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# KHUSHAL KHAN KHATTAK UNIVERSITY, KARAK

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MPhil/MS/PhD Regulations, 2020



27200 – Karak, Khyber Pakhtunkhwa, Pakistan

## **REGULATIONS FOR MPhil/MS/PhD DEGREE PROGRAMMES**

In exercise of the powers conferred upon it under Section 29 of the Khyber Pakhtunkhwa Universities Act 2012 (amended 2016), the Syndicate has framed the following Regulations for MPhil/MS/PhD Programmes.

### **1. SHORT TITLE, COMMENCEMENT AND APPLICATION**

- 1.1. These Regulations shall be called ‘The Khushal Khan Khattak University, Karak, MPhil/MS/PhD Regulations, 2020’.
- 1.2. These Regulations shall come into force at once.
- 1.3. These Regulations shall supersede all previous Regulations and orders on the subject and, henceforth, shall apply to all MPhil/MS/PhD Programmes.
- 1.4. These Regulations shall apply to MPhil/MS or equivalent and PhD Programmes of all the Departments/Centers/Institutes of the Khushal Khan Khattak University, Karak.

### **2. DEFINITIONS**

In these Regulations, unless there is anything repugnant in the subject or context, the following expressions shall have the meanings hereby respectively assigned to them:

- 2.1. ‘Academic Council’ means the Academic Council of the University, as defined in Section 2(a) of the Act;
- 2.2. ‘Act’ means the Khyber Pakhtunkhwa Universities Act 2012 (Amended 2016);
- 2.3. ‘Auditor’ in these Regulations refers to a scholar who desires to attend a course without taking examination in that course;
- 2.4. ‘Board’ means Advance Studies and Research Board (ASRB), constituted under Section 7 of the Khushal Khan Khattak University, Karak Constitution, Functions and Powers of Authorities of the University Statutes, 2016;
- 2.5. ‘Board of Studies’ means the Board of Studies of a Department/Institute/Center constituted under Section 3 of the Khushal Khan Khattak University Karak Constitution, Functions and Powers of Authorities of the University Statutes, 2016;

- 2.6. ‘Controller of Examinations’ means the Controller of Examinations of the University, provided in Section 15 of the Act;
- 2.7. ‘Credit Hour’ means study in an approved course carried out for one theory hour or three laboratory hours per week per semester, as given in Section 2.1 & 2.2 of the HEC Policy Guidelines for Implementation of Uniform Semester System in HEIs of Pakistan vide [‘https://hec.gov.pk/english/services/universities/Documents/Draft-Policy-guidelines.pdf’](https://hec.gov.pk/english/services/universities/Documents/Draft-Policy-guidelines.pdf);
- 2.8. ‘Dean’ means the Head of a faculty, as defined in Section 2(i) of the Act;
- 2.9. ‘Department’ in these Regulations means a Teaching Department maintained and administered, or recognized by the University in the manner as may be prescribed by Statutes, as defined in Section 2(x) of the Act;
- 2.10. ‘Director’ means ‘the head of an Institute established as constituent institution by the University by Statutes or Regulations in terms of the powers delegated by this Act’, as defined in Section 2(j) of the Act;
- 2.11. ‘Director Academics and Research’ means the Director Academics and Research of the University or an officer authorized as such by the Vice-Chancellor;
- 2.12. ‘Dissertation’ means original research work carried out by a PhD research scholar;
- 2.13. ‘Examiner’ means examiner(s), appointed under Sections 31 of these Regulations;
- 2.14. ‘Full time Faculty Member’ means a faculty member/teacher appointed on regular basis against a clear vacancy;
- 2.15. ‘Graduate Studies Committee (GSC)’ means the Committee of a Department/ Institute/Center as constituted under Section 18 of these Regulations;

- 2.16. ‘Head of Department (HoD)’ means the Chairperson or a person appointed as such in absence of the Chairperson of the Teaching Department as the case may be, as defined by the Statutes;
- 2.17. ‘HEC’ means Higher Education Commission setup by the Higher Education Commission Ordinance, 2002 (LIII of 2002);
- 2.18. ‘MPhil/MS’ means Master of Philosophy/Master of Studies;
- 2.19. ‘PhD’ means Doctor of Philosophy;
- 2.20. ‘Regulations’ here refers to MPhil/MS/PhD Regulations;
- 2.21. ‘Related Subject’ means subject(s) which are supportive of the major field of studies, as given in Section 3.5 of the HEC Policy Guidelines for Implementation of Uniform Semester System in HEIs of Pakistan vide [‘https://hec.gov.pk/english/services/universities/cr/Pages/default.aspx’](https://hec.gov.pk/english/services/universities/cr/Pages/default.aspx);
- 2.22. ‘Research Scholar’ means a person registered in the MPhil/MS/PhD Programme of the University;
- 2.23. ‘Supervisor’ means a Supervisor appointed for a Research Scholar under Section 26 of these Regulations;
- 2.24. ‘Statutes’ means the Khushal Khan Khattak University, Karak Statutes, 2016;
- 2.25. ‘Thesis’ means original research work carried out by an MPhil/MS Research Scholar; and
- 2.26. ‘University’ means the Khushal Khan Khattak University, Karak.

All other terms and expressions shall have the same meaning as assigned to them under Section-2 of the Act or as explained in these Regulations.

### **3. CRITERIA FOR LAUNCHING MPhil/MS/PhD PROGRAMMES**

There should be at least three PhD Faculty members in a Department/Institute/Center to launch MPhil/MS/PhD degree programmes or as determined by HEC from time to time. The

concerned Head of Department/Director of Institute/Center has to take NOC from HEC through the Directorate of Academic and Research before advertisement of the Admissions in the programme(s).

#### **4. SCHEME OF STUDIES**

##### **4.1. MPhil/MS Programmes:**

- 4.1.1. 24 Credit Hours of Course work in the major subject.
- 4.1.2. Course work in subject(s) related to the major subject.
- 4.1.3. 06 Credit Hours of Thesis on a topic approved by the Board.
- 4.1.4. Viva-Voce.

##### **4.2. PhD Programmes:**

- 4.2.1. 18 Credit Hours of Course work in the major subject.
- 4.2.2. Course work in subject(s) related to the major subject.
- 4.2.3. Qualifying comprehensive examination after completion of the required course work.
- 4.2.4. 9 Credit Hours of Dissertation on a topic approved by the Board.
- 4.2.5. Publication of research article/paper as per HEC requirements.
- 4.2.6. Public Defense.

##### **4.3. Board of Studies of the Department/Institute/Center shall prepare/propose scheme of studies for MPhil/MS/PhD Programmes as per HEC guidelines for approval of the Syndicate.**

#### **5. MEDIUM OF INSTRUCTION**

English shall be the medium of instruction and examinations for course work and thesis/dissertation of all the subjects, except languages, in which the medium shall be either the language itself or English.

*Provided that the scholars in the discipline of Islamic Studies will have the option to take their examinations and write theses/dissertations in either of the languages such as English, Arabic and Urdu.*

*Provided further that the University shall comply with the instructions/directives of HEC, if any, with regard to the languages to be selected while writing theses/dissertations in any subject other than English.*

## **6. DURATION OF PROGRAMMES**

- 6.1. The PhD or Equivalent degree programme shall extend over a period of 3 to 8 years.
- 6.2. The MPhil/MS or Equivalent degree programme shall extend over a period of 1.5 to 4 years.

## **7. ELIGIBILITY**

- 7.1. Candidates possessing the relevant Master's degree or 4-years Education after intermediate (130 Credit hours), with at least 2<sup>nd</sup> Division or a CGPA of 2.5 from a recognized University/Degree Awarding Institution, shall be eligible for admission to MPhil/MS or Equivalent Programme.
- 7.2. Those who have already completed MPhil/MS or equivalent (at least 18 years education) shall be eligible for admission to the PhD degree program provided that the candidates have secured at least CGPA of 3.00 or First Division in their MPhil/MS course work, subject to section 9 of these Regulations.

## **8. ADMISSION**

- 8.1. The University shall invite applications for admission to MPhil/MS/PhD Programmes on a prescribed form.
- 8.2. Admission shall be open to eligible candidates from all over Pakistan without any discrimination on the basis of gender, religion, creed, caste, race, class, colour or domicile. Foreign nationals shall be required to submit their applications through the Ministry of Education, Government of Pakistan or any other mechanism determined by the Government of Pakistan from time to time.

*Provided that Section 8.2 shall be subject to any amendment in Act/Statutes or any directives received from Government.*

- 8.3. Candidates shall be required to submit application forms, within the stipulated time, complete in all respects, along with attested copies of the following documents:

- 8.3.1. SSC, HSSC, BA/BSc, MA/MSc, BS or equivalent certificates/degrees for admission into MPhil/MS Programme, while attested copies of MPhil/MS degree shall be required in addition to the above mentioned degrees/certificates for admission into PhD Programme.
- 8.3.2. Detailed Marks Certificates/Transcripts.
- 8.3.3. Character certificate from the head of the institution last attended.
- 8.3.4. Domicile certificate.
- 8.3.5. Computerized National Identity Card.
- 8.3.6. Three passport size photographs.
- 8.3.7. Valid Result Card of the admission entry test as per HEC requirements.

**N.B.:** *The University may opt for any of the options provided by HEC regarding admission entry test.*

- 8.4. In case of foreign qualifications or relevant indigenous qualifications other than the qualifications mentioned in Section 8.3 of these Regulations, equivalence of such qualifications shall be required from Inter Board Committee of Chairmen (IBCC) or HEC, as the case may be.

## **9. CRITERIA FOR MERIT**

- 9.1. Admissions to the Programmes shall be on merit to be determined as per following criteria:
  - 9.1.1. 50% weightage shall be given to the last qualifying degree for admission.
  - 9.1.2. 40% weightage shall be given to the entry test as determined by HEC.
  - 9.1.3. 10% weightage shall be given to the interview.

