



# **GRADUATE HANDBOOK 2023**

**COMSATS UNIVERSITY ISLAMABAD**

**April 9, 2023**

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*All possible efforts have been made to make the Graduate Handbook 2023 free from all kinds of errors and omissions. However, in case of any errors or omissions reported, herein, the original notifications of the subject matter shall be preferred and only the Registrar with approval of the Rector CUI shall issue clarification if necessary.*

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# Rector's Message

Dear Graduate Students,

I am pleased to give you a copy of the Graduate Handbook, which I hope will help both new and continuing students navigate graduate student life at the COMSATS University Islamabad (CUI). If you are a new student, I am delighted that you have chosen CUI and I hope that your graduate study here will meet all your expectations. If you are a continuing student, I hope that the coming year will be rewarding and productive.

The handbook describes the important "Rules and Regulations" for graduate study. You may also find it useful to consult the Head of the respective department on the latest updates on rules, regulations, policies and procedures. Your closest ties are likely to be in your department, and in most matters, I expect that you will want to turn to your Adviser/Supervisor/secretary DAC/HoD/Chairperson or respective faculty members for assistance.

While your graduate activities will be based in your department, I encourage you to take advantage of the academic diversity of CUI by broadening your graduate experience beyond your department, and even beyond your university. Academic and Professional Workshops and seminars provide possible avenues to diversify your graduate experience, and I encourage you to explore, in consultation with your advisor/supervisor, multidisciplinary opportunities for your graduate work at CUI.

I always look forward to hearing from my graduate students. I wish you all the best in the coming year.

Prof. Dr. Muhammad T. Afzal  
Rector

# Executive Summary

The CUI is one of the leading graduate research institutions in Pakistan. CUI is committed to providing a breadth of study and excellent interdisciplinary experience classified in different faculties under twenty-two distinct departments at CUI campuses. In addition to our outstanding faculty, exceptional facilities, state-of-the-art research and library resources, the campuses have a warm and collegial spirit that is conducive to personal growth and scholarship. Our mission is to serve as a center for research, scholarship and creativity and to teach a diverse community of undergraduate, graduate, and professional students to become the next generation of leaders in academia, industry, and public services.

The primary objective of the Master of Science (MS) and Doctor of Philosophy (PhD) programs is to impart education and training to a student in the area of interest for pursuing graduate studies, to inculcate the spirit of learning in the student, and enhance his/her research orientation, critical thinking, research analysis capabilities, hypothesis testing and report writing skills. Graduate programs at CUI have been tailored to equip the students with all essential skills required for the successful accomplishment of research activities.

This graduate handbook is intended to provide a general overview of the rules, regulations, policies and requirements of graduate studies at CUI. Each graduate student should become familiar with these guidelines, and, together with a faculty advisor/supervisor, make certain that the chosen program of study complies with all policies for graduate degree programs.

Although every effort is made to keep this book up to date, you must also consult the head of the respective department, incharge graduate program, the graduate coordinator/Secretary DAC or a person/office assigned such tasks at each campus for additional and up-to-date information, errors and omissions, which may vary depending on the year you entered the program. It is recognized that exceptions will occur. CUI reserves the right to make changes to this Handbook at any time. In instances of a discrepancy between this document and the online record, this Handbook takes precedence, and the issued notifications will prevail.

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# 1 Admission Policies and Procedures

## 1.1 Who Can Apply?

CUI follows a non-discriminatory policy covering admissions and management of the University's programs and activities. Admission to various degree programs at CUI shall be open to all eligible applicants, which are not discriminated against based on race, colour, religion, gender, disability, age, national and regional origin, ancestry or marital status.

## 1.2 Eligibility

### 1.2.1 MS Degree

- (a) A 16-year degree, in the relevant field, from an accredited educational institution.
- (b) Minimum CGPA of 2.5/4.0 (semester system) or First Division (annual system) with no third division (annual system) or 'D' grade (semester system) throughout the academic career.
- (c) NTS GAT (General) with a minimum of 50% marks (must be valid on the date of admission) or 60% score in any other entry test adopted by the university.

### 1.2.2 PhD Degree

- (a) An MS/M.Phil with Thesis or its equivalent degree with Thesis, in the relevant field, from an accredited educational institution with a minimum CGPA of 3.0/4.0 (under semester system) or 70% marks (under conventional system) with no third division (annual system) or 'D' grade (Semester System) throughout the academic career.
- (b) GRE (subject) as per HEC policy, or NTS GAT (subject) with at least 60% marks (must be valid on the date of admission) or 70% score in any other entry test adopted by the university.
- (c) CUI result-awaiting students may be admitted provisionally in PhD programs at the CUI system. However, their admission shall be confirmed after being awarded MS degrees with a minimum CGPA of 3.0/4.0.
- (d) In the case of an MS degree by Research where coursework/CGPA is not mentioned, the student may be admitted in the PhD program on the recommendation of the Chairperson and approval of the Dean concerned.

### **1.3 How to Apply**

- (a) Candidates may apply for admission to a graduate degree program in response to admission notice on CUI Online Admission System (<http://admissions.comsats.edu.pk>)
- (b) All admissions at CUI will be offered provisionally and will be confirmed once all the desired formalities are met and the student submits all the required documents.
- (c) Admission applications must be submitted within the due date advertised at the time of admission. Late submissions shall not be entertained.
- (d) Candidates must check the eligibility criteria before submitting their online application forms to confirm that they are academically eligible for admission into the program of their choice.
- (e) The following documents shall also be submitted with the completed Admission Forms: Two attested photocopies each of Certificates/Detailed Mark Sheets of matric or equivalent examination, intermediate or equivalent examination, bachelor's degree or equivalent examination, and all graduate degrees or equivalent examinations.

### **1.4 Entrance Test**

All applicants are required to submit valid proof of relevant NTS GAT General (for MS applicants) / Subject (for PhD applicants) or GRE (for PhD applicants only) score or any other entry test adopted by the University as specified in section 1.2.2.

### **1.5 Merit**

All admissions are regulated based on merit determined by combining the weighted marks obtained in the entrance test and previous academic examinations. Subsequently, selected applicants are called for an interview. The final selection is based on the weighted marks assigned to the academic merit, the entrance test and satisfactory performance in the interview, as per the following Merit Finalization Criteria for Admission in MS and PhD Programs:

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### 1.5.1 MS Program

	<b>Previous Qualification</b>	<b>Weight</b>
(a)	SSC/O-Level or Equivalent	5%
(b)	HSSC/A-Level or Equivalent	10%
(c)	i. Graduate Degree (2 years)	10%
	ii. Master's Degree (2 years)	15%
	Or	
	Graduate Degree (4 years)	25%
(d)	GAT/GRE Test Score	40%
(e)	Interview	20%

Applicants who fail (unable to obtain 60% marks) in the interview shall not be admitted.

### 1.5.2 PhD Program

	<b>Previous Qualification</b>	<b>Weight</b>
(a)	SSC/O-Level or Equivalent	5%
(b)	HSSC/O-Level or Equivalent	5%
(c)	i. Graduate Degree (2 years)	5%
	ii. Master's Degree (2 years)	10%
	Or	
	Graduate Degree (4 years)	15%
(d)	MS/M.Phil	20%
(e)	GAT/GRE Test Score	25%
(f)	Interview	30%

Applicants who fail (unable to obtain 60% marks) in the interview shall not be admitted.

## 1.6 Preliminary Selection

The applications for admission in Graduate Programs shall be evaluated by the Departmental Graduate Admission Committees, convened by the Chairperson/HoD or a nominee of the Department. The committee while evaluating the eligible candidates for graduate admissions shall ensure the following:

- (a) The academic profile of the candidate and the references (if applicable). Candidates with outstanding academic careers from HEC-recognized institutions shall only be considered for admission at CUI. However, the minimum laid down criteria as per policy, including CGPA shall be adhered to.
- (b) For PhD program, the relevancy, strength, and CGPA of the courses taken by the candidate during MS/M. Phil at the previous institution may be given due weightage.

- (c) Any question about the relevancy or deficiency of the courses should be addressed by the Chair of the Graduate Admission Committee of the Department and recorded.
- (d) Availability of a suitable supervisor and his/her acceptance for the supervision of the candidate's research work.
- (e) Availability of requisite laboratory, related equipment, and library support for the conduct of doctoral research.
- (f) The candidate may be called for a preliminary interview for clarification regarding the above points if desired.

The Departmental Graduate Admission Committee shall contact the applicants selected for a departmental interview and preliminary selection. The applicants are required to bring all original documents/certificates at the time of the interview for verification.

### **1.7 Final Selection and Provisional Admission Letter**

The recommendations/selections of the respective Departmental Graduate Admission Committee will be forwarded to the Admission Office for publication of the lists on the admission system and issuance of the provisional offer letter to the selected candidates along with a Bank Challan Form for payment of dues.

### **1.8 Acceptance of Provisional Admission Letter**

Selected candidates are required to accept their Provisional Admission Letter by submitting the signed acceptance, paying prescribed fees, and submitting desired documents, verified by the campus admission office. If a candidate fails to confirm enrollment by the given deadline, selection shall stand cancelled, and the seat will be offered to the next candidate on the waiting list.

The Admission Office, after issuing the Provisional Admission Letter, shall forward the student's file to the office concerned at the respective campus for verification process from the respective Board/University. The "Admission Confirmation Letter" shall be issued by the Academic department/section of the relevant campus preferably in the first semester after verification of documents.

### **1.9 Cancellation of Admission on Student's Request**

- (a) Admission of an MS/PhD student may be cancelled at any time by the Director/Incharge Campus on the written request of the student duly recommended by the Chairman/HoD. In the case of a newly admitted student, the fee may be refunded as per university policy.
- (b) Admissions may be cancelled in case of any misrepresentation of facts or forgery of documents without any fee refund. University has the right to take legal action as may be deemed necessary.

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- (c) Admission may also be cancelled due to absence or negative progress reports under the relevant rules.
- (d) Admission of an MS/PhD program student may be deferred by the Director/Incharge Campus, only for one semester, due to unavoidable circumstances subject to the condition that all the eligibility requirements are fulfilled at the time of admission as well as at the enrollment in the subsequent semesters.

### **1.10 Departmental Graduate Admission Committee**

The Departmental Graduate Admission Committee of a department shall be appointed by the Chairman/Head of the department concerned and shall normally consist of the following:

- (a) Chairman/Head of the Department\* **(Convener)**
- (b) At least three faculty members of the Department **(Members)**
- (c) Secretary DAC **(Member/Secretary)**

*\* The chairman / head of the department may nominate another faculty member as the convener if and when deemed necessary.*

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# 2 Graduate Policies and Regulations

## 2.1 Basic Requirements

- (a) A candidate for admission to a particular degree program who has been offered provisional admission must confirm his/her enrollment by depositing the requisite fee/charges into the campus's relevant account and completing the course registration procedures.
- (b) A student must make timely progress towards degree completion and satisfactorily meet the following standards established by the Board of Advanced Studies and Research (BASAR):
  - (i) To maintain good academic standing (GAS), a student must maintain 2.5/4.0 CGPA at the end of each semester.
  - (ii) When the CGPA of a student falls below 2.5/4.0 in any semester, he/she is placed under probation (PRB). If in the next semester, his/her CGPA does not come up to at least 2.5/4.0, the student shall be dropped (Dismissed - DIS) from Graduate Program and his/her admission shall stand cancelled without any notice.
  - (iii) A student who fails a course shall have two chances to reappear in the examination by repeating the course whenever it is offered. In case of a failed course, the student will have to pass the same course in which he/she was previously registered and cannot register for any other course in lieu of the previously registered course.
  - (iv) Meet all the prescribed degree requirements such as specified time limits, satisfactory performance in the required courses, satisfactory research progress, and passing thesis and coursework examinations within the specified number of attempts as per the effective scheme of study, rules and regulations.
  - (v)
- (c) The *Two 'C' Grade Policy*, as follows, shall be applicable to MS and PhD students admitted in or before Spring 2023 semester.
  - (i) To be eligible for the award of a degree for any Graduate Program, a maximum of one (01) course with C or lower grade (except F grade), out of all required courses as per the Scheme of Studies, shall be allowed.
  - (ii) If a Graduate student obtains C or lower grade in One (1) course, in the First Semester examination, and wants to avail the only chance for improvement of the result of each course with a C or lower grade, he/ she will be allowed to register for the same course

in the second or any subsequent semester; however, his/her status in the result card will be reflected with probation (PRB).

- (iii) If a Graduate student obtains C or lower grade in more than one (1) course, in the First Semester examination, S/he will be dismissed (DIS) from studies and his/ her admission shall stand cancelled automatically.
- (iv) If a Graduate student obtains or accumulates C or lower grade in more than two (2) courses in a graduate program, in the second or any subsequent Semester examination, he/she will be dismissed (DIS) from studies and his/ her admission shall stand cancelled.
- (v) If a Graduate student having a C or lower grade in One (1) course, in the First or any other semester examination results, gets a C or lower grade in one (1) more course during subsequent semesters, resulting in the accumulation of C or lower grade in maximum two (2) courses, he/she will be allowed to register in the next or any subsequent semester, with probation (PRB) status, and will have only one chance of improvement for the course(s) with C or lower grades in subsequent semesters.
- (vi) The student will remain on probation status if he/she obtains a C or lower grade in one course and his/her probation status will be cleared at the time of declaration of the final result, if he passes all remaining courses, as per the scheme of studies, in higher grades than C.
- (vii) In case of a failed or C grade course, the student will have to pass/improve the same course in which he/she was previously registered and cannot register for any other course in lieu of the previous course, which he/she intends to pass/improve the grade. If the student is unable to obtain the required grade in such an elective course, he/she shall not be granted another chance for improvement.

The Chairs/Heads of the Departments and the respective DACs shall share responsibility for monitoring the progress of students and detecting problems. Written/electronic notices should be served to the students experiencing academic difficulties, outlining corrective measures that the students must follow along with a timetable for completion so that the students re-appraise their work effort and approach, enabling them to submit a thesis within the prescribed time frame for a doctoral degree with the support of the respective department.

## **2.2 Organization of Courses**

- (a) Courses shall be conducted through lectures, tutorials, discussions, seminars, demonstrations, practical work in laboratories, fieldwork and other methods of instruction, as approved by the Academic Council from time to time on the recommendations of BASAR.
- (b) Courses shall be taught by the University teachers or such other persons as may be declared to be "Teachers" by the University.
- (c) Only approved courses by the relevant authorities shall be offered.
- (d) The medium of instruction shall be English.

- (e) Courses for PhD shall be taught only by teachers having a PhD degree in the relevant field.
- (f) A student must pass all the courses with at least the minimum prescribed criteria, through prescribed evaluation tools.

### **2.3 Courses of Study**

The Scheme of Studies/courses of study and syllabi for MS/PhD degree programs shall be submitted by the respective Boards of Studies and Boards of Faculties to the Academic Council through BASAR for approval as outlined in the University Act. These courses of study shall only be offered from the approved Schemes of Studies (SoS).

### **2.4 Registration of Courses**

- (a) Continuous registration is required for all graduate students. They can maintain graduate status each semester by paying fees and officially registering for the courses to be studied. The registration of courses must be completed within the time notified in the semester calendar. A graduate student who fails to register in any semester is not considered to be a student. However, students may apply for discontinuation of studies on the basis of medical/health difficulties or other emergent situations according to prescribed rules.
- (b) Graduate students are required to register for prescribed courses for a particular degree program, and for a particular semester, within seven days before the date of commencement of the semester. In exceptional circumstances, the Director/Incharge Campus may extend the date of registration up to two weeks from the date of commencement of the semester.
- (c) Students may register for additional non-credit courses from the applicable scheme of study or any other approved SoS as recommended by DAC. However, only passed non-credit courses shall be mentioned in the transcript separately. Courses registered as NC whether passed or failed shall not be used for computation of GPA/CGPA. The DAC shall categorically mention whether the student is required to pass NC courses to proceed with further studies or only attending the course will suffice.
- (d) The registration process shall be conducted through a paperless online system. However, in special circumstances, the registration process may be completed through written request.
- (e) Graduate students may change courses or convert credit courses into non-credit courses, or vice-versa, within 2 weeks from the date of commencement of a semester on the recommendations of the teachers concerned and the approval of HoD/Secretary DAC. No registration or change of courses shall be allowed after two weeks from the date of commencement of a semester.
- (f) Students may be allowed to drop any registered course within four weeks of the commencement of the semester. However, a student may withdraw from a course provided that an application is submitted for the withdrawal at least one week prior to the start of the Mid-Term examination.

