on or near the playground or while otherwise under his charge.

12.1 Discipline Committee

There shall be a Students Discipline Committee, to deal with the serious cases of in-discipline, consisting of the following:

a. Chairman, to be nominated by the Vice-Chancellor
b. One member to be nominated by the Syndicate
c. One Member to be nominated by the Academic Council
d. Two members not below the rank of Associate Professor, to be nominated by the Academic Council
e. The Senior Warden, (Ex-Officio Member)
f. The Director Students Affairs, (Ex-Officio Member/ Secretary)
   i. The term of office of the members other than Ex-officio members shall be two years.
   ii. The quorum for a meeting of the Committee shall be four.
   iii. The functions of the Committee shall be:
      - To propose regulations to the Academic Council, and other authorities, for the conduct of the University students.
      - To maintain discipline and to guard against the breach of discipline.
      - To perform such other functions as may be prescribed.
   iv. A student shall be guilty of an act of in-discipline and shall be liable for each act to one or more of the penalties mentioned in penalties section if he:
      1. Commits a breach of any of the rules of conduct specified in section in penalties: or
      2. Disobeys the lawful order of a teacher or other persons in authority in the University; or
      3. Habitually neglects his work or habitually absents himself from his class without reasonable cause; or
      4. Willfully damages university property or the property of a fellow student or any teacher or any employee of the university; or
      5. Does not pay the fees, fines or other dues leviable under the University Act, Statutes, Rules, Regulations or Instructions; or
      6. Does not comply with the rules relating to residences in the hostels or hall of residence or the Rules relating to the university Dress Code; or
      7. Uses indecent language, wears immoderate dress, makes indecent remarks or gestures or behaves in a disorderly manner; or
      8. Commits any criminal, immoral or dishonorable act (whether committed within the university campus or otherwise) which is prejudicial to the interests of the university; or
      9. Humiliates, or causes to humiliate, his fellow student or a teacher or officer or other employees of the university; or
      10. Possesses, carries, or uses any type of weapons/ firearms or explosive material within the university premises; or
      11. Spreads by word, mouth, or written material, religious, sectarian, ethnic, regional, or linguistic conflicts/ hatred; or
      12. Uses or takes possession of the university transport unauthorizedly; or
      13. Shows immodest/indecent or contra-Islamic behavior with fellow boy/girl student.

12.2 Penalties

The penalties which can be imposed by various authorities are as under:

Sr. No.	Penalty	Authority Competent to impose the Penalty
a.	Exclusion from classroom, Laboratory, Workshop or field work for the periods concerned, for not more than four such consecutive periods	Teacher In-charge
b.	Exclusion from the game or the field for not more than one week	In-charge of the game
c.	Exclusion from instructional or sports tour or survey camp	Teacher In charge or Tour In charge/ Chairman
d.	Exclusion from the Department for a period not more than one year	Heads of Department/ Chairman
e.	Exclusion from the Library for not more than two weeks	Chairman Library Committee
f.	Exclusion from all classes or any class in any Faculty for a period not exceeding one year	Dean of the Faculty
g.	Exclusion from the Hall of residence for a period not exceeding six months	Resident Tutor, Warden, Senior Warden

12.3 Penalties

The penalties which can be imposed by various authorities are as under:

Sr. No.	Penalty	Authority Competent to impose the Penalty
a.	Exclusion from classroom, Laboratory, Workshop or field work for the periods concerned, for not more than four such consecutive periods	Teacher In-charge
b.	Exclusion from the game or the field for not more than one week	In-charge of the game
c.	Exclusion from instructional or sports tour or survey camp	Teacher In charge or Tour In charge/ Chairman
d.	Exclusion from the Department for a period not more than one year	Heads of Department/ Chairman
e.	Exclusion from the Library for not more than two weeks	Chairman Library Committee
f.	Exclusion from all classes or any class in any Faculty for a period not exceeding one year	Dean of the Faculty
g.	Exclusion from the Hall of residence for a period not exceeding six months	Resident Tutor, Warden, Senior Warden
h.	Exclusion from the Hall of residence for a period not exceeding one year	Senior Warden, Warden, Director Students Affairs
i.	Suspension or removal from a position of authority in a hall of residence	Resident Tutor, Warden, Senior Warden
j.	Suspension or removal from a position of authority in the Students Union, if any	Director Students Affairs