**N.B.:** For calculation of merit, the percentage of academic marks obtained in conventional/term system will be treated as actual whereas in semester system if percentage and CGPA both are mentioned on the transcript/degree of applicants(s); percentage will be multiplied with 0.9. In case the applicant(s) are from semester system and have only CGPA on their transcript/degree, the CGPA will be converted into percentage with following formula:

$$(CGPA + 1) \times 20 \times 0.9$$

## **10. ADMISSION PROCEDURE**

- 10.1. Admission Forms shall be submitted to the Director Academics and Research within the prescribed period who will, after the closing date, forward them to the concerned Head of Department/Director of Institute/Center.
- 10.2. The Director Academics and Research shall keep a record of all the applications received.
- 10.3. The number of seats shall be determined by the Graduate Studies Committee in view of the available supervisors/faculty members, as per HEC policy.
- 10.4. The Head of Department/Director of Institute/Center shall complete the process of provisional admission through the Graduate Studies Committee.
- 10.5. Admission on reserved seats, if any, may be granted as per University policy. In case, there is no eligible candidate for admission on reserved seat(s), the Vice-Chancellor may convert such seat(s) to open merit.
- 10.6. Candidate selected for admission must finalize the admission requirements within the notified period, failing which the admission shall be offered to the next candidate on merit list.
- 10.7. The Head of Department/Director of Institute/Center shall forward the cases of provisional admissions as recommended by the GSC for approval of the Vice-Chancellor through Director Academics and Research within two weeks.
- 10.8. The research scholar shall submit an affidavit on Judicial Stamp Paper as per the University requirement (see Annexure – AA for further detail) within one week of the Provisional Admission that he/she shall not participate in any political/sectarian activities on the campus and shall abstain from any such action prohibited by the University.
- 10.9. If a scholar fails to join the degree programme during the first two weeks of the semester's commencement as per announced schedule, his/her Provisional Admission shall stand cancelled automatically without any notice.

## **11. NO OBJECTION CERTIFICATE**

An Employed person, shall be required to submit 'No Objection Certificate (NOC)' from the employer along with the Admission Application Form.



## **12. ADMISSION, TUITION FEE etc.**

- 12.1. Admission, tuition fee etc. shall be paid by the scholars as determined by the University from time to time.
- 12.2. Every scholar shall deposit the subsequent semester(s) fee within two weeks of the semester's commencement till submission of his/her thesis/dissertation to the Graduate Studies Committee for evaluation.
- 12.3. If a scholar fails to deposit the subsequent semester(s) fee within two weeks of the semester's commencement, he/she shall be liable to such penalty as prescribed by the University.
- 12.4. The scholar shall deposit Thesis/Dissertation Evaluation Fee at such rate as prescribed/revised by the University from time to time, before submitting thesis/dissertation to the Graduate Studies Committee for evaluation.
- 12.5. If a scholar continues to be a regular student of the Department/Institute/Center during the period of revision of thesis, etc. under Sections 32.5 of these Regulations, he/she shall have to pay the prescribed tuition fee, etc. for the semester(s), for which he/she stays in the Department/Institute/Center.
- 12.6. Foreign nationals shall be required to pay tuition fees, etc. at such rates as prescribed by the University.
- 12.7. In case of cancellation of admission, fee may be refunded according to the fee refund policy, as prescribed in Section 5 of the Khushal Khan Khattak University, Karak Fees and other Miscellaneous Charges Statutes, 2016.

## **13. VERIFICATION OF CREDENTIALS**

The last qualifying degrees for admission shall be verified from the issuing Universities/Degree Awarding Institutes etc. If any scholar is found guilty for submission of fake, tampered or forged documents, his admission shall be cancelled immediately without any notice, at any stage.

## **14. UNIVERSITY REGISTRATION**

- 14.1. The scholar shall be registered in a Department/Institute/Center of the University.

- 14.2. The scholar shall submit original Migration Certificate/NOC wherever applicable from the University/Institute last attended within 15 days of the provisional admission for the purpose of registration.
- 14.3. The Head of Department/Director of Institute/Centre shall send particulars of the scholars along with the original Migration Certificates/NOCs within one month of the provisional admissions to the Controller of Examinations to assign Registration Number to the scholar.
- 14.4. A person registered for MPhil/MS/PhD Programmes shall be called MPhil/MS/PhD Research Scholar.

## **15. COURSES REGISTRATION/COURSE LOAD**

- 15.1. The scholar, after depositing the prescribed semester fee shall register his/her courses on the prescribed Course Registration Form in each semester till submission of thesis/dissertation to the Graduate Studies Committee for evaluation.
- N.B.:** Thesis/dissertation with code and credit hours assigned in the concerned Scheme of Studies shall also be registered on Course Registration Form.
- 15.2. An MPhil/MS/PhD scholar shall take at least 9 credit hours in a regular semester to be classified as a full time research scholar. However, if a scholar has to repeat a course or desires to take a related course, he/she may be allowed to take on the whole a maximum of 18 credit hours in a semester.
  - 15.3. A scholar, who fails/withdraws from a course or wants to improve GPA/CGPA, may be allowed to repeat a maximum of two courses (03 to 08 credit hours) in summer semester if offered by the concerned Department/Institute/Center.

## **16. ATTENDANCE**

- 16.1. The scholar will be allowed to appear in the semester examination only if he/she has attended 75% of the lectures delivered and 75% of the practicals performed.
- 16.2. A date-wise record of the attendance of the scholar shall be maintained by the course teacher.
- 16.3. The course teacher shall submit the attendance record of each scholar to the Head of Department/Director of Institute/Center one week before the commencement of the mid-term and final-term examinations respectively.

- 16.4. The admission of the scholar shall stand suspended, if he/she remains absent for five or more consecutive classes without prior permission. The admission may be restored by the course teacher upon written request of the scholar within 5 days of the suspension on payment of a penalty of Rs.1000/- to the University with intimation to the Head of Department/Director of Institute/Centre.
- 16.5. Absence from a class for three consecutive weeks will debar the scholar from examination and the course will be considered as 'fail'. He/she will be required to repeat the said course.
- 16.6. A maximum of 02 weeks leave may be granted by the Dean on the recommendations of Head of Department/Director of Institute/Center on medical grounds.  
*Provided that if there exists no Dean in the respective faculty, the HoD/Director of Institute/Center shall have the powers to grant the leave.*

## **17. SEMESTER FREEZING**

- 17.1. Semester Freezing will be granted by the relevant Dean on recommendation of the Head of Department/Director of Institute/Center in response to a request made by a scholar with reasonable justification.  
*Provided that if there is no Dean, the Vice-Chancellor shall have the power to approve semester freezing.*
- 17.2. Semester Freezing can be allowed in hardship and, therefore, the scholar requesting for semester freezing must explain the nature of hardship in his/her request/application as per Annexure – A of these regulations.
- 17.3. The application submitted by the scholar for semester freezing shall be processed by the concerned Head of Department/Director of Institute/Center through Director Academics and Research for further process. The approval, if granted, shall be notified by Director Academic and Research.
- 17.4. No freezing shall be allowed during the semester. However, if semester freezing is granted on the request of the scholar during a semester, it would be effective from the beginning of the respective semester, thus all the attendance, assignments, mid-term examination etc. taken so far in the semester by the scholar would be deemed as not have taken place in respect of the scholar.
- 17.5. A scholar may freeze up to a maximum of two semesters during the entire period of the degree programme.

- 17.6. If a scholar freezes a semester(s), he/she will resume his/her studies from the same stage where he/she left (froze). The maximum duration of the degree programme shall remain the same.
- 17.7. Freezing of first semester is not allowed. However, under special hardship circumstances such as *Iddat*, Maternity/Delivery, Chronic Disease, Death in the immediate family or any other reasons subject to acceptance on justified rationale, freezing of first semester can be considered by the Dean/Vice-Chancellor. Medical Certificate, where required must be duly signed by the medical officer of the respective Government Hospital/University Medical Officer.
- 17.8. During the semester freezing the concerned scholar shall not be provided any facility by the University.
- 17.9. The scholar shall not be required to pay any fee during the frozen semester(s).

## **18. GRADUATE STUDIES COMMITTEE (GSC)**

- 18.1. There shall be a Graduate Studies Committee for every Department/Institute/Center, to be constituted by the Vice-Chancellor for a period of two-years. However, the Vice-Chancellor may re-constitute the Committee if need arises.
- 18.2. The Dean, after consultation with the Head of Department/Director of Institute/Center, shall forward the names of the members of the GSC to the Director Academics and Research for approval of the Vice-Chancellor.
- 18.3. **The GSC shall consist of:**
  - 18.3.1. The Head of Department/Director of Institute/Center as Convener.
  - 18.3.2. Two senior most teachers of the Department/Institute/Center, preferably having PhD Degrees.
  - 18.3.3. Two external experts, to be nominated by the Dean in consultation with the Head of Department/Director of Institute/Center.

## **19. FUNCTIONS OF THE GSC**

- 19.1. To process the applications received for admission, both for provisional admissions as well as confirmation thereof in accordance with these Regulations.

- 19.2. To manage and facilitate the smooth functioning of the academic programmes.
- 19.3. To conduct and supervise the examinations, including comprehensive exam.
- 19.4. To submit award lists and tabulated results of the scholars to the Controller of Examinations through Director Academics and Research on the prescribed proformas (Annexure-B and C) within two weeks at the end of semester.

## **20. CONDUCT OF EXAMINATIONS**

- 20.1. For each course in a semester, there shall be two examinations, mid-term and final, in addition to assignments/presentations, term papers etc.
- 20.2. The weightage of the examinations and assignments shall be as follows:
  - 20.2.1. Assignments/presentations/term papers, etc. 20%
  - 20.2.2. Mid-Term Examination 30%
  - 20.2.3. Final Examination (Covering the entire course contents) 50%
- 20.3. In courses where the examinations are not required, the concerned teacher may change the evaluation procedure in consultation with the Graduate Studies Committee, if already not specified in the scheme of studies.

## **21. GRADES AND ACADEMIC STANDING**

- 21.1. Grading system for courses of the programmes shall be as per Annexure – D of these regulations.
- 21.2. MPhil/MS scholar(s) must acquire minimum CGPA of 2.5 whereas a PhD scholar(s) must acquire minimum CGPA of 3.0 before moving towards research work, according to Section 28 of these regulations.
- 21.3. A course with F grade must be repeated unless substituted with another relevant course as provided in the scheme of studies.
- 21.4. Any scholar whose CGPA, in any of the semester examination during course work, falls below the minimum required CGPA, he will have to repeat course (s) having grade C or below to improve the CGPA up to the minimum required limit.

Provided that a course may be repeated only once. The total number of repeat courses shall not exceed three in the entire programme.

## **22. COURSE CHANGE AND CREDITS**

- 22.1. A scholar is expected to complete the course work within the semester in which he takes that course. The Supervisor or the course Instructor may recommend an extension up to one semester for the completion of that course. The course shall be shown as “I” grade i.e. “Incomplete” grade on the scholar’s record for that semester and shall not be counted towards the CGPA. If a scholar fails to complete the course within the permitted period of extension, the “Incomplete” grade awarded previously shall automatically change to “F” grade and shall be counted towards CGPA.

