



MS/MPhil Thesis Regulations

ORIC/ARC

DEPUTY DIRECTOR ORIC

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1. Preamble

These Rules called “MS/MPhil” will apply to all MS/MPhil degree programmes conducted in the Alhamd Islamic University (AIU). These Rules will be read in conjunction with the general rules/regulations of the University. In matters where these rules are silent, rules/regulations and procedures of AIU will apply. In case of any doubt regarding the interpretation of these Rules and in matters not clearly covered under these and other rules/regulations of AIU, the matter will be referred to the BASR or Academic Council for the final decision. Furthermore, MS/MPhil requirements set out by the HEC from time to time will be complied with, and will take precedence over these Rules should there be a conflict.

2. Definitions

In these Rules, unless otherwise specified, or unless there is anything repugnant to the Act and Statutes of AIU, the expressions used in these Rules will have the meaning as follows:

- 2.1 **Co-Supervisor** means a member of faculty, academic or research staff of the university who may be appointed to provide academic research assistant to student at Alhamd Islamic University.
- 2.2 **Department** means a Department of a Constituent Unit/Faculty of the University in which a student is enrolled for his/her studies.
- 2.3 **Defense** means an oral examination of the student in the research work conducted usually in the form of presentation and demonstration, before the panel of Examiners, entailing arguments and points supporting the fundamental concepts having been advanced within the thesis.
- 2.4 **External Examiner/Evaluator** means a person with a relevant degree not lower than that of the program of study of the examinee, appointed to examine proposal/thesis and participate in his/her thesis defense, but is not an employee of the AIU at the time of examination.
- 2.5 **Annex** means the letters/forms/formats annexed to this booklet, bearing identification numbers, designed by ORIC/ARC for executing the MS/MPhil program activities.
- 2.6 **Internal Examiner** means a person with a relevant degree not lower than that of the program of study of the examinee, appointed to examine proposal/thesis and participate in his/her thesis defense, and is an employee of the AIU at the time of examination.
- 2.7 **Principal Supervisor** means a person holding a relevant degree not lower than that of the program of study student is pursuing, preferably a member of the academic/research staff of an HEC recognized university, appointed to supervise the research work of a student.
- 2.8 **Program** means an academic program in MS/MPhil studies being run at the AIU.
- 2.9 **Research** means the process leading to the production of original suddenly work in the form of a thesis for the purpose of obtaining MS/MPhil degree.
- 2.10 **Student/Scholar** means a person enrolled in a MS/MPhil program at the AIU.
- 2.11 **Thesis** means a written description/document of the research work prepared in the format prescribed by AIU and submitted as partial requirement of the MS/MPhil degree.
- 2.12 **Time Bar/Barred** is the Program/Degree status indicating that the Student has been unable to complete the degree requirements within the Extended Program Duration.
- 2.13 **Time Late** means the time period after the completion of the Extended Programme Duration during which an MS/MPhil student may apply for Waiver to Time-Bar.
- 2.14 **Viva voce** means an oral examination of the student following his/her presentation at the thesis defense, conducted in the form of interview and discussion aimed at ascertaining evidence and sufficiency of knowledge of the student about the research work the student has worked on.

- 2.15 **Waiver** means removal of the Time-Bar status for a specific period in terms of regular semesters or time period to enable the student to complete the shortfall in degree requirements.

3. Board of Advanced Studies and Research (BASR)

- 3.1 Advise the authorities on all matters connected with the promotion of advanced studies and research publication in the university;
- 3.2 Consider and report to the Authorities on the institute of research degrees in the university;
- 3.3 Propose regulations regarding the award of research degrees;
- 3.4 Appoint supervisors for postgraduate research students and to approve titles and synopses of their theses or dissertations;
- 3.5 Recommend panels of names of examiners for evaluation of their other research examinations and
- 3.6 Perform such other functions as may be prescribed by statutes.