k.	Suspension or removal from a position of authority in the University Sports	Chairman Sports Committee
l.	Cancellation or removal from a position of authority in the University Sports	Chairman Sports Committee
m.	Fine up to Rs. 3,000/-	Lab Engineer/Lecturer, Resident Tutor
n.	Fine up to Rs. 6,000/-	Assistant Professor, Warden
o.	Fine up to Rs. 12,000/-	Associate Professor
p.	Fine up to Rs. 12,000/-	Director Board of PGS of relevant Department
q.	Fine up to Rs. 25,000/-	Chairman of a teaching department, Professor, Senior Warden, Director Students Affairs, Chairman Transport Committee
r.	Fine without any limit	Director ASR&TD
s.	Fine without any limit	Dean of the Faculty
t.	Rustication from the University:	
u.	i) for a period not exceeding one year	Chairman of the Department
v.	ii) for any period	Discipline Committee, Dean of the Faculty
w.	Expulsion from the University	Discipline Committee
x.	Withholding of result/s, certificate of good moral character etc.	Dean of Faculty, Chairman of Department, Discipline Committee

Note: The terms 'Lab Engineer', 'Lecturer', 'Assistant Professor', 'Associate Professor', and 'Professor' include non-teaching officers, in relation to these rules, holding the posts of corresponding pay scales.

12.4 Imposition of Penalty/Penalties

a. A penalty or penalties imposed shall be appropriate and proportioned to the nature and gravity of the act.

b. i. When a case against a student is referred to the discipline committee, the Committee may, if it deems a decision in the case.

ii. Notwithstanding anything contained in the above clause (i), the Vice-Chancellor shall have the powers to impose any of the penalties mentioned in section of penalties, or to refer the case to the Committee.

iii. A teacher or officer mentioned in these rules in whose presence or in relation to whom an act of indiscipline is committed or who obtains knowledge of such act on a report or otherwise, may deal with the case himself or if in his view:

1. The case is one which can be more appropriately dealt with by another authority; or

2. A penalty severer than that which he is competent to impose is called for in the case; shall follow the procedure specified below:

- If he is not the Dean of the Faculty, he shall refer the case to the Dean who may deal with it

himself or refer to the appropriate authority.

- If he is the Dean of the faculty, he shall refer the case to the Vice-Chancellor or the Committee.

vi. No student shall be rusticated or expelled from the university unless he has been allowed reasonable chance of replying to the accusation against him.

v. When in the opinion of the Committee the penalty of rustication or expulsion is not called for in a case referred to it, it may impose any other penalty or penalties mentioned in the section of penalties.

c. When a teacher or officer has imposed penalty/penalties on a student under rule of penalties, the latter shall not be liable to a higher or an additional penalty unless he has been given a reasonable opportunity of showing cause against the proposed action.

d. i. A review petition against the imposition of penalty may be made within a week's time to the officer who imposed the penalty.

"In case the student is not satisfied with his decision/ revision he may appeal to the Chairman Discipline Committee who shall place it before the Committee for its consideration and decision within a maximum of six weeks to dispose of the case. A final appeal against the imposition of penalty may then be made to the Committee as provided in penalties section of these Rules".

ii. An appeal against a decision on imposing a penalty mentioned in Sr. No. (t) and (u) of the table under section of penalties shall lie with a committee comprising as mentioned below:

- The Vice-Chancellor
- All Deans of Faculties
- One member to be nominated by the Syndicate.
- The Registrar shall be the Secretary of the Committee.

iii. No appeal shall lie against a decision of an authority imposing a penalty other than that a penalty which it was not competent to impose.

vi. An appeal on the ground that an authority has imposed a penalty, which it was not competent to impose, shall lie to the Vice-Chancellor.

v. No appeal by a student under rules in penalties section shall be entertained, unless it is presented within fifteen days from the date on which the decision is communicated to him, provided that the Vice- Chancellor may, for valid reasons, extend this period up to thirty days.

e. The Vice-Chancellor or any teacher or officer to whom the Vice-Chancellor may delegate his powers, may direct a student to pay compensation for any loss, or damage to property belonging to the university or to a fellow student or to an employee of the university caused by a willful act or gross negligence of the student and if the student does not pay such compensation within a time to be specified, the Vice-Chancellor may expel him from the university and loss/ damage/compensation be recovered from his parents/guardians through legal proceedings.