A scholar may request the Dean through the Head of Department/Director of Institute/Center that his status in a course be changed to that of an Auditor or that he may be permitted to withdraw from a course, not later than the end of the fourth week of the semester. If the request is accepted, the Head of Department/Director of Institute/Center shall inform the Director Academics and Research and the Controller of Examinations accordingly. The scholar’s record shall be marked as Auditor or as Withdrawn against the course. A scholar who fails to complete a course without having his status so changed to Auditor or withdrawn shall receive, at the teacher’s discretion, either a grade of ‘I’ (Incomplete) or ‘F’ (Fail). The latter shall count towards CGPA unless repeated or substituted by another related course out of the approved scheme of studies, under these regulations.

## **23. COMPREHENSIVE EXAMINATION**

- 23.1. On successful completion of the course work with a CGPA of 3.0, a PhD scholar shall have to qualify the comprehensive examination in the subject/discipline before writing up a research synopsis.
- 23.2. The comprehensive examination shall be conducted by Graduate Studies Committee.
- 23.3. To pass the comprehensive examinations the scholar has to secure 60% marks.
- 23.4. In the Final Transcript, result of this examination shall be reflected with only “Pass” grade with no bearing on CGPA.

- 23.5. The scholar shall have to pass the comprehensive examination within the first two years of his provisional admission to the PhD programme failing which his registration/candidature shall automatically stand cancelled.
- 23.6. There shall be only two chances for passing the comprehensive examination.

#### **24. CONFIRMATION OF ADMISSION & REGISTRATION**

- 24.1. In case of MPhil/MS programme, admission of the scholar(s) shall be confirmed by the Graduate Studies Committee, after successful completion of the required course work with a CGPA of 2.5 on the request made by the scholar (Annexure-E).
- 24.2. In case of PhD programme, admission of the scholar(s) shall be confirmed by the Director Academics and Research, after qualifying the comprehensive examination, on request made by the scholar (Annexure – F).

#### **25. SUPERVISION**

- 25.1. A supervisor can supervise a total of twelve (12) MS/MPhil/PhD scholars at a time with not more than five (5) of these scholars being enrolled in PhD program.
- 25.2. Supervisor must be a full time faculty member in the concerned Department/Institute/Center. However, a co-supervisor, if required, can be appointed from another Department/Institute/Center of the University depending upon the nature of the topic of the scholar. In case relevant co-supervisor does not exist in the University, then a co-supervisor, if needed, may be appointed from other universities/Degree Awarding/Research Institutions (preferably public sector), by the Board on the recommendation of GSC. In such case the concerned supervisor shall forward and recommend the application (Annexure G) of the scholar with justification to GSC.

#### **26. SUPERVISOR**

- 26.1. In consultation with the Research Scholar, a Teacher/Expert holding a PhD degree in the field and also meeting HEC criteria for supervision shall be

appointed as supervisor. The request for the appointment of a supervisor shall be made by the scholar as per Annexure - G of these regulations.

- 26.2. A PhD faculty member can supervise MPhil/MS/PhD or equivalent research work only after he/she has acquired relevant teaching/research/ professional experience of three (3) years in HEC recognized University/research/professional organization. However, while gaining the experience, the faculty member should co-supervise at least two MPhil/MS or equivalent level theses along with a senior/HEC approved supervisor.
- 26.3. A faculty members having MS/MPhil or equivalent qualification (with or without thesis) with minimum four years experience can supervise up to 5 MPhil/MS or equivalent programme scholars. However, while gaining the experience, the faculty member should co-supervise at least two MPhil/MS/equivalent level theses along with a senior/HEC approved supervisor.
- 26.4. The Graduate Studies Committee shall forward the name of the supervisor, who agrees to such supervision, for each scholar to the Board for approval.
- 26.5. A co-supervisor, if required, may be appointed following a similar procedure as prescribed in Section 26.1 and 26.4.
- 26.6. A co-supervisor may be allowed from outside the University as explained in Section 25.2 of these regulations.
- 26.7. Supervisor may be changed with the mutual consent of both the supervisor and the supervisee. Furthermore, if any dispute arises in change of supervisor, the case shall be placed before the Graduate Studies Committee for recommendations to the Board for approval. The decision of the Board shall be final.
- 26.8. In case a supervisor retires during the supervision process or goes on leave for more than six months or resigns from the University, his/her status as supervisor shall cease immediately and arrangements for the appointment of a fresh supervisor shall be initiated as per procedure in vogue. However, in all such conditions the supervisor can retain a position of co-supervisor, if desired by the scholar as well as consented by him/her.

## **27. FUNCTIONS OF THE SUPERVISOR**

- 27.1. A Supervisor shall perform the following functions:



- 27.1.1. To recommend and plan courses of studies for the supervisee.
- 27.1.2. To propose the topic of research in consultation with the scholar.
- 27.1.3. To supervise and periodically review the progress of the scholar.
- 27.1.4. To propose panel of examiners to the Graduate Studies Committee for approval of the Vice-Chancellor.

## **28. RESEARCH REQUIREMENTS**

### **28.1. Research Synopsis**

- 28.1.1. After confirmation of admission, an MPhil/MS/PhD scholar shall submit synopsis on the title/topic of his/her research to the Graduate Studies Committee and defend it.
- 28.1.2. The Graduate Studies Committee shall have the powers to;
  - 28.1.2.1. recommend the synopsis to the Board for approval without any corrections/modifications;
  - 28.1.2.2. suggest corrections/modifications and recommend it to the Board for approval subject to the condition that the corrections/modifications suggested shall be incorporated prior to its placement before the Board; and
  - 28.1.2.3. direct the scholar to submit the synopsis afresh.

*Provided that the GSC can develop its own procedure/rules if required in respect to 27.1.2.*
- 28.1.3. On the recommendation of the GSC, the synopsis shall be submitted to the Board for approval along with the minutes of the meeting of GSC.
- 28.1.4. The Board shall have the powers to approve or disapprove the synopsis recommended by the Graduate Studies Committee.
- 28.1.5. The synopsis must be approved at least within two years of the provisional admission in case of MPhil/MS scholars, and three years of the provisional admission, in case of PhD scholars. After the expiry of the said period, research synopsis shall not be entertained unless specifically allowed by the Board for cogent reasons.

## **28.2. MPhil/MS Research Thesis**

- 28.2.1.** An MPhil/MS scholar shall pursue research work and write up of thesis on the approved topic/title under the guidance of Supervisor.
- 28.2.2.** Thesis shall be written and organized on the format as per Annexure – H of these regulations.
- 28.2.3.** The thesis shall be submitted for evaluation only after due approval by the supervisor and Graduate Studies Committee.

## **28.3. PhD Research Dissertation:**

- 28.3.1.** A PhD scholar shall pursue research work and write up of dissertation under the guidance of supervisor.
- 28.3.2.** The dissertation shall be written and submitted in the format as per Annexure – H of these regulations.
- 28.3.3.** The dissertations shall be submitted for evaluation only after due approval by the supervisor and Graduate Studies Committee.
- 28.3.3.1.** In case there is any issue, at this stage, between the Supervisor and Supervisee the matter shall be reported to the Board for final decision.

## **28.4. Publication of Research Paper:**

- 28.4.1.1.** Before the public defense of the PhD dissertation, the Scholar shall be required to publish a research paper in HEC approved journals as specified for each discipline. The proper volume and page number allotted to the paper shall be claimed by the scholar.
- 28.4.1.2.** The scholar must be the principal author in the paper claimed for award of PhD degree or as determined by HEC from time to time.
- 28.4.1.3.** The scholar shall provide a certificate endorsed by his/her supervisor along with published research paper stating that the paper is published from PhD research work/data.

## **29. ANTI-PLAGIARISM POLICY**

Anti-Plagiarism policy of HEC shall be followed in letter and spirit. All synopses, theses and dissertations shall be processed through HEC recommended anti-plagiarism software. The Director Quality Assurance or a person, as such, authorized by the Vice-

Chancellor, shall issue certificate(s) in this regard which shall invariably be attached with the synopsis/thesis/dissertation.

### **30. EXTENSION IN THE STUDY PERIOD**

In special circumstances, for reasons to be recorded, extension in the study period up to a maximum of 2.5 years for MPhil/MS degree and 5 years for PhD degree (not exceeding the maximum study period mentioned in section 6.1 and 6.2), may be allowed to the MPhil/MS/PhD scholar by the Board on the recommendation of the supervisor on the prescribed form (Annexure – I of these regulations). The extension shall be subject to the payment of the approved penalty per semester to the University, in addition to the payment of normal fee, etc. Extension shall be granted exactly in line with the provisions in HEC guidelines/directives.

### **31. APPOINTMENT OF EXAMINERS**

#### **31.1. IN CASE OF MPhil/MS**

- 31.1.1. The Graduate Studies Committee, in consultation with supervisor, shall send a panel of examiners, through the Dean of the Faculty to the Controller of Examinations for approval of the Vice-Chancellor.
- 31.1.2. The panel of examiners shall comprise of at least five experts from within the country out of whom three examiners shall be appointed by the Vice-Chancellor as examiners for the evaluation of thesis.

*Provided that the procedure as mandated by the HEC in this regard from time to time shall be followed.*

#### **31.2. IN CASE OF PhD**

- 31.2.1. The Graduate Study Committee, in consultation with supervisor, shall send a panel of examiners, consisting of at least five experts from the technologically/academically advanced foreign countries according to the latest approved list of HEC and three from within the country, to the Controller of Examinations.
- 31.2.2. The Vice-Chancellor will appoint three examiners, for the evaluation of dissertation, one of whom shall be from within the country.
- 31.2.3. The examiners for the evaluation of the dissertation shall be experts in the relevant field.

**N.B.:**

1. The concerned supervisor shall prepare a list of potential relevant Examiners along with their institutional addresses and official emails and send it to the Controller of Examinations through the Dean for approval of the Vice Chancellor.
2. To save the time, the concerned supervisor must take prior consent of the Examiners given in the list
3. The Examiners' CVs should also be attached with the list.

**32. THESIS/DISSERTATION REPORTS**

- 32.1. The scholar shall submit soft copy of the thesis/dissertation both in word and PDF format through e-mail and on CDs properly marked with the scholar name and his/her department.
- 32.2. A hard copy along with plagiarism certificate (signed by scholar, supervisor, Head of Department and QEC) must be submitted for official record.
- 32.3. The Controller of Examinations shall send the thesis/dissertation of the scholars to the examiners for examination/evaluation.
- 32.4. Every examiner shall examine the thesis/dissertation and communicate the results to the Controller of Examinations as follows;
  - 32.4.1. The scholar may be recommended for the award of the degree, if reports of all the examiners are positive.
  - 32.4.2. If the examiner(s) recommends that thesis/dissertation, despite having some shortcomings, is of sufficient merit, the scholar may be permitted to improve the thesis/dissertation for re-submission without a fresh evaluation within six months. The re-submitted thesis/dissertation must carry a certificate given by the Graduate Studies Committee to the effect that the shortcomings so identified have been rectified.
  - 32.4.3. The scholar may be asked to revise the thesis/dissertation for re-submission.
  - 32.4.4. The thesis/dissertation may be rejected.
- 32.5. If the examiner(s) find that the thesis/dissertation is inadequate, the scholar shall be allowed to revise and resubmit the thesis for a fresh examination by the same examiner(s), within a period of twelve months.