4. Alhamd Research Centre (ARC)

- 4.1 Conducting research culture in the organization
- 4.2 Research policies with implementation plan
- 4.3 Formatting research modules
- 4.4 Research publication along with Alhamd name
- 4.5 Journals up-gradations
- 4.6 Increasing journals and research papers
- 4.7 Conducting abstract reading through seminar
- 4.8 Translating languages from national to international
- 4.9 Publication references
- 4.10 Reforming editorial board
- 4.11 Faculty Research Enhancement Program (FREP)
- 4.12 Producing research proposals to execute through ORIC
- 4.13 Presenting research work for approval in BASR and do notification
- 4.14 Research interaction program (REP). Associate with different donors to conduct research
- 4.15 Give policy guidelines and directions regarding all minor and major research issues of the faculty members and student of the AIU.
- 4.16 Monitor quality of research outcomes, both at the MS/MPhil and PhD levels.
- 4.17 Specify guidelines and weightage to the publications by the faculty members.
- 4.18 Appoint Principal Supervisor(s)/Co-Supervisor(s) for PhD/MS/MPhil programs.
- 4.19 Maintain database of national and international research groups/centers and well-known professors/researchers with their consent to become external Examiners for PhD/MS/MPhil students.
- 4.20 Enlarge its scope and charter in parallel with new academic disciplines and new requirements of the contemporary research.
- 4.21 Specify panel members for PhD/MS/MPhil student at the time of student's defense.
- 4.22 Conduct/arrange PhD/MS/MPhil Comprehensive Examination through concern Head of the Department.
- 4.23 Evaluate the monthly progress reports of all PhD/MS/MPhil students forwarded by HOD/DRC through Faculty Dean.
- 4.24 Recommend and select Foreign Evaluators, Internal and External Examiners for Thesis Defense and Viva Voce Examiners for PhD/MS/MPhil students.

- 4.25 Look into ethical dimension of research of PhD/MS/MPhil students.
- 4.26 Ensure plagiarism check on the candidate's thesis.
- 4.27 Undertake any other research related responsibility.

5. Departmental Research Committee (DRC)

- 5.1 Process and submit list of students successfully completed their course work with the consent of HOD and Faculty Dean to ORIC/ARC
- 5.2 Process and submit list of supervisors with the consent of HOD and Faculty Dean to ORIC/ARC
- 5.3 Propose supervisors to ARC for PhD/MS/MPhil scholars
- 5.4 Interact with the research students and their supervisor(s) and update/report to ARC about their progress and guide the students accordingly
- 5.5 Check the FYP documentation/proposal/thesis format and guide the students
- 5.6 Ensure plagiarism check on the student's document
- 5.7 Conduct/arrange PhD/MS/MPhil Comprehensive Examination through ARC
- 5.8 Evaluate and maintain the supervisor meeting record of MS/MPhil students submitted by the Supervisors to HOD
- 5.9 Create a file of supervisor meeting record in consultation with their supervisors
- 5.10 Maintain complete record of research students
 - 5.10.1 Complete record of their educational documents as per checklist
 - 5.10.2 Complete record of their research progress as per checklist
 - 5.10.3 Supervisor meeting record of the students submitted by the supervisors
 - 5.10.4 Proposal/thesis and its approval from the competent authority
 - 5.10.5 Any other additional information such as registration, freezing of semester and dropping of courses, transfer cases etc.
 - 5.10.6 Provide details of internal/external/foreign examiners/evaluators along with assessment sheets/evaluation reports and details of foreign evaluators relevant to his/her department to ARC
- 5.11 Propose Internal Examiners for PhD/MS/MPhil Proposal Defense to ARC for approval
- 5.12 Propose External Examiners for PhD/MS/MPhil Thesis Defense to ARC for approval
- 5.13 Organize research proposal/theses defense through ARC
- 5.14 Monitor smooth running of PhD/MS/MPhil programs and to submit a progress report of each enrolled/registered scholar at the end of each semester to the ARC through HOD, Faculty Dean and Registrar
- 5.15 Inform to ARC regarding the progress, monitoring and feedback of the students
- 5.16 Search and disseminate the information concerning funding opportunities
- 5.17 Responsible for overall PhD/MS/MPhil programs management and monitoring
- 5.18 Undertake any other research related responsibility assigned by the HOD, Faculty Dean and ARC
- 5.19 DRC will maintain minutes of its meetings and forward to the ARC on monthly basis.
- 5.20 Undertake any other research related responsibility assigned by ARC.

6. Supervisor Allocation

- 6.1 The student will fill the Supervisor Allocation Form (Annex-A) along with Results of all previous semesters and a 2-pages (1000 words) research proposal, take signatures from proposed supervisor(s), respective HOD/Program Coordinator, Faculty Dean, Controller/Deputy Controller of Examination and submit at departmental DRC.
- 6.2 ORIC/ARC prepare the agenda points to execute in BASR and BASR will give the final approval.
- 6.3 BASR Notification will be prepared and notified by Director/Deputy Director ORIC/ARC and Registrar. DRC will circulate the notification.
- 6.4 After BASR approval HOD/Program Coordinator issue letter to supervisor(s) "Appointment of Supervisor" (Annex-B).