12.5 Code of Conduct for Bus Routes

a. An individual traveling in the bus must respect the elders and be polite to all especially female students, women, children, old people, the weak and the helpless.

b. All the students must respect the teachers and others in authority in the university.

c. Cassette Player, singing songs, use of vulgar language, card playing, fooling, passing remarks using nick names and smoking, playing music on the mobiles, are prohibited.

d. Hanging with door of buses is prohibited

13. RULES FOR GRADUATE ASSISTANCESHIP SCHEME(GAS)

As per PEC provision, Full-Time academic support staff positions can be offered, in the form of Teaching Assistants (TAs), Graduate Assistants (GAs), and/or Research Associates (RAs). The candidates selected under the proposed scheme will be called Graduate Assistants (GAs).

The GAs will be postgraduate students who will support/facilitate the faculty with the conduct and delivery of undergraduate courses, Labs, and other assigned work.

In order to start this scheme, the following policy has been proposed:

13.1 Eligibility Criteria

The GAs will be selected on need basis, from the already admitted postgraduate student and eligibility criteria for selection of GAs is as follows:

a. Selection criteria for GAs from MSc Program

i. Must be admitted as MSc student in relevant program of the University.
ii. Satisfactory performance in interview before the selection committee.
iii. Any other terms and conditions set by the selection committee/University.

b. Selection criteria for GAs from PhD Program

i. Must be admitted as PhD student in relevant program of the University.
ii. Satisfactory performance in interview before the selection committee.
iii. Experience as Teaching Assistants (TAs), Graduate Assistants (GAs), Research Associates (RAs) and Lab. Engr. at UET, Taxila or any other HEC recognized institute will be given preference.
iv. Any other terms and conditions set by the selection committee/University.

13.2 Selection Procedure

The selection procedure is as under:

a. Constitution of Selection Committee

i. For selection of the GAs, a selection committee of each department will be proposed by the respective chairman and approved by the Dean of Faculty and same will be notified by the Director ASR&TD.
ii. The selection committee will be comprised of the following:
   - Dean of the Faculty- (Convener)
   - Chairman of Relevant Department (Member)
   - Two Senior Professors, if professors not available then two senior Associate/Assistant Professors (Members)
   - Director Board of PGS (Member/secretary)

b. Advertisement

A notice for submission of applications for GAs will be advertised by the Director ASR&TD through:

i. The University Website
ii. Displaying on Departmental Notice Boards

Applicants will submit the applications in the office of postgraduate studies in the office of postgraduate studies of the department within time given in the notice.

c. Interviews

i. The selection committee will call a meeting for interviews of applicants soon after submission of the applications.
ii. Merit determination criteria for selection of MSc student.

Sr. No.	Merit Criteria	Marks
1	BSc CGPA (40)	≥2 = 10 ≥2.5 = 20 ≥3 = 30 ≥3.5 = 40
2	Interview (60)	60

iii. Merit determination criteria for selection of PhD student

Sr. No.	Merit Criteria	Marks
1	MSc CGPA (40 Marks)	≥2 = 10 ≥2.5 = 20 ≥3 = 30 ≥3.5 = 40
2	Interview (50 Marks)	50
3	Experience as TA,GA,RA & LE (10 Marks)	10

iv. A list of selected students as GAs will be forwarded to Director ASR&TD by the selection committee of each academic department for notification after the approval from the competent authority.

d. Issuance of Letters

i. Director ASR&TD shall issue the offer letter to the candidates selected by the selection committees.
ii. Offer letter shall contain the stipend amount and all other related terms and conditions. A copy of the same may be forwarded to all concerned sections of the university.
iii. At the time of joining, each GA will sign Deed of Agreement, the sample of which will be provided by the Directorate of ASR&TD.
iv. At the time of joining, each GA will have to submit his original documents in respective Director Postgraduate Office.

13.3 Allocation of Seats

Maximum number of GAs would be up to 20% of the Full-Time Dedicated Faculty strength of each department.