- (g) In either case, when a course is dropped or when a student withdraws from it, there will be no academic penalty. However, in the latter case, a mention in the transcript shall be made with the notation of 'W'.
- (h) An MS student may register 6 credit hours and a PhD student may register 9 credit hours of Thesis Research along with coursework after completing a minimum of 12 credit hours of coursework provided that the maximum permissible credit hour limit for the semester does not exceed. However, the student must register for Thesis Research in each semester after completion of the course work to maintain enrolled student status throughout the duration of studies.

## **2.5 Departmental Advisory Committee (DAC)**

The Departmental Advisory Committee shall be responsible to oversee the graduate study programs of the department and shall normally comprise the following members:

- (i) Chairperson/Head of the Department **(Convener)**
- (ii) Five or more senior faculty members of the department or allied departments at a campus. **(Members)**
- (iii) Departmental Graduate Coordinator **(Secretary)**

The DAC of each academic department is to be appointed by the Dean of the respective Faculty on the recommendation of the Chair/HoD and shall be notified by the Academic Section or an assigned section/office of the respective campus.

(The Terms of Reference of the Departmental Advisory Committee have been included in Appendix-C.1 (p. 110))

## **2.6 Duration of Study**

### **2.6.1 MS Degree**

- (a) The duration of studies for MS degree programs shall normally be not less than two years and not more than three years.
- (b) The Dean of the respective faculty, on the recommendations of the Supervisory Committee/Departmental Advisory Committee (DAC), may allow an extension in the time limit for a maximum of two semesters/one year beyond the three years for completion of the MS degree to the students admitted in Spring 2019 and onward. The student must apply on the prescribed form for such an extension. A copy of the progress report of the last attended (one) semester shall be attached with the extension request.
- (c) An MS equivalent program may be offered with a different duration of study from the standardized requirements defined above. Such program(s) shall be governed separately under notified regulations.

## 2.6.2 PhD Degree

- (a) The duration of studies for PhD degree shall normally be not less than three years and not more than five years.
- (b) The Dean of the respective faculty, on the recommendations of the Supervisory Committee/Graduate Advisory Committee, may allow an extension in the time limit for a maximum of four semesters/two years beyond the time period of 05 years for completion of the PhD. However, the maximum time for the award of PhD degree shall be 8 years for students admitted in Spring 2019 and onward. The student must apply on the prescribed form for such an extension. A copy of the progress report of the last attended (one) semester shall be attached with the extension request.
- (c) In case of unavailability of PhD supervisor due to leave etc. or change of supervisor, if a PhD student is unable to complete his/her degree requirements, within the extended period of time for completion of his/her degree, an extension of up to two months may be granted for submission of the thesis by the Dean of respective faculty. However, in case of unavailability of PhD supervisor due to leave etc. the co-supervisor and other members of the supervisory committee are responsible to ensure the continuity of the student's research.

## 2.7 Course Work Requirement

### 2.7.1 MS Degree

- (a) An MS student shall complete a minimum of 30 credit hours workload for an MS degree, out of which he/she has to undertake a minimum of 24 credit hours of coursework from the relevant Scheme of Studies and 06 credit hours of the research thesis.
- (b) An MS student can register a minimum of 03 credit hours and a maximum of 12 credit hours in a semester.
- (c) An MS student may register 6 credit hours of Thesis Research along with coursework after completing a minimum of 12 credit hours of coursework provided that the maximum permissible credit hour limit for the semester does not exceed. However, in each semester the student must register for Thesis Research after completion of the course work to maintain the enrollment status throughout the duration of the study.
- (d) If the scheme of courses completed by a candidate for his/her last degree in the relevant field does not provide adequate background for the MS Program into which he/she is seeking admission, he/she may be required to rectify the deficiency by taking one or more additional courses proposed by the Departmental Advisory Committee.
- (e) For "MS with Non-Thesis Option", the student has to undertake a minimum of 30 credit hours of coursework from the relevant Scheme of Studies and complete a non-credit Project/Report. However, the Non-Thesis option is only for those MS programs which have specifically been approved by BASAR and the Academic Council of CUI.

### 2.7.2 PhD Degree

- (a) A PhD student is required to complete 18 credit hours of graduate-level coursework preferably in the first two semesters. However, the student may be given an exemption of up to two courses by BASAR on the recommendation of the student's supervisory committee
- (b) A PhD student can register a minimum of 03 and a maximum of 12 credit hours in a semester.
- (c) After completion of the course work the student is eligible to appear in the Comprehensive Examination.
- (d) A PhD student may register 9 credit hours of Thesis Research along with coursework after completing a minimum of 12 credit hours of coursework provided that the maximum permissible credit hour limit for the semester does not exceed. However, in each semester the student must register for Thesis Research after completion of the course work to maintain the enrollment status throughout the duration of the study.
- (e) If the scheme of courses completed by a candidate for his/her last degree in the relevant field does not provide adequate background for the PhD Program into which he/she is seeking admission, he/she may be required to rectify the deficiency by taking one or more additional non-credit courses proposed by the Departmental Advisory Committee.
- (f) If a PhD student wants to register for a course with a prerequisite which the student has already passed in his/her MS program at CUI, then he/she will be exempted from registration for that pre-requisite course.
- (g) The PhD students shall not be allowed to register/ study the courses which they have already studied and passed in their MS program at CUI and must study other approved course(s) from the applicable scheme of study to complete the coursework requirements.

### 2.8 Examinations for Course Work

- (a) Students are evaluated in each course on the basis of tests, classroom assignments, quizzes, practical work in the laboratories, mid-term and terminal examinations. The marks distribution shall be as follows:

(a) Courses with Theory

Examination	Marks
Mid-Term Examination	25%
Quizzes/Assignments	25%
Terminal Examination	50%

(b) Courses with Theory and Lab\*

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<b>Examination</b>	<b>Marks</b>
Mid-Term Examination	25%
Quizzes/Assignments	25%
Terminal Examination	50%
Lab Mid-Term Examination	25%
Lab Assignments	25%
Lab Terminal Examination	50%

\* The student shall have to pass separately in theory and in lab work. Failure in any one, theory or lab shall result in failure in the course.

(b) The terminal examination shall be held at the end of each semester on the notified dates. Students are eligible to appear in the terminal examination provided:

- (i) They have paid all applicable fees/charges and have been on the rolls of the campus during that semester.
- (ii) They have registered for the courses of study and have attended 80% of the classes, lectures, practicals and laboratory work delivered in each course. The chairperson/HoD of relevant departments may on the recommendations of the teacher of the course condone the deficiency in attendance up to 10% of the total lectures, seminars, practical and laboratory work subject to the approval of the director/Incharge of the respective campus.
- (iii) The students falling short of the required percentage of attendance in lectures, seminars, practical and laboratory work, etc., shall not be allowed to appear in the terminal examination of the course concerned and shall be awarded an F grade.

## 2.9 Results

The teachers, after having shown the graded answer books to the graduate students, shall send the same along with award lists to respective Heads of Departments, who shall forward the same to the examination section under their signatures. The examination section after receipt of the complete verified award lists shall notify the consolidated results accordingly. Answer books of terminal examinations shall be stored for one year, after which these shall be destroyed.

## 2.10 Grading

The minimum pass marks in a course shall be 60% or a C grade for students admitted before Fall 2021 and shall be awarded grades in accordance with the previous grading policy. The minimum pass marks for students admitted in or after Fall 2021 shall be 50% or a D grade.

The correspondence between letter grades, grade points, and percentage marks for the students admitted in or after fall 2021 shall be as follows:

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<b>Letter Grade</b>	<b>Grade Points</b>	<b>*Percentage Obtained in a Semester System</b>
A	4.00	85 & above
A-	3.66	80–84
B+	3.33	75–79
B	3.00	71–74
B-	2.66	68–70
C+	2.33	64–67
C	2.00	61–63
C-	1.66	58–60
D+	1.30	54–57
D	1.00	50–53
F	0.00	Below 50

*\* When rounding off a decimal number to the nearest whole number, the tenths digit is checked whether it is above or below 5. If the tenth digit is equal to or above 5, the number is rounded up and if the tenth digit is below 5, the number is rounded down. For example, 70.5 or 70.6 shall be rounded off to 71 and 70.4 shall be rounded off to 70.*

## **2.11 Rechecking/Re-evaluation of Answer Books**

On payment of the prescribed fee, a student may apply for rechecking/re-totalling of his/her answer book. The rechecking/re-totalling shall be carried out by the teacher concerned and an officer of the examination section to ensure totalling and verification that all questions or parts thereof have been fully marked. Re-evaluation of the paper, however, shall not be allowed. Rechecking and revaluation of the laboratory/ practical / viva voce examination shall not be allowed.

## **2.12 Make-up Examinations**

On payment of the prescribed fee, a student may apply for a makeup of examination.

The Head of the Department may allow the makeup of mid-term examinations under special circumstances only if the student's application is received within one week from the last scheduled date of the midterm examination.

A student may apply for the makeup of terminal examination subject to the following conditions:

- (a) The reasons for missing the paper are beyond the control of the student.
- (b) the student has secured minimum 60% cumulative marks of the total pre-terminal marks in the subject for which makeup is requested.
- (c) The application along with documentary proof (if any) is submitted within two working days from the last scheduled date of terminal examination.

The applications for the makeup of terminal examination shall be dealt with following the

prescribed procedure separately notified from time to time.

The make-up of a terminal examination shall be allowed only after the recommendations of the committee constituted for this purpose at the campus in accordance with prescribed examination regulations and policies.

### **2.13 Amanuensis**

The procedure and practice of the examination of CUI provide an opportunity to appear in examinations to such students who suffer from temporary disability during some part of their studies under the prescribed University policy.

### **2.14 Use of Unfair Means**

The use of unfair means in examinations shall be dealt with under the prescribed regulations relating to the use of unfair means and academic dishonesty in examinations.

### **2.15 Plagiarism Policy**

The plagiarism policy of the University shall be applicable to graduate students.

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# 3 Research Requirements for MS Degree

## 3.1 Approval of Research Proposal (Synopsis)

- (a) The student shall submit a synopsis or research proposal, in consultation with the supervisor on the advice of the Departmental Advisory Committee.
- (b) Preferably, the Synopsis of MS students should be approved within the first four (4) semesters from the date of first registration. A maximum of one-semester relaxation may be given by the respective DAC in the extraordinary circumstance, on the recommendations of the supervisor/supervisory committee of the student.
- (c) The synopsis shall be approved by the respective Dean of Faculty, on the prescribed proforma, based on the recommendations from the following:
  - (i) Respective Research supervisor
  - (ii) Members of the Supervisory Committee (if any)
  - (iii) Departmental Advisory Committee
- (d) The office of the Registrar shall issue the notification of the approval of the MS synopsis and shall be presented to the Board of Advanced Studies and Research for information.
- (e) The area of specialization shall be notified along with the title of the MS synopsis of the respective students, where applicable. The area of specialization shall be mentioned in the transcript of the Student only if the area of specialization has been approved and mentioned in the notified Scheme of Studies in the respective MS program.
- (f) The convener DAC (HoD/Chair ) shall provide the "Turnitin Similarity Report" for the approval of MS synopsis and the respective Dean shall approve the synopsis on the basis of the "Turnitin Similarity Report" to ensure the quality and to avoid plagiarism from the research at CUI. The similarity percentage must be within the upper limit as per HEC policy

## **3.2 Requirements for MS Thesis**

The scope of the thesis shall be what might be reasonably expected after six months to one year's full-time research work. The thesis shall:

- (a) Consist of the candidate's own account of his/her investigations, the greater portion of which shall have been undertaken during the period of registration under supervision for the degree.
- (b) Have a record of original work or of an ordered and critical exposition of the existing knowledge and shall provide evidence that the field has been surveyed adequately.
- (c) Be an integrated whole and present a coherent argument; (a series of papers, whether published or otherwise, is not acceptable for submission as a thesis). The student is free to publish material in advance of the thesis, but reference must be made in the thesis to any such work. Copies of published material should not be included in the body of the thesis but may be adapted to form an integral part of the thesis and thereby make a relevant contribution to the main theme of the thesis.
- (d) Give a critical assessment of the relevant literature, describe the method of research and its findings and demonstrate a deep understanding of the field of study, objectivity, and the capacity for judgment in complex situations and autonomous work in that field.
- (e) Be written in the English language and the literary presentation must be satisfactory.
- (f) Include a full bibliography and references.
- (g) The thesis should be written in font size 12 (Times New Roman or equivalent) with a line spacing of 1.5. In general, the thesis may be between 40 and 120 pages excluding backmatter (i.e. title pages, acknowledgement, table of contents etc. with Roman page numbers), references and appendices.
- (h) The last date for submission of an MS thesis for evaluation shall be the last day of scheduled classes of the Spring/Fall semester.

### **3.2.1 Submission of MS Thesis**

MS thesis must be submitted by the student in Manual / standard format (Appendix B.4 (p. 83)) within the first (4) semesters from the date of registration. For submission of the MS thesis, maximum one-semester relaxation can be given by the respective Dean only in extraordinary circumstances, on the recommendations of the HoD, Supervisor and Chairman. However, the thesis must be completed within a maximum degree duration.

## **3.3 Supervisor, Co-supervisor and Supervisory Committee**

- (a) The appointment of supervisor/co-supervisor will be approved by the respective Dean of the faculty, on the recommendation of the Departmental Advisory Committee. A co-supervisor, however, will only be appointed wherever essentially warranted. The notification of the supervisor /co-supervisor shall be issued by the Registrar, CUI.

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- (b) The supervisor shall be from CUI (preferably from the same campus where the student is enrolled). However, a co-supervisor may be appointed from outside the CUI.
- (c) An adjunct faculty of CUI may be appointed as a co-supervisor by BASAR.
- (d) The supervisor must hold a PhD degree in the relevant field.

### **3.3.1 Students' Progress Reports**

- (a) During the minimum normal time period of study (i.e. first four semesters) a progress report is not required. However, the research supervisor shall submit the semester progress of the student to the HoD or Secretary DAC to be reviewed by the DAC in the following cases:
  - (i) If the student is registered in an extra semester ( i.e. fifth semester and onward).
  - (ii) If the student's progress is found unsatisfactory in any semester whatsoever.
- (b) In each semester the secretary DAC and HoD shall forward the list of students registered in the thesis indicating that their thesis result may be declared in progress (IP) to the campus examination section except for those students who have accumulated two adverse reports or have submitted the thesis for evaluation.
- (c) In case of unsatisfactory progress, the research supervisor may submit an adverse progress report of the student to the Head of the department to be reviewed by the DAC. The Secretary of the DAC shall issue a warning letter to the student which shall become a part of the student's enrollment record. However, the thesis shall be awarded in-progress (IP) status and the result may be forwarded to the campus examination section.
- (d) In case of accumulation of two adverse reports during the whole study period, on the recommendation of DAC the Dean shall approve the cancellation of the student's admission. The Office of the Registrar shall notify the cancellation of admission and present the same to the BASAR for information. The result of the thesis shall be declared as Failed.

### **3.4 Examination**

- (a) An MS thesis may be submitted for external examination after a successful internal thesis defence duly approved by the supervisor, the supervisory committee and DAC.
- (b) The last date for the submission of the MS thesis shall be the last day of classes as per the notified semester schedule. If a student fails to submit the thesis within the given deadline, the student shall be required to register in the next semester, subject to the condition that the maximum permissible time for the completion of the degree is not exhausted.
- (c) In case a student does not submit the thesis within the maximum permissible time for the completion of the degree, the result of the thesis shall be reported by the research supervisor as "failed" through the respective HoD and shall be declared accordingly by the Examination Section.