Supervisor

- 6.5 The Principal Supervisor will be a faculty member or a professional in the relevant field holding a degree not lower than that of the program applied for. In case the Principal Supervisor's highest qualification is PhD/MS/MPhil, he/she must have minimum three years' research experience including minimum two research papers published in the HEC recognized journals. The HOD will issue letter of appointment to the Supervisor on the prescribed format Annex-B.
- 6.6 If the Principal Supervisor is not available temporarily, the Co-Supervisor, or the Head of Department (HOD), may act as a Principal Supervisor.
- 6.7 The Principal Supervisor/Co-Supervisor will not be changed except under extraordinary circumstances. In case of a serious problem between a student and the Principal Supervisor, the student may request the HOD/DRC to change the Principal Supervisor. The DRC will investigate the matter and bring it before the ARC. The ARC will take the decision through BASR on the matter.
- 6.8 A supervisor will be assigned 7 to 11 MS/MPhil research students. Maximum supervisory load, however, will remain linked with the HEC policy in this regard.

7. Proposal Defense

- 7.1 Respective DRC will provide Presentation Format (Annex-C1) and Proposal Document Format (Annex-C2) to the student.
- 7.2 The student will prepare research proposal under guidance of the Supervisor/Co-Supervisor.
- 7.3 The research proposal will be first submitted to HOD/PC/DRC as per prescribed Proposal Format (Annex-C2) for format check. DRC will issue Format Check List (Annex-C4) to the student and after setting standard documentation format of AIU the HOD/PC issue Format Correction Letter (Annex-C5) put into the student file and submit a copy to ARC.
- 7.4 The research proposal will be submitted to PSC/Director QEC for plagiarism check. Director QEC will issue Certificate of Originality (Annex-G) upon successful plagiarism check (below 17%).
- 7.5 The student will fill the Proposal Defense Request Form (Annex-E1), take signatures from supervisor, respective HOD/PC, Faculty Dean and submit to HOD/DRC along with following documents:
 - a. Softcopy of Research Proposal (Email/CD)
 - b. Three (3) copies of Proposal in spiral binding
 - c. Format Correction Letter from HOD (Annex-C5)
 - d. Student's Declaration (Annex-D1)
 - e. Plagiarism Undertaking by Student (Annex-D2)
 - f. Completion Certificate by Supervisor (Annex-D3)
 - g. Supervision Meeting Records (Annex-D4)
 - h. HEC Proforma 4 (Annex-D5)
 - i. Certificate of Originality (Annex-G)
 - j. Clearance Form
- 7.6 The DRC will issue Acknowledgement Receipt (Annex-F).
- 7.7 The DRC will submit the Proposal Defense Form along with all documents to ARC for evaluation.

- 7.8 The ARC will select and appoint one internal examiner and one external examiner from Pool approved by BASR to evaluate the proposal of the student.
- 7.9 ARC send a copy of the proposal to each Examiner along with Request Letter “Request for Evaluation” (Annex-H) and Assessment Sheet (Annex-I). The Examiner will be requested to evaluate the proposal and send their assessment report.
- 7.10 The ARC will receive assessment reports after evaluation.
- 7.11 ARC will announce the date/schedule of the defense through notification.
- 7.12 DRC will circulate the notification and make necessary arrangements. Copy of the notification will also be sent to Student, Supervisor, Examiners, Head of Department, Faculty Dean, Registrar and Controller of Examination.
- 7.13 The student will defend the proposal by giving a multimedia presentation and viva voce before the Supervisor, Examiners, HOD, Dean, Registrar, Director/Deputy Director ORIC/ARC. The Examiners will assess the proposal on a prescribed Research Proposal Evaluation Form (Annex-J). Three Research Proposal Evaluation Form must require to be filled by the Internal Evaluator, External Evaluator and Director/Deputy Director Research/ARC.
- 7.14 DRC/HOD/PC would be responsible for all the documentation, Attendance Sheets (Annex-K & L), Report, Evaluation Forms, student file maintenance etc.
- 7.15 ORIC/ARC prepare the agenda points to execute in BASR and BASR will give the final approval.
- 7.16 BASR Minutes of the meetings will be prepared by Registrar Office.
- 7.17 BASR Notification will be prepared and notified by Director/Deputy Director ORIC/ARC and Registrar. DRC will circulate the notification.
- 7.18 If the proposal is approved, the student will be allowed to continue research work.
- 7.19 Director/Deputy Director ARC issue Approval of Research letter to the student (Annex-M).