13.4 Duties of GAs

a. The GAs will be required to be present in the University during all working days and will be attached with senior faculty members. The GAs may be assigned the following duties in addition to their learning assignments.

- Outcome Based Education (OBE) related work
- Conduct of Lab. Courses
- Any other relevant task assigned by the department

b. The GA would assure his/her availability during office hours of the University throughout the week and if he/she is called upon to render assistance in teaching, research or any other work that the University may reasonably require of him/her the GA shall duly furnish such assistance provided that the assistance sought is not incompatible with the status of the GA as student.

13.5 Fee and Stipend

a. **Stipend and Perks for GAs enrolled in MS Degree Program**

- Full Fee Waiver for 18 months and monthly stipend Rs. 20,000/- for 18 months.

b. **Stipend and Perks for GAs enrolled in PhD Degree Program**

- Full Fee Waiver for 36 months and Monthly stipend Rs. 40,000/- for 36 months

c. Stipend will be paid subject to his/her satisfactory performance and attendance respectively.

d. The payment of stipend shall be made subject to complete adherence to all rules and regulations governing the Graduate Assistantship scheme as well as satisfactory performance in the studies, which shall be judged under the sole discretion of the University.

13.6 Academic Requirements

a. In case GA terminate his/her Assistantship or being terminated on the basis of unsatisfactory performance and attendance requirement before the completion time; he will have to pay back stipend received from the University along with the tuition fee etc., pertaining to the period for which he had been receiving the stipend.

b. The rest of the rules/regulations applicable to normal postgraduate students given in the respective Postgraduate Prospectus will be applicable to Graduate Assistants.

c. In future, if any amendment/addition required in regulations of Assistantship Scheme, the Director ASR&TD will prepare the working paper and will get approved from relevant forums/authorities.

13.7 Release of Stipend

Respective Department will forward bill summary along with attendance record and satisfactory report in respect of each GA to directorate of ASR&TD for onward transmission to Treasurer Office. The Policy for payment of monthly stipend to the GAs is recommended as follows:

i. A single file be maintained to deal the payment of monthly stipend of all GAs.
ii. Chairman of every department will forward the case through concerned Dean to Director ASR&TD not later than 2nd day of every month.
iii. Director ASR&TD will forward the Case to Treasurer through a single file not later than 5th day of every month.
iv. Payment to every GA will be made by Treasurer not later than 10th of every month.

v. Late submitted cases will be kept pending till the processing of payment of next month by Director ASR&TD.

13.8 General Terms and Conditions

a. Pension: The Graduate Assistantship shall be non-pensionable

b. Contributory/General Provident Fund: The GA shall not pay any pension or contributory provident fund and shall also not contribute to general provident fund.

c. Contribution towards Group Insurance/Benevolent Fund: The GA shall not contribute towards group Insurance/benevolent fund.

d. Leave

i. Casual leave not exceeding 24 days per year shall be admissible. More than 10 days leave at one time shall not be allowed. Record of leave allowed by the Chairman/Dean concerned will be maintained by the Department.
ii. 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, contract as GA shall be terminated and the GA will have to refund the complete stipend and deposit complete fee etc.
iii. Leave will only be sanctioned on the recommendation of concerned faculty member to whom GA is attached.

e. No right of Regular Appointment: The GA shall not confer any right of regular appointment, nor shall such appointments be regularized under any circumstances.

f. Medical Facility: Medical facilities shall not be admissible to the GA.

g. Performance Evaluation: The respective department will evaluate the performance of GA on regular basis keeping in view his/her efficiency and conduct.

h. Termination of contract: In case the GA is unable to continue his/her Assistantship or remain absent more than a week without intimating to the department, his/her Assistantship will be terminated. The concerned Director Board of PGS will forward the case through Chairman and the Dean of Faculty to the Director ASR&TD office **for termination notification**. He/She will have to pay back stipend received from the University along with the tuition fee etc., pertaining to the period for which he/she had received the stipend.

i. The GA shall not undertake employment whether paid or otherwise without approval of university during his/her Assistantship.

j. The GA shall refrain from engaging himself/herself in any political or commercial activity incompatible with his/her Assistantship.

k. Interpretation of the Terms and Conditions: Interpretations of the terms and conditions and decisions of the competent authority shall be final.