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- (d) The MS thesis, after submission, shall be defended by the student before the evaluation committee comprising the research supervisor, chairman/HOD and at least one external examiner of the relevant field, who should be on the approved list of external examiners notified by the Registrar CUI on the recommendations of BoS, BoF, and Academic Council. In case of the non-availability of supervisor, another member of the supervisory committee may be considered as a member of the evaluation committee.
- (e) The examiners shall assess the student's performance, identifying both the strengths and weaknesses. The written thesis shall be graded as approved ("in present form" or "with minor revision"), "deferred" or "not acceptable".
- (f) If the thesis is approved with "minor revision", the supervisor shall be responsible for ensuring that these revisions are incorporated and shall submit a certificate to this effect.
- (g) If the thesis is graded as "deferred" (i.e. requires major revision), the student shall be required to resubmit the thesis within a specified time (i.e. 6 or 12 months), provided that the maximum permissible time for the completion of the MS degree is not exhausted otherwise the thesis shall be considered as "terminally failed". In case of a deferred grade, the revised thesis shall be defended by the student before the examination committee again.
- (h) If the submitted thesis is graded as not acceptable (i.e., unsatisfactory), the student shall be considered to have failed. In the case of failure, the committee shall recommend research on a different topic to be undertaken, or the candidate has terminally failed.
- (i) The examining committee shall record its decision for every student examined, which shall be signed by all members of the committee.
- (j) The evaluation of the MS Thesis shall commence immediately after submission and must conclude before the declaration of the respective semester result. In extraordinary circumstances, the evaluation of the MS thesis may be concluded after the notified date of the semester results at campus up to ten days prior to the issuance of the Final Result Notification by the Controller of Examination.

### **3.5 Communication of Thesis Evaluation Result**

- (a) Following the decision of the examining committee, the Chair/HoD may call the candidate and present the decision orally.
- (b) The Head of the Department or Chair may also communicate the result to the candidate in writing stating the decision and summarizing the strength and weaknesses of the performance and outlining any course of required action.

### **3.6 Award of Degree**

The MS degree shall be awarded to the student after fulfilling all the requirements for the award of the degree, including submission of a final copy of the thesis along with a "Certificate of Originality", plagiarism Report, securing 2.5/4.0 CGPA and any other requirements notified from time to time by the relevant authorities.

# 4 Research Requirements for PhD Degree

## 4.1 Student's Research Supervisor, Co-supervisor and members of the supervisory committee

- (a) The appointment of supervisor and co-supervisor along with members of the supervisory committee shall be approved by the respective Dean of the faculty, on the recommendations of the Departmental Advisory Committee. A co-supervisor, however, will only be appointed wherever essentially warranted. The notification of the appointment of supervisor/co-supervisor/members shall be issued by the office of the Registrar.
- (b) The supervisor will be from CUI, preferably from the campus where the student is enrolled. However, a co-supervisor can be appointed from outside the CUI.
- (c) An adjunct faculty of CUI can be appointed as a co-supervisor by BASAR.
- (d) The supervisor must hold a PhD degree in the relevant field, should not be below the rank of an Assistant Professor and must be an HEC-approved supervisor.
- (e) A joint supervisor may be appointed for a PhD student, subject to the justification of joint supervision by the respective Dean, in joint doctoral degree programs at CUI.

### 4.1.1 Students' Progress Reports

- (a) The research supervisor shall submit the semester-wise progress of the student to the HoD or Secretary DAC to be reviewed by the DAC in each semester.
- (b) In each semester the secretary DAC and HoD shall forward the list of students registered in the thesis indicating that their thesis result may be declared in progress (IP) to the campus examination section except for those students who have two consecutive or three accumulated adverse reports during the whole study period.
- (c) In case of unsatisfactory progress, the research supervisor may submit an adverse progress report of the student to the Head of the department to be reviewed by the DAC. The Secretary of the DAC shall issue a warning letter to the student which shall become a part of the student's enrollment record. However, the thesis shall be awarded in-progress (IP) status and the result may be forwarded to the campus examination section.

- (d) In case of two consecutive or three accumulated adverse reports during the whole study period, on the recommendation of DAC, the Dean shall approve the cancellation of the student's admission. The Office of the Registrar shall notify the cancellation of admission and present the same to the BASAR for information. The result of the thesis shall be declared as Failed.

## 4.2 Supervisory Committee

- (a) The Supervisory Committee shall advise on matters related to a student's research. It shall normally comprise the following:
- (i) Research Supervisor of the student **(Convener)**
  - (ii) Two faculty members of the department concerned and if necessary a third member from the same or an allied department **(Members)**
- (b) The Dean shall approve the Supervisory Committee of the Faculty on the recommendation of the DAC. However, the Office of the Registrar shall issue the notification of the Supervisory Committee's constitution.
- (c) A co-supervisor from the department or outside the department, campus or University may be included in the Supervisory Committee if deemed necessary.

## 4.3 Comprehensive Examination

- (a) After completing the coursework requirement, the student must pass a comprehensive examination consisting of two written papers. The examination must be passed within the first 02 years of admission to a PhD program.
- (b) The student must apply for the comprehensive exam on the prescribed form through the supervisor to the Convener DAC (Chair/HoD).
- (c) To pass a comprehensive examination a student must obtain at least 60% marks in each written paper.
- (d) As per HEC Policy, a student shall have a maximum of two attempts to pass the comprehensive examination. If a student fails to qualify on the first attempt, he/she shall be eligible to appear once again in the paper(s) in which he/she was fail. The student must, however, reappear in the comprehensive examination which shall not be earlier than 45 days and not later than six months from the date of declaration of the result of the examination, provided that the maximum permissible time of two years for passing the comprehensive examination (as specified in clause (a) above) is not exhausted.
- (e) A student who has passed the comprehensive examination shall be deemed to have become a PhD candidate.
- (f) A student who fails to clear a comprehensive examination within two attempts or the maximum prescribed time shall not be eligible for PhD candidature and his admission shall stand cancelled.

- (g) The department shall make the arrangements for the Comprehensive examination. The Head of the Department, in consultation with the Departmental Advisory Committee, is responsible for forming/notifying the Comprehensive Examination Committee consisting of at least three senior teachers from the concerned/allied departments.
- (h) The Comprehensive Examination Committee shall be responsible for the preparation of question papers, and the conduction and transmission of results to the Examinations Department of the campus for formal notification.
- (i) Secretary DAC shall also be the Secretary of the comprehensive examination committee.

#### **4.4 Research Proposal (Synopsis)**

The PhD student shall work under the guidance of the supervisor and supervisory committee during the first year after coursework to write his/her research proposal. However, it may take longer to do so as the research proposal can only be submitted for approval after fulfilling the coursework requirements and passing the comprehensive examination.

Synopsis of PhD must be provisionally approved within six (6) semesters from the date of admission. Maximum one-semester relaxation may be granted by the respective DAC, in extraordinary circumstances, on the recommendations of the Supervisor and supervisory committee.

- (a) The synopsis shall be provisionally approved by the respective Dean of Faculty, on the 'Form for approval of Synopsis' based on the recommendations from the following:
  - (i) Respective Research Supervisor.
  - (ii) Members of the Supervisory Committee
  - (iii) Departmental Advisory Committee.
- (b) The office of the Registrar shall issue the notification of the provisional approval of the PhD synopsis.
- (c) The notification of the provisionally approved PhD synopsis shall be formally presented to the Board of Advanced Studies and Research for ratification.
- (d) The area of specialization shall be notified along with the PhD synopsis title of the respective students, where applicable. The area of specialization shall be mentioned in the transcript of PhD Students only if the area of specialization has been approved and mentioned in the notified Scheme of Studies in the respective PhD program.
- (e) The "Similarity Report" shall be provided by the convener DAC ( Chair/HoD) for the approval of PhD synopsis and the respective Dean shall provisionally approve the synopsis on the basis of an acceptable "Similarity Report" to ensure the quality and to avoid plagiarism.
- (f) The proposal may be reinforced by specific work schedules submitted at the time of the proposal, and if necessary revised schedules may be included in the following year-end reports. These planning tools will be exercised to ensure that the proposed research is feasible for both the student and the supervisor.

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## 4.5 Requirements of Thesis

The scope of the thesis shall be what might reasonably be expected in three years of full-time research. The thesis shall:

- (a) Consisting of the candidate's own account of his/her investigations, the greater portion of the research shall have been undertaken during the period of registration for the degree.
- (b) Form a distinct contribution to the knowledge of the subject and afford evidence of originality by the discovery of new facts and/or by the exercise of individual critical power.
- (c) Be an integrated whole and present a coherent argument (a series of papers, whether published or otherwise, is not acceptable for submission as a thesis).
- (d) Give a critical assessment of the relevant literature, describe the method of research and its findings, and demonstrate a deep understanding of the field of study, objectivity and the capacity for judgment in complex situations and autonomous work in that field.
- (e) Include full bibliography and references.
- (f) Be written in Academic English language and the literary presentation must be satisfactory.
- (g) Be of standard research to merit one or more publications in an HEC-approved journal in the relevant field.
- (h) The thesis should be written in font size 12 (Times New Roman or an equivalent font in other computer systems) with a line spacing of 1.5. In general, the thesis may be at least 100 pages long excluding backmatter (i.e. title pages, acknowledgement, table of contents etc. with Roman page numbers), references and appendices.
- (i) Include standardized initial pages in PhD thesis as per HEC requirements, which include author declaration, plagiarism-free certificate/undertaking by the PhD student, Supervisor and Certificate of Approval of PhD thesis.

### 4.5.1 Submission of PhD Thesis

The student must submit PhD thesis in the standard format (Appendix B.3 (p. 56)) within five years (ten semesters) from the date of registration but not later than six years (twelve semesters). For submission of a Ph.D thesis, a maximum of two(s) semesters of relaxation may be given by the respective Dean, only in extraordinary circumstances, on the recommendations of the HoD, Supervisor, Supervisory Committee and Chairman. However, the final thesis must be completed within the maximum allowed duration.

## 4.6 Research Seminar

The student shall deliver a seminar on his/her research findings towards the end of his/her research work.

- (a) It shall be an open seminar, open to the teaching/research staff of the department/Faculty and should preferably be held before starting the thesis write-up.
- (b) The duration of the seminar shall normally be not less than 45 minutes.
- (c) The seminar must be conducted after synopsis notification and should preferably be conducted after 3 years but not later than 6 years from the date of enrollment of the student in the PhD program.
- (d) The notification for the successful conduction of the seminar shall be issued by the HoD/Chairman.

## **4.7 Submission and Evaluation of Thesis**

Submission of thesis for evaluation shall be allowed only if at least one journal article by the PhD student is published in an HEC-recognized journal of acceptable category or the Digital Object Identifier (DOI) is allocated to the article by the publisher. In extraordinary situations, the condition of DoI may be relaxed for submission of the thesis, on the recommendation of the supervisor and HoD/Chairperson, if an acceptance letter is available.

### **4.7.1 Foreign Evaluation**

- (a) The student, who has completed all the requirements for writing up the thesis, shall be allowed to submit two spiral bound copies along with soft copies (machine readable PDF file of the thesis on CD/DVD) of the thesis to the Department for foreign evaluation.
- (b) The last date for the submission of the PhD thesis shall be one week before the commencement of the following semester.
- (c) The Head of the Department after ensuring in consultation with the DAC that the thesis is of an acceptable standard shall forward two copies of the thesis along with other required documents (i.e plagiarism report) to the Controller Examination, along with the names of five or more Foreign External Examiners through the respective campus examination section.
- (d) The Controller of Examinations, after obtaining approval of the Rector, shall forward the thesis to the foreign examiners for evaluation. The PhD thesis shall be sent for evaluation to two External Examiners (Foreign). If needed, the thesis may be sent to an additional third Foreign Examiner. However, the honorarium of the third examiner shall be paid by the student.
- (e) Foreign Examiner(s) shall be from Technologically / Academically Advance Countries as per HEC approved list. He/She must hold a PhD degree in the relevant field and should not be below the rank of Associate Professor or equivalent.
- (f) Persons who have their names in publication(s) or are involved in the research supervision of a particular student cannot be considered as foreign evaluators for the thesis of such student.
- (g) Each external examiner shall clearly state in the evaluation report whether or not the

thesis is of sufficient merit to justify the award of a PhD degree, or whether the student should revise the thesis on the suggested lines and shall also state whether or not he/she wants to go through the revised thesis.

- (h) Two positive reports on the standard of the thesis shall be considered adequate for the award of the degree.
- (i) If an examiner suggests revisions in the thesis, the student shall be required to submit the revised version within the time specified by the report review committee (but within the maximum duration of PhD degree i.e. 8 years). The revised version shall be approved, preferably by the same examiner(s) who had originally suggested the changes. If the external examiner is not available or does not reply within one to two months, the revisions may be approved by a committee constituted to review the foreign examiners' reports. In case of minor revision, the thesis need not be sent abroad again.

#### **4.7.2 Local Evaluation of Thesis**

- (a) After foreign evaluation, the reports of the foreign external examiners shall be evaluated by a committee comprising:
  - (i) The respective Dean
  - (ii) Chairperson of the respective department
  - (iii) Head of the respective department
  - (iv) The respective Supervisor
- (b) Further, the processing of the thesis will be on the recommendation of the above committee. The negative report(s) of the external examiner(s) on the thesis of a PhD student, if any, will be duly considered by PhD Thesis Review Committee and shall be addressed properly by the PhD student in consultation with the supervisor. Moreover, the blind review policy, instead of sharing the evaluation reports of the external examiners, will be followed at CUI. However, in order to satisfy HEC requirements, original reports may be submitted at the time of oral defence.
- (c) The student shall register in the semester in which the revised thesis is submitted for Oral Defence. This registration is mandatory to maintain the regular status of the student. However:
  - (i) after submission of the evaluation report of the committee, this registration shall not affect the total duration for completion of PhD degree for students admitted before the spring 2019 semester.
  - (ii) only the registration fee shall be applicable for this semester.
  - (iii) This registration shall be allowed at any stage of the academic semester without any late fee charges.
  - (iv) the routine "extension in the duration of study" shall not be required for this registration.

- (d) The Head of the Department, after ensuring that the changes suggested by the foreign examiners and the committee have been incorporated in the thesis, shall forward 3–6 copies of the thesis to the Controller Examination, along with names of five or more External Examiners (local) to whom the thesis may be sent for local evaluation through the campus examination section.
- (e) The CUI's employees who left the university during the past two years should not be considered for appointment as external examiners.
- (f) Persons who have their names in publication(s) or are involved in the research supervision of a particular student cannot be considered evaluators for the thesis of such student. (Notification no. 96 dated 20/1/2015.)
- (g) The name, designation, institute, address, area of specialization and experience need to be ensured by the department before recommending a list of external examiners.
- (h) The PhD thesis shall be sent by the Controller of Examinations for evaluation to two External Examiners (local) after obtaining the approval of the Rector.
- (i) If the thesis is evaluated as adequate, the student shall be allowed to appear for the oral examination to defend his/her thesis before a panel of examiners.