**N.B.:**

1. In case, report from an Examiner(s) is not received within 30 days, he/she may be served with a reminder. A second reminder may also be served after expiry of 60 days.
2. In case of no response after 90 days, then the examiner(s) will be changed without his/her reply and the thesis/dissertation shall be sent to another Examiner(s) approved by the Vice Chancellor.  
  
2.1 The Vice-Chancellor may either appoint another examiner(s) from the list already submitted or may ask for new examiner(s) which shall be processed as per provisions in these regulations.

**33. VIVA-VOCE**

- 33.1. An MPhil/MS research scholar shall be required to pass a viva-voce related to his research work.
- 33.2. The viva-voce examination shall be conducted by one of the three approved examiners in the presence of supervisor.
- 33.3. The Controller of Examinations shall fix date of viva-voce after a written request by the Head of Department/Director of Institute/Center/Supervisor through Dean and notify the schedule accordingly.
- 33.4. Copies of the viva-voce schedule notification shall be sent to all the academic and administrative units of the University.
- 33.5. The approval sheet shall be properly signed by panel of examiners and added to both hard and soft copies of the thesis.

**34. PUBLIC DEFENSE**

- 34.1. A PhD research scholar shall be required to defend the dissertation in public to be conducted by an examination committee in the presence of the supervisor and the members of the Graduate Studies Committee, if available.
- 34.2. The Examination Committee shall be approved by the Vice-Chancellor and shall consist of two external examiners (including a thesis evaluator and one other examiner from outside the University) and one internal examiner from within the University (relevant Department/Institute/Center).

- 34.3. The Controller of Examinations shall fix date of Public Defense after a written request by the Head of Department/Director of Institute/Center/Supervisor through Dean and notify the schedule accordingly.
- 34.4. Copies of the public defense notification shall be sent to all the academic and administrative units of the university. The same shall be uploaded on the university official website and sent to mass media for wide publicity.
- 34.5. The approval sheet shall be properly signed by panel of examiners and added to both hard and soft copies of the dissertation, as needed by HEC.

### **35. DECLARATION OF RESULTS**

If a scholar qualifies the requirements for the programme as laid down under these regulations, the Head of Department/Director of Institute/Center shall forward the case to the Controller of Examinations for approval of the Vice-Chancellor.

### **36. FINAL SUBMISSION OF THESIS/DISSERTATION**

- 36.1. After successful viva-voce/public defense the scholar shall submit five copies of thesis/dissertation (both in soft and hard) to the Head of Department/Director of Institute/Center, who shall, after keeping a copy for the record/library of the Department/Institute/Center send the rest of the four copies to the Controller of Examinations.
- 36.2. The Controller of Examinations shall keep a copy for his office record and send the rest of the copies one each to the Director Academics and Research, Central Library and Director Quality Assurance for record and further necessary action, if any.
- 36.3. The PhD scholar shall submit one copy of the dissertation to the Controller of Examinations (both in soft and hard) for submission to the HEC along with Proforma for Ph.D. Country Directory (PCD) as per Annexure – J of these regulations, in addition to the five copies as prescribed under sections 36.1 and 36.2 of these regulations.

N.B.: The dissertation submitted to HEC for country directory proforma, must contain a certificate provided by both the scholar and the supervisor that the soft and hard copies of the dissertation submitted are the same.

### **37. CHANCES FOR RE-SUBMISSION OF THESIS/DISSERTATION AND VIVA-VOCE/PUBLIC DEFENSE**

- 37.1. Only one chance for re-submission of thesis/dissertation shall be allowed to a scholar.
- 37.2. If the revised MPhil/MS/PhD Thesis/Dissertation is not approved, the thesis/dissertation, as the case may be, shall be finally rejected.
- 37.3. If the thesis/dissertation is adjudged as adequate but the scholar fails in the viva-voce/public defense, the scholar may be given a chance to re-appear in the viva-voce/public defense, as the case may be, within a period not exceeding six months.

### **38. REQUIREMENTS FOR AWARD OF DEGREE**

- 38.1. A Research Scholar shall be awarded MPhil/MS/PhD degree after completing the requirements as prescribed in these regulations.
- 38.2. Before issuance of Transcript and Degree, the scholar shall complete the requirements as per check list given at Annexure - K of these regulations.

### **39. REMOVAL OF DIFFICULTIES**

- 39.1. In cases where the operation of these regulations cause undue hardship to a scholar, the Board may, for reasons to be recorded in writing, relax any of these regulations
- 39.2. Where these regulations are silent, the Board shall have the discretion to make such decisions as it deems fit and proper.

### **40. ADOPTION OF HEC GUIDELINES/INSTRUCTIONS**

All such guidelines/instructions as issued by HEC, from time to time, pertaining to MPhil/MS/PhD or equivalent programmes shall be followed.

### **41. CHECK LISTS FOR OFFICIAL USE**

The concerned office shall maintain proper documentation of MPhil/MS/PhD programmes as per Annexure – L of these regulations as required at different stages.

#### **42. REPEAL AND SAVING**

The MPhil/MS/PhD Regulations in vogue prior to the promulgation of these regulations are hereby repealed.

The scholars registered in MPhil/MS/PhD programmes prior to the commencement of these regulations shall be governed by the relevant regulations/rules under which they were admitted.

\_\_\_\_\_The End\_\_\_\_\_



**KHUSHAL KHAN KHATTAK UNIVERSITY, KARAK**

**Application Form for Semester Freezing**

(Please see Section 17 of MPhil/MS/PhD Regulations)

1. Scholar's Name: \_\_\_\_\_ 2. Registration No. \_\_\_\_\_
3. Contact No. \_\_\_\_\_ 4. Email: \_\_\_\_\_
5. Degree Programme: MPhil ☐ MS ☐ PhD ☐ 6. Last Semester CGPA: \_\_\_\_\_
7. Department/Instt./Center: \_\_\_\_\_ 8. Date of enrollment: \_\_\_\_\_
9. Supervisor's Name (if any): \_\_\_\_\_
10. Current Status of Studies: Course Work ☐ Research Work ☐ Thesis/Dissertation Writing ☐
11. Reasons for Freezing Semester(s) (Please attach documents, if any) \_\_\_\_\_

12. Freezing required: 01 Semester/02 Semesters **From:** Spring/Fall 20\_\_ to Spring/Fall 20\_\_

Dated: \_\_\_\_\_ Signature of the scholar: \_\_\_\_\_

13. Remarks and recommendation of Supervisor (if any) or the Head of Department:

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Recommended ☐ Not Recommended ☐

Signature & Stamp of the Supervisor (If any): \_\_\_\_\_

Recommended ☐ Not Recommended ☐

Signature & Stamp of the Head of Department: \_\_\_\_\_

Approved ☐/Not Approved ☐

\_\_\_\_\_  
Dean/Vice Chancellor

**AFFIDAVIT**

I \_\_\_\_\_ s/d/o \_\_\_\_\_ do solemnly declare that all the particulars mentioned in the admission form are true and correct to the best of my knowledge and belief. I further undertake that if any of the statements made in the application is found incorrect, I would be liable to refusal for admission to the University even if otherwise eligible for admission and/or if admitted; would be liable to be expelled from the University, any time during the course of my studies in which case all fee and other dues paid by me to the University shall be forfeited and any further departmental or legal action which the University deems fit may be initiated against me.

I also solemnly declare that if admitted, I will abide by the discipline, rules, and regulations of the University for the time being in vogue and as amended by the University authorities in future. I will confine myself only to the academic activities and such co-curricular activities, which are allowed by the University for the healthy growth of body and mind.

I undertake that I will not take part in any political activity or agitation and I will not become a member of any student wing of political, sectarian or caste-based parties of Pakistan. In matters of discipline, the decision of the University will be final and binding on me. I will be regular in paying University dues and will be punctual in attending my classes as required by the University. I will not absent myself from the teaching programmes without prior permission of the authority.

I also undertake that so long as I am a student of the University, I will commit no such act inside or outside the University premises that may interfere with its orderly administration and discipline or may bring the University or its administration into disrepute. If I violate the above affidavit, I shall be liable to any punishment(s) prescribed in the University rules/regulations.

Attestation by Magistrate First Class

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

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

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

CNIC No. \_\_\_\_\_

Address: \_\_\_\_\_

Official Stamp: \_\_\_\_\_

Dated: \_\_\_\_\_

Counter Signature of student's Father/Guardian

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

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

CNIC No. \_\_\_\_\_

**(KKKUK-PGF02)****KHUSHAL KHAN KHATTAK UNIVERSITY, KARAK****Award List (Secrecy Copy)****Semester Fall/Spring 20\_\_\_\_\_****Course Teacher:** \_\_\_\_\_**Dept./Instt./Center** \_\_\_\_\_**Programme:** MPhil/MS/PhD in \_\_\_\_\_**Session:** Fall/Spring 20\_\_\_\_\_ to Fall/Spring \_\_\_\_\_**Course Code:** \_\_\_\_\_ **CHrs.** \_\_\_\_\_**Course Title:** \_\_\_\_\_**KHUSHAL KHAN KHATTAK  
UNIVERSITY, KARAK****Award List (Course Teacher's Copy)****Semester Fall/Spring 20\_\_\_\_\_****Course Teacher:** \_\_\_\_\_**Dept./Instt./Center** \_\_\_\_\_**Programme:** \_\_\_\_\_**Session:** \_\_\_\_\_**Course Code:** \_\_\_\_\_ **CHrs.** \_\_\_\_\_**Course Title:** \_\_\_\_\_

Reg. No.	Name	Father's Name	Marks	
			In Figures	In Words

**Signature of GSC Member:** \_\_\_\_\_**Checked by:** \_\_\_\_\_**Tabulated by:** \_\_\_\_\_**Scrutinized by:** \_\_\_\_\_