14. RULES FOR HIRING ON R & D AND ALLIED PROJECTS AND DEVELOPMENT PROJECTS-2019

Short Title, Scope and Commencement

a. These rules may be called as **"**University of Engineering and Technology Taxila, Rules for Hiring on R & D and Allied Projects and Development Projects"
b. "University" means University of Engineering and Technology Taxila.
c. "PI/PD" means Principal Investigator or Project Director of the project.
d. "Co-PI" means Co-Principal Investigator of the project.
e. "Funding Agency" means the organization/industry proving funds for the project e.g. Higher Education Commission (HEC), IGNITE (ICT R & D Fund), Pakistan Science Foundation (PSF), Punjab Higher Education Commission (PHEC) or any other local/international organization/body/industry.
f. "Proposal" means Project Proposal approved from the funding agency.
g. These rules shall be applicable for hiring of students to all kind of R & D and allied projects funded by other organizations/industry, in case where explicit guidelines for hiring are not provided by the funding agency.
h. These rules shall be enforced from the date of approval by the Syndicate of the University.

POLICY GUIDELINES

a. Determination of Posts/Positions

i. The post/positions in the project shall be determined as per approved proposal or PC-1 of the project.
ii. To quantify procedures, posts/positions may be categorized as Studentship Positions**:** Research Associate (PhD/MS student), Research Assistant (PhD/MS stud), PhD student, MS student, BS Student, Internee etc. explicitly defined in the proposal/PC-1.

b. Eligibility Criteria and Pay Package of Posts/Positions

i. Eligibility criteria, pay package and duration of the posts/positions will be determined as per approved proposal/PC-1 of the project.
ii. In case where eligibility criteria or pay package or duration are not clearly defined, the eligibility, package and duration shall be defined explicitly by funding agency.

c. Advertisement and Application Submission

i. PI shall advertise the studentship positions on the university website, postgraduate offices and notice boards.
ii. Applications shall be submitted by the candidates in the office of Registrar as per deadline/procedure mentioned in the advertisement.
iii. In case of new PhD/MS admissions, PI may also advertise through combined advertisement by ASRTD. In such cases, applications may be submitted to relevant office clearly mentioning the interested position.
iv. PI will prepare the consolidated data of all applicants for the advertised positions.

d. Short listing and Quantification Process

i. To scrutinize and shortlist the candidates through written test/preliminary interviews/academic record, sub-committee will be formulated as follows:
   - Head of Department (Convener)
   - Principal Investigator/Director/Head of the project.
   - All Co-Principal Investigators of the project.
ii. PI will forward the list of shortlisted candidates to the Director ASR & TD of the respective Faculty.

e. Selection Process

i. For final selection of the candidates, the Studentship Selection Committee shall conduct interviews with all shortlisted candidates. Studentship Selection Committee will be comprised of the following:
   - Dean of the Faculty
   - Head of Relevant Department
   - Principal Investigator/Director/Head of the project.
   - All Co-Principal Investigators of the project.
   - Director ASR & TD or his nominee (Secretary)

ii. Director ASR & TD will call the meeting of studentship selection committee.

iii. PI will display the list of shortlisted candidates on the university website.

iv. All members of the committee will access each candidate and award respective marks in the interviews.

v. Director ASR & TD will prepare the list of recommended candidates according to the overall merit.

f. Notification / Issuance of Letters

i. Director ASR & TD shall issue the notification of the selected candidates on the recommendation of the studentship selection committee.

ii. Offer letter shall contain the stipend/scholarship amount and all terms and conditions. A copy of the same may be forwarded to all concerned sections of the university i.e. Treasurer, Auditor etc.

iii. In case of termination of studentship, PI will forward the case to the Director ASR & TD office for further procedure.

g. General Guidelines

i. **Release of Salaries/Stipend**: Treasurer office shall provide all the support for timely release of salaries on monthly basis to the staff/students under these projects. PI/PD shall be treated as head of department in such cases.

ii. **Honorarium/Salary to PI/PD:** University shall release the Honorarium/Salary to PI/PD as per proposal/PC-1. In case a principal investigator or co-principal investigator belongs to another organization, treasurer will release salary to Head of the organization to be reported to funding agency for onward payment to respective PI or Co-PI. Receipts will be duly submitted by the organization for release of next salary.

