

Rules and Regulations Master Programmes

9. UNIVERSITY EMPLOYEES:

Since MA/MSc has fixed scheme of studies and equivalent to the fifth semester of BS and onwards, University employees can not avail the facility to enroll MA/MSc like BS.

10. ENROLLMENT:

10.1 An application for enrollment on the prescribed form; Course Registration Form (UG-1) accompanied by proof of fee paid (bank receipt) shall be presented to the office of the Director Advanced Studies on the day(s) notified for the enrollment.

10.2 The Director Advanced Studies under special circumstances and on payment of late fee of Rs.500 /- may permit a student to submit her Course Registration Form within ten days after the commencement of the classes.

10.3 The Vice Chancellor may allow a student to submit her Course Registration Form till the last day of the 4th week after the commencement of classes, with double late fee i.e., **Rs.1000.**

10.4 Enrollment in absentia is not allowed. Student is required to be present in person with a proof of identification (University Identity Card or Computerized National Identity Card etc.) for enrollment.

10.5 Enrollment will only be considered complete when Course Registration Form (UG-1) is submitted to the office of the Director Advanced Studies. Only depositing of fee will not serve the purpose.

10.6 A candidate admitted to a degree programme shall, for so long as she has not submitted thesis, has to enroll for each semester.

10.7 The student who enrolls in extra semester beyond her minimum residential requirement will have to pay full semester fee for each and every extra semester.

11. DISCONTINUATION/FREEZE OF STUDY/SEMESTER:

11.1 A student may discontinue enrolled semester before appearing in the final examination with the permission of the Director Advanced Studies on the recommendations of the Chairperson/Incharge/Director/Principal and Dean/Coordinator, on account of sickness duly certified by the MS of DHQ Hospital or due to circumstances beyond her control subject to fulfillment of condition that the student has passed the final examination of previous semester with minimum prescribed GPA/CGPA required for the said degree programme.

11.2 The facility of discontinuation can be availed only once during the whole degree programme and that too for one academic year (two semesters only).

11.3 A candidate shall not ordinarily be allowed to discontinue studies during the 1st semester.

11.4 A student so permitted to discontinue is required to resume her studies after two semesters (one freeze and one gap with zero credit) in the same semester which she has frozen i.e if a student freezes her 2nd semester, 3rd will be her gap semester and she will resume her studies after one year (two semester) in her 2nd semester with the next session on the recommendation of Chairperson/Incharge/ Director/Principal/Dean/Coordinator concerned and notified by the Director Advanced Studies. She will pay full semester fee after defreezing/rejoining the studies.

Note: However the student will follow the scheme of studies of her own session.

11.5 During the semester freeze, bonafide status of the student shall remain suspended. She will not be entitled to avail any privilege of a regular student.

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11.6 An HEC fellowship awardee will be allowed to join a training programme with the condition that her training would not disturb her enrollment in the University and will remain in contact with the concerned department. On her return and rejoining the University, she would have to meet the enrollment formalities (Ex-post-facto) of this period (the whole period of HEC scholarship) and it would also be included in the period of residential requirements of the scholar.

12. RE-ADMISSION:

12.1 If a student fails to enroll in any semester(s) without permission of the Competent Authority, she shall cease to be on the rolls of the University and in case she desires re-admission, she shall have to apply for the same.

12.2 The office of the Director Advanced Studies on the recommendation of Dean/Coordinator and by the permission of the Competent Authority may re-admit such a candidate subject to the payment of Rs.5000/- as re-admission fee in addition to the regular semester fees.

Re-admission will be allowed only if a student can maintain 75% attendance in the admitted semester.

12.3 The Dean /Coordinator may refuse the re-admission, if the reasons presented are not convincing.

Note: The period of gap semester will be counted towards residential requirements.