Marks	Grade

**Signature of GSC Member:** \_\_\_\_\_**Submitted to:** \_\_\_\_\_**Received by:** \_\_\_\_\_

**KHUSHAL KHAN KHATTAK UNIVERSITY, KARAK**

**Result Sheet for MPhil/MS/PhD in \_\_\_\_\_ Dept./Instt./Center \_\_\_\_\_**

**Session: Fall/Spring 20\_\_\_\_\_ to Fall/Spring 20\_\_\_\_\_ Semester Fall/Spring 20\_\_\_\_\_**

Reg. No.	Name	Father's Name	Course 1			Course 2			Course 3			Course 4			SGPA	CGPA	Grade	Percentage	Remarks
			Course Code:_____			Course Code:_____			Course Code:_____			Course Code:_____							
			Title:_____			Title:_____			Title:_____			Title:_____							
			C.Hrs:_____			C.Hrs:_____			C.Hrs:_____			C.Hrs:_____							
			Marks	Grade Point (GP)	Grade	Marks	Grade Point (GP)	Grade	Marks	Grade Point (GP)	Grade	Marks	Grade Point (GP)	Grade					

Course Teachers/Instructors Detail:

Course 1: \_\_\_\_\_ Course 2: \_\_\_\_\_ Course 3: \_\_\_\_\_, Course 4: \_\_\_\_\_

**Prepared/Tabulated by:** 1. \_\_\_\_\_ **Scrutinized by:** 1. \_\_\_\_\_  
 2. \_\_\_\_\_ 2. \_\_\_\_\_ Head/Director of Department/Institute/Center (Convener GSC)

Countersigned

Approved

**Controller of Examinations**

**Vice-Chancellor**

**Abbreviations and Instructions:**

- CHr stands for Credit Hours
- Grade Point (GP) means corresponding Value assigned to numerical marks obtained as per annexure – D
- $SGPA = \frac{\text{Sum over all courses (Course Credit Hours} \times \text{Grade Point Earned)}}{\text{Total Semester Credit Hours}}$
- $CGPA = \frac{\text{Sum Over all taken Courses in all Semesters (Course Credit Hours} \times \text{Grade Point Earned)}}{\text{Total Credit Hours taken in all Semesters}}$
- Percentage means the percentage value assigned to the CGPA in Section C of Annexure – D.
- In case of more courses, column(s) may be added to the table accordingly.

### Grading Formula

A. Equivalence between letter grading and numerical marks shall be as follows;

Grade	Grade Points	Percentage
A	3.67 - 4.00	85 and above
A-	3.34 - 3.66	80 – 84
B+	3.01 - 3.33	75 – 79
B	2.67 - 3.00	71 – 74
B-	2.34 - 2.66	68 – 70
C+	2.01 - 2.33	64 – 67
C	1.67 - 2.00	61 – 63
C-	1.31 - 1.66	58 – 60
D+	1.01 - 1.30	54 – 57
D	0.10 - 1.00	50 – 53
F	0.00	Below 50

B. The range of marks defined above for a particular grade is split below further to reflect incremental grade points.

**N.B:** In case numerical grades are not feasible (e.g. Field Work, Thesis/Dissertation) or not required (e.g. related course(s)), letter grade ‘P’ (Pass) or ‘F’ (Fail) shall instead be used, and not counted towards the CGPA.

Grade	Marks(%)	Grade Points	Grade	Marks(%)	Grade Points	Grade	Marks(%)	Grade Points
A	100	4	B+	79	3.33	D+	57	1.30
	99	3.98		78	3.26		56	1.21
	98	3.96		77	3.18		55	1.11
	97	3.93		76	3.1		54	1.01
	96	3.91		75	3.01	D	53	1.00
	95	3.89	B	74	3		52	0.77
	94	3.87		73	2.9		51	0.44
	93	3.85		72	2.79		50	0.10
	92	3.83		71	2.67	F	<50	0.00
	91	3.81	B-	70	2.66	P	-----	Pass
	90	3.78		69	2.51	I	-----	Incomplete
	89	3.76		68	2.34			
	88	3.74	C+	67	2.33			
	87	3.72		66	2.24			
	86	3.7		65	2.13			
	85	3.67		64	2.01			
A-	84	3.66	C	63	2			
	83	3.59		62	1.84			
	82	3.51		61	1.67			
	81	3.43	C-	60	1.66			
	80	3.34		59	1.51			
				58	1.31			

C. Final SGPA/CGPA shall be converted to percentage on the following scale:

Grade	Percentage	GPA	Grade	Percentage	GPA	Grade	Percentage	GPA	Grade	Percentage	GPA
F	<50	0.00	D	51.47	0.59	D+	54.8	1.09	C-	59.4	1.59
D	50	0.10	D	51.5	0.60	D+	54.9	1.10	C-	59.45	1.6
D	50.03	0.11	D	51.53	0.61	D+	55	1.11	C-	59.5	1.61
D	50.06	0.12	D	51.56	0.62	D+	55.1	1.12	C-	59.55	1.62
D	50.09	0.13	D	51.59	0.63	D+	55.2	1.13	C-	59.6	1.63
D	50.12	0.14	D	51.62	0.64	D+	55.3	1.14	C-	59.65	1.64
D	50.15	0.15	D	51.65	0.65	D+	55.4	1.15	C-	59.7	1.65
D	50.18	0.16	D	51.68	0.66	D+	55.5	1.16	C-	60	1.66
D	50.21	0.17	D	51.71	0.67	D+	55.6	1.17	C	61	1.67
D	50.24	0.18	D	51.74	0.68	D+	55.7	1.18	C	61.06	1.68
D	50.27	0.19	D	51.77	0.69	D+	55.8	1.19	C	61.12	1.69
D	50.3	0.20	D	51.8	0.70	D+	55.9	1.20	C	61.18	1.7
D	50.33	0.21	D	51.83	0.71	D+	56	1.21	C	61.24	1.71
D	50.36	0.22	D	51.86	0.72	D+	56.1	1.22	C	61.3	1.72
D	50.39	0.23	D	51.89	0.73	D+	56.2	1.23	C	61.36	1.73
D	50.42	0.24	D	51.92	0.74	D+	56.3	1.24	C	61.42	1.74
D	50.45	0.25	D	51.95	0.75	D+	56.4	1.25	C	61.48	1.75
D	50.48	0.26	D	51.98	0.76	D+	56.5	1.26	C	61.54	1.76
D	50.51	0.27	D	52.01	0.77	D+	56.6	1.27	C	61.6	1.77
D	50.54	0.28	D	52.04	0.78	D+	56.7	1.28	C	61.66	1.78
D	50.57	0.29	D	52.07	0.79	D+	56.8	1.29	C	61.72	1.79
D	50.6	0.30	D	52.1	0.80	D+	57	1.30	C	61.78	1.8
D	50.63	0.31	D	52.13	0.81	C-	58	1.31	C	61.84	1.81
D	50.66	0.32	D	52.16	0.82	C-	58.05	1.32	C	61.9	1.82
D	50.69	0.33	D	52.19	0.83	C-	58.1	1.33	C	61.96	1.83
D	50.72	0.34	D	52.22	0.84	C-	58.15	1.34	C	62	1.84
D	50.75	0.35	D	52.25	0.85	C-	58.2	1.35	C	62.08	1.85
D	50.78	0.36	D	52.28	0.86	C-	58.25	1.36	C	62.14	1.86
D	50.81	0.37	D	52.31	0.87	C-	58.3	1.37	C	62.2	1.87
D	50.84	0.38	D	52.34	0.88	C-	58.35	1.38	C	62.26	1.88
D	50.87	0.39	D	52.37	0.89	C-	58.4	1.39	C	62.32	1.89
D	50.9	0.40	D	52.4	0.90	C-	58.45	1.40	C	62.38	1.9
D	50.93	0.41	D	52.43	0.91	C-	58.5	1.41	C	62.44	1.91
D	50.96	0.42	D	52.46	0.92	C-	58.55	1.42	C	62.5	1.92
D	50.99	0.43	D	52.49	0.93	C-	58.6	1.43	C	62.56	1.93
D	51.02	0.44	D	52.52	0.94	C-	58.65	1.44	C	62.62	1.94
D	51.05	0.45	D	52.55	0.95	C-	58.7	1.45	C	62.68	1.95
D	51.08	0.46	D	52.58	0.96	C-	58.75	1.46	C	62.74	1.96
D	51.11	0.47	D	52.61	0.97	C-	58.8	1.47	C	62.8	1.97
D	51.14	0.48	D	52.64	0.98	C-	58.85	1.48	C	62.86	1.98
D	51.17	0.49	D	52.67	0.99	C-	58.9	1.49	C	62.92	1.99
D	51.2	0.50	D	53	1.00	C-	58.95	1.50	C	63	2
D	51.23	0.51	D+	54	1.01	C-	59	1.51	C+	64	2.01
D	51.26	0.52	D+	54.1	1.02	C-	59.05	1.52	C+	64.09	2.02
D	51.29	0.53	D+	54.2	1.03	C-	59.1	1.53	C+	64.18	2.03
D	51.32	0.54	D+	54.3	1.04	C-	59.15	1.54	C+	64.27	2.04
D	51.35	0.55	D+	54.4	1.05	C-	59.2	1.55	C+	64.36	2.05
D	51.38	0.56	D+	54.5	1.06	C-	59.25	1.56	C+	64.45	2.06
D	51.41	0.57	D+	54.6	1.07	C-	59.3	1.57	C+	64.54	2.07
D	51.44	0.58	D+	54.7	1.08	C-	59.35	1.58	C+	64.63	2.08