iii. **Annual Increment**: Annual increment in the salary/stipend will be provided as per proposal/PC-1 after completion of a year from the date of joining/subsequent year only if provision is clearly mentioned in the proposal/PC-1.

iv. **Small Research Projects under Research Academia Collaboration (RAC):** In R & D projects funded (funding less than 0.5 Million PKR) by NESCOM under RAC program, all the project fund will immediately be released by Treasurer office to PI. PI may utilize funds as per project needs (equipment/staff/services/honorarium etc.) after getting explicit approval from funding agency.

v. **Absence of PI/PD:** In absence of PI/PD, the Co-PI of the project will manage the project matters subject to condition that Co-PI is an employee of the University.

vi. **Payment to Industrial/Academic Partner:** University shall pay the financial share to industrial/academic partner in lieu of HR/Procurement/Services as prescribed in PC-1/Proposal/Agreement to HEC/Funding Agency for onward payment to respective organization.

h. Guidelines for Terms and Conditions

i. **Pay Package:** Pay package of the posts/positions will be determined as per approved proposal/PC-1 of the project or explicitly by the funding agency.

ii. **Medical Fitness Certificate:** The selected candidates on staff positions will appear before the competent university medical office, as per directions of the appointing authority for medical examination and on having been declared medically fit he will be able to join.

iii. **Tenure:** The tenure shall be for the period as defined in the proposal/PC-1 from the date of joining.

iv. **Transfer / Posting:** Project-based appointments shall be post specific and non-transferable to any other project or regular position in the university.

v. **Fee Waiver to Studentship Positions:** Candidates selected through studentship positions will be provided full fee waiver to for their minimum degree duration subject to condition that student continues

to receive substantial externally funded monthly stipend as part of the Project during the period of fee waiver.

vi. **Pension:** Appointment/Service on contract/project basis shall be non-pensionable.

vii. **Contributory/General Provident Fund:** The employer shall not pay any pension or Contributory Provident Fund. The employer shall also not contribute to General Provident Fund.

viii. **Contribution towards Group Insurance/Benevolent Fund:** The project-based employees shall not contribute towards group insurance / benevolent fund.

ix. **Leave**

- Casual Leave not exceeding 24 days per year shall be admissible. More than 10 days leave at one time shall not be allowed.
- 90 days maternity leave without pay (in case of female employees only) once in the duration of the project.
- Leave on medical grounds without pay shall be admissible for three months on production of medical certificate from the competent authority as per Punjab Medical Attendance Rules, 1995. However, if medical leave continues beyond three months, his contract shall be liable to be terminated.

x. **Medical Facility:** Medical facilities are not admissible to the employees hired under R & D projects.

xi**. No right of Regular Appointment:** Project-based employees shall not confer any right of regular appointment, nor shall such appointments be regularized under any circumstances.

xii. **Performance of Duties:** The employee shall be liable to perform duties irrespective of duty timing, in public interest, as may be entrusted to him by PI/PD from time to time.

xiii. **Performance Evaluation:** The performance of the appointee shall be evaluated on regular basis keeping in view his efficiency and conduct.

xiv. **Termination of Contract:** The appoints of Project-based employees shall be liable to termination on one-months' notice or on payment of one-month pay in lieu thereof, on either side, without assigning a reason.

xv**. Interpretations of the Terms and Conditions:** Interpretations of the Terms and Conditions and decision of the competent authority in this behalf shall be final.

15. ETHICS POLICY GOVERNING RESEARCH INVOLVING HUMAN PARTICIPANTS AND PERSONAL DATA-2025

a. Introduction

The University of Engineering and Technology (UET) Taxila is committed to ensuring the highest ethical standards in research. This policy provides a framework for the ethical conduct of research involving human participants and personal data, in accordance with national and international laws, guidelines, and best practices.

b. Objectives

The objectives of this policy are

i. To protect the dignity, rights, safety, and well-being of human participants involved in research.
ii. To ensure the confidentiality, integrity, and lawful processing of personal data.
iii. To promote responsible conduct of research and compliance with legal and institutional requirements.