## 4.8 Oral Defence

### 4.8.1 Oral Examination Panel

The candidate shall defend the thesis before a panel of at least four examiners consisting of the following members:

- |  |                    |
|--|--------------------|
| (i) Dean of the faculty                  | <b>(Convener)</b>  |
| (ii) Chairperson of the department       | <b>(Member)</b>    |
| (iii) Two external examiners (mandatory) | <b>(Members)</b>   |
| (iv) Students' research supervisor       | <b>(Member)</b>    |
| (v) Head of the department               | <b>(Secretary)</b> |

- (a) In case of the non-availability of the Dean of the concerned Faculty at the time of Oral Defence, the Chairperson will act as Convener of the above-said committee.
- (b) In case of non-availability of the Chairperson of the Department to act as the Convener, the respective Dean shall nominate the senior most Professor/Associate Professor of the concerned Department (preferably at the respective campus) to act as a Convener.
- (c) If one committee member has more than two positions in the committee, the extra position shall be filled in by a senior faculty member of the concerned department (preferably at the respective campus) to be nominated by the Dean of faculty.
- (d) It is the Convener's responsibility to ensure that the examination is conducted in an orderly and constructive manner, i.e., questions should probe the knowledge of the candidate in sufficient depth.

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- (e) In case of non-availability of concerned students' research supervisor due to ex-Pakistan leave etc. the respective Dean shall nominate the senior professor of the respective domain/department to act as supervisor of the student for the oral defence of the student.
- (f) The Oral examination shall be open to the public, but evaluation shall be done by the panel of examiners only.

## 4.9 Assessment and Grading

- (a) **Oral Examination:** After the question-answer session, the examiners shall assess the student's performance, identifying both the strengths and weaknesses. A grade of pass/fail shall be awarded on the student's oral performance.

- (i) **Pass:** A unanimous decision for a pass is encouraged; however, in case of dissent, the decision shall be taken by a majority vote. When the Chair (convener) writes the letter stating the decision, it will be recorded that there was dissent in the panel. The identity of the person(s) who voted for failure shall not be disclosed in these letters but shall be communicated separately to the Controller of Examination. In the case of a majority vote for failure, official communication shall only indicate that the student has failed, without reference to any split in the vote.
- (ii) **Fail:** If the student fails to satisfy the examiners in the oral defence, the student shall be considered as "fail in the examination".

In the event of a failure in the oral examination, one repeat shall be allowed. The repeat of the oral examination may occur within three months but not later than one year after the first examination subject to the condition that the maximum duration for completion of PhD is not exhausted.

In the event of a second failure in the Oral Examination, a grade 'F' shall be reported to the Office of the Controller of Examinations.

- (b) **Written Thesis Evaluation:** The written thesis shall also be graded as approved, deferred or not acceptable as defined below:

- (i) **Approved**

- (ii) **Deferred:** If the examining committee recommends minor changes to the written thesis, the time period must be specified for re-submission after the incorporation of suggested changes. The supervisor shall be responsible for ensuring that these revisions are incorporated into the thesis. A certificate of incorporation of changes shall be submitted by the student, supervisor, HoD and chairperson.
- (iii) The revised thesis shall be submitted in the given time period along with the certificate of incorporation of changes and other required documents. The controller of examinations shall forward the revised thesis to the same examiners for their review and final decision on the revised thesis.

- (iv) **Not acceptable:** If the written thesis is graded as non-acceptable (i.e., requires major revision), the student shall be considered to have failed.

#### **4.10 Communication of Result**

Following the decision of the examining panel/committee, the Chair/convener shall recall the candidate and present the decision orally. The Chair/convener of the examination panel/committee shall communicate results in writing to the Controller of Examinations. The controller shall write a formal letter to the candidate (copies to the members of the examining committee and Dean of the Faculty) stating the decision and outlining any course of required action.

#### **4.11 Procedures for Handling Allegations of Dishonest Conduct**

The CUI has comprehensive regulations and procedures for dealing with allegations of plagiarism, collusion or any other form of dishonest conduct, which applies to all students including research degree candidates.

#### **4.12 Submission of Final Bound Copies**

- (a) The student shall submit two final hardbound copies (one each for the examination office and the Library) and three soft copies (one each for the examination office, the Library and HEC) of the final PhD thesis.
- (b) The hard-bound copy of the thesis is not required to be forwarded to the local external examiners and HEC.

#### **4.13 Notification of Results of Examination**

Formal notification of a PhD student result shall be issued by the Controller of Examinations, as per communication of the supervisor, Chair/Head of the Department.

#### **4.14 Award of Degree**

The PhD degree shall be awarded to the student after fulfilling all the requirements. PhD degree at CUI will only be awarded after the actual publication of at least one research article from the thesis research work of the respective student in HEC-recognized journal(s), as per HEC policy in force at that time. The current publication policy is as under:

1. The paper should be published after synopsis approval.
2. The paper should have relevance to the thesis
3. For the sciences category, publication of at least one research paper based on the student's PhD thesis in an HEC-approved "W" or "X" category journal is a requirement for the award of Ph.D degree, "Y" category journal publication is only acceptable in the case of social sciences.

4. The review articles, erratum, corrections, letters to editors, notes, corrigendum, addendum and short communications are not counted as a research article for the award of PhD degree.

In addition, the Impact Factor of the journal should be considered for the year in which the article is published.

However, if there is a variation in the category or impact factor of a journal between the submission and publication of the paper then the category or impact factor at the time of submission shall be considered.

*wif*

## **5 Administrative Issues**

### **5.1 Changes to a Student's Degree Objective, Major or Emphasis**

A graduate student may be allowed to change the emphasis of his/her coursework by the end of the first semester. However, he/she shall have to take additional courses pertaining to the changed emphasis. The DAC may allow such changes with information to the Dean of the Faculty and the Registrar.

### **5.2 Limit for Supervision of Graduate Students**

A supervisor can supervise a total of 12 MS/M.Phil./Ph.D. students at a time with no more than 05 of these being PhD students (The mix of MS/M.Phil. and PhD students should be such that the number of PhD candidates does not exceed 05)

### **5.3 Honorarium for Supervisors**

- (a) The research supervisors for MS and PhD degrees may be awarded an honorarium as per CUI policy modified/revised from time to time.
- (b) However, the honorarium against HEC-sponsored PhD students shall not be paid by CUI.

### **5.4 Honorarium for External Examiners**

- (a) The honorarium for external examiners (local and foreign) for MS/PhD thesis evaluation shall be as per CUI policy modified/revised from time to time.

### **5.5 Leave of Absence**

Normally, graduate programs students are expected to complete their studies without any break, however, the student may be allowed leave of absence up to a maximum of two semesters, during the entire study, on the written request of the student duly recommended by the respective Supervisor, HoD and Chairman and approved by the Dean concerned. The office of the Registrar shall issue the notification of such leave. The general terms and conditions for leave of absence are as follows:

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- (a) The graduate student shall not be allowed discontinuation of studies, in the very first semester of his/her studies. However, discontinuation may be allowed from the second semester onward under the prescribed rules.
- (b) The graduate student shall be allowed to avail discontinuation of studies for a maximum period of two semesters, throughout the entire graduate program studies.
- (c) A PhD student cannot apply for a leave of absence if the grant of such leave can lead to exhaustion of the time limit for passing the comprehensive examination or completing the degree.
- (d) The registration fee shall be charged for the semester(s) during the leave of absence
- (e) Leave of Absence status shall be mentioned in the transcript and counted towards the maximum permissible time for the completion of the degree. However, this period shall not be counted in the minimum time period.
- (f) Subject to above mentioned general conditions, the following types of leave may be allowed.
  - (i) Leave of Absence applied before the start of the semester
  - (ii) Leave of Absence applied during the semester

#### **5.5.1 Leave of Absence applied before the start of the semester**

- (a) No application for discontinuation of studies will be entertained if received after the start of the semester for which leave is desired.
- (b) Semester Fees (except registration fee) for the semester(s), if already paid, shall be allowed to roll over into the next semester(s).

#### **5.5.2 Leave of Absence during the semester**

- (c) On the basis of medical/health difficulties or other emergent situations, the graduate student may be allowed discontinuation of studies for that particular semester, at the request on the prescribed form, before the start of midterm exams.
- (d) The fee for the semester(s) will be charged and shall not be allowed to roll over into the next semester(s).

### **5.6 Restoration of admission in case of loss of regular student status**

As per graduate rules, "Continuous registration throughout the program is required for all graduate students. They must maintain regular student status, each semester, by paying fees and officially registering for courses/thesis in the semester. Graduate students who fail to register shall not be considered to be regular students and their status in the academic record shall be marked as "Absent".

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If a student fails to register in any semester, he/she will lose his/her regular student status. Restoration of admission is mandatory for such students to continue their studies under the following conditions.

- (a) Such a student shall have one chance during the entire study period to apply for restoration of admission fifteen days before the commencement of the very next semester on submission of application on the prescribed form provided that the maximum duration for the completion of the degree is not exhausted.
- (b) The application may be approved by the Dean on the recommendation of the respective Supervisor, HoD, and Chairman. The office of the Registrar shall issue the notification of restoration.
- (c) He/she shall have to deposit the admission fee, registration fee, semester fee etc. along with his/her application form.
- (d) Under no circumstances, a student's admission shall not be restored if he/she fails to register in 02 consecutive semesters and the admission shall stand cancelled without any notice.
- (e) The Absent period shall be counted towards the total duration of his/her studies and absent status will be reflected in his/her transcripts.
- (f) This period shall also be counted towards the maximum limit of discontinuation of studies/leave of absence.

## **5.7 PhD Student's File Processing**

- (a) The supervisor shall communicate the intention of thesis submission to the academic section of the respective campus in the first month of the semester. The student's file completed in all respects shall be transmitted/sent to the office of the registrar preferably within two months of the start of the semester in which the thesis is being submitted or two months before the commencement of the next semester.
- (b) The office of the registrar, after checking the completion of requirements, shall forward the file directly to the office of the controller of examinations.
- (c) On receipt of the file, the Office of the Controller of Examinations, after verifying the requirements, shall issue the letter for submission of the thesis.

## **5.8 Interpretation and Discrepancy in Graduate Rules**

In case of any discrepancy regarding the graduate rules and regulations, a committee consisting of the Registrar, Dean of a respective department, and Controller of Examinations shall make a decision. However, the decision of the above committee shall be presented in the BASAR for endorsement.

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# Appendices

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# A Graduate Student-Related Forms

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**Appendix A.1**

**Form for Appearing in PhD Comprehensive Examination**



**COMSATS University Islamabad**  
**Form for Appearing in PhD Comprehensive Examination**

**PART I**  
 (to be filled in by student)

<b>Student's Name</b>			
<b>Reg. No.</b>		<b>Date of admission</b>	
<b>Department</b>		<b>Campus</b>	
<b>Program</b>			
<b>Specialization (if any)</b>			

**Course Work Details:**

Course Code	Course Title	Credit Hours	Semester	Grade	Remarks
<b>Total Credit Hours Passed During Coursework</b>			<b>CGPA</b>		

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PART II (to be filled in by Supervisor)**

<b>Supervisor's Name</b>	
<b>Proposed Date of Examination</b>	

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
 Signature  
 Secretary DAC

\_\_\_\_\_  
 Signature  
 Convener DAC

**Part III (for official use only)**

<b>Date of Comprehensive Examination</b>		<b>Time /Duration</b>	<b>From:</b>	<b>To:</b>
<b>Venue</b>				

*Handwritten mark*

**Appendix A.2**

**Application for Extension in the Duration of Studies**



**COMSATS University Islamabad**  
**Application for Extension in the Duration of Studies**  
 MS  Ph.D.

Student's Name:	Registration #
Program:	Department:
Campus:	Date of application:
Extension requested semester:	Extension availed before? (Yes/No):
Documents Required:	
(a) Progress report attached? (Yes / No):	(b) Copy of transcript attached (Yes / No):
Reason for extension in studies:	
I hereby request for extension in studies for consideration under CUI rules.	

**Note: Extension may be granted for a semester only.**

**Applicant's Signature**

	Recommendations	Name & Signature
<b>Supervisor</b>	<b>Recommended</b>	Name: _____
	<b>Not Recommended</b>	Signature: _____
<b>Head of the Department</b>	<b>Recommended</b>	Name: _____
	<b>Not Recommended</b>	Signature: _____
<b>Chairperson of the Department</b>	<b>Recommended</b>	Name: _____
	<b>Not Recommended</b>	Signature: _____
<b>Dean of the Faculty</b>	<b>Approved</b>	Name: _____
	<b>Not Approved</b>	Signature: _____
<b>Registrar CUI</b>	<b>Approved</b>	Name: _____
	<b>Not Approved</b>	Signature: _____
Notified vide Notification No. _____ dated: _____ by Office of Registrar.		

*uf*

**Appendix A.3**

**Application for Leave of Absence**



**COMSATS University Islamabad**

**Application for Leave of Absence**

MS  Ph.D.

Student's Name:	Registration #
Program:	Department:
Campus:	Date of application:
Leave requested for semester*:	Leave availed before? (Yes/No):
Documents Required:	
(a) Fee payment receipt attached? (Yes/No):	(b) Copy of Transcript Attached (Yes/No):
Reason for leave of absence:	
I hereby request for extension in studies for consideration under CUI rules.	

*Note: Please specify the semester for which leave is requested (e.g. SP24, FA24 etc.) A leave of absence in the 1<sup>st</sup> semester or two consecutive semesters is not allowed.*

**Applicant's Signature**

	Recommendations	Name & Signature
<b>Supervisor</b>	<b>Recommended</b>	Name: _____
	<b>Not Recommended</b>	Signature: _____
<b>Head of the Department</b>	<b>Recommended</b>	Name: _____
	<b>Not Recommended</b>	Signature: _____
<b>Chairperson of the Department</b>	<b>Recommended</b>	Name: _____
	<b>Not Recommended</b>	Signature: _____
<b>Dean of the Faculty</b>	<b>Approved</b>	Name: _____
	<b>Not Approved</b>	Signature: _____
<b>Registrar CUI</b>	<b>Approved</b>	Name: _____
	<b>Not Approved</b>	Signature: _____
Notified vide Notification No. _____ Dated: _____ by Office of Registrar.		

**Appendix A.4**

**Application for Rejoining After Leave**



**COMSATS University Islamabad**  
**Application for Rejoining After Leave of Absence**  
 MS  Ph.D.

Student's Name:	Registration #
Program:	Department:
Campus:	Date of application:
Semester to resume studies*:	Leave of Absence Semester*:
Leave of Absence Notification #:	

*Note: Please specify the semester and year (e.g. SP24, FA24 etc.)*

**Student's Signature**

	Recommendations	Name & Signature
<b>Supervisor</b>	<b>Recommended</b>	Name: _____
	<b>Not Recommended</b>	Signature: _____
<b>Chairperson/ Head of Department</b>	<b>Approved</b>	Name: _____
	<b>Not Approved</b>	Signature: _____
<b>Office of Graduate Studies / Academic Section</b>	<b>Approved</b>	Name: _____
	<b>Not Approved</b>	Signature: _____
Remarks (if any)		

*uif*

**Appendix A.5**

**Application for Re-admission**



**COMSATS University Islamabad**

**Application for Readmission**

MS  Ph.D.

Student's Name:	Registration #
Program:	Department:
Campus:	Date of application:
Absent semester:	Semester requested for readmission:
Fee payment of readmission and registration receipt attached? (Yes/No):	
Reason for absence:	
I hereby request for extension in studies for consideration under CUI rules.	

*Note: Please specify the semester and year(e.g. SP24, FA24 etc.) Readmission after two consecutive semesters of absence is not allowed.*

**Applicant's Signature**

	<b>Recommendations</b>	<b>Name &amp; Signature</b>
<b>Supervisor</b>	<input type="checkbox"/> <b>Recommended</b> <input type="checkbox"/> <b>Not Recommended</b>	Name: _____ Signature: _____
<b>Head of the Department</b>	<input type="checkbox"/> <b>Recommended</b> <input type="checkbox"/> <b>Not Recommended</b>	Name: _____ Signature: _____
<b>Chairperson of the Department</b>	<input type="checkbox"/> <b>Recommended</b> <input type="checkbox"/> <b>Not Recommended</b>	Name: _____ Signature: _____
<b>Dean of the Faculty</b>	<input type="checkbox"/> <b>Approved</b> <input type="checkbox"/> <b>Not Approved</b>	Name: _____ Signature: _____
<b>Registrar CUI</b>	<input type="checkbox"/> <b>Approved</b> <input type="checkbox"/> <b>Not Approved</b>	Name: _____ Signature: _____
Notified vide Notification No. _____ Dated: _____ by Office of Registrar.		