Grade	Percentage	GPA	Grade	Percentage	GPA	Grade	Percentage	GPA	Grade	Percentage	GPA
C+	64.72	2.09	B-	69.5	2.59	B+	75.96	3.09	A-	82.88	3.58
C+	64.81	2.1	B-	69.56	2.6	B+	76.08	3.1	A-	83	3.59
C+	64.9	2.11	B-	69.62	2.61	B+	76.2	3.11	A-	83.12	3.6
C+	64.99	2.12	B-	69.68	2.62	B+	76.32	3.12	A-	83.24	3.61
C+	65.08	2.13	B-	69.74	2.63	B+	76.44	3.13	A-	83.36	3.62
C+	65.17	2.14	B-	69.8	2.64	B+	76.56	3.14	A-	83.48	3.63
C+	65.26	2.15	B-	69.86	2.65	B+	76.68	3.15	A-	83.6	3.64
C+	65.35	2.16	B-	70	2.66	B+	76.8	3.16	A-	83.72	3.65
C+	65.44	2.17	B	71	2.67	B+	76.92	3.17	A-	84	3.66
C+	65.53	2.18	B	71.09	2.68	B+	77.04	3.18	A	85	3.67
C+	65.62	2.19	B	71.18	2.69	B+	77.16	3.19	A	85.46	3.68
C+	65.71	2.2	B	71.27	2.7	B+	77.28	3.2	A	85.92	3.69
C+	65.8	2.21	B	71.36	2.71	B+	77.4	3.21	A	86.38	3.7
C+	65.89	2.22	B	71.45	2.72	B+	77.52	3.22	A	86.84	3.71
C+	65.98	2.23	B	71.54	2.73	B+	77.64	3.23	A	87.3	3.72
C+	66.07	2.24	B	71.63	2.74	B+	77.76	3.24	A	87.76	3.73
C+	66.16	2.25	B	71.72	2.75	B+	77.88	3.25	A	88.22	3.74
C+	66.25	2.26	B	71.81	2.76	B+	78	3.26	A	88.68	3.75
C+	66.34	2.27	B	71.9	2.77	B+	78.12	3.27	A	89.14	3.76
C+	66.43	2.28	B	71.99	2.78	B+	78.24	3.28	A	89.6	3.77
C+	66.52	2.29	B	72.08	2.79	B+	78.36	3.29	A	90.06	3.78
C+	66.61	2.3	B	72.17	2.8	B+	78.48	3.3	A	90.52	3.79
C+	66.7	2.31	B	72.26	2.81	B+	78.6	3.31	A	90.98	3.8
C+	66.79	2.32	B	72.35	2.82	B+	78.72	3.32	A	91.44	3.81
C+	67	2.33	B	72.44	2.83	B+	79	3.33	A	91.9	3.82
B-	68	2.34	B	72.53	2.84	A-	80	3.34	A	92.36	3.83
B-	68.06	2.35	B	72.62	2.85	A-	80.12	3.35	A	92.82	3.84
B-	68.12	2.36	B	72.71	2.86	A-	80.24	3.36	A	93.28	3.85
B-	68.18	2.37	B	72.8	2.87	A-	80.36	3.37	A	93.74	3.86
B-	68.24	2.38	B	72.89	2.88	A-	80.48	3.38	A	94.2	3.87
B-	68.3	2.39	B	72.98	2.89	A-	80.6	3.39	A	94.66	3.88
B-	68.36	2.4	B	73.07	2.9	A-	80.72	3.4	A	95.12	3.89
B-	68.42	2.41	B	73.16	2.91	A-	80.84	3.41	A	95.58	3.9
B-	68.48	2.42	B	73.25	2.92	A-	80.96	3.42	A	96.04	3.91
B-	68.54	2.43	B	73.34	2.93	A-	80.96	3.42	A	96.5	3.92
B-	68.6	2.44	B	73.43	2.94	A-	81.08	3.43	A	96.96	3.93
B-	68.66	2.45	B	73.52	2.95	A-	81.2	3.44	A	97.42	3.94
B-	68.72	2.46	B	73.61	2.96	A-	81.32	3.45	A	97.88	3.95
B-	68.78	2.47	B	73.7	2.97	A-	81.44	3.46	A	98.34	3.96
B-	68.84	2.48	B	73.79	2.98	A-	81.56	3.47	A	98.8	3.97
B-	68.9	2.49	B	73.88	2.99	A-	81.68	3.48	A	99.26	3.98
B-	68.96	2.5	B	74	3	A-	81.8	3.49	A	99.72	3.99
B-	69.02	2.51	B+	75	3.01	A-	81.92	3.5	A	100	4
B-	69.08	2.52	B+	75.12	3.02	A-	82.04	3.51			
B-	69.14	2.53	B+	75.24	3.03	A-	82.16	3.52			
B-	69.2	2.54	B+	75.36	3.04	A-	82.28	3.53			
B-	69.26	2.55	B+	75.48	3.05	A-	82.4	3.54			
B-	69.32	2.56	B+	75.6	3.06	A-	82.52	3.55			
B-	69.38	2.57	B+	75.72	3.07	A-	82.64	3.56			
B-	69.44	2.58	B+	75.84	3.08	A-	82.76	3.57			

**KHUSHAL KHAN KHATTAK UNIVERSITY, KARAK**  
**CONFIRMATION OF MPhil/MS ADMISSION**

**Part – I**

(To be filled in by the MPhil/MS Scholar)

I, Mr./Ms. \_\_\_\_\_ bearing Registration No. \_\_\_\_\_ and an  
\_\_\_\_\_ scholar of the Department/Institute/Centre  
\_\_\_\_\_, submit that I was granted Provisional Admission during the  
Semester Fall/Spring 20\_\_\_\_\_, for the Session Fall/Spring 20\_\_\_\_\_ to Fall/Spring 20\_\_\_\_\_.  
I have completed the Course Work within the prescribed time having obtained Cumulative  
Grade Point Average (CGPA) \_\_\_\_\_ on the scale of 4.00 and have qualified the  
requirements for Confirmation of Admission under the University Regulations. All the  
Semester Transcripts pertaining to Course Work are attached.

It is, therefore, requested that I may be granted Confirmation of Admission so that I may pursue  
my Research Work as per Regulations.

I undertake, solemnly, that during my research I shall abide by the research ethics and  
rules/regulations of the University.

Dated: \_\_\_\_\_

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

Scholar's Name: \_\_\_\_\_

Dept./Instt./Centre: \_\_\_\_\_

**Part – II**

(To be filled in by the Controller of Examinations Office)

Particulars of the M.Phil/MS research scholar as given in Part – I of the form, have been  
checked and found correct/corrected.

Any other remarks, if necessary: \_\_\_\_\_

Checked by: \_\_\_\_\_

Controller of Examinations: \_\_\_\_\_

Endorsement No. \_\_\_\_\_

Dated: \_\_\_\_\_

**Part – III**

(To be filled in by HoD/Convener GSC)

Certified that the Research Scholar has completed the course work with the minimum  
prescribed CGPA of \_\_\_\_\_ duly verified by the Controller of Examinations. His/her request  
for Confirmation of Admission, is placed before the GSC for approval please.

Dated: \_\_\_\_\_

Dr./Mr./Ms. \_\_\_\_\_

Head of Department,

Dept./Instt./Centre \_\_\_\_\_



**KHUSHAL KHAN KHATTAK UNIVERSITY, KARAK**  
**CONFIRMATION OF PhD ADMISSION**

**Part – I**

(To be filled in by the PhD. Scholar)

I, Mr./Ms. \_\_\_\_\_ bearing Registration No. \_\_\_\_\_  
and a PhD. scholar of the Department/Institute/Centre \_\_\_\_\_,  
submit that I was granted Provisional Admission during the Semester Fall/Spring 20\_\_\_\_, for  
the Session Fall/Spring 20\_\_\_\_ to Fall/Spring 20\_\_\_\_.

Accordingly, I have:

- i. completed the Course Work within the prescribed time having obtained Cumulative Grade point Average (CGPA) \_\_\_\_\_ on the scale of 4.00; and
  - ii. qualified the Comprehensive Examination on \_\_\_\_\_ (date/month/year).
- All the Semester Transcripts pertaining to Course Work are attached.

It is, therefore, requested that I may be granted Confirmation of Admission so that I may pursue my Research Work as per Regulations.  
I undertake, solemnly, that during my research I shall abide by the research ethics and rules/regulations of the University.

Dated: \_\_\_\_\_

Signature: \_\_\_\_\_  
Scholar's Name: \_\_\_\_\_  
Dept./Instt./Centre: \_\_\_\_\_

**Part – II**

(To be filled in by the Controller of Examinations Office)

Particulars of the PhD research scholar as given in Part – I of the form, have been checked and found correct/corrected.

Any other remarks, if necessary: \_\_\_\_\_  
\_\_\_\_\_

Checked by: \_\_\_\_\_  
Endorsement No. \_\_\_\_\_

Controller of Examinations: \_\_\_\_\_  
Dated: \_\_\_\_\_

**Part – III**

(To be forwarded by the respective Head of Department to the Director Academics and Research)

Certified that the Research Scholar has completed the course work with the minimum prescribed CGPA of \_\_\_\_\_ duly verified by the Controller of Examinations. He/She has also passed Comprehensive Examination on \_\_\_\_\_ (date/month/year). His/her request for Confirmation of Admission, is being forwarded for consideration and approval please.

Dated: \_\_\_\_\_

Dr./Mr./Ms. \_\_\_\_\_  
Head of Department,  
Dept./Instt./Centre \_\_\_\_\_

**KHUSHAL KHAN KHATTAK UNIVERSITY, KARAK**  
**CERTIFICATE OF CONSENT FOR APPOINTMENT OF SUPERVISOR**

**Part – I**

(To be filled in by the Scholar)

I, Mr./Ms. \_\_\_\_\_ bearing Registration No. \_\_\_\_\_ and  
an/a MPhil ☐/MS ☐/PhD ☐ scholar of the Department/Institute/Centre \_\_\_\_\_  
submit that I want to undertake my research in \_\_\_\_\_  
(Major Field/Discipline)  
on \_\_\_\_\_

\_\_\_\_\_, and request that the name of:  
(Thesis/Dissertation Topic, if any)

1. Dr./Mr./Ms. \_\_\_\_\_ may please be forwarded and recommended as my Research Supervisor; and
2. Dr./Mr./Ms. \_\_\_\_\_ as Co-Supervisor.

It is therefore requested that my case may be submitted to the Graduate Studies Committee for onward process please. I undertake, solemnly, that during my research I shall abide by the research ethics and rules/regulations of the University.

Dated: \_\_\_\_\_

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

**Part – II**

(To be filled in by the proposed Supervisor and Co-Supervisor, if any)

**A.** On the request of the MPhil/MS/PhD research scholar, I, Dr./Mr./Ms. \_\_\_\_\_, having PhD/MPhil/MS degree in \_\_\_\_\_ with \_\_\_\_\_ years post PhD/MPhil/MS experience, have already supervised \_\_\_\_\_ PhD and \_\_\_\_\_ MPhil/MS scholars. Presently, I am supervising \_\_\_\_\_ PhD and \_\_\_\_\_ MPhil/MS scholars. I am an HEC approved PhD Supervisor ☐/ not an approved PhD Supervisor ☐ I am willing to guide the student, as Supervisor ☐/Co-Supervisor ☐.

Dated: \_\_\_\_\_

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

Designation: \_\_\_\_\_

Dept./Instt./Centre \_\_\_\_\_

**B.** On the request of the MPhil/MS/PhD research scholar I, Dr./Mr./Ms. \_\_\_\_\_, having PhD/MPhil/MS degree in \_\_\_\_\_ with \_\_\_\_\_ years post PhD/MPhil/MS experience, have already supervised \_\_\_\_\_ PhD and \_\_\_\_\_ MPhil/MS scholars. Presently, I am supervising \_\_\_\_\_ PhD and \_\_\_\_\_ MPhil/MS scholars. I am willing to guide the student, as Supervisor ☐/Co-Supervisor ☐.