8. Thesis Defense

- 8.1 Respective DRC will provide Presentation Format (Annex-C1) and Thesis Document Format (Annex-C3) to the student.
- 8.2 The student will prepare research thesis under guidance of the Supervisor/Co-Supervisor.
- 8.3 The research thesis will be first submitted to HOD/PC/DRC as per prescribed Thesis Format (Annex-C3) for format check. DRC will issue Format Check List (Annex-C4) to the student and after setting standard documentation format of AIU the HOD/PC issue Format Correction Letter (Annex-C5) put into the student file and submit a copy to ARC.
- 8.4 The research thesis will be submitted to PSC/Director QEC for plagiarism check. Director QEC will issue Certificate of Originality (Annex-G) upon successful plagiarism check (below 17%).
- 8.5 The student will fill the Thesis Defense Request Form (Annex-E2), take signatures from supervisor, respective HOD/PC, Faculty Dean and submit to HOD/DRC along with following documents:
 - k. Softcopy of Research Proposal (Email/CD)
 - l. Three (3) copies of Proposal in spiral binding
 - m. Format Correction Letter from HOD (Annex-C5)
 - n. Student’s Declaration (Annex-D1)
 - o. Plagiarism Undertaking by Student (Annex-D2)
 - p. Completion Certificate by Supervisor (Annex-D3)
 - q. Supervision Meeting Records (Annex-D4)
 - r. HEC Proforma 4 (Annex-D5)
 - s. Certificate of Originality (Annex-G)
 - t. Clearance Form
- 8.6 The DRC will issue Acknowledgement Receipt (Annex-F).
- 8.7 The DRC will submit the Thesis Defense Form along with all documents to ARC for evaluation.
- 8.8 The ARC will select and appoint two external examiners from Pool approved by BASR to evaluate the proposal of the student.

- 8.9 ARC send a copy of the thesis to each Examiner along with Request Letter “Request for Evaluation” (Annex-H) and Assessment Sheet (Annex-I). The Examiner will be requested to evaluate the proposal and send their assessment report.
- 8.10 The ARC will receive assessment reports after evaluation.
- 8.11 ARC will announce the date/schedule of the defense through notification.
- 8.12 DRC will circulate the notification and make necessary arrangements. Copy of the notification will also be sent to Student, Supervisor, Examiners, Head of Department, Faculty Dean, Registrar and Controller of Examination.
- 8.13 The student will defend the thesis open defense by giving a multimedia presentation and viva voce before the Supervisor, Examiners, HOD, Dean, Registrar, Director/Deputy Director ORIC/ARC.
- 8.14 The Examiners will assess the thesis on a prescribed Viv Voce Evaluation Form (Annex-N). Three Viva Voce Evaluation Form must require to be filled by the two External Examiners and Director/Deputy Director Research/ARC.
- 8.15 DRC/HOD/PC would be responsible for all the documentation, Attendance Sheets (Annex-K & L), Report, Viva Voce Evaluation Forms, student file maintenance etc.
- 8.16 ORIC/ARC prepare the agenda points to execute in BASR and BASR will give the final approval.
- 8.17 BASR Minutes of the meetings will be prepared by Registrar Office.
- 8.18 BASR Notification will be prepared and notified by Director/Deputy Director ORIC/ARC and Registrar. DRC will circulate the notification.
- 8.19 If the thesis is approved by BASR, the student will submit following documents:
 - a. Correction Sheet (Annex-O)
 - b. Certificate of Originality (Annex-G)
 - c. Three copies of Hardbound (booklet) copies of thesis as per AIU format (Annex-C)
 - d. Three copies of Thesis Approval Sheet (Annex-P)
 - e. Three copies of Thesis Award Sheet (Annex-Q)
 - f. Clearance Form
 - g. One Published Research Paper
- 8.20 ARC will prepare the agenda points to execute/present in BASR and BASR will give the final approval.
- 8.21 BASR Minutes of the meetings will be prepared by Registrar Office.
- 8.22 BASR Notification will be prepared and notified by Director/Deputy Director ORIC/ARC and Registrar. DRC will circulate the notification.
- 8.23 Decision for the award of degree will be communicated to the Controller of Examinations by Registrar Office/ARC after collecting all required documents and clearance from student.
- 8.24 The student will submit hard bond booklet to the Department/ARC, Controller of Examination and Librarian.
- 8.25 The student will also submit one research paper from thesis to ORIC/ARC.
- 8.26 Controller of Examination will issue the provisional certificate, transcript and degree.