**Appendix A.6**

**Appointment of Supervisor and Supervisory Committee for PhD Student**



**COMSATS University Islamabad**

**Appointment of Supervisor and Supervisory Committee  
for PhD Student**

**Student's Detail:**

Student's Name:	Registration #
Program:	Department:
Campus:	Date of application:

**Supervisory Committee:**

S#	Name	Designation (Also specify institution if other than CUI)	Role (Supervisor, co-supervisor or member)	Signature
1			Supervisor	
2			Co-Supervisor (if any)	
3			Member	
4			Member	
5			Member	

**Consent of Supervisor:**

I do hereby agree to supervise the above student for his/her PhD studies.	Number of previously supervised students, who have graduated	MS	
		PhD	
	Number of students currently under supervision	MS	
		PhD	
I am HEC approved supervisor		Yes	No
<i>Name and Signature of Supervisor:</i>			

<b>Approval of the Convener Departmental Advisory Committee (Chair/HoD)</b>	<b>Approval of the Dean Faculty of _____</b>
Name:	Name:
Signature:	Signature:

*wf*

**Appendix A.7**  
**Progress Report Form**



**COMSATS University Islamabad**

Progress Report of Student for the Semester \_\_\_\_\_

MS  (Required from the 5<sup>th</sup> semester and onwards OR in case of unsatisfactory progress in any semester)

Ph.D.  (Required for each semester in which the thesis is registered)

Student's Name:		Registration #:	
Campus:		Department:	
Program:		Supervisor's Name	
Thesis Title:			

**Coursework Information:**

No. Courses completed up till now	No. Credit Hours Passed	CGPA	Comprehensive Examination Status

**Research Progress in the current semester:**

---



---



---

Signature of Student: \_\_\_\_\_ Dated: \_\_\_\_\_

**Supervisor's Remarks**

---



---

Progress Summary	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory
------------------	---------------------------------------	---

Specify the semester(s) of previous unsatisfactory reports (if any)		
---	--	--

Thesis status recommendation	<input type="checkbox"/> In-Progress	<input type="checkbox"/> Fail*
------------------------------	--------------------------------------	--------------------------------

*\* For a Ph.D student mark fail in case of two consecutive or three total adverse reports.  
For an MS student mark fail in case of two total adverse reports.*

Signature of Supervisor: \_\_\_\_\_ Dated: \_\_\_\_\_

Signature of Convener DAC (Chairperson/HoD): \_\_\_\_\_ Dated: \_\_\_\_\_

*uf*

**Appendix A.8**

**MS Thesis Evaluation Form**



**COMSATS University Islamabad**

**MS Thesis Evaluation Form**

1. Master of Science in \_\_\_\_\_  
 Department: \_\_\_\_\_ Course Code: \_\_\_\_\_  
 Student's Name: \_\_\_\_\_ Registration No: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_ Date of Examination: \_\_\_\_\_  
 Title of the Thesis: \_\_\_\_\_

Title must be same as notified by Registrar Office Principal Seat Islamabad

**2. External Examiner:**

Name: \_\_\_\_\_ Institution: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**3. Observations: Please (✓) appropriate box**

	Excellent	Good	Average	Poor
Appropriateness of research study:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Presentation of Thesis:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Command of student on conducted research:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**4. Comments :**

Strength: \_\_\_\_\_

Weaknesses: \_\_\_\_\_

**5. Evaluation of thesis: Please (✓) one of the following boxes**

a.	Approved in Present Form		
b.	Approved with Minor Revisions (Please mention the suggested revisions overleaf)		Time allowed for revision
c.	Deferred with Major Revisions (Please mention the suggested revisions overleaf)	06 months	01 Year
d.	Not Acceptable	Research on a different topic is to be undertaken	The candidate has terminally failed

**Signatures of Panel of Examiners:**

\_\_\_\_\_  
 <<Name>>  
 External Examiner

\_\_\_\_\_  
 <<Name>>  
 Supervisor

\_\_\_\_\_  
 <<Name>>  
 Chairperson/HoD

*Handwritten signature*

**Appendix A.8**  
**MS Thesis Evaluation Form**



**COMSATS University Islamabad**

**MS Thesis Evaluation Form**

Student's Name:

Registration No:

**6. In case of 5(b), Minor Revisions to be recommended in the following box:**

I Authorize the Supervisor and Convener DAC to ensure the incorporation of suggestions in the revised thesis without my further review.  Yes  No

**7. In case of 5(c), Major Revisions to be recommended in the following box:**

Use a separate sheet if required

**Signatures of Panel of Examiners :**

\_\_\_\_\_  
<<Name>>  
External Examiner

\_\_\_\_\_  
<<Name>>  
Supervisor

\_\_\_\_\_  
<<Name>>  
Chairperson/HoD

**Appendix A.9**  
**PhD Oral Examination Report**

Form No. Exam-PhD (Quadruplicate)



**COMSATS University Islamabad**

**Oral Exams of PhD Thesis - Report of Evaluation Committee**

Evaluation Date: \_\_\_\_\_ Time: \_\_\_\_\_

Student's Name \_\_\_\_\_ Registration No: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Title of Thesis: " \_\_\_\_\_ "

**Evaluation by the Committee Members: - *Please see overleaf for further instructions***

	Oral Presentation	Written Thesis	Signature					
1. <<Name>> <i>Examiner</i>	<table border="1" style="margin: auto;"> <tr> <td style="padding: 2px;">F</td> <td style="padding: 2px;">P</td> </tr> </table>	F	P	<table border="1" style="margin: auto;"> <tr> <td style="padding: 2px;">A</td> <td style="padding: 2px;">D</td> <td style="padding: 2px;">N</td> </tr> </table>	A	D	N	
F	P							
A	D	N						
Remarks: _____								
	Oral Presentation	Written Thesis	Signature					
2. <<Name>> <i>Examiner</i>	<table border="1" style="margin: auto;"> <tr> <td style="padding: 2px;">F</td> <td style="padding: 2px;">P</td> </tr> </table>	F	P	<table border="1" style="margin: auto;"> <tr> <td style="padding: 2px;">A</td> <td style="padding: 2px;">D</td> <td style="padding: 2px;">N</td> </tr> </table>	A	D	N	
F	P							
A	D	N						
Remarks: _____								
	Oral Presentation	Written Thesis	Signature					
3. <<Name>> <i>Supervisor</i> CUI <<Campus>>	<table border="1" style="margin: auto;"> <tr> <td style="padding: 2px;">F</td> <td style="padding: 2px;">P</td> </tr> </table>	F	P	<table border="1" style="margin: auto;"> <tr> <td style="padding: 2px;">A</td> <td style="padding: 2px;">D</td> <td style="padding: 2px;">N</td> </tr> </table>	A	D	N	
F	P							
A	D	N						
Remarks: _____								
	Oral Presentation	Written Thesis	Signature					
4. Head, Department of << name of department >> CUI, << name of >>Campus	<table border="1" style="margin: auto;"> <tr> <td style="padding: 2px;">F</td> <td style="padding: 2px;">P</td> </tr> </table>	F	P	<table border="1" style="margin: auto;"> <tr> <td style="padding: 2px;">A</td> <td style="padding: 2px;">D</td> <td style="padding: 2px;">N</td> </tr> </table>	A	D	N	
F	P							
A	D	N						
Remarks: _____								
	Oral Presentation	Written Thesis	Signature					
5. Chairperson, Department of << name of department >> CUI.	<table border="1" style="margin: auto;"> <tr> <td style="padding: 2px;">F</td> <td style="padding: 2px;">P</td> </tr> </table>	F	P	<table border="1" style="margin: auto;"> <tr> <td style="padding: 2px;">A</td> <td style="padding: 2px;">D</td> <td style="padding: 2px;">N</td> </tr> </table>	A	D	N	
F	P							
A	D	N						
Remarks: _____								
	Oral Presentation	Written Thesis	Signature					
6. Dean, Faculty of << name of faculty >> CUI.	<table border="1" style="margin: auto;"> <tr> <td style="padding: 2px;">F</td> <td style="padding: 2px;">P</td> </tr> </table>	F	P	<table border="1" style="margin: auto;"> <tr> <td style="padding: 2px;">A</td> <td style="padding: 2px;">D</td> <td style="padding: 2px;">N</td> </tr> </table>	A	D	N	
F	P							
A	D	N						
Remarks: _____								

Copy of Exams Section

**Appendix A.9**  
**PhD Oral Examination Report**

Form No. Exam-PhD (Quadruplicate)



**COMSATS University Islamabad**

**Oral Exams of PhD Thesis - Report of Evaluation Committee**

Evaluation Date: \_\_\_\_\_ Time: \_\_\_\_\_

Student's Name \_\_\_\_\_ Registration No: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Title of Thesis: " \_\_\_\_\_ "

**Evaluation by the Committee Members: - *Please see overleaf for further instructions***

	Oral Presentation	Written Thesis	Signature					
1. <<Name>> <i>Examiner</i>	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px; text-align: center;">F</td> <td style="width: 20px; height: 20px; text-align: center;">P</td> </tr> </table>	F	P	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px; text-align: center;">A</td> <td style="width: 20px; height: 20px; text-align: center;">D</td> <td style="width: 20px; height: 20px; text-align: center;">N</td> </tr> </table>	A	D	N	
F	P							
A	D	N						
Remarks: _____								

	Oral Presentation	Written Thesis	Signature					
2. <<Name>> <i>Examiner</i>	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px; text-align: center;">F</td> <td style="width: 20px; height: 20px; text-align: center;">P</td> </tr> </table>	F	P	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px; text-align: center;">A</td> <td style="width: 20px; height: 20px; text-align: center;">D</td> <td style="width: 20px; height: 20px; text-align: center;">N</td> </tr> </table>	A	D	N	
F	P							
A	D	N						
Remarks: _____								

	Oral Presentation	Written Thesis	Signature					
3. <<Name>> <i>Supervisor</i> <i>CUI &lt;&lt;Campus&gt;&gt;</i>	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px; text-align: center;">F</td> <td style="width: 20px; height: 20px; text-align: center;">P</td> </tr> </table>	F	P	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px; text-align: center;">A</td> <td style="width: 20px; height: 20px; text-align: center;">D</td> <td style="width: 20px; height: 20px; text-align: center;">N</td> </tr> </table>	A	D	N	
F	P							
A	D	N						
Remarks: _____								

	Oral Presentation	Written Thesis	Signature					
4. <b>Head,</b> Department of << name of department >> CUI, << name of >>Campus	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px; text-align: center;">F</td> <td style="width: 20px; height: 20px; text-align: center;">P</td> </tr> </table>	F	P	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px; text-align: center;">A</td> <td style="width: 20px; height: 20px; text-align: center;">D</td> <td style="width: 20px; height: 20px; text-align: center;">N</td> </tr> </table>	A	D	N	
F	P							
A	D	N						
Remarks: _____								

	Oral Presentation	Written Thesis	Signature					
5. <b>Chairperson,</b> Department of << name of department >> CUI.	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px; text-align: center;">F</td> <td style="width: 20px; height: 20px; text-align: center;">P</td> </tr> </table>	F	P	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px; text-align: center;">A</td> <td style="width: 20px; height: 20px; text-align: center;">D</td> <td style="width: 20px; height: 20px; text-align: center;">N</td> </tr> </table>	A	D	N	
F	P							
A	D	N						
Remarks: _____								

	Oral Presentation	Written Thesis	Signature					
6. <b>Dean,</b> Faculty of << name of faculty >> CUI.	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px; text-align: center;">F</td> <td style="width: 20px; height: 20px; text-align: center;">P</td> </tr> </table>	F	P	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px; text-align: center;">A</td> <td style="width: 20px; height: 20px; text-align: center;">D</td> <td style="width: 20px; height: 20px; text-align: center;">N</td> </tr> </table>	A	D	N	
F	P							
A	D	N						
Remarks: _____								

**Copy of Secretary BASAR**

**Appendix A.9**  
**PhD Oral Examination Report**

Form No. Exam-PhD (Quadruplicate)



**COMSATS University Islamabad**

**Oral Exams of PhD Thesis - Report of Evaluation Committee**

Evaluation Date: \_\_\_\_\_ Time: \_\_\_\_\_

Student's Name \_\_\_\_\_ Registration No: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Title of Thesis: " \_\_\_\_\_ "

**Evaluation by the Committee Members: - *Please see overleaf for further instructions***

	Oral Presentation	Written Thesis	Signature					
1. <<Name>> <i>Examiner</i>	<table border="1"><tr><td>F</td><td>P</td></tr></table>	F	P	<table border="1"><tr><td>A</td><td>D</td><td>N</td></tr></table>	A	D	N	_____
F	P							
A	D	N						
Remarks: _____			_____					
2. <<Name>> <i>Examiner</i>	<table border="1"><tr><td>F</td><td>P</td></tr></table>	F	P	<table border="1"><tr><td>A</td><td>D</td><td>N</td></tr></table>	A	D	N	_____
F	P							
A	D	N						
Remarks: _____			_____					
3. <<Name>> <i>Supervisor</i> CUI <<Campus>>	<table border="1"><tr><td>F</td><td>P</td></tr></table>	F	P	<table border="1"><tr><td>A</td><td>D</td><td>N</td></tr></table>	A	D	N	_____
F	P							
A	D	N						
Remarks: _____			_____					
4. <b>Head,</b> Department of << name of department >> CUI, << name of >> Campus	<table border="1"><tr><td>F</td><td>P</td></tr></table>	F	P	<table border="1"><tr><td>A</td><td>D</td><td>N</td></tr></table>	A	D	N	_____
F	P							
A	D	N						
Remarks: _____			_____					
5. <b>Chairperson,</b> Department of << name of department >> CUI.	<table border="1"><tr><td>F</td><td>P</td></tr></table>	F	P	<table border="1"><tr><td>A</td><td>D</td><td>N</td></tr></table>	A	D	N	_____
F	P							
A	D	N						
Remarks: _____			_____					
6. <b>Dean,</b> Faculty of << name of faculty >> CUI.	<table border="1"><tr><td>F</td><td>P</td></tr></table>	F	P	<table border="1"><tr><td>A</td><td>D</td><td>N</td></tr></table>	A	D	N	_____
F	P							
A	D	N						
Remarks: _____			_____					

Copy of Controller of Examinations

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**Appendix A.9**  
**PhD Oral Examination Report**

Form No. Exam-PhD (Quadruplicate)



**COMSATS University Islamabad**

**Oral Exams of PhD Thesis - Report of Evaluation Committee**

Evaluation Date: \_\_\_\_\_ Time: \_\_\_\_\_

Student's Name \_\_\_\_\_ Registration No: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Title of Thesis: " \_\_\_\_\_ "

**Evaluation by the Committee Members: - *Please see overleaf for further instructions***

	Oral Presentation	Written Thesis	Signature					
1. <<Name>> <i>Examiner</i>	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px 5px;">F</td> <td style="padding: 2px 5px;">P</td> </tr> </table>	F	P	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px 5px;">A</td> <td style="padding: 2px 5px;">D</td> <td style="padding: 2px 5px;">N</td> </tr> </table>	A	D	N	
F	P							
A	D	N						
Remarks: _____								

	Oral Presentation	Written Thesis	Signature					
2. <<Name>> <i>Examiner</i>	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px 5px;">F</td> <td style="padding: 2px 5px;">P</td> </tr> </table>	F	P	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px 5px;">A</td> <td style="padding: 2px 5px;">D</td> <td style="padding: 2px 5px;">N</td> </tr> </table>	A	D	N	
F	P							
A	D	N						
Remarks: _____								

	Oral Presentation	Written Thesis	Signature					
3. <<Name>> <i>Supervisor</i> CUI <<Campus>>	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px 5px;">F</td> <td style="padding: 2px 5px;">P</td> </tr> </table>	F	P	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px 5px;">A</td> <td style="padding: 2px 5px;">D</td> <td style="padding: 2px 5px;">N</td> </tr> </table>	A	D	N	
F	P							
A	D	N						
Remarks: _____								

	Oral Presentation	Written Thesis	Signature					
4. <b>Head,</b> Department of << name of department >> CUI, << name of >>Campus	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px 5px;">F</td> <td style="padding: 2px 5px;">P</td> </tr> </table>	F	P	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px 5px;">A</td> <td style="padding: 2px 5px;">D</td> <td style="padding: 2px 5px;">N</td> </tr> </table>	A	D	N	
F	P							
A	D	N						
Remarks: _____								

	Oral Presentation	Written Thesis	Signature					
5. <b>Chairperson,</b> Department of << name of department >> CUI.	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px 5px;">F</td> <td style="padding: 2px 5px;">P</td> </tr> </table>	F	P	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px 5px;">A</td> <td style="padding: 2px 5px;">D</td> <td style="padding: 2px 5px;">N</td> </tr> </table>	A	D	N	
F	P							
A	D	N						
Remarks: _____								

	Oral Presentation	Written Thesis	Signature					
6. <b>Dean,</b> Faculty of << name of faculty >> CUI.	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px 5px;">F</td> <td style="padding: 2px 5px;">P</td> </tr> </table>	F	P	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px 5px;">A</td> <td style="padding: 2px 5px;">D</td> <td style="padding: 2px 5px;">N</td> </tr> </table>	A	D	N	
F	P							
A	D	N						
Remarks: _____								

Copy of Head of the Department,

**Appendix A.9**  
**PhD Oral Examination Report**

Form No. Exam-PhD (Quadruplicate)

***Instructions:***

Please check the appropriate box as per the following:

**Oral Presentation**

Pass  P

Fail  F

**Written Thesis**

Accepted  A

Deferred  D

Not Acceptable  N

**Note:**

In case of a 'Deferred' grade, please mention the time period required/ needed by the scholar to incorporate suggested changes.