Dated: \_\_\_\_\_

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

Designation: \_\_\_\_\_

Dept./Instt./Centre \_\_\_\_\_

**Part – III**

(To be forwarded by the respective Head of Department to the GSC/ASRB)

Certified that the Research Scholar has completed/will, hopefully, complete his course work with the minimum prescribed CGPA of \_\_\_\_\_. His request for appointment of Supervisor and/or Co-Supervisor, is being forwarded for consideration and approval of the GSC and ASRB.

Dated: \_\_\_\_\_

HoD/Director's signature. \_\_\_\_\_

## THESIS/DISSERTATION FORMAT AND SUBMISSION

### 1. Paper size and margins:

The size of the typing paper should be A4, 80–100 gram paper, printed in single column, single sided with the following margins:

Top: 1 inch    Bottom: 1 inch    Left: 1.5 inch    Right: 1 inch

### 2. **Font:** Text of the thesis/dissertation should be in Times New Roman font unless specially required otherwise by the contents of the text.

### 3. **Sequence:** The organizational sequence of thesis/dissertation should be as follows:

#### 3.1. The Cover:

The cover of the thesis/dissertation must contain the following:

- 3.1.1. Title of the research topic in BLOCK CAPITAL LETTERS in pyramid form (14 Times New Roman, Bold, Double line space)
- 3.1.2. In Final (hard bound) thesis/dissertation, complete title of the thesis/dissertation should be printed in golden block (capital) letters at the top of the cover.
- 3.1.3. Full name of the scholar prefixed by the word 'by'
- 3.1.4. Monogram of the Khushal Khan Khattak University, Karak (Horizontal centralized)
- 3.1.5. Name of the Department/Institute/Centre
- 3.1.6. Khushal Khan Khattak University Karak
- 3.1.7. 27200 – Karak, Khyber Pakhtunkhwa, Pakistan
- 3.1.8. Month (in words) year of submission (in numeric), for example (August 2020)
- 3.1.9. The Cover shall not bear page number and is not included in the pagination of the document.

#### 3.2. **Preliminary Pages:** Inside the cover, the preliminary pages shall be in the following order:

- 3.2.1. Title Page: The title page of the thesis/dissertation must contain the following:
  - 3.2.1.1. Title of the research topic in BLOCK CAPITAL LETTERS in pyramid form (14 Times New Roman, Bold, Double line space)
  - 3.2.1.2. The statement i.e. Submitted in partial fulfillment of the requirements for the degree of (full name of the Degree)
  - 3.2.1.3. Full name of the scholar
  - 3.2.1.4. Registration number of the scholar

- 3.2.1.5. Monogram of the Khushal Khan Khattak University, Karak  
(Horizontal centralized)
- 3.2.1.6. Name of the Department/Institute/Centre
- 3.2.1.7. Khushal Khan Khattak University Karak
- 3.2.1.8. 27200 – Karak, Khyber Pakhtunkhwa, Pakistan
- 3.2.1.9. Month (in words) year of submission (in numeric), for example  
(August 2020)
- 3.2.1.10. The title page is included in pagination of the preliminary pages  
but page number does not appear on it.

**3.3. Certification:** The title page shall be followed by the following certification pages:

- 3.3.1. Certification from Supervisors: This certification page, pertaining to the originality of the research work shall be duly signed by the following:

i) Supervisor                      ii) Co-Supervisor (if any)                      iii) The Head of Department/Institute/Center

- 3.3.2. Certification from Examiners: This certification page pertaining to the originality and standard of the research work shall be signed by all the examiners present in the Viva-Voce/Public Defense and the concerned Head of Department/Institute/Centre.

- 3.3.3. Anti-plagiarism Certificate: An anti-plagiarism certificate issued by the Director Quality Assurance or in his absence, an officer of the University authorized by the Vice Chancellor to issue such certificates. It shall follow the certification pages already mentioned. This is also paginated.

**3.4. Acknowledgments (optional):** The scholar may acknowledge the contribution of other people in his research work.

**3.5. Dedication (optional):** The scholar may dedicate his work to some particular person(s).

**3.6. Abstract:** An Abstract should follow the table of contents. The abstract should be brief and state succinctly the objective(s), problem(s), the research design, the principal observations and conclusions.

**3.7. Table of Contents:** Thesis/dissertation must contain an elaborate list of contents for the convenience of the readers indicating the page number for each section and sub-section appearing in same sequence as in the text. These must be arranged in their numeral order indicating the text page.

**3.8. List of Tables (if any):** List of tables shall follow the same sequence as in the text.

**3.9. List of Figures (if any)**

**3.10. A chapter-wise list of maps, diagrams, charts, figures etc., along-with elaborate captions shall follow the same sequence as in the text.**

**3.11. List of Symbols (if any)**

- 3.12. A list of frequently used symbols shall be listed in an alphabetical order.
- 3.13. List of Constants (if any)
- 3.14. Abbreviations/Acronyms/Definitions (if any)
- 3.15. Special abbreviations, specifically used in the text, can be arranged in alphabetical order with explanation.

### **3.16. Pagination:**

- 3.16.1. All pages except the Cover and appendices shall be numbered.
- 3.16.2. Pagination shall be center bottom.
- 3.16.3. Preliminary pages, except the title page shall be numbered in Roman (e.g. i, ii, iii,..... ).
- 3.16.4. Main text pages (starting from the first page of Chapter 1: Introduction) shall be numbered in Latin (e.g. 1, 2, 3, ... ).

### **3.17. Main Text:**

- 3.17.1. The preliminary pages shall be followed by the main text.
- 3.17.2. The heading of a chapter shall be horizontally centralized with a margin of one and half inch from the top.
- 3.17.3. All other sections, sub-sections and sub-sub-sections headings shall be left aligned without any indentation.
- 3.17.4. The font size for the chapter heading shall be 14 and bold, section heading shall be 13 and bold, sub-section heading shall be 12 and bold, and sub-sub-section heading shall be 12 and underlined.
- 3.17.5. There shall be an additional line space between the headings and the text. The headings shall appear in separate line.

### **3.18. Submission for evaluation/examination:**

- 3.18.1. An MPhil/MS/PhD scholar shall submit three copies of thesis/dissertation (Ring bound)
- 3.18.2. The thesis/dissertation shall be submitted to the Controller of Examinations through the Director Academic and Research.

### **3.19. Final submission after viva-voce/public defense:**

- 3.19.1. The final copies of the MPhil/MS thesis shall be hard bound in Black color. The number of copies of MPhil/MS thesis shall be five (05)
- 3.19.2. The final copies of PhD dissertation shall be hard bound in light blue colour.
- 3.19.3. Six copies of PhD dissertation shall be submitted including the one for submission to HEC for PCD.

**KHUSHAL KHAN KHATTAK UNIVERSITY, KARAK**  
**Proforma for Extension in Time limit of MPhil/MS/PhD Scholars**

*(To be filled in by the supervisor)*

1. Scholar's Name: \_\_\_\_\_ 2. Registration No. \_\_\_\_\_

3. Contact No. \_\_\_\_\_ 4. Email: \_\_\_\_\_

5. Department/Instt./Center: \_\_\_\_\_

6. Name of Supervisor: \_\_\_\_\_

7. Email: \_\_\_\_\_ 8. Contact No. \_\_\_\_\_

**9. Studies Status:**

a. Date of enrollment \_\_\_\_\_ b. Course Work Completion Date \_\_\_\_\_

c. Comprehensive Examination qualifying Date (For PhD scholars only) \_\_\_\_\_

d. Date of Synopsis recommendation by GSC \_\_\_\_\_

e. Date of Synopsis approval by ASRB \_\_\_\_\_

f. Research Topic \_\_\_\_\_

**g. Current Status of Studies**

Course Work ☐ Research Work ☐

Thesis/Dissertation ☐

Writing Submission ☐

Evaluation ☐

Expected Date of Completion \_\_\_\_\_

**10. Academic Progress and Achievements made till date** (Please attach details of Research Publication etc)

\_\_\_\_\_

**11. Reasons for Delay** (Please attach details) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**12. Extension required:** Months \_\_\_\_\_ Year(s): \_\_\_\_\_

**13. Period of Extension:** From: (Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_) To

(Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_)

**14. Proposed Activity Plan:**

1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter

Dated: \_\_\_\_\_

Signature of the scholar:\_\_\_\_\_

**15. Comprehensive Remarks and recommendation of Supervisor:**

--

Signature & Stamp of the Supervisor: \_\_\_\_\_

Signature & Stamp of the Head of Department: \_\_\_\_\_



**Higher Education Commission  
Statistical Information Unit (SIU)  
Proforma for Ph.D. Country Directory (PCD)**

Annexure – J

For HEC use					
No.					

**To,  
D.G S.I.U  
HEC, Islamabad**

Please find below PCD proforma of the PhD scholar for entry in PhD Country Director (PCD).

**Note: All fields are mandatory**

S. No.	Name of University, Department and Subject	
1.	Name of university	
2.	Sector	<input type="checkbox"/> Public <input type="checkbox"/> Private
3.	Name of department	
4.	Subject	
5.	Subject Discipline	<input type="checkbox"/> Sciences <input type="checkbox"/> Social Sciences <input type="checkbox"/> Engineering/Technology

S. No.	Details of Scholar																			
1.	Name																			
2.	CNIC No.	<table border="1" style="width: 100%;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td>-</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>-</td><td></td></tr></table>							-										-	
						-										-				
3.	Contact information	Mobile: Landline: Email:																		
4.	Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female																		
5.	Is the graduate an HEC Scholar?	<input type="checkbox"/> Yes <input type="checkbox"/> No																		
6.	Title of dissertation																			
7.	Date of enrollment in university	<table border="1" style="width: 100%;"><tr><td></td><td></td><td></td><td>-</td><td></td><td></td><td></td><td>-</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> (DD/MM/YYYY)				-				-										
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S. No.	Details of Examinations and Dissertation Defense																			
1.	Date of comprehensive examination.	<table border="1" style="width: 100%;"><tr><td></td><td></td><td></td><td>-</td><td></td><td></td><td></td><td>-</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> (DD/MM/YYYY)				-				-										
			-				-													
2.	Date of approval of Synopsis/Research Proposal by the BASAR/ASRB or equivalent statutory body.	<table border="1" style="width: 100%;"><tr><td></td><td></td><td></td><td>-</td><td></td><td></td><td></td><td>-</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> (DD/MM/YYYY)				-				-										
			-				-													
3.	Date of submission of Ph.D. dissertation to university before foreign evaluation	<table border="1" style="width: 100%;"><tr><td></td><td></td><td></td><td>-</td><td></td><td></td><td></td><td>-</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> (DD/MM/YYYY)				-				-										
			-				-													
4.	Date of successful defense of Ph.D. dissertation	<table border="1" style="width: 100%;"><tr><td></td><td></td><td></td><td>-</td><td></td><td></td><td></td><td>-</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> (DD/MM/YYYY)				-				-										
			-				-													
5.	Date of Notification for the award of Ph.D. Degree	<table border="1" style="width: 100%;"><tr><td></td><td></td><td></td><td>-</td><td></td><td></td><td></td><td>-</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> (DD/MM/YYYY)				-				-										
			-				-													