13. SUPERVISORY COMMITTEE:

13.1 a) The Supervisory Committee of a student shall be proposed by the respective Board of Studies of the Department/Institute during 1st semester.

b) Supervisory Committee shall consist of two teachers from the major field of study and one from the minor/ elective field of study. However, if an outstanding specialist in a major or minor/elective field of study is available outside the University, he/ she may be taken as a member of the Supervisory Committee in place of a teacher or as an additional member.

c) Supervisor of the student will act as Chairperson of the Supervisory Committee.

d) Supervisory Committee proposed by the respective Board of Studies and recommended by the Chairperson /Incharge/ Director of the Institute/ Principal and Dean/Coordinator of the faculty concerned, shall be approved by the Board of Advanced Studies and Research and notified by the Director Advanced Studies.

e) Supervisory committee may be revised according to the regulation (13.1 (a) to (d)) with the reasons of change to be recorded.

13.2 In case, a student duly recommended by the Chairperson/Incharge and Dean/Coordinator/Director/ Principal concerned to conduct her complete/part of research thesis in other institution/laboratory, is allowed by the Director Advanced Studies, then the helping scientist / specialist may be taken as co-supervisor/special member on the Supervisory Committee of the student. However, the university will not bear any financial liability in this context.

13.3 The Professor Emeritus may act as supervisor/member of Supervisory Committee of postgraduate students if he/she is stationed at Faisalabad.

13.4 Foreign Faculty members, HEC National Professors/HEC Eminent Scientists may act as supervisor/member of the Supervisory Committee provided that they are appointed for three years.

13.5 Retired teachers of the GCW University Faisalabad may continue as supervisor/member of the supervisory committee to their previous postgraduate students if they had supervised the student up to the approval of the synopsis. However, on re-employment for three years they may be given supervision of a new student.

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13.6 Adhoc/contract teachers may act as Supervisor / Member of the Supervisory Committee only where there is shortage of regular faculty members. Faculty on Tenure Track System (TTS) / Interim Placement of Fresh PhD Programme (IPFP) will be considered as regular faculty for the subject purpose.

14. REVISION OF COURSE REGISTRATION FORM:

14.1 A student may be permitted to revise her Course Registration Form within 20 days from the commencement of classes. After this period she may be allowed to revise Course Registration Form up to 28th day from the commencement of classes on payment of Rs.1, 000/- as Course Registration Form revision fee.

14.2 The students of first semester may be allowed to revise her Course Registration Form within 30 days of the last date of enrollment without late fee.

15. COURSE OF STUDY:

15.1 All post-graduate courses will be designated appropriate course code numbers and will be preceded by suitable alphabets indicating the name of the respective department.

15.2 A full time student can enroll up to 24 credit hours in a regular semester including regular plus repeat courses. However, Vice Chancellor may relax enrollment rules up to one extra course for the last semester (either odd or even) in special cases.

15.3 Out of the total number of credits referred in the scheme of study only one credit hour each shall be earned through Seminar and Special Problem.

15.4 A course can be repeated three times (enrolled four times) at the most. The Controller of Examinations office will mention corresponding repetitions in the result notification and the student shall mention repetition status in the Course Registration Form (UG-1).

15.5 Transfer of Credits: The Director Advanced Studies may consider credits earned by a student at another HEC recognized institution, subject to a maximum of 50 per cent of the minimum credits requirements for the degree, on the recommendations of Migration Committee provided that:

a. The contents of the course(s) for which credit is claimed, are identical or similar to the course included in her planned course work and the courses for which credit is claimed has not been used for another degree.

b. Courses with less than B grade shall not be considered for transfer of credit.

15.6 Students would submit their Course Work during first semester and Synopsis during the 3rd Semester of their programme of study.

15.7 A course studied to qualify a degree will not be taken / considered for any other higher degree programme.

15.8 Credit earned for a course shall lapse on the expiry of five years for regular student and seven years for parttime student from the end of the semester in which the course was qualified. The Vice Chancellor may revalidate the lapsed courses for special reasons to be recorded.

Explanation: Deficiency course once qualified will not lapse and shall not to be called in question again and need not to be revalidated.