*anf*

**Appendix A.10**

**Certificate of Incorporation of Changes by Local Examiners(MS/PhD)**



**COMSATS University Islamabad**  
**Certificate of Incorporation of Changes Suggested by**  
**Local External Examiners**  
MS  Ph.D.

Student's Name:	Registration #
Program:	Department:
Campus:	Date:
Thesis Title:	

I hereby declare that all the suggestions and changes proposed by the local external examiner(s) in the thesis have been addressed and the revised thesis is hereby submitted.

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

Signature: \_\_\_\_\_

**Certification**

It is hereby certified that all the suggestions and changes proposed by the local external examiner(s) in the thesis of the above student have been addressed in the revised thesis.

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

Signature: \_\_\_\_\_

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

Signature: \_\_\_\_\_

**Counter Signature**

**(Only for MS Thesis in case of non authorization)**

External Examiner Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**Counter Signature**

**(Only for PhD Thesis)**

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

Signature: \_\_\_\_\_

*uif*

**Appendix A.11**

**Certificate of Incorporation of Changes by Foreign Examiners (PhD)**



**COMSATS University Islamabad**

**Certificate of Incorporation of Changes Suggested by  
Foreign External Examiners for PhD Thesis**

Student's Name:	Registration #
Program:	Department:
Campus:	Date:
Thesis Title:	

I hereby declare that all the suggestions and changes proposed by the foreign external examiner(s) in the thesis have been addressed and the revised thesis is hereby submitted.

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

Signature: \_\_\_\_\_

**Certification**

It is hereby certified that all the suggestions and changes proposed by the foreign external examiner(s) in the thesis of the above student have been addressed in the revised thesis.

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

Signature: \_\_\_\_\_

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

Signature: \_\_\_\_\_

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

Signature: \_\_\_\_\_

*anf*

**Appendix A.12**  
**Certificate of Originality**



**COMSATS University Islamabad**

**Certificate of Originality of Thesis**  
**MS  Ph.D.**

Student's Name:	Registration #
Program:	Department:
Campus:	Date:
Thesis Title:	

I declare that my MS/PhD research work in the above-mentioned thesis is my original work and has neither been submitted, printed or published as research work, thesis, or book by another person, in any form, in university, research organization, journal etc. in Pakistan or abroad, nor a substantial part of this material has been accepted for the award of any degree at COMSATS University Islamabad or any other educational institute/university.

I further declare that the originality of contents through plagiarism software has also been verified.

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

**Certification**

It is certified that the originality of the contents of the above-mentioned research thesis is verified through plagiarism software Turn-it-in and found that similarities are within the acceptable range.

**Supervisor:**  
 Name: \_\_\_\_\_

**HoD**  
 Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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

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

**Counter Signature (Only for PhD Thesis)**

**Chairperson:**  
 Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

# **B Document Templates and Proforma**

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**Appendix B.1**  
**Synopsis Approval Form**



**COMSATS University Islamabad**

Form for Approval of Synopsis

MS  Ph.D.

**Student's Detail**

Name:	Registration No.:
Program:	Area of Specialization (if any as per approved SoS):
Department:	Campus:
Date of admission:	Date of synopsis submission:
Proposed Title of the Thesis: (Use title case capitalization):	

Student's signature \_\_\_\_\_

**Recommendation and approval**

Recommended or approved by	Name and Designation	Signature
<b>Supervisory Committee</b>		
Supervisor		
Co-supervisor (if any)		
Member		
Member		
Member		
<b>Departmental Advisory Committee (DAC)</b>		
Verification of attached "Turnitin Report" by HoD		
Secretary DAC for all members		
Convener DAC on behalf of all members		
<b>Dean of Faculty</b>		
Dean Faculty of		
<b>Board of Advance Study and Research (BASAR)</b>		
Secretary BASAR		

*uf*

**Appendix B.2**  
**Synopsis Template**



**COMSATS University Islamabad**

Synopsis for MS  Ph.D.

Name:	Registration No.:
Program:	Area of Specialization (if any as per approved SoS):
Department:	Campus:
Date of admission:	Date of synopsis submission:
Proposed Title of the Thesis: (Use title case capitalization):	
<b>Supervisory Committee</b>	
Name and Designation	Role
	Supervisor
	Co-supervisor/Member
	Member
	Member

**Student's Signature** \_\_\_\_\_

**Summary of the Research**

The summary of the proposal in a single paragraph must represent the whole research in a concise manner. It must depict the central concept and key point of the intended work. It should contain a brief on the statement of the problem (What kind of problem is being solved?), brief motivation (Why this problem is being considered?) and intended research methodology (How this problem will be solved?) to be followed, and the general proposed work that is to be investigated for the thesis.

[250 to 300 words approx.]

[Introduction must start from next page]

*anf*

**Appendix B.2**  
**Synopsis Template**

**1. Introduction**

This section includes an introduction starting from the major domain and narrowing it down to the specific domain. It should highlight the motivation and concerns of the research at the abstract level.

**2. Literature Review**

This section includes an extensive review of related work and state-of-the-art in chronological order. The minimum number of references for related work must be at least 25, out of which 50% should be from the last 3 years. The literature review should be concluded in the last paragraph with the research gap.

[1000 to 1500 words approx.]

**3. Problem Statement**

This includes the problem being addressed by the thesis and its scope. Try to brief the problem statement in a single short paragraph by focusing on the problem only and connecting it with the last concluding paragraph of "Related Work". It should be self-explanatory to the domain experts.

[up to 300 words approx.]

**4. Research Objectives**

**5. Research Methodology (or Material and Methods)**

This includes a methodology to be used quantitative or qualitative, specify all steps in brief (may furnish it with flowchart/Figure), followed by discussion, as the subsections about required datasets (if applicable) and performance evaluation measures.

[200 to 500 words approx.]

**References**

Use standard references style such as IEEE, APS or other as specified by the Dean of Faculty.

**Tentative Schedule**

(Identify major milestones and deliverables along with the schedule)

Tasks	Date/ Duration	Date/ Duration	Date/ Duration	Date/ Duration	Date/ Duration	Date/ Duration
Task-I						

Student's Name:  
 Enrollment Number:

Supervisor's Signature



**Appendix B.2**  
**Synopsis Template**

Task-II						
Task-III						
Task-IV						
Task-V						
Task-VI						

**Details of Completed Coursework**

(or attach provisional transcript)

	Course Code and Title	Credit Hours	Grade Points	Semester
1.				
2.				
3.				
4.				
5.				
6.				

Student's Name:  
 Enrollment Number:

Supervisor's Signature

**Appendix B.3**  
**PhD Thesis Template**

Left Margin: 1.5 inch  
All other margins: 1 inch

<Thesis Title>

MS Word: Times New Roman 20pt Regular, Title Case



4 cm x 4 cm

Ph.D. Thesis  
by

Student's Name

Registration Number

e.g. CUI/FA23-PCS-007/ATD

MS Word: Times New Roman 18pt Regular, Title Case

MS Word: Times New Roman 18pt Bold, Title Case

**COMSATS University Islamabad**  
**Pakistan**  
**Fall 2023**

Semester year in which the thesis is submitted



4 cm x 4 cm

Thesis Title

MS Word: Times New Roman 20pt Regular, Title Case

A thesis submitted to  
COMSATS University Islamabad

In partial fulfillment  
of the requirements for the degree of

Doctor of Philosophy  
in  
<Discipline/Program>

e.g. Computer Science,  
Cyber Security or  
Pharmacy etc.

by  
Student's Name

Registration Number

e.g. CUI/FA23-PCS-  
007/ATD

Department of < name >  
Faculty of < name >

MS Word: Times New Roman 16pt Regular, Title Case

COMSATS University Islamabad  
Pakistan

Semester year in  
which the thesis is  
submitted

MS Word: Times New Roman 18pt Bold, Title Case

Fall 2023

Use roman numerals for page  
numbers in front matter. Times  
New Roman 12pt

ii



# Thesis Title

MS Word: Times New Roman 20pt Regular, Title Case

This thesis is submitted to the department of <<Name of Department>> in partial fulfillment of the requirements for the award of the degree of Doctor of Philosophy in <<degree title>>

Name	Registration Number
<Student's Name>	Student's Registration Number

## Supervisory Committee **Bold**

Supervisor <b>Bold</b>	Co-Supervisor <b>Bold</b>
<p>&lt;title&gt; &lt;Supervisor's Name&gt; &lt;designation&gt; Department of &lt;&lt;department name&gt;&gt; COMSATS University Islamabad (CUI) &lt;&lt;Campus Name&gt;&gt;</p>	<p>&lt;title&gt; &lt;Supervisor's Name&gt; &lt;designation&gt; Department of &lt;&lt;department name&gt;&gt; COMSATS University Islamabad (CUI) &lt;&lt;Campus Name&gt;&gt;</p>
Member <b>Bold</b>	Member <b>Bold</b>
<p>&lt;title&gt; &lt;Supervisor's Name&gt; &lt;designation&gt; Department of &lt;&lt;department name&gt;&gt; COMSATS University Islamabad (CUI) &lt;&lt;Campus Name&gt;&gt;</p>	<p>&lt;title&gt; &lt;Supervisor's Name&gt; &lt;designation&gt; Department of &lt;&lt;department name&gt;&gt; COMSATS University Islamabad (CUI) &lt;&lt;Campus Name&gt;&gt;</p>
Member <b>Bold</b>	Member <b>Bold</b>
<p>&lt;title&gt; &lt;Supervisor's Name&gt; &lt;designation&gt; Department of &lt;&lt;department name&gt;&gt; COMSATS University Islamabad (CUI) &lt;&lt;Campus Name&gt;&gt;</p>	<p>&lt;title&gt; &lt;Supervisor's Name&gt; &lt;designation&gt; Department of &lt;&lt;department name&gt;&gt; COMSATS University Islamabad (CUI) &lt;&lt;Campus Name&gt;&gt;</p>

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MS Word: Times New  
 Roman 20pt Bold, Title  
 Case

## Certificate of Approval

This is to certify that the research work presented in this thesis, entitled “<< Thesis Title >>” was conducted by <<Student’s Name with registration number>>, under the supervision of <<Supervisor’s Name>>. No part of this thesis has been submitted anywhere else for any other degree. This thesis is submitted to the Department of <<Name>>, COMSATS University Islamabad <<Campus Name>>, in partial fulfillment of the requirements for the degree of Doctor of Philosophy in the field of <<Program>>.

Student Name: <<Student Name>>

Signature: \_\_\_\_\_

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**Examinations Committee:** Bold

<<Signature>>

<<Signature>>

<<External Examiner 1: Name>>  
 (Designation& Office Address)

<<External Examiner 2: Name>>  
 (Designation& Office Address)

.....  
 .....

.....  
 .....

<<Signature>>

<<Signature>>

<<Supervisor Name>>  
 Supervisor  
 Department of <<Deptt Name>>  
 CUI, <<Campus>>

<<HoD Name>>  
 HoD, Department of <<Deptt Name>>  
 CUI, <<Campus >>

<<Signature>>

<<Signature>>

<<Chairperson Name>>  
 Chairperson, <<Deptt Name>>,  
 CUI

<<Dean Name>>  
 Dean <<Faculty Name>>, CUI

MS Word: Times New  
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Case

## Author's Declaration

I <<Student Name>>, <<Student Registration No>>, hereby state that my PhD thesis titled "<<Thesis Title>>" is my own work and has not been submitted previously by me for taking any degree from this University i.e. COMSATS University Islamabad or anywhere else in the country/world.

At any time if my statement is found to be incorrect even after I graduate the University has the right to withdraw my PhD degree.

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Date: <<Date of Thesis Submission>>  
Student>>

<<Signature of the

<<Student Name>>

<<Student Registration No>>



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Roman 20pt Bold, Title  
Case

## **Plagiarism Undertaking**

I solemnly declare that the research work presented in the thesis titled “<<Thesis Title>>” is solely my research work with no significant contribution from any other person. Small contribution/help wherever taken has been duly acknowledged and that complete thesis has been written by me.

I understand the zero-tolerance policy of HEC and COMSATS University Islamabad towards plagiarism. Therefore, I as an author of the above titled thesis declare that no portion of my thesis has been plagiarized and any material used as reference is properly referred/cited.

I undertake if I am found guilty of any formal plagiarism in the above titled thesis even after award of PhD Degree, the University reserves the right to withdraw/revoke my PhD degree and that HEC and the university has the right to publish my name on the HEC/university website on which names of students are placed who submitted plagiarized thesis.

Word:  
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Date: <<Date of Thesis Submission>>  
Student>>

<<Signature of the

<<Student Name>>

<<Student Registration No>>

MS Word: Times New  
Roman 20pt Bold, Title  
Case

## Certificate

It is certified that <<Name & Registration of the student>> has carried out all the work related to this thesis under my supervision at the Department of <<dept name>>, COMSATS University Islamabad, <<campus name>> and the work fulfills the requirements for award of Ph.D. degree.

Date: <<Date of Thesis Submission>>

Supervisor:

MS Word:  
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line space  
Latex:  
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\_\_\_\_\_  
<<Supervisor's Name  
with title>>  
<< Designation>  
<< Department's Name>>  
COMSATS University  
Islamabad  
<<Campus Name>>

*mit*

**Dedication**

MS Word: Times New  
Roman 20pt Bold, Title  
Case

Word: Times New Roman  
20pt Bold, Title Case

## Acknowledgments

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Not more than  
one page

<<Student Name>>

<<Registration number >>

*mf*

**Appendix B.3**  
**PhD Thesis Template**

**Abstract**

MS Word: Times New Roman 20pt Bold, Title Case

<<Thesis Title>>  
By  
<Student's Name>

MS Word: Times New Roman 16pt Regular, Title Case

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# Appendix B.3 PhD Thesis Template

Note: These chapters are given as an example only. Students may organize the thesis differently as required by the field of study.