\_\_\_\_\_  
Signature & stamp  
Principal Supervisor  
Dated:

\_\_\_\_\_  
Signature & stamp  
Controller of Examination  
Dated:

\_\_\_\_\_  
Signature & stamp  
Vice Chancellor/Rector  
Dated:



**Name of Scholar:****CNIC:**

						-										-	
--	--	--	--	--	--	---	--	--	--	--	--	--	--	--	--	---	--

**Date:**

S. No.	Details of Supervisor																			
1.	Name																			
2.	Designation																			
3.	BPS or TTS																			
4.	Detail of University/Institute Employed during the period of supervision of PhD Scholar	University Name: Designation: BPS or TTS: Date of Joining: Date of Relieving:																		
5.	Detail of University/Institute Currently employed (If currently employed at other institution)	University Name: Designation: BPS or TTS: Date of Joining: Date of Relieving:																		
6.	CNIC	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td>-</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>-</td><td></td> </tr> </table>							-										-	
						-										-				
7.	HEC approved Supervisor (during the period of supervision of PhD Scholar)	<input type="checkbox"/> Yes <input type="checkbox"/> No																		
8.	Subject of specialization																			
9.	Contact information	Address: Email: Contact No.																		

Details of Foreign Reviewers/Examiners	
Details of external (foreign) reviewer/examiner-1	Name:
	Designation:
	Institute/University:
	Department:
Postal & email address (professional/ official)	Postal address:
	Email address:
	Country:
Details of external (foreign) reviewer/examiner-2	Name:
	Designation:
	Institute/University:
	Department:
Postal & email address (professional/ official)	Postal address:
	Email address:
	Country:

\_\_\_\_\_  
**Signature & stamp**  
**Principal Supervisor**  
**Dated:**

\_\_\_\_\_  
**Signature & stamp**  
**Controller of Examination**  
**Dated:**

\_\_\_\_\_  
**Signature & stamp**  
**Vice Chancellor/Rector**  
**Dated:**

**Name of Scholar:**

**CNIC:**

[illegible]

Date:

Details of mandatory published research paper relevant to thesis by the Ph.D. graduate on the basis of which Ph.D. degree awarded <i>(please give information of one relevant paper only)</i>			
Name of Author(s)			
Title of paper			
Subject discipline	<input type="checkbox"/> Sciences	<input type="checkbox"/> Social Sciences	
Type of Journal (national/international)			
Title of HEC recognized journal			
Was Journal HEC recognized at the Time of Publication	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Category of the Journal at the time of Publication	<input type="checkbox"/> W	<input type="checkbox"/> X	<input type="checkbox"/> Y
	<input type="checkbox"/> Z	<input type="checkbox"/> IF	Mention IF _____
Discipline/Type of journal*			
ISSN of journal (print)			
ISSN of journal (online)			
URL of paper/article			
Volume, number, and year			
Page(s) no. in journal			
Date of Publication Online (DD-MM-YY)			
Date of Publication Print (DD-MM-YY)			

**\*Engineering & Technology, Health Sciences, Natural Sciences, Agriculture, Arts & Humanities, Business Education, Social Sciences or Multi-Disciplinary.**

S. No.	Check list of Mandatory Documents Required and Attached	Ticked
1.	PCD Proforma duly signed & stamped on each page by Controller of Examinations, Vice Chancellor/Head of the Institution and Supervisor	<input type="checkbox"/>
2.	Notification for the award of Ph.D. Degree	<input type="checkbox"/>
3.	Copy of Ph.D. dissertation (both hard and soft) <i>Soft copy of dissertation must be in a single pdf file</i>	<input type="checkbox"/>

**Signature & stamp  
Principal Supervisor**

**Dated:**

**Signature & stamp**  
**Controller of Examination**

**Dated:**

**Signature & stamp**  
**Vice Chancellor/Rector**

**Dated:**

**Name of Scholar:****CNIC:**

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**Date:**

S. No.	Check list	Tick	
		Yes	No
1.	Overall Similarity Index less than $\leq 19\%$ and single source $< 5\%$ using turnitin software	<input type="checkbox"/>	<input type="checkbox"/>
2.	Duration of PhD Studies between 3 to 8 years	<input type="checkbox"/>	<input type="checkbox"/>
3.	PhD thesis evaluated by two foreign evaluators from technologically/academically advanced countries as per HEC policy	<input type="checkbox"/>	<input type="checkbox"/>
4.	At least one research paper published from PhD thesis and during PhD studies in HEC recognized journal of specified category	<input type="checkbox"/>	<input type="checkbox"/>
5.	Supervisor same university	<input type="checkbox"/>	<input type="checkbox"/>
6.	The PhD scholar admitted in an approved PhD Program (after issuance of NOC by QAD, HEC)	<input type="checkbox"/>	<input type="checkbox"/>
7.	The Scholar completed minimum 18 credit hours course work as a requirement of PhD degree award	<input type="checkbox"/>	<input type="checkbox"/>
8.	The Scholar qualified comprehensive examination within first two years after admission	<input type="checkbox"/>	<input type="checkbox"/>
9.	The PhD scholar enrolled in the PhD program after meeting admission criteria (CGPA 3.0/4.0 or 1st division in MS/MPhil/Equivalent Degree and qualified required admission entry test)	<input type="checkbox"/>	<input type="checkbox"/>

### **UNDERTAKING**

This is to certify that the Ph.D. degree has been awarded to the scholar after compliance of rules, regulations, criteria and policies of both HEC and University/Degree Awarding Institute. The PCD Proforma has been filled completely, no field has been left blank or unchecked. The information provided in the PCD proforma and supporting documents attached are correct and as per actual record of the university. In case, if it is discovered at any stage that the degree has been awarded to the scholar in violation of rules/regulations, criteria or policies of HEC and/or the University, the HEC will reserve the right to take action against the University, Supervisor, and/or the Scholar, under the applicable policies and law.

**Signature & stamp****Principal Supervisor****Dated:****Signature & stamp****Controller of Examination****Dated:****Signature & stamp****Vice Chancellor/Rector****Dated:**

**KHUSHAL KHAN KHATTAK UNIVERSITY, KARAK**

**CHECK LIST**

1. Name: \_\_\_\_\_
2. Father's Name: \_\_\_\_\_
3. Subject: \_\_\_\_\_
4. Session: \_\_\_\_\_
5. Registration No.: \_\_\_\_\_
6. Department of: \_\_\_\_\_
7. Date of Provisional Admission: \_\_\_\_\_
8. Research Topic: \_\_\_\_\_  
\_\_\_\_\_
9. Formation & approval of GSC (by VC) under Section 18 \_\_\_\_\_
10. Date of Approval of Provisional Admission (by the Graduate Studies Committee and the VC) under Section 10.4 \_\_\_\_\_
11. Date of Admission Confirmation (by GSC) under Section 24 \_\_\_\_\_
12. Date of approval of supervisor (by ASRB) under Section 26.4 \_\_\_\_\_
13. Name of Supervisor \_\_\_\_\_
14. Date of Approval of Research Topic and Synopsis by ASRB under Section 28.1.4/28.1.5 \_\_\_\_\_
15. Date of Extension of Study Period (If availed) (by ASRB under Section 30) \_\_\_\_\_
16. Date of Approval of Examiners (by VC under Section 31) \_\_\_\_\_
17. Reports of Examiners under Section 32.4 \_\_\_\_\_
18. Date of Approval of Viva-Voce/public defense Examiner (by VC) under Section 33.3/34.2 \_\_\_\_\_
19. Approval Sheet of Examiners under Section 33.5/34.5 \_\_\_\_\_
20. Result as per Result Sheet (Section 19.4) \_\_\_\_\_
21. Certificates \_\_\_\_\_
22. Date of Approval of Declaration of Result (by VC under Section 35) \_\_\_\_\_

**HoD/Director** \_\_\_\_\_

**Dept./Instt.** \_\_\_\_\_

**KHUSHAL KHAN KHATTAK UNIVERSITY, KARAK**

**CHECK LISTS FOR MPhil/MS/PhD SCHOLARS**

- 1. Checklist for submission of synopsis to GSC**
  - ☐ 06 Copies of Synopsis
  - ☐ 06 Copies of Synopsis Proof Reading Certificate
  - ☐ 06 Copies of scholar's Details Proforma
- 2. Checklist for submission of synopsis to ASRB**
  - ☐ Plagiarism Certificate from QEC
  - ☐ 25 Copies of Synopsis (along with original)
  - ☐ Soft Copy of Synopsis on CD
  - ☐ 25 Copies of Scholar's Details Proforma
- 3. Checklist for submission of thesis/dissertation to GSC**
  - ☐ 06 Copies of thesis/dissertation
  - ☐ 06 Copies of Plagiarism Certificate
- 4. Checklist for Pre Viva-Voce/Defense**
  - ☐ Corrected Copy of Thesis
  - ☐ Correction Certificate from Supervisor
  - ☐ Submission of External Examiner Approval Letter from Supervisor
- 5. Checklist for Viva-Voce/Defense**
  - ☐ Examiners' Approval
  - ☐ Letter to the Examiner(s) for Conducting the Examination
  - ☐ Notice for information to MPhil/PhD scholars, Faculty Members, Administrative and Academic Units of the University and uploading on the University Official Website. (Press Release/Handout to mass media i.e. Print and Electronic)
  - ☐ Reservation of Conference Hall/Auditorium
  - ☐ External / Internal Examiners Reports
  - ☐ Cheque of Remuneration payable to external examiner(s)
- 6. Checklist for Declaration of MPhil/MS/PhD Result**
  - ☐ Result Sheet-CGPA
  - ☐ Course Work Completion Certificate
  - ☐ MPhil/MS/PhD Specialization Certificate
  - ☐ External Examiner's Reports
  - ☐ Thesis/dissertation Correction Certificate
  - ☐ Thesis/dissertation Copy
  - ☐ Soft Copy of Thesis on a CD
  - ☐ Publication of Research Paper as per HEC requirements
  - ☐ Clearance Certificate