15.9 No course shall carry more than 4 credit hours.

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16. Examinations:

16.1 Examination Fee: University examination fee shall be charged at the time of enrollment of each semester.

16.2 Tests and Examinations:

a) There shall be two examinations 'Mid and Final' in each semester. In addition to these examinations the teacher shall give home assignments and quizzes etc. to the students. The form of these examinations will be left to the teacher who will be solely responsible for the conduct of examination as well as evaluation in her course. The grade given in the course by the teacher shall be final but.

b) Only those students, who have at least 75% attendance in theory and practical separately in each course, shall be eligible to appear in the final examination.

c) A teacher shall report to the Dean/Coordinator/Director/Principal concerned through the Chairperson/Incharge of the concerned Department the names of students who are absent from the lectures/ practicals continuously for seven days to enable Director Advanced Studies to strike off names of such students. She may be re-admitted under the university rules or may be refused admission if the reasons presented for re-admission are not convincing.

16.3 The final examination for a semester shall be held on a date and time and place to be notified by the teacher in advance.

16.4 To pass a deficiency course a student is required to obtain at least "C" grade.

16.5 The scripts of each examination shall be discussed with the students.

16.6 The mid-semester examination shall be held during 9th week of the semester which shall carry 30 per cent of the total allocated marks for the course. This examination shall be held by the teacher concerned who shall determine the form of the examination.

16.7 For the purpose of evaluation, one credit will carry 20 marks e.g. a four credits course will carry 80 marks. These marks will be divided in accordance with the credits assigned to theory and practical for each course.

16.8 The following weightage shall be given to the examinations, home assignments;

(a) Mid-semester examination	30%
(b) Home assignments quizzes, presentations	20%
(c) Final examination	50%
Total:	100%

(Fraction in total marks of a course will be rounded to the nearest to one decimal point)

16.9 The duration of examination shall be as under;

Mid-Semester Examination	One hour
Final Examination	Two to three hours

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- 16.10** Final examination covering the full syllabus with at least 25% of the course of midterm as well, shall be held at the end of each semester.
- 16.11** Question paper for the mid and final term examination shall be set by the respective teacher. However, Chairperson/ Principal/ Director/ Departmental Incharge shall ensure the quality and standard of the question paper set by the teacher.
- 16.12** To qualify a course, it is essential to pass separately in the theory and practical examinations.
- 16.13** The teacher shall send the final award list along with answer scripts of mid, final and practical for the course to the office of the Controller of Examinations within 10 days after the end of a semester. The Vice Chancellor may condone the delay in result submission. A soft copy of the award list should also be sent to the office of the Chairperson /Director/Principal of the College and Director Advanced Studies.
- 16.14** On receipt of the award lists, the Controller of Examinations shall notify the results and send copies to the Director Advanced Studies, Dean/ Coordinator/Director/Principal and the Chairperson/Incharge of the Departments concerned.

17 Grade Point Average:

- 17.1** Grade point and Equivalence between letter grading and numerical grading shall be as follows:

Grade	Value	Marks (%)	Remarks
A	4	80 -100	Excellent
B	3	65 -79.99	Good
C	2	50 -64.99	Satisfactory
D	1	40 -49.99	Poor
F	0	Below 40%	Fail

17.2.1 Student is allowed to improve her D grades in any course of previous semesters during her course of study but only once.

A student, who obtains CGPA of 2.00 or more but less than 2.50 upon the completion of entire approved course work, may be allowed to repeat once the course(s) of the previous semesters in which she obtained the lowest grades in order to improve the CGPA so as to obtain the minimum of 2.50 failing which she shall cease to be on the rolls.

A student is allowed to improve only those number of D grades required to get 2.50 CGPA for obtaining her degree, failing which the students shall cease to be on the rolls provided that she has availed the maximum permissible repetitions.

CGPA of 2.5 out of 4.0 is required to qualify for the award of degree.