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## Table of Contents

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Referenes section is not a chapter

List of publications is optional

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## **List of Tables**

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## List of Abbreviations

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AM      Amplitude Modulation  
FM      Frequency Modulation  
CNN     Convolution Neural Network

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# Chapter 1

## Introduction

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### 1.1 Background

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## **2.1 Significance**

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### **1.1.1 Scientific Significance**

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### **2.1.1 Practical Significance**

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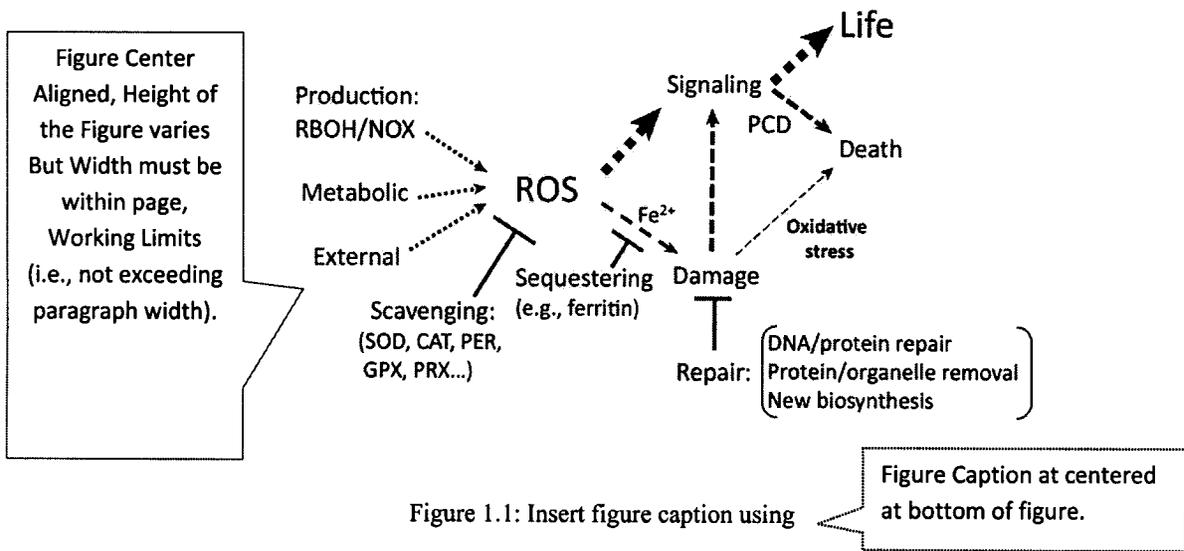


Table 1.1: Population growth rate of parasites (sample caption)

Parameter 1	Parameter 2	Parameter 3
1	Aaa	Bbb
2	Ddd	Eee
3	Ggg	Hhh

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## Chapter 2

### Literature Review

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#### 3.1 Research Issues

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## Chapter 3

### Materials and Methods

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## Chapter 4

### Results and Discussions

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## Chapter 5

### Conclusion

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Recommended: Use citation software (ENDNOTE, Mandalay, JABREF, Bibtex/Biblatex etc).

Standard citation and bibliography style commonly used in the field may be used as determined by the department e.g.

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2. ACM
3. Harvard
4. Vancouver
5. APA
6. Chicago

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## **List of Publications**

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**Appendix B.4**  
**MS Thesis Template**

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All other margins: 1 inch

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MS Thesis  
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**Pakistan**  
**Fall 2023**

Semester year in  
which the thesis is  
submitted

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**Appendix B.4**  
**MS Thesis Template**



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**Thesis Title**

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A thesis submitted to  
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of the requirements for the degree of

Master of Science  
in  
<Discipline/Program>

e.g. Computer Science,  
Cyber Security or  
Pharmacy etc.

by

Student's Name

Registration Number

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Faculty of < name >

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ii



# Thesis Title

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This thesis is submitted to the department of <<Name of Department>> in partial fulfillment of the requirements for the award of the degree of Master of Science in <<degree title>>

Name	Registration Number
<Student's Name>	Student's Registration Number

## Supervisory Committee

**Bold**

<p><b>Supervisor</b> <b>Bold</b></p> <p>&lt;title&gt; &lt;Supervisor's Name&gt;            &lt;designation&gt;            Department of &lt;&lt;department name&gt;&gt;            COMSATS University Islamabad (CUI)            &lt;&lt;Campus Name&gt;&gt;</p>	<p><b>Co-Supervisor</b> <b>Bold</b></p> <p>&lt;title&gt; &lt;Supervisor's Name&gt;            &lt;designation&gt;            Department of &lt;&lt;department name&gt;&gt;            COMSATS University Islamabad (CUI)            &lt;&lt;Campus Name&gt;&gt;</p>
<p><b>Member</b> <b>Bold</b></p> <p>&lt;title&gt; &lt;Supervisor's Name&gt;            &lt;designation&gt;            Department of &lt;&lt;department name&gt;&gt;            COMSATS University Islamabad (CUI)            &lt;&lt;Campus Name&gt;&gt;</p>	<p><b>Member</b> <b>Bold</b></p> <p>&lt;title&gt; &lt;Supervisor's Name&gt;            &lt;designation&gt;            Department of &lt;&lt;department name&gt;&gt;            COMSATS University Islamabad (CUI)            &lt;&lt;Campus Name&gt;&gt;</p>
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## Certificate of Approval

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By

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I <<Student's Name>>, <<Student Registration No>>, hereby declare that I have produced the work presented in this thesis, during the scheduled period of study. I also declare that I have not taken any material from any source except referred to wherever due to that amount of plagiarism is within an acceptable range. If a violation of HEC rules on research has occurred in this thesis, I shall be liable to punishable action under the plagiarism rules of HEC.

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<< Designation>  
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COMSATS University Islamabad  
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## Acknowledgments

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## Appendix B.4 MS Thesis Template

### Abstract

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**Appendix B.4**  
**MS Thesis Template**

Note: These chapters are given as an example only. Students may organize the thesis differently as required by the field of study.

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**Table of Contents**

Bold Chapter heading

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**Chapter 1 Introduction** ----- 1

    1.1 Background ----- 1

    2.1 Significance ----- 2

        1.1.1 Scientific Significance ----- 2

        2.1.1 Practical Significance ----- 2

**Chapter 2 Literature Review** ----- 4

    3.1 Research Issues ----- 4

**Chapter 3 Materials and Methods** ----- 7

**Chapter 4 Results and Discussions** ----- 9

**Chapter 5 Conclusion** ----- 11

**References** ----- 12

**List of Publications** ----- 13

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## List of Figures

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Figure 1.1 Structure of Eye.....9

Figure 2.1 Visual Transduction Cascade.....12

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Table 1.1 DNA Markers for Gene Mapping.....4

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## List of Abbreviations

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AM      Amplitude Modulation  
FM      Frequency Modulation  
CNN     Convolution Neural Network

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# Chapter 1

## Introduction

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### **1.1.1 Scientific Significance**

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### **2.1.1 Practical Significance**

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**Appendix B.4**  
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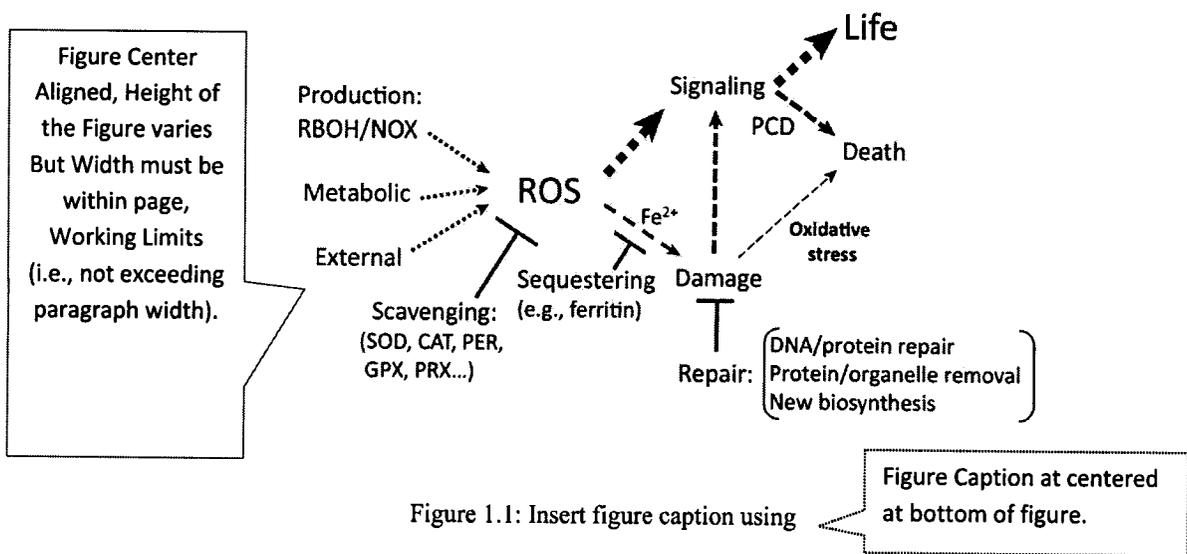


Table 1.1: Population growth rate of parasites (sample caption)

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## Chapter 2

### Literature Review

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#### 3.1 Research Issues

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## Appendix B.4

### MS Thesis Template

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## Chapter 3

### Materials and Methods

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**Appendix B.4**  
**MS Thesis Template**

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## Chapter 4

### Results and Discussions

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## Appendix B.4

### MS Thesis Template

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## Chapter 5

### Conclusion

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chapter!

Recommended: Use citation software (ENDNOTE, Mandalay, JABREF, Bibtex/Biblatex etc).

Standard citation and bibliography style commonly used in the field may be used as determined by the department e.g.

1. IEEE
2. ACM
3. Harvard
4. Vancouver
5. APA
6. Chicago

*WIP*

## **List of Publications**

The list of publications is optional.

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# COMSATS University Islamabad

Registrar Secretariat, Principal Seat, Islamabad

PROFORMA FOR THE LIST OF EXTERNAL EXAMINERS FOR MS/MBA/Ph.D THESIS EVALUATION FOR APPROVAL OF BOS, BOF, BASAR and Academic Council

Name of Department: \_\_\_\_\_

S.No.	Name of the External Examiner with Designation / status	Name of Institution / University / Department / Organization of the Expert with Complete Postal Address (Please Avoid Abbreviations)	Electronic Address E-mail: ..... Phone #: ..... Fax #: .....	Examiner's Academic Degree & its Subject	No. of Publications	No. of Students Supervised		Experience		Remarks
						MS	PhD	Years	Field of Specialization	
1.										
2.										
3.										
4.										
5.										

Recommended by: HoD: \_\_\_\_\_ 2). Chairperson: \_\_\_\_\_ 3). Dean: \_\_\_\_\_ 4). Registrar \_\_\_\_\_

Consent of examiner and CV must be attached. Only official email address will be accepted. In case of Foreign, the examiner must be serving in the Technical Advance Countries as per HEC lit.

# C Policies and Guidelines

## C.1 Terms of References (ToRs) of the Departmental Advisory Committee (DAC)

1. Each Department of the CUI Campus must have a DAC.
2. The Chairperson of the Department will be the Convener of the DAC. In the absence of the chairperson, the HoD of the Department will head the committee.
3. Convener will nominate at least more than five senior members of the Department for DAC and get approval from the Dean of the Faculty. The members of the DAC can be reshuffled when required by the convener.
4. In the absence of the convener, meetings are to be chaired by the HoD or senior member of the Department.
5. Coordinator of the Graduate program of the Department will be the secretary of DAC.
6. Convener would get the approval of the appointment of the Graduate Coordinator of the Department from the relevant office.
7. The secretary would be responsible to keep a formal record/minutes of DAC business and decisions.
8. A quorum of the committee shall comprise 2/3 majority of the members and no business will be transacted unless a quorum is present. Collective responsibility should be observed once decisions are taken.
9. DAC would receive, consider and respond to all matters associated with research activity and provide a forum for notification, discussion, and guidance to the Department. The committee will consider recommendations and offer advice on a broad range of issues relevant to the research activities, program and curriculum development, academic standards, and faculty development.
10. DAC can consider and make recommendations on the distribution and allocation of resources required to support the teaching and learning activities of the Graduate programs.
11. The committee would be responsible to assess/examining the research Synopses of MS and Ph.D. students and reject/recommending for approval via the respective Dean's office.
12. Internal exams/assessments of MS and Ph.D. research thesis will be conducted by DAC.

13. DAC would have oversight on the allocation of the MS / Ph.D. supervisors and teaching of the courses in the Department while considering the relevance and experiences of the faculty members for a specific course.
14. DAC will also review the progress reports of the research students during each semester (whenever needed).
15. The committee will have a meeting with all the faculty members of the Department at least twice a semester.
16. It will be the responsibility of the DAC to monitor all the qualitative academic functions of the graduate programs of the Department. DAC will review the Qualitative Academic progress of the Graduate Programs of the Department on regular basis and recommend/initiate corrective measures when and where deemed necessary. DAC would debate, review and recommend approaches to enhance the quality of students' learning opportunities and their learning experiences.
17. DAC will be responsible for the implementation of the Scheme of Studies (SoS) and its continuous monitoring. DAC can initiate a new SoS / program and forward it to the Board of Studies (BoS) of the respective Department.
18. The committee may consult with staff and students on issues and developments relating to the Graduate programs of the Department. The final decision on whether or not to act on the recommendations will rest with the convener of the DAC.
19. DAC will monitor the effectiveness of the Examination / Assessment system of Graduate programs in the Department. DAC will be responsible for keeping the teaching, learning and assessment methodologies under review and for offering advice to the concerned faculty. DAC would act as a forum for discussion and guidance on academic plans, targets and activities of the Graduate programs in the Department.
20. When required, the committee can recommend BoS for the appointment of internal and external examiners for MS / PhD research theses.
21. The convener can call the meeting of DAC, whenever required to discuss/deliberate on any issues related to Graduate programs of the Department.
22. DAC would receive the outcomes of academic appeals and complaints, and student fitness to practice and academic and disciplinary offenses.

## **C.2 Guidelines for PhD Comprehensive Examination**

### **Comprehensive Examination**

The Comprehensive Examination (CE) is conducted under the supervision of the Comprehensive Examination Committee (CEC) as notified by the Department. All students admitted in the Ph.D. program must pass the comprehensive exam. Initially, this examination aims to evaluate:

1. Students' understanding of environmental sciences, and the vision for their Ph.D. research.

2. Candidates' ability for their research area and know how relevant peer-reviewed published work.

### **Rules and Regulations**

1. The CE will be held after the completion of the coursework. The candidate would enroll in the "Comprehensive Examination" of the Ph.D. in the upcoming semester and pay the semester enrolment fee.
2. An application for admission to examination or re-examination are submitted to the Head of the Department/ Chairperson.
3. The student must qualify CE, which contains two paper(s), within the first four semesters after admission.
4. The Ph.D. candidature is confirmed after passing the CE.
5. CE should be completed within 04 semesters after Ph.D. registration.
6. Maximum attempts to pass CE are Two (02) as notified by the CUI.
7. If a student fails to qualify on his/ her first attempt, he/ she is eligible to re-appear in the paper in which he/ she has failed. The student must, however, appear in the next chance which may not be earlier than 45 days or not later than one year after the date of declaration of results of the examination where the candidate fails.

### **Conduction of Comprehensive Examination**

The Head of the Department, in consultation with Department's Advisory Committee (DAC), is responsible for holding the CE. For this purpose, a Comprehensive Examination Committee (CEC) may be formed normally consisting of three senior teachers/faculty members from the Department. Furthermore;

1. The Exam is conducted during the semester, so the candidate would have to enrol for the "Comprehensive Examination".
2. The examination is conducted at one-month intervals from the start of the semester in which the candidate has enrolled for the comprehensive exam.
3. The Examination Section of the campus announces the place, date, and time of the comprehensive exam for the semester in which the Ph.D. candidate has to appear for CE.

### **Grading**

The Ph.D. candidate securing 60% marks or higher, in each of the two papers, are declared "Pass" in the comprehensive exam.

### **Result declaration**

The Examination office declares the result of the comprehensive examination to the candidates. If a candidate fails to pass the exam in two separate attempts, his/her candidacy for Ph.D. is

cancelled by the admission office on the recommendation of the Controller Examination.

### **Comprehensive Examination Paper(s)**

The CE comprises General Paper (P1) and Specific Paper (P2). The candidate needs to answer all the questions in a paper. The number of questions in each paper may vary. Each paper has a minimum time duration of 3 hours. The total marks for each paper are 100.

#### **Paper 1 (P1)**

For the General paper, questions are collected (to prepare a 'Questions-Pool') from departmental faculty members (minimum 3 questions from each), and later on, the paper is set from the available questions-pool by the Departmental Comprehensive Examination Committee (CEC).

#### **Paper setting**

For the general paper (P1) of the comprehensive examination, the department is supposed to devise general subject areas that cover the breadth and depth of the domain. For example in Ph.D. Environmental Sciences, the areas include; Atmosphere, Hydrosphere, Lithosphere, Biosphere, Environmental Pollutants (surrounding natural resources), Pollutants' control measures, Global warming and climate change, Health risks and safety, Loss of biodiversity, Social issues & the Environment, and Human population and its impacts on Environment.

#### **Paper 2 (P2)**

For the specific paper, questions are collected from the supervisor and supervisory committee of the candidate. Each candidate's supervisory committee member must prepare at least two questions along with a minimum of three from the supervisor. CEC randomly selects the appropriate question numbers from this candidate-specific pool.

### **C.3 MS/PhD Thesis Requirements and Guidelines**

policy:thesis-guidelines

#### **Format**

The following requirements must be adhered to in the format of the submitted thesis:

1. The thesis must normally be printed on A4 paper; the Registrar may give permission for a thesis to be submitted in another format where he is satisfied that the contents of the thesis can be better expressed in that format.
2. Copies of the thesis must be presented in a permanent and legible form either in type-script or print; where copies are produced by photocopying processes, these must be of a permanent nature; where word processor and printing devices are used, the printer must be capable of producing the text of satisfactory quality; the size of character used in the main text, including displayed matter and notes, must not be less than 2.0 mm for capitals

and 1.5 mm for x-height (that is, the height of lower-case x). Font size 12 is recommended in the Times New Roman or equivalent script.

3. The thesis must be printed on the recto side of the page only; the paper must be white and within the range of 70 to 100  $g/m^2$ .
4. 1.5 spacing should be used in typescript except for indented quotations or footnotes where single spacing may be used.
5. Pages must be numbered consecutively through the main text, including photographs and/or diagrams included as whole pages.
6. The title page must give the following information:
  - a. Full title of the thesis.
  - b. Name of the author(s).
  - c. The degree for which the thesis is submitted in partial fulfilment of its requirements;
  - d. The name of the institution;
  - e. The collaborating organization(s), if any; and
  - f. The month and year of submission.

## Structure

It is advisable for all students to look at some thesis in their area of research early on in their studies to see how it has been laid out. The actual chapters of a thesis depend on the topic addressed and the student's personal style. However, the following is a fairly generic structural guideline for a good thesis:

**Abstract:** An abstract of approximately 300-600 words bound into the thesis must be attached, which shall provide a synopsis of the thesis stating the nature and scope of the work undertaken and the contribution made to knowledge of the subject. A loose copy of the abstract must be submitted with the thesis. This loose copy of the abstract must have the name of the author, the degree for which the thesis is submitted, and the title of the thesis as a heading.

It should state at the outset the problem studied, the method employed to study the problem, may it be experimental or theoretical, and the results obtained. A comparison with other published work on the subject may also be made where possible.

**Introduction:** This should be a short chapter 'setting the scene'. It should include a description of the area of study, the problems found in the area, the particular problems addressed in the thesis (the 'thesis statement'), why the question is important and how it relates to future work in the area, what the thesis achieves with respect to the thesis statement and the area. This section should finish with an annotated guide to the rest of the thesis, indicating how each part contributes to the questions set in the thesis statement. This part should challenge the reader to ensure that they understand the central thesis statement and ensure they want to read the rest of the work.

**Body:** The sequence of chapters should include the following material:

- Background work in the area; a literature survey.
- Closely argued treatment of the problems in the area.
- Highlighting those areas that will be addressed in the thesis statement with the justification of their importance and connection to the area of research.
- Detailed plan that how the thesis statement will be 'proved'.
- Exposition of the work done, along with the Experimental Method / Theoretical Approach used.
- Detailed coverage of the results and achievements.
- Discussion of results.

**Conclusion:** The conclusion should clearly and effectively communicate the following:

- Summary of the thesis statement and results.
- Problems and/or deficiencies with the work.
- Future work to be done by others.

**Binding:** The thesis shall be submitted for examination in a temporarily bound form, which is sufficiently secure to ensure that pages cannot be added or removed. A thesis submitted in a temporarily bound form must be in its final form in all respects except the binding and the incorporation of any amendments required by the examiners.

Following examination and the incorporation of any amendments required by the examiners, the thesis must be bound in purple binder cloth, in a permanent binding of the approved type before the degree may be awarded. The University library copy must be bound as follows:

1. The binding must be of a fixed type so that leaves cannot be removed or replaced; the front and rear boards must have sufficient rigidity to support the weight of the work when standing upright; and
2. The outside front board must bear the title of the work, the name and initials of the candidate, the qualification, and the year of submission in at least 24pt type; the same information (excluding the title of the work) must be shown on the spine of the work, reading downwards.
3. The candidate must confirm that the contents of the permanently bound thesis are identical to the version submitted for examination, except the binding and the incorporation of any required amendments. The thesis must be presented in English.

**Electronic Copy:** An electronic copy of the final approved thesis should also be submitted preferably on CD or DVD.

**Collection of Material outside the University:** Approval must be obtained from the supervisor before collecting material outside the University e.g. issuance of a questionnaire or request for any unpublished information.

*mif*

**Use of Confidential Material in Thesis:** To fulfill the criteria for the award of a research degree, the thesis should be made available to/for teaching and study purposes and be based on evidence that can be checked. The University will therefore not, accept applications to restrict access to a successful thesis based on the grounds that confidential material has been included.

**Presentation of Collaborative Research:** Where a graduate student's research program is part of a collaborative group project, the thesis must indicate clearly the student's individual contribution and the extent of the collaboration.

**Inclusion of Published Work:** The student is free to publish material in advance of the thesis, but reference must be made in the thesis to any such work. Copies of published material should not be included in the body of the thesis but may be adapted to form an integral part of the thesis and thereby make a relevant contribution to the main theme of the thesis or placed in an adequately secured pocket at the end of the thesis.

## C.4 Code of Conduct for Graduate Students

Each graduate student is expected to make a significant contribution to the intellectual atmosphere of the Department. Major contributing factors to this atmosphere are a strong desire to learn, motivation, creativity, and an untiring effort in research. Moreover, graduate students are expected to interact informally with other graduate students and with the faculty. There is much to be learned from these interactions. They are expected to attend all colloquia and seminars in areas of their research. Occasionally, they are expected to give talks on topics related to their own research.

In general, the following commitments are expected from each graduate student:

1. A commitment to hard work. Students are expected to devote all their energy to their work. This means working long hours on every working day of the week. This expectation is based on the desire to develop their abilities to the highest level and to prepare them for a successful career.
2. A commitment to excellence in research. Students are expected to work hard towards scholarly, original research that enhances the overall reputation, success, and productivity of the department.
3. A commitment to excellence in service. Students are expected to be model representatives of their department in the larger community. Specifically, they are expected to participate in all activities arranged by the department.
4. A commitment to developing independence. This means it is expected that sometimes in their graduate studies, the research project they are working on truly becomes their own. Its direction and design should, at some point, be driven by their abilities. This expectation is, again, based on the desire to prepare them for the challenges they will face after graduation.
5. A commitment to excellence overall. The students are expected to be good citizens of their department. That is, they must consider in their daily activities, what actions best promote

the well-being and overall success of the department. Whether they are on a scholarship or hold an appointment as TA/RA, or are self-supporting, their responsibilities include enhancing the department's agenda in teaching, research, and service. We draw no distinction between their origin of support and their conduct.

In order to maintain high standards in teaching, research, and service, it is critical that every graduate student should act in a professional manner and comply with the above guidelines. If a graduate student purposely violates one of these guidelines, his/her supervisor/head of the department may take further action by issuing a written warning and/or by imposing a financial penalty.

### **Code of Practice for the Academic Heads**

The establishment of a harmonious relationship between a research student and his or her supervisor is of utmost importance to both. Such harmony can only be established and maintained if both participants understand each other's concerns, treat each other with courtesy and agree on what constitutes the code and conventions on which such courtesy should be based. Following is a brief overview of the responsibilities of the various academic Heads, the graduate students and their supervisors.

### **Responsibilities of BASAR**

The responsibilities include:

1. Ensuring that the MS/PhD candidates are provided with access to all relevant information, to clarify University's procedures and policies, and to set out the expectations from the scholars and the faculty.
2. Providing/arranging support for an individual graduate student on request, where problems arise between students and supervisors, Chairman/Head of the departments or other authorities.
3. Chairing a grievance resolution panel in case a graduate student submits his/her grievance under the Grievance Procedures established by the respective department/faculty for Graduate Students.
4. Provisioning of travel grants to research students, where necessary, subject to availability of funds.
5. Fostering graduate research within the University.
6. Organizing the induction of new graduate students.
7. Notifying the appointment of supervisors/co-supervisors and change of supervisors/co-supervisors.
8. Ensuring the institution of progress-monitoring procedures for all graduate students.
9. Acting as an advocate for graduate students in the University.

## **Responsibilities of the Respective Dean of Faculty**

The Dean of the respective Faculty shall ensure the following:

1. That no supervisor is overloaded with supervisory responsibilities. The recommended maximum number of registered PhD students per supervisor at any given time is five (5);
2. That the supervisors have the training and support they require to undertake effective supervision. This support might include recommending a supervisor to attend various training courses, conferences and seminars; teaching relief; and adjustment of other departmental responsibilities to take account of the supervisory load;
3. That an appraisal system be used to identify training needs;
4. That the supervisor's responsibilities are reviewed on an annual basis;
5. In the case where a supervisor is criticized for poor supervision, the Dean shall discuss the complaint with the supervisor and, where appropriate, either recommend training or, if necessary, give other duties instead of supervision;
6. That the graduate students are aware of the option available to them of confidentially discussing any problem they may encounter during graduate studies, e.g. in relation to supervision, resources or thesis examination, or any other area of the University's concern, with the Dean. The Dean should develop a research strategy in line with the national need and available diverse expertise within the faculty and each department of the faculty.
7. The dean should keep a check on the evaluation process of the PhD thesis for its timely completion and unnecessary delay

## **Responsibilities of the Chairperson of the respective Department**

1. Develop short-term and long-term research, education, and service to community strategies for their respective department.
2. Keep liaison with the Dean, Controller of Examination, ORIC, and the Registrar's office on Departmental research (students and faculty) related issues.
3. Develop research thematic areas and a broader and research agenda for the department within which MS and PhD scholars as well as faculty should work.
4. Advise students, faculty and administrative staff regarding policies and procedures related to graduate programs of the Department when required.
5. Convene departmental meetings such as DAC, DTRC, BoS and others and monitor the research progress of the MS and PhD students
6. Nominate senior faculty of the Department for DAC for approval from the Dean of the Faculty. The members of the DAC can be reshuffled when required by the convener.
7. Allocate (in consultation with the DAC members) the supervisor, co-supervisor and supervisory committee for MS and PhD scholars.

8. To process the research synopses of MS and Ph.D students (in consultation with the DAC members) and reject/recommend for approval via the respective Dean office.
9. Develop and update the list of national and international subject experts/supervisors for evaluation of MS and PhD thesis and performance of the faculty when required.
10. Keep liaison and get updates on the evaluation of PhD thesis and TRP/Evaluation of the faculty from the relevant CUI offices.
11. Oversee, the research and academic-industry linkages/performance of the faculty within the department.
12. Upgrade the existing and develop new academic and research programs in the department while using the convenorship of the BoS and membership of the BoF and Academic Council.
13. Carry out internal exams/assessments of MS and PhD research thesis (in consultation with the DAC members). In the absence of the chairman, HoD would convene the DAC.
14. Recommend the appointment of HoD of the Department to the Campus Director and monitor the performance of the Head and the Department itself.

#### **Responsibilities of the Academic Authorities Heads of Departments and Departmental Advisory Committee.**

The prescribed authorities are the Academic Council and BASAR. Responsibilities of the prescribed authorities are in general exercised in association with the Registrar and respective Heads of Departments and include ensuring:

1. Identify the areas of research which need to be undertaken at the University.
2. Encourage the development of faculty and facilities required for undertaking research in the prescribed areas.
3. Approve teachers/researchers for acting as supervisors for MS/PhD projects.
4. Provision of funds for the development of research facilities.
5. Ensure that appropriate resources and physical facilities are provided to the research students.
6. Monitor the progress of research students, and help Registrar in overcoming any difficulties.
7. That mediation takes place when there are problems between students and Supervisory Committee members, and panel changes are authorized when appropriate.
8. Maintain a list of approved thesis examiners, both foreign and local, in each subject/ area of research.

#### **Responsibilities and Obligations of Research Supervisors**

1. The supervisor should have adequate knowledge of a student's subject area and the theoretical approach to be applied.

2. Supervision sessions may naturally vary in length but on average they should last for about one hour. It is desirable that they should be largely uninterrupted by telephone calls, personal callers or departmental business.
3. A student should be given a response on written work, either orally or in writing, within one month of it being given to the supervisor.
4. The supervisor should assist new students to plan their time and draw up a framework within which the research is to progress.
5. The supervisor and department should be responsible for introducing the student to the wider research community within the University. The supervisor should take an active part in introducing the student to meetings of learned societies, seminars, conferences and workshops related to his field.
6. The supervisor should encourage and ensure that the candidate participates in the intellectual activity of the department through activities such as attendance and presentation at departmental seminars.
7. It is the responsibility of the supervisor to submit to the Head of the Department/Chairperson each semester, a report on the progress of the candidate, noting any significant achievements, difficulties and problems discussed with the student, including inadequate if applicable, and the action taken or the advice given.
8. A supervisor who considers that a candidate has failed to pursue the course satisfactorily or has not observed the degree rules shall report accordingly to the Head of the Department.
9. The supervisor should advise the student about any plans for the supervisor's extended absence from the University (e.g. on study leave, long service leave, etc.) during the candidature and the proposed arrangements for supervision during this absence, where possible with at least six months' notice and preferably on enrolment.
10. The responsibilities also include facilitating contact between the student and other researchers in related areas, including those in industry, or other institutions.

### **Responsibilities and Obligations of Research Students**

The graduate student should ensure:

1. That he/she is familiar with the rules and regulations governing graduate studies at CUI.
2. Initiating (when required) and participating in frequent and adequate discussions with the supervisor on the research program. The supervisor and candidate are jointly responsible for initiating the discussions. As a rule, there should be contact between the supervisor and the candidate at least once a month, even if a normal meeting is not always possible. Contact should be maintained during any period of fieldwork/lab work.
3. That any serious problem with the supervisor, including those of access, should first be taken up with the supervisor at the time.

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4. That if a student cannot resolve serious problems within the department, he/she should approach the campus director/in charge who would attempt to resolve the problem.
5. That by the end of the first year (subject to specific, published departmental practices which may, because of the nature of the subject vary) the student should have defined the area of research, become acquainted with the techniques to be employed, complete research review and have a framework for the future progress of the research with a timetable for the next two to three years.
6. That the student should have produced a synopsis or research proposal in written form to the satisfaction of the supervisor/supervisory committee.
7. The students should submit written work regularly to his/her supervisor.
8. The student should produce all material, in typed or word-processed, double-space form.
9. The student should not base his/her thesis on classified material, which would make the thesis inaccessible.