c. Scope

This policy applies to:

i. All faculty, staff, students, and affiliates conducting research under the University's auspices.
ii. All research involving human participants, identifiable personal data, or sensitive information, regardless of funding source or location.

d. Ethical Principles

All research involving human participants or personal data must adhere to the following principles:

i. **Respect for persons:** Voluntary informed consent, autonomy, and protection of vulnerable groups.
ii. **Beneficence:** Minimizing harm and maximizing benefits.
iii. **Justice:** Fair recruitment and equitable distribution of risks and benefits.
iv. **Confidentiality and Data Protection:** Secure and lawful data handling as per relevant data protection regulations.
v. **Transparency and Accountability:** Openness about the purpose, risks, benefits, and outcomes of research.

e. Informed Consent

i. Written informed consent must be obtained from all participants, using language they understand.
ii. The consent process should explain the research purpose, procedures, risks, benefits, and data handling.
iii. Consent must be documented, and participants should be informed of their right to withdraw at any time.

f. Data Protection and Privacy

i. Personal data must be collected, stored, and processed lawfully, fairly, and transparently.
ii. Data minimization principles must be followed: only data necessary for the research purpose should be collected.
iii. Data must be anonymized or pseudonymized wherever possible.
iv. Secure storage systems (password-protected, encrypted) must be used.

g. Vulnerable Populations

i. Special care must be taken when involving vulnerable populations (e.g., minors, persons with disabilities, patients).
ii. Additional ethical safeguards must be documented and approved.

h. Risk Assessment and Mitigation

i. Researchers must assess and document potential risks to participants.
ii. Mitigation strategies must be included in the research proposal.
iii. High-risk studies must undergo full review by the Central Ethics Committee.

i. Ethical Review Process

All research involving human participants or personal data must be reviewed and approved by the University Central Ethics Committee (UCEC) before initiation. The process includes:

i. Submission of research protocol, consent forms, data protection plan, and risk assessment through departmental undergraduate/postgraduate boards.
ii. Classification of reviews as *Exempt*, *Expedited*, or *Full Committee Review* depending on risk level.
iii. Provision for continuing review and monitoring of approved projects.

j. Non-Compliance and Misconduct

i. Non-compliance with this policy may result in disciplinary actions according to the University policy.
ii. Researchers are encouraged to report concerns confidentially to the ethics committee or designated integrity officers.

k. Review and Update of Policy

This policy will be reviewed every three years or as needed to align with evolving regulations and ethical standards.

UNIVERSITY CENTRAL ETHICS COMMITTEE (UCEC)

l. Constitution of the University Central Ethics Committee

The University shall constitute a University Central Ethics Committee (UCEC) to ensure highest ethical standards in research. Membership of the UCEC shall be for an initial period of three (03) years, extendable for another term(s). The UCEC will comprise of:

i. Chair of the Committee: Senior academic with research ethics experience, preferably at the level of Professor.
ii. 2 faculty members from university having research experience in the field of biomedical signal processing/medical imaging.
iii. 1 external faculty member having social sciences research experience.
iv. 1 clinician from university health clinic.
v. Director Advanced Studies, Research and Technological Development (ASR&TD).
vi. Director Office of Research Innovation and Commercialization (ORIC) (Member/ Secretary)

The quorum shall be 4 members including the chair of the committee.

m. Responsibilities of the CEC

i. Review and approve/reject/amend research proposals involving human subjects and/or personal data.
ii. Ensure ongoing monitoring of approved research, including reporting of adverse events.
iii. Provide guidance to departmental/sub-ethics committees.
iv. Maintain a registry of all approved research and decisions.

n. Reporting Structure

i. The UCEC shall report to the Vice Chancellor through the Director ASR&TD.
ii. An Annual Ethics Compliance Report shall be submitted to the Board of ASR&TD summarizing:
    - Number and types of research reviewed.
    - Decisions and outcomes.
    - Any cases of ethical breaches or non-compliance.

SCHOLARSHIP HOLDERS

(ON STAMP PAPER OF RS. 100/-)

Mr./Miss/Mrs._____

S/O, d/o, w/o Mr._____ hereby undertake that I will complete my MS/MSc & PhD Degree Course, within the prescribed time limit. In case I fail to complete it, I will make no appeal/request to extend this limit and return all Fee/stipend paid to me by the university.

Date:_____ Signature:_____

Place:_____ Address:_____

_____

NON SCHOLARSHIP HOLDERS

(ON STAMP PAPER OF RS. 100/-)

Mr./Miss/Mrs._____

S/O, d/o, w/o Mr._____ hereby undertake that I will complete my MS/MSc & PhD Degree Course, within the prescribed time limit. In case I fail to complete it, I will make no appeal/request to extend this limit .

Date:_____ Signature:_____

Place:_____ Address:_____

_____

DEED OF AGREEMENT

FOR GRADUATE ASSISTANT AT UNIVERSITY OF ENGINEERING AND TECHNOLOGY, TAXILA

This agreement is made, on the ……Day of ……., between

a. Mr./MS ……son/ daughter of ……..…… ……hereinafter called the student or the student, and

b. University of Engineering and Technology, Taxila hereinafter called the University through the Registrar and Treasurer of the University.

WHEREAS Mr./ Ms ……. has been selected as Graduate Assistant at University of Engineering and Technology, Taxila and the student has agreed to accept the same on the terms and conditions governing the Graduate Assistantship scheme as set out herein below:

i. This stipend shall be for maximum duration of 18 months towards assistantship to MSc student and for maximum duration of 36 months towards assistantship to PhD student subject to the satisfactory performance of the student.

ii. The payment of assistantship program shall be made subject to complete adherence to all rules and regulations of UET Taxila/Government as well as satisfactory performance, which shall be judged within the sole discretion of the University.

iii. In addition to full fee waiver a stipend amounting Rs. 20,000/- per month to MSc student and Rs. 40,000/- to PhD student, will be paid for 18 months and 36 months respectively.

iv. The student shall refrain from engaging himself/herself in any political or commercial activity incompatible with his/her assistantship.

v. The GA will be required to be present in the University during all working days for usual working hours and may be assigned the following duties in addition to their learning assignments:
   - Outcome Based Education (OBE) related work
   - Conduct of Lab. Courses
   - Any other relevant task assigned by the department

vi. The GA would assure his/her availability during official hours of the University throughout the week and if he/she is called upon to render assistance in teaching, research or any other work that the University may reasonably require of him/her; the student shall duly furnish such assistance provided that the assistance sought is not incompatible with the status of a student.

vii. In case the GA is unable to continue his/her Assistantship or remain absent more than a week without intimating to the department, his/her Assistantship will be terminated. he/she will have to pay back stipend received from the University along with the tuition fee, pertaining to the period for which he/she had been receiving the stipend.

viii. The GA shall not undertake employment whether paid or otherwise without approval of the university during his/her course of Assistantship.

ix. The GA is liable to disqualification from assistantship and disciplinary action will be initiated as the University may consider appropriate, if:

- He/she violates any of the foregoing conditions, or
- He/she is found to have made any misstatement hereinbefore.

AND THE STUDENT FURTHER COVENANTS, that in case of breach of any of the above terms and conditions or those rules/terms and conditions governing assistantship award as may be further imposed by the University for the specified period, the student shall be bound to forthwith refund to University the total amount of the stipend paid to the student and the tuition fee waived for him/her the amount of refund as prescribed and assessed by the University shall be final and conclusive.

Signature _____

Name _____

CNIC No. _____

Addres _____

Witness No.1

Signature _____

Name _____

CNIC No. _____

Address _____

Witness No. 2

Signature _____

Name _____

CNIC No. _____

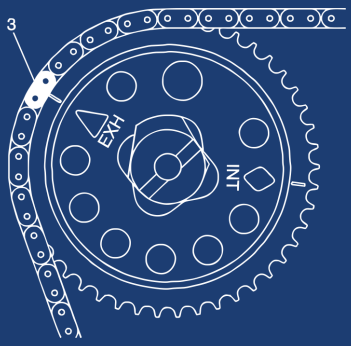
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UNIVERSITY OF ENGINEERING AND TECHNOLOGY, TAXILA, PAKISTAN

Academic and Regulation Branch

Ph: +92-51-9047410, 9047411
Web: www.uettaxila.edu.pk



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