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18 Thesis/Research Project/ Internship

18.1 The Minimum Criteria for an MA/MSc student to opt for a research and thesis should be CGPA not less than 3.80 after 2nd Semester.

18.2 A student shall be entitled to submit thesis for examination after she has qualified the approved course work and has also fulfilled the residential requirements. She is required to submit thesis submission form and thesis examination fee before the submission of thesis.

18.3 Thesis shall be completed according to the guideline approved by the Director Advanced Studies shall be submitted to the office of Director Advanced Studies according to the schedule announced for submission of the final thesis.

18.4 The thesis duly certified by the Supervisory Committee that the contents and form of thesis are satisfactory for submission shall be sent to the external examiner by the office of Controller of Examinations for evaluation. A panel of three examiners per student shall be submitted to the CE office by the chairperson of the respective Board of Studies on or before the submission of thesis.

18.5 The thesis shall be evaluated by a Board of Examiners comprising members of the Supervisory Committee and one External Examiner appointed by the Vice Chancellor from the panel of names recommended by the Board of Studies. At least three members of the Board of Examiners of whom one must be an external examiner shall be appointed to evaluate the thesis, hold a viva voce examination and such other tests as are considered necessary for degree. The external examiner shall be given reasonable time to go through the contents of thesis critically. The viva voce examination would be conducted at least after one week of the receipt of thesis by the external examiner.

18.5.1 There shall be 120 marks corresponding to 06 credit hours allocated for thesis.

18.5.2 Total marks so awarded will be converted into a letter grade as prescribed in regulation number No.17.1 and average grades on the basis of course work as thesis will then be worked out to calculate the final CGPA.

18.5.3 Original plagiarism report along with the Certificate from Supervisor and Declaration by the student must be submitted while submitting the thesis to the Director Advanced Studies. The Director Advanced Studies shall notify the dates for the Semifinal & Final phases of thesis submission.

18.5.4 The thesis evaluation should be completed within two months from the date of submission of thesis to the Controller of Examinations: The Controller of Examinations shall get the approval of the two External Examiners (one as an alternative in case of regret of the examiner) from the Vice Chancellor and thesis shall be dispatched.

18.5.5 Supervisor, after consultation with the External Examiner shall write to the Controller of Examinations notifying the date, time and venue of thesis evaluation

18.5.6 The Supervisor shall send the award list of thesis examination after counter signature of the Chairperson to the office of the Controller of Examinations after making sure that the student has incorporated the suggested improvements. The Controller of Examinations shall notify the result of the student after receiving three bound copies of thesis.

18.6 In case of disagreement between the Supervisory Committee and the External Examiner regarding the acceptance of the thesis it shall be referred to another External Examiner whose decision shall be final.

18.7 The color of hard bound cover of Master programme shall be black with title superimposed in golden.

18.8 If a candidate fails in the thesis examination, she may enroll again and will submit a revised thesis within six months after the date of declaration of the result of the last thesis examination, on payment of the prescribed thesis examination fee. She can avail this chance only once.

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18.9 If the thesis, submitted by a candidate for final evaluation, is proved to be copied/ plagiarized at the time of viva-voce examination, it will be liable to be rejected on the report of Board of Examiners and the Controller of Examinations will declare the candidate fail in thesis examination. The admission of such candidate shall be cancelled and she shall not be readmitted under any circumstances.

18.10 If the thesis of a candidate is proved to be plagiarized after its evaluation and declaration of result, previous result of the candidate will be cancelled and she will be declared to have failed in thesis examination. Such a candidate shall not be readmitted under any circumstances.

19 General:

19.1 The students who enroll extra semesters beyond their minimum residential requirement will not be allowed hostel accommodation.

19.2 After submission of the thesis, the students will not be allowed to stay in the University hostels

19.3 Directorate of Advanced Studies will maintain student's record for 3 years after the declaration of final result. After such period, the record may be disposed of with the permission of the Vice Chancellor.

19.4 Office of the Controller of Examinations shall keep scripts of student's examinations for one